

**MERRITT COLLEGE  
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Online via Zoom

Tuesday, March 24<sup>th</sup>, 2020 1:30 –3:00 pm

**Minutes**

**Present:** Maria Suarez, Jose A. Salceda, Jason Holloway, Maria Spencer, Soledad Leung, Dr. Lilia Chavez, Denise Woodward, Frances Moy

**Absent:**

**Guests:** David Johnson, Scott Hoshida, Tom Renbarger, John Rodriguez, Monica Ambalal, Daniel Lawson

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION ITEMS/CONCLUSIONS
1. Call To Order	<i>Meeting called at 1:38 pm.</i>	
2. Approve Agenda		
3. Approve 02/27/20 Minutes		
4. Flex Day - Review Tentative Schedule	<ul style="list-style-type: none"> <li>• Current schedule for flex:               <ul style="list-style-type: none"> <li>○ Need to connect with DE Committee</li> <li>○ COA has been proactive: sent survey to faculty to support online transition.</li> <li>○ Monica, DE Coordinator, has been helping tremendously but PDC can help, supporting our common efforts.</li> </ul> </li>   <li>• Flex Day Agenda: Brainstorm               <ul style="list-style-type: none"> <li>○ Full Day Agenda created individually for each college that will be shared across the district</li> <li>○ People can join the other activities from different colleges</li> <li>○ Zoom links will be generated by the instructors</li> <li>○ Instructors can limit the number of participants</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• Zoom: 9 am - 10 am             <ul style="list-style-type: none"> <li>○ President Presentation 9 - 9:30</li> <li>○ Add accreditation: Dan and Denise 15-30 minutes (Plenary Session)</li> </ul> </li> <li>10 am - 11 am             <ul style="list-style-type: none"> <li>○ SLOAC help with online assessments</li> </ul> </li> <li>11 am - 12 noon             <ul style="list-style-type: none"> <li>• Monica Ambalal will run workshop (how to use Zoom)</li> </ul> </li>   <li>Afternoon Workshops: Maria will finish draft by Wednesday afternoon             <ul style="list-style-type: none"> <li>○ Accreditation Team Meetings or Meetings by Department run by chairs</li> <li>○ Trauma-Informed Systems: still needs to be confirmed but will be done via Zoom</li> <li>○ Maria Spencer will run her Self-care workshop -- revising for the current moment.</li> <li>○ John Rodriguez will run active learning workshop</li> <li>○ Connecting with groups, working on their own things.</li> <li>○ Other wellness workshop ideas:                 <ul style="list-style-type: none"> <li>▪ Stretching, yoga, etc.</li> </ul> </li> <li>○ Classified Workshop (Denise will coordinate)</li> </ul> </li> </ul>	
<p><b>5. Collaboration with Distance Education</b></p>	<ul style="list-style-type: none"> <li>• Collaborating with DE:             <ul style="list-style-type: none"> <li>○ Google Doc -- to gather volunteers</li> <li>○ 1 hour/week for each committee member to offer assistance.</li> <li>○ Basic training available.</li> </ul> </li>   <li>• Classified Workshops             <ul style="list-style-type: none"> <li>○ Workshop Ideas:                 <ul style="list-style-type: none"> <li>▪ Information Conversation on the challenges of working from home.</li> <li>▪ Working remotely and prioritizing tasks. Time and effort reports, etc.</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Helping shift gears for new job responsibilities.</li> <li>▪ W Drive:</li> <li>• Helping Students in an Online Environment:             <ul style="list-style-type: none"> <li>○ SAS Support online</li> </ul> </li> <li>• Create a survey to gather PD proposals for Flex Days or other dates.</li> <li>• Tom Renbarger will ask VPI Richardson if she could have a Zoom meeting set up for Flex Day with faculty about expectations for the remaining of the semester in terms of instruction.</li> </ul>	
<p><b>6. Other Items</b></p>	<p>To dos:</p> <ul style="list-style-type: none"> <li>• Maria will update agenda</li> <li>• Maria will send out survey form</li> <li>• Evaluation forms?</li> <li>• Sign-Ins</li> </ul> <p>Hiring committee meeting 1:30 on 3/30 Zoom Pro Account access for District through <a href="https://cccconfer.zoom.us/">https://cccconfer.zoom.us/</a> Community should all join one Zoom link for plenary session</p> <p>Current draft of Merritt Flex Day agenda: How to use zoom – 1-hour workshop Afternoon Trauma Informed Systems - Brooke Briggance Conflict resolution Online active learning strategies</p>	

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	<p>Having a conversation about working remotely:</p> <ul style="list-style-type: none"> <li>• Working with children at home</li> <li>• Adequate files, equipment</li> <li>• Challenges, best practices around being effective</li> <li>• Create lists agendas</li> </ul> <p>SAS student support in an online environment Tracking regular meetings through Zoom</p>	
<p><b>7. Adjournment</b></p>	<p>Meeting adjourned.</p>	

\* M/S/P = Motioned/Seconded/Passed