

**MERRITT COLLEGE**  
**Minutes of the Professional Development Committee Meeting**  
**November 13, 2015**

**Present:** Charity Clay, Jason Holloway, Tom Renbarger, Maria Spencer, Nghiem Thai  
**Absent:** Rachel Antrobus, Arnulfo Cedillo, Margie Rubio, Tina Vasconcellos  
**Guests:** Miriam Zamora-Kantor

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Call to Order</b>	The meeting was called to order at 11:22 a.m.	
<b>II. Approval of Agenda &amp; Minutes</b>	The agenda was reviewed and approved as amended to move actionable items to top.  The October 23, 2015, meeting minutes were reviewed and approved.	M/S/P: Thai/Clay/unanimous  M/S/P: Holloway/Renbarger/unanimous
<b>III. General Business</b>	<p>The following new funding requests were reviewed and voted upon:</p> <ul style="list-style-type: none"> <li>• Courtney Brown – Catalyzing Computing &amp; Cybersecurity in Community Colleges; San Diego, CA; November 2-4, 2015; \$1,402.24 <b>DENIED (retroactive application; missing conference info)</b></li> <li>• Daniel Lawson – CMC3 43<sup>rd</sup> Annual Fall Conference; Monterey, CA; December 11-12, 2015; \$603.12 <b>APPROVED (missing conference info &amp; dean’s signature)</b></li> <li>• Steve Pantell – 2016 CIAC Conference; Los Angeles, CA; April 21-22, 2016; \$1,130 <b>APPROVED for \$1,000 (missing chair’s &amp; dean’s signatures)</b></li> </ul> <p>The following 2015-2016 committee goals were reviewed and approved:</p> <ul style="list-style-type: none"> <li>• Facilitate campus-wide planning sessions to increase faculty and staff collaborations with community partners in order to create opportunities for our students</li> <li>• Award AY 2016-17 sabbatical(s) to distinguished faculty working to enrich the College</li> <li>• Promote the PDC website as an up-to-date means to communicate professional development information to faculty and staff</li> <li>• Conduct an internal scan of the professional development needs of the Merritt community and use the results to better inform the provision of activities, events, programs, and workshops</li> <li>• Foster professional development in-sourcing by sponsoring and funding two spring 2016 flex day workshops presented by Merritt faculty, staff, or</li> </ul>	<p>M/S/F: Holloway/Renbarger/unanimous</p> <p>M/S/P: Thai/Renbarger/unanimous (conditional on submission of missing items)</p> <p>M/S/P: Holloway/Spencer/unanimous (conditional on submission of missing items)</p> <p>M/S/P: Holloway/Thai/unanimous</p>

	<p>students</p> <p>PD Workshop Proposals</p> <ul style="list-style-type: none"> <li>• The Committee decided that the funding limit for PD workshop proposals (including collaborative, non-travel activities) would be \$2,000.</li> <li>• Clay recommended the creation of guidelines and a rubric of criteria for approving proposals.</li> <li>• Zamora-Kantor suggested that proposals outside the scope of the PDC can be forwarded to the SSSP/Student Equity Committee for potential funding.</li> </ul> <p>PD Chair Updates</p> <ul style="list-style-type: none"> <li>• Zamora-Kantor reported on preliminary plans for the Spring 2016 district flex day. The Chancellor has proposed equity as a general theme. The Committee discussed various ideas for the program, including a student speaker, chancellor’s update, employee recognitions, etc.</li> </ul>	
<b>IV. New Business</b>	<p>Spring 2016 Flex Day Planning</p> <ul style="list-style-type: none"> <li>• The November 20<sup>th</sup> meeting agenda shall be devoted to flex day planning.</li> <li>• A theme for the program needs to be determined.</li> <li>• Holloway suggested having Maritez Apigo conduct a workshop on using mobile devices in education.</li> </ul> <p>New Faculty Development Program</p> <ul style="list-style-type: none"> <li>• Ann Elliott has proposed that the PDC fund stipends for mentors in a faculty development program.</li> </ul>	<p>He will submit a workshop proposal for consideration.</p> <p>Holloway will forward Elliott’s email to members for review.</p>
<b>V. Other Items</b>	The next meeting is on Friday, November 20, 11:00 a.m.-1:00 p.m.	
<b>VI. Adjournment</b>	The meeting was adjourned at 1:17 p.m.	

M/S/P = motion/second/pass