



## MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

**DATE AND PLACE:** Tuesday, Jan 15, 2019, 9:00 – 10:30 AM, S-435

**OBJECTIVES:** Finalizing details for Friday Jan.18th Flex Day

**AGENDA:**

1. Approval of Agenda
2. Minutes. Before the meeting please review the last minutes that Tom emailed from Dec.18<sup>th</sup> meeting.
3. Checklist for Flex Day Friday Jan. 18<sup>th</sup>
  - Set up of ipads and google docs registration link
  - Set up of student lounge, tablecloths
  - Break activity, prizes
  - Discussion tables activity details, boards and markers
  - Contacting IT for support
  - Contact and coordinate lunch and breakfast with Kim's
  - Printing programs
  - Printing sign-up sheets for workshops
  - Tables decorations
  - Wear T-shirts
  - Contacting presenters and workshop instructors
  - Other details
4. Other items:
  - Next meetings for Spring semester.
5. 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.*