



## MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

**DATE AND PLACE:** Thursday, Jan 9, 2020, 2:30 – 3:30 PM, S-435

**OBJECTIVES:**

- ☞ Last details for Jan 17<sup>th</sup> Flex Day
- ☞ Setting up meeting dates and objectives for Spring 2020

**AGENDA:**

1. Approval of Agenda
2. Minutes. Please review the minutes from Nov.14th meeting
3. Reviewing details for Jan. 17<sup>th</sup> Flex:

*Our theme: Finding our strength and sense of belonging as a community*

**Morning:  
(Student Lounge)**

8:30 - 9:00	<b>Breakfast</b>
9:00 - 9:30	<b>Welcome by President Burns</b>
9:30 - 12:00	<b>Planning Summit</b> – Organized by Accreditation chairs and collaborators. Tom Renbarger, Dan Lawson, Tachetta Henry, David Johnson
12:00 - 1 PM	<b>Lunch</b>

**Afternoon:**

1:00 - 3:00 <b>Student Lounge</b>	<b>Trauma informed Systems: How the campus policies, procedures, interactions with students can become more healing</b> Brooke Briggance- FACES for the Future Coalition and Alameda County Behavioral Health
2:00 - 3:00 <b>In room R28</b>	<b>SAS resources and tests outside the classroom-</b> Frances Moy
2:00 - 3:00 <b>In room S449</b>	<b>Running effective meetings-</b> Scott Hoshida
2:00 - 3:00 <b>Computer Lab In room L132</b>	<b>CurriQnet training-</b> Nghiem Thai
3:00 - 5:00 <b>Computer Lab In room L132</b>	<b>Purchasing and payable processing.</b> -Nick Shere & Seraphine Nzomo



## MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

3:00 - 4:00 In S building	<i>Division meetings. Div. I in S 455, Div. II in S____ , and Div III in S____</i>
3:00 - 5:00 In room S449	<i>New faculty training- Tom Renbarger</i>
4:00 - 5:00	<i>Department meetings- Location arranged by chairs</i>

### Details:

- Set up of ipads and registration who? \_\_\_\_\_
- Set up of student lounge, tablecloths, decorations \_\_\_\_\_
- Break activity, drawing prizes \_\_\_\_\_
- Contact and coordinate lunch and breakfast with Kim's \_\_\_\_\_
- Printing programs \_\_\_\_\_
- Printing sign-up sheets for workshops \_\_\_\_\_
- Wear T-shirts
- Contacting presenters and workshop instructors
- Support and help IT in the afternoon
- Other details

4. Budget updates and approval of travel requests by Beverly Brooks

5. Setting up Meeting dates and objectives for Spring 2020

6. Adjournment

*The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes, and values needed to succeed and participate responsibly in a democratic society and a global economy.*