

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
March 24, 2015

Present: Marilyn Bull, Arnulfo Cedillo, Melinda Downing, Tae-Soon Park, Margie Rubio, Nghiem Thai, Audrey Trotter
Absent: Elmer Bugg, Ahmad Mansur
Guests: Juan Carlos Arauz, Stefanie Harding

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 1:44 p.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved. The 03/10/15 meeting minutes were reviewed and approved.	M/S/P: Bull/Downing/unanimous M/S/P: Downing/Bull/unanimous
III. Dr. Juan Carlos Arauz E3: Education, Excellence & Equity	<p>Workshop Debriefing</p> <ul style="list-style-type: none"> • Trotter conveyed the committee’s appreciation to Dr. Arauz for his relevant and well-received presentation. • Downing emphasized the campus-wise desire to continue the dialogue through follow-up activities. • Cedillo remarked that Dr. Arauz’s presentation complemented the National Equity Project activity and really resonated with the audience. <p>Potential Follow-Up Activities</p> <ul style="list-style-type: none"> • Dr. Arauz stated that his invitation to speak during flex days signified the College’s readiness to engage in open conversation, adding that Merritt is more viscerally connected to the issue of equity than other schools. He noted that the tension on campus is real and palpable and that the situation is ripe for action. • He asked, “What are the priority needs that Merritt wants to address?” <ul style="list-style-type: none"> ○ Trotter identified the tensions among African-American, Latino, and other students of color in terms of college support and success. ○ Downing remarked on the lack of confidence in students of color that she often perceives in her classes. ○ Cedillo suggested that the tensions were within the student population, but rather among the administration, faculty, and staff. • Dr. Arauz proposed that cultural competency assessment could be used in conjunction with standardized test scores to develop comprehensive action plans for students, enabling them to start college with the level of confidence and practice needed to succeed. E3 is piloting the implementation of its Education Strengths Assessment Tool (ESAT), an 	

	<p>online survey of life experiences, with select cohorts at a couple of other Bay Area community colleges.</p> <p>Next Steps</p> <ul style="list-style-type: none"> • The Committee expressed uncertainty about whether Merritt is ready to commit to the costs and consequences of implementing such an intensive program. A suggestion was made to conduct a survey to gauge interest in participation in a counselor/faculty cohort for training in the use of cultural competency assessment tools. • Trotter also requested that Dr. Arauz submit a more modest proposal for an alternate program that is within the Committee’s means to achieve. 	
<p>IV. New Business</p>	<p>National Equity Project Follow-Up Meeting</p> <ul style="list-style-type: none"> • Lisa Lasky was not available immediately, so a tentative meeting will be scheduled for Thursday, April 9, 1:00-2:00 p.m. <p>“Walk-A-Mile in My Shoes Day”</p> <ul style="list-style-type: none"> • Downing, Harding, and Rubio volunteered to plan an event for Fall 2015. <p>PDC Survey</p> <ul style="list-style-type: none"> • Trotter distributed a draft survey for the Committee’s review. <p>Merritt List Serve Ideas</p> <ul style="list-style-type: none"> • Alexis Alexander, who had suggested some free tools that could be used for a list serve, was not present to discuss her ideas. • Item tabled until next meeting. <p>Fall 2015 Flex Day Program/College Retreat</p> <ul style="list-style-type: none"> • There are only three meetings left in the semester to plan for the Fall 2015 flex days. 	<p>Trotter will schedule the meeting.</p> <p>Committee members will e-mail suggestions to Trotter.</p> <p>Trotter will forward Alexis Alexander’s e-mail to the Committee.</p>

<p>V. General Business</p>	<p>Funding Applications</p> <ul style="list-style-type: none"> • A motion to suspend the \$800 funding limit for classified staff due to the estimated cost (\$818) for classified senators to attend the Classified Leadership Institute was approved. • Waaduda Karim (classified) – <i>Classified Leadership Institute</i> • Eva Ng-Chin (faculty) – <i>American Library Association Annual Conference</i> • Jennifer Shanoski (faculty) – <i>Food Chemistry Workshop</i> <p>Budget Update</p> <ul style="list-style-type: none"> • Budget transfers and/or payroll adjustments are still needed to reconcile expenses for 2014-15 sabbaticals and Office of Instruction classified staff overtime that were charged to the wrong accounts. • Payments to Fresh & Natural and E3: Education, Excellence & Equity are still pending. • An ePAF for chair release time and timesheets for classified stipends need to be processed for the spring semester. A question was raised about whether fringe benefits for classified stipends should be charged to professional development funds. 	<p>M/S/P: Park/Bull/unanimous</p> <p>M/S/P: Park/Rubio/unanimous M/S/P: Thai/Park/unanimous M/S/P: Cedillo/Park/unanimous</p> <p>Trotter & Rubio will contact Fred O’Yang in Payroll and meet with Dr. Bugg to resolve these outstanding budget issues.</p> <p>Trotter will initiate her ePAF, and Rubio will submit timesheets.</p>
<p>VI. Other Items</p>	<p>Sabbatical applications will be reviewed at the next meeting on Tuesday, April 14, 1:30-3:00 p.m.</p>	
<p>VII. Adjournment</p>	<p>The meeting was adjourned at 3:20 p.m.</p>	

M/S/P = motion/second/pass