

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
March 10, 2015

Present: Marilyn Bull, Arnulfo Cedillo, Melinda Downing, Ahmad Mansur, Tae-Soon Park, Margie Rubio, Nghiem Thai, Audrey Trotter
Absent: Elmer Bugg
Guests: Ann Elliott, Gisele Giorgi, Derek Ross

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 1:38 p.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved. The 02/24/15 meeting minutes were reviewed and approved.	M/S/P: Downing/Bull/unanimous M/S/P: Bull/Downing/unanimous
III. General Business	<p>A motion to pay the renewal fee of \$300 for Merritt’s SurveyMonkey account with professional development funds was approved.</p> <p>Funding Applications</p> <ul style="list-style-type: none"> • No new applications • Pending applications <ul style="list-style-type: none"> ○ Classified senators’ applications and travel forms for the Classified Leadership Institute were signed by Trotter. <p>Budget Update</p> <ul style="list-style-type: none"> • Rubio adapted the budget development worksheet to present an update on professional development funds. • Taking into account the \$8,000 for Isela Santana’s & Siri Brown’s 2014-15 sabbaticals, which still needs to be charged to the current FY budget, there is a balance of \$45,771.61. • The discretionary allocation of \$9,360 is still unaccounted for. • A requisition to pay Fresh & Natural for the January 2015 flex day meals is pending approval of a budget transfer. <p>PDC 2014-15 Goals</p> <ul style="list-style-type: none"> • Tabled until next meeting <p>Spring 2015 Program Planning</p> <ul style="list-style-type: none"> • Debriefings with the National Equity Project and E3: Equity, Education, & Excellence will be scheduled for an extended March 24th meeting (1:30-3:30 p.m.). 	<p>M/S/P: Cedillo/Mansour/unanimous Rubio will process the renewal & payment.</p> <p>Goals check-in will be on the March 24th meeting agenda.</p>

<p>IV. New Business</p>	<p>2015-16 Sabbatical Orientation (2:00-2:30 p.m.)</p> <p>Facilitator: Audrey Trotter, PDC Chair</p> <p>Attendees:</p> <ul style="list-style-type: none"> • Ann Elliott – English Co-Chair & Instructor • Gisele Giorgi – Biology Instructor • Derek Ross – DSP Counselor <p>Contract faculty with six consecutive years of service may apply for a one-semester sabbatical during the 2015-16 academic year.</p> <p>Trotter presented a PowerPoint outlining the eligibility requirements, the application process and deadlines, and the selection process (all contained in the <i>Merritt College Sabbatical Handbook 2015-2016</i>).</p> <p>Attendees were asked to complete a one-minute journal assessment of the orientation at the end.</p>	
<p>V. Other Items</p>	<p>Accreditation Interview (3:30-4:00 p.m.)</p> <p>Interviewer: Dr. Michael Allen, Vice President of Academic Affairs, Los Angeles Mission College</p> <p>PDC Members: Cedillo, Downing, Mansour, Park, Rubio, Thai, & Trotter</p> <p>Questions:</p> <ul style="list-style-type: none"> • What is the role of the PDC in sponsoring activities and training for distance education instructors? • Does the PDC provide support for faculty and staff involved in program review and student learning outcomes assessment? • What level of proficiency has your program achieved in the student learning outcomes assessment process? 	
<p>VI. Adjournment</p>	<p>The meeting was adjourned at 4:00 p.m.</p>	

M/S/P = motion/second/pass