

Meeting Minutes**February 17, 2022****8:30am – 9:30am****Regular Meeting****Zoom ID: <https://cccconfer.zoom.us/j/99180358135>****MEMBERS:**

VOTING –			
X	Frances Moy (Chair Merritt PDC, SAS Coordinator)	X	Doris Hankins (Director of Student Activities and Campus Life)
X	Reeshemah Thornton (Dean of Enrollment Services)		Maria Spencer (Student Personal Services Specialist)
X	Jason Holloway (Division II Dean)		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: Lowell Bennett, Jamila Saleh

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	<ul style="list-style-type: none"> Meeting called to order at 8:48am. Quorum established. 	
II. Adoption of Agenda	Sun Young Ban moved to adopt the agenda. Seconded. Passed unanimously.	
III. Approval of Minutes	Doris Hankins moved to adopt the meeting minutes. Seconded. Passed unanimously.	
IV. Action Items/ Presentations	None	
V. Standing Items	<p>Planning for March 15 Flex Day</p> <ul style="list-style-type: none"> Joe Feldman cannot host a Grading for Equity workshop on March 15. Frances Moy told him to do it during January Flex. It's possible we can have an associate of his to do the Grading for Equity presentation instead. John will try to infuse some important topics to his presentation, such as ways to improve student experience (publishing shell early, creating an orientation video, tips for easy student navigation/user experience, promoting focus groups making helpdesk tickets to informally/formally give feedback on each others' Canvas shells). 	<p>Waiting for Joe to send contract.</p> <p>John will reach out to Danae Martinez to invite her to co-present with him on the Canvas workshop.</p> <p>Frances will suggest to President Johnson to include an update on what is and isn't working regarding COVID-19, safety, etc. since the return to campus in January.</p>

	<ul style="list-style-type: none"> • It could be ideal to invite some Welcome Center student workers to talk about their perspective on common student struggles with Canvas that they assist with during the next Jan Flex Day • Lowell Bennett volunteered to take the lead and host the Grading for Equity workshop. • Possibly have a Q&A/follow-up session for the Budget Building workshop to supplement previous budget trainings from Marie Amboy. 	Frances will reach out to Nathan Pellegrin to confirm who would be facilitating the Equity workshop.
VI. New Business	None	
VII. Old Business	None	
VIII. Announcements	<ul style="list-style-type: none"> • Next PDC meeting will be March 3rd at 8:30am. • At the next meeting, we will be discussing [agenda items list] 	
IX. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 9:15am. • Minutes submitted by John Rodriguez. 	