

**MERRITT COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Room S435

Thursday, September 26th, 2019 12:00 –1:30 pm

Minutes

Present: Maria Suarez, Jose A. Salceda, Jason Holloway, Soledad Leung, Frances Moy, Maria Spencer

Absent: Margie Rubio, Dr. Lilia Chavez

Guests: Tom Renbarger, Doris Hankins, Stefani Devito

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION ITEMS/CONCLUSIONS
1. CALL TO ORDER	<i>Meeting called at 12:14 pm</i>	
2. Approve Agenda	<i>Agenda approved with corrections. Item #5: Objectives changed to goals.</i>	M/S/P- Maria Spencer/Maria Suarez
3. Approve 7/9/19 Minutes	<i>Minutes Approved with no needed corrections</i>	M/S/P- Frances Moy/ Maria Suarez
4. Budget Updates	<p><i>Budget Updates: BTR pending to have funds available (District board approval Sep 10th) Available budget for this fiscal year. \$28,469; Classified PD Funds \$12,458; Possible Roll-over \$9,000.</i></p> <p><i>Flex Day: \$4,000 owed for food. \$250 for materials.</i></p> <p><i>Compensation for PDC Committee Members:</i></p> <ol style="list-style-type: none"> <i>1. Chair - .2 FTEF release time</i> <i>2. Note-taker: \$600.00 per semester</i> <i>3. Book-keeper: \$750.00 per semester</i> <p><i>Mid-semester Flex Day: Tom mentioned that the President's Office can cover food for the mid-semester flex day. He will follow-up to confirm.</i></p> <p><i>Maria will follow-up on creating an open account for PDC.</i></p>	<p>Action Items:</p> <p>Maria Spencer and Margie Rubio will follow-up on payment for banner.</p> <p>Tom will follow-up with the President's Office to confirm payment for food for mid-semester flex day.</p> <p>Maria will follow-up on creating an open account for PDC.</p>
5. Travel Requests	<p><i>\$700 proposed as a cap for travel requests. Voted on and approved by PDC.</i></p> <p><i>Travel request template will include a description of how the training will be applied to own professional development.</i></p>	M/S/P- Maria Suarez/ Jason Holloway Objections: 0

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	<p><i>Travel requests:</i></p> <ol style="list-style-type: none"> 1. <i>Monica Ambalal – Request to attend American Musicological Society Annual Conference 2019. Request approved without objections for \$700.00</i> 2. <i>Sun Young Ban – Request to attend the American Mathematical Association of Two Year Colleges. Request approved without objections for \$700.00</i> 3. <i>Tim Hackett – Request to attend the Librarian Conference. Request approved without objections for \$700.00</i> 4. <i>Barbara Dimopoulos – Request to attend Phi Theta Kappa International Honor Society Fall Leadership Conference 2019. Request approved without objections for \$700.00</i> 	<p>M/S/P- Frances Moy/ Maria Suarez Objections: 0</p> <p>M/S/P- Maria Spencer/Jason Holloway Objections: 0</p> <p>M/S/P- Frances Moy/Jason Holloway Objections: 0</p> <p>M/S/P- Frances Moy/Maria Spencer Objections: 0</p>
<p>6. Objectives for PDC 2019-2020</p>	<p><i>Offer meaningful professional development activities provided that the appropriate funding is available.</i></p> <p><i>Increasing cross disciplinary participation in flex day activities for all college constituents.</i></p>	
<p>7. Flex Day October 22nd</p>	<p><i>Academic senate passed a motion to plan for the summit on October 22nd during the morning session. Tom, Maria, and Doris will lead the morning session. The session will focus summit planning.</i></p> <p>8:30-9:00 am Breakfast 9:00-9:30 am Welcome President Burns 9:30-12:00 pm Summit Planning – Accreditation, Educational Master Plan, FCMAT, Reviewing Goals, New Funding Formula 12:00-1:00 pm Lunch 1:00-2:00 pm Tools for Student Success – Starfish, The Merritt Hub, College Central, Road Trip Nation 2:00-3:00 pm Technology in the Classroom (Barbara Brooks), CurricuNet (Nghiem Thai) 3:00-4:00 pm Learning Styles and Metacognition (John Rodriguez), AP/Purchasing Procedures and ONEPeralta (Nicholas Shere) 4:00-5:00 pm Communities of Practice Work for Faculty/Staff</p>	<p>Action Items:</p> <p>Frances will follow-up with President Burns about including accreditation and the new funding formula in her Welcome.</p> <p>Frances and Jose will follow-up with Will Diehl about facilitating a presentation on Starfish.</p>

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8. Others		
9. Adjournment	Meeting Adjourned 1:40 pm	

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