



## MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

**DATE AND PLACE:** Tuesday, Aug 13, 2019, 9:00 – 10:30 AM, S-435

**OBJECTIVES:**

- ☞ Discuss schedule and details for the upcoming Flex

**AGENDA:**

1. Approval of Agenda
2. Minutes. Please review the minutes from Aug 6th meeting and check for pending action items.
3. Budget update: Available budget for this fiscal year.
4. Review details for Fall semester Flex date: Friday Aug. 16<sup>th</sup> (See last draft of the program)
  - **PDC and Guided Pathways updates. Collaboration and Integration - 15mins** (Maria will show PDC updates in ppt 5 mins)
  - **Mapping activity- 30mins** Participants are given sticky notes (footprints), write their answers to the question: *Where are you on the students' path?* and stick their answers along the students' pathway.
    1. **Ordering and printing the banner** - Maria Spencer, Jason Holloway, Margie
    2. **Other materials needed for this activity:** Sticky footprints, covered by PDC or Guided Pathways?
    3. **Print outs of the pillar logos to place on the tables.**
  - **Debrief by groups** (Discuss their conclusions or answers, new questions) and **stretch out- 30mins.** *How can you do better? What do you want to know or learn?* In Handouts to gather peoples' conclusions at the end or Menti survey
  - **Budget training -30 or 45 mins** Updates in ePafs and updates in Business practices. Need paragraph to promote this training.
  - Menti.com feedback during or after lunch
  - **1-2pm (After mix-up lunch) Connection and Integration activity.** Maria C Suarez will provide handouts about Communities of Practice. Coordinate with SLOAC and other committees to work in Student Lounge divided by areas: Assessments planning and help, Classroom management clinics, Equity and Diversity, Mentoring in Pedagogy.
  - Classified activity, self-care, professional development plans for the year.



## MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

- Checklist for Flex:
  - ipads/registration link
  - sign-up sheets
  - print GP pillars icons to put in tables
  - Tables decoration
  - Print out programs
  - T-shirts for new committee members
  - Check food with Kim's and Otaez
  - Other?

QR code student lounge registration



QR code workshops feedback and registration



### 5. Other items

Next meeting date?

- Continuation of committee members, bookkeeping etc.
- Different structure for using PD funds for next year
- Other

### 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.*