

**MERRITT COLLEGE  
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Online via Zoom

Thursday, September 3<sup>rd</sup>, 2020 9:00 –10:30 am

**Minutes**

**Present:** Maria Suarez, Jose A. Salceda, Frances Moy, Jason Holloway, Maria Spencer

**Absent:** Soledad Leung, Denise Woodward, Doris Hankins, Dr. Lilia Chavez

**Guests:** None

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION ITEMS/CONCLUSIONS
1. Call to Order	<i>Meeting called at 9:10 am.</i>	
2. Approve Agenda	<i>Agenda approved with a correction. Item #6 (budget) moved to Item #4.</i>	M/S/P- Maria Suarez/Jose A. Salceda
3. Approve 08/13/20 Minutes	<i>Minutes approved with a correction. Under Objective #1, add including classified staff.</i>	M/S/P- Maria Suarez/Frances Moy
4. Budget Update	<i>Budget available for the year is \$13,000. It needs to be allocated in different accounts. The \$3,000 rollover funds were used for summer trainings.</i>	
5. Virtual Flex Day from August 21 <sup>st</sup> - Debrief	<p><b>Attendance per workshop =</b>  <i>President’s Welcome – 110</i>  <i>Accreditation – 95</i>  <i>Student Services – 73</i>  <i>Culturally Relevant Pedagogy – 51</i>  <i>Student Accessibility Services – 20</i>  <i>Ergonomics – 12</i>  <i>Moving from Protest to Activism – 17</i>  <i>Encouraging Student Success in the Online Classroom – 33</i>  <i>Excel Basics – 9</i>  <i>Budget Training – 18</i>  <i>Conflict Resolution – 1</i>  <i>Division Meeting Dean Foster – 48</i>  <i>Division Meeting Dean Amboy – 17</i>  <i>Division Meeting Dean Holloway – 34</i></p>	

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	<p><b>What worked well:</b> Recording of workshops, variety of topics were presented, student services provided informative data, and positive feedback from participants.</p> <p><b>Things we can improve:</b> Shorter workshops, allow time in the schedule for breaks, include housekeeping at the beginning of flex, greater participation of classified staff, and gather more feedback from workshops.</p>	
<p><b>6. Ideas for Fall Professional Development Trainings and Mid-semester Flex.</b></p>	<p><b>Fall Professional Development Trainings:</b>          -Trauma informed trainings will be offered on October 9<sup>th</sup> and 16<sup>th</sup>.          -Maria Spencer will offer two fall trainings (recorded) that will include a toolkit and evaluation.</p> <p><b>Mid-semester Flex Ideas:</b>          Zoom and Canvas training, SAS online resources training, mental health trainings, assessment workshop, AP purchasing, how to run effective meetings, budget training for faculty and staff, APU updates, mapping student degrees, equity/diversity, CurriQnet, and self-care/mindfulness/wellness training.</p>	
<p><b>7. Other Items</b></p>	<p>Next meeting scheduled for September 17<sup>th</sup> at 9:00 am.</p>	
<p><b>8. Adjournment</b></p>	<p>Meeting Adjourned at 10:25 am.</p>	

\* M/S/P = Motioned/Seconded/Passed