



MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

DATE AND PLACE: Tuesday, Nov 6, 2018, 9:00 – 10:30 AM, S-435

- OBJECTIVES:**
- Debriefing of the Oct. 25 Flex Day
 - Start action in updating our funds request form and system
 - Clarify future meetings dates

AGENDA:

1. Approval of Agenda
2. Minutes. Before the meeting please review the last minutes that Tom sent by email.
3. Budget Updates and Approvals (Review of status of pending /Travel, Funding Requests: Monica Ambalal if the form is complete)
4. Oct. 25, 2018 Flex Day debriefing
 - Review stats of attendance and feedback from morning session and afternoon workshops.
 - Self-evaluation: What worked well and how can we improve?
 - List of future PD workshops
 - Structure of upcoming Flex Day, morning workshops?
5. Start our work to clarify and update our funds requests procedures.
 - Review current funds request form, add and/or remove information
 - Review approvals diagram flow
6. Clarify table with future meeting dates for the remaining of this semester and also for Spring 2019, this will be published in the website next to deadlines for president's office approvals and board meetings dates.
7. Other items:
 - Plans to update website and funding request procedures
 - Start early our prepping for Spring 2019 Flex Day
8. 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.