

**MERRITT COLLEGE  
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Online via Zoom

Thursday, September 17<sup>th</sup>, 2020 9:00 –10:30 am

**Minutes**

**Present:** Maria Suarez, Jose A. Salceda, Frances Moy, Jason Holloway, Maria Spencer, Denise Woodward, Doris Hankins, Soledad Leung

**Absent:** Dr. Lilia Chavez

**Guests:** Inger Stark

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION ITEMS/CONCLUSIONS
<b>1. Call to Order</b>	<i>Meeting called at 9:00 am.</i>	
<b>2. Approve Agenda</b>	<i>Agenda approved with no corrections.</i>	M/S/P- Jason Holloway/Jose A. Salceda
<b>3. Approve 09/03/20 Minutes</b>	<i>Minutes approved with no corrections.</i>	M/S/P- Frances Moy/Jason Holloway
<b>4. Ideas for Fall Professional Development Trainings</b>	<p><i>-First Aid certification trainings will be offered on October 9<sup>th</sup> and 16<sup>th</sup>. There will be a limit of 20 participants per training.</i></p> <p><i>-Maria Spencer will offer two fall trainings (recorded) on conflict resolution that will include a toolkit and evaluation component.</i></p>	
<b>5. Planning for Mid-semester Flex - 10/20/20</b>	<p><b>8:45-9:50 am</b> Remarks by President David Johnson. Frances will introduce PDC members.</p> <p><b>10:00-10:50 am</b> Accreditation Updates and College-wide Activity – Accreditation Committee</p> <p><b>11:00-12:00 pm</b> Unconscious Bias – Dr. Ammar Saheli</p> <p><b>1:00-2:50 pm</b> Trauma Informed Systems – Brooke Briggance</p> <p><b>3:00-3:50 pm</b> Annual Program Review Hands on Workshop for Chairs and Program Directors – Nathan Pellegrin</p> <p><b>3:00-3:50 pm</b> SAS Online Resources – SAS Staff</p> <p><b>3:00-3:50 pm</b> Interest Based Relational (IBR) Approach to Conflict Resolution – Maria Spencer</p> <p><b>4:00-4:50 pm</b> SLOs Hands on Workshop and CurriQnet</p> <p><b>4:00-4:50 pm</b> Adobe Sign – A Conversation about Remote Resources – Denise Woodward</p> <p><b>4:00-4:50 pm</b> Accounts Payable and Procurement – Nick Shere</p>	<p>Action Items:</p> <ul style="list-style-type: none"> <li>-PDC members recommended that the Unconscious Bias workshop be tailored to Merritt College. Maria Suarez will invite Dr. Ammar Saheli to our next PDC meeting.</li> <li>-Denise Woodward will coordinate the Adobe Sign workshop.</li> <li>-Frances Moy will follow-up with Nick Shere to confirm Accounts Payable workshop.</li> <li>-Maria Spencer will coordinate Conflict Resolution workshop.</li> </ul>

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<b>6. Budget Update</b>	<p><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></p> <p><i>-\$1,000 was proposed as a stipend for Dr. Ammar Saheli. Voted on and approved by PDC</i></p>	M/S/P – Frances Moy/Denise Woodward
<b>7. Other Items</b>	Next meeting scheduled for October 1 <sup>st</sup> at 9:00 am.	
<b>8. Adjournment</b>	Meeting Adjourned at 10:12 am.	

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