

Meeting Minutes**April 6, 2023****9:00am – 10:00am****Regular Meeting****Zoom ID: <https://us06web.zoom.us/j/85415342861>****MEMBERS:**

VOTING –			
X	John Rodriguez (Chair, Biology Faculty, Guided Pathways Pillar 4 Lead)	X	Chriss Foster (Dean of Liberal Arts & Social Sciences)
X	Sun Young Ban (Co-Chair of Math/Physical Sciences, Math Faculty)	X	Nghiêm Thái (Interim Dean of Allied Health & Public Safety)
	Margarita Baez (Notetaker, Counseling Faculty)		Margie Rubio (NextUp Program Manager)
	Doris Hankins (Director of Student Activities and Campus Life)		Marisol Roque-Chaves (Admissions and Records Specialist)
			Nancy Moreno (Division III Staff Assistant)
NON-VOTING –			
	Jamila Saleh (Bookkeeper)		

GUESTS: Inger Stark

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	<ul style="list-style-type: none"> Meeting called to order at 9:33am. Quorum not established. 	
II. Adoption of Agenda	No quorum, skipped.	
III. Approval of Minutes	No quorum, skipped.	
IV. Action Items/ Presentations	<p>Informal discussions were held around the following:</p> <ul style="list-style-type: none"> The Staff Development Officer position is open at the District. Switching the typical order of Division and Department meetings on Flex Days. Normally, department meetings are the last thing on Flex Days, but it was agreed by all in attendance that we should try swapping the time slots (and moving it earlier) so that folks can generate questions and collaborate during department meetings and bring any ideas, questions, or concerns to the Division meetings afterwards. It may be useful for Division Deans to generate a short list of focus-items for Department Chairs to highlight during their Department meetings on Flex Day. Some ideas were collected from Nghiêm Thái and Chriss Foster. What each 	

	<p>Division asks departments to focus on will vary, but some ideas are below:</p> <ul style="list-style-type: none"> ○ Experience of teaching during COVID. ○ Honest opinions about teaching face-to-face vs. online vs. HyFlex. ○ How to improve our work environment. ○ Logistical/practical issues relating to technology and the classroom. ○ Equity in pedagogy. ○ CE Funding Opportunities ○ Recent changes and effects on CE Programs <ul style="list-style-type: none"> ● How to cut food costs on Flex Days? Food costs are currently at an unsustainable rate of the PDC budget. We discussed it would be reasonable to have Flex Days include a full breakfast when the President's Office is helping pay for it, but otherwise we should opt to have continental breakfast items to save money. In addition, if the President's Office cannot support the financial strain of a catered lunch, then lunch need not be provided. Instead we can replenish continental breakfast items and tea/coffee or put out snacks for attendees to grab, and encourage folks to bring their own lunch. We should consider that Merritt College doesn't have a lot of food options around campus, so important to consider the possibility that if faculty do not bring food they may be too hungry to stay the entire time. 	
V. Standing Items	None	
VI. Old Business	None	
VII. New Business	None	
VIII. Announcements	<ul style="list-style-type: none"> ● Next PDC meeting will be April 20th at 9:00am. 	
IX. Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 10:00am. ● Minutes submitted by John Rodriguez. 	