



## MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

**DATE AND PLACE:** Tuesday, Mar 19, 2019, 9:00 – 10:30 AM, S-435

**OBJECTIVES:** Finalizing details for Friday Mar.21<sup>st</sup> Flex Day

**AGENDA:**

1. Approval of Agenda
2. Review and approval of the minutes from our last official meeting.
3. Checklist for Flex Day Thursday Mar. 21<sup>st</sup>
  - Set up of ipads and google docs registration link \_\_\_\_\_
  - Set up of student lounge, tablecloths? \_\_\_\_\_
  - Discussion tables activity details, boards and markers \_\_\_\_\_
  - Contacting IT for support \_\_\_\_\_
  - 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.*