

Meeting Minutes**September 16, 2021****8:30am – 9:30am****Regular Meeting****Zoom ID: <https://cccconfer.zoom.us/j/99180358135>****MEMBERS:**

VOTING –			
X	Frances Moy (Co-Chair Merritt PDC, SAS Coordinator)	X (8:57am)	Doris Hankins (Director of Student Activities and Campus Life)
	Reeshemah Thornton (Dean of Enrollment Services)	X	Maria Spencer (Student Personal Services Specialist)
X	Jason Holloway (Division II Dean)	X	Denise Woodward (Division I Staff Assistant)
	John Rodriguez (Recording Secretary, Biology Faculty, Guided Pathways Pillar 4 Lead)		
X	Sun Young Ban (Co-Chair of Math/Physical Sciences, Math Faculty)		
NON-VOTING –			

GUESTS: Monica Ambalal (9:12am)

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	<ul style="list-style-type: none"> Meeting called to order at 8:33am Quorum established. 	
II. Adoption of Agenda	Maria Spencer moved to adopt the agenda. Seconded. Passed unanimously.	
III. Approval of Minutes	Frances Moy moved to approve Meeting Minutes with correction of Maria Spencer's titled from Dean of Educational Success to Student Personal Services Specialist. Seconded. Passed unanimously.	
IV. Action Items/ Presentations	Identifying a Co-Chair <ul style="list-style-type: none"> Maria Spencer moved to approve Frances Moy as the Chair of the Professional Development Committee (PDC) and then later to look for other options. Seconded. Passed unanimously. 	
V. Standing Items	Planning for Oct 20th Mid Semester Flex Day Activities <ul style="list-style-type: none"> Ernesto Nery has not confirmed that they can do the Financial Aid Work Flow presentation yet. Maria Spencer suggested a workshop, or a series of sessions throughout the year, to show faculty how to navigate and utilize student services to support efforts in student retention. Frances Moy is saving the 10:00am slot for a possible workshop for Hilary Altman. Doris Hankins arrived at 8:57am. 	Frances Moy will follow-up with Inger Stark about a possible training for all Peralta campuses at 1:00pm. If so, Frances will reach out to presenters to shift their time slots later to accommodate for that training.

	<ul style="list-style-type: none"> The January Flex Day may be in person for the morning sessions and face-to-face for the afternoon sessions. This still needs to be confirmed. 	<p>Maria Spencer will reach out to Reeshemah Thornton develop a presentation, or a series of sessions on utilizing student services for faculty.</p> <p>Jason Holloway will check in with Feather Ives about a possible equity and guided pathways workshop for the Oct. 20th Flex Day.</p> <p>Sun Young Ban will host a workshop for Grading for Equity on the Oct. 20th Flex Day if no other math faculty are interested.</p>
VI. New Business	<ul style="list-style-type: none"> A Flex Day template was developed 	
VII. Old Business	None	
VIII. Announcements	<ul style="list-style-type: none"> Waiting to hear if Tom Renbarger has approved Monica Ambalal to the PDC. We may be looking at some proposals submitted by faculty asking for PDC funding to pay for conferences (in-state travel, conference fees). Next PDC meeting will be October 7th at 8:30am. Monica Ambalal arrived at 9:12am. 	<p>Frances Moy will send out Agenda for today's meeting because it was not attached in the email.</p>
IX. Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 9:17am. Minutes submitted by John Rodriguez. 	