Notice: Flex Week information is subject to change. Please check the web link below for the most current information.

www.scc.losrios.edu/src/spring-2016-professional-development-flex/
Dear Sacramento City College Colleagues:

On behalf of The Staff Resource Center, we are excited to debut the spring 2016 Professional Development and Flex Program. The College launches the spring semester continuing under the initiative, “Connecting with Success”. With Student Equity and Student Success programs strengthening their existence across campus, the Staff Resource Center’s partnership with SSSP & Student Equity rounds out our offerings with more insight on Student Success as it connects with teaching, learning, and service across our college areas of service, administrative, instructional, and student services.

Five major themes help to organize our professional development for this spring. These five themes intend to bring attention to working with faculty in classroom and service area environments regarding intervention and student support, in improving retention, persistence, and completion rates. They are as follows:

• **Clarity** – pathways, processes, communication
• **Connectivity** – with students and between divisions, programs and services
• **Community** – caring, tracking progress, intervention, mutual support, collaboration, sharing resources, personal enrichment
• **Culture** – cultural awareness and sensitivity in instruction, service delivery and our interactions
• **Completion** – continuous improvement and achievement of successful student outcomes

Additionally, there are workshops across the college services, including division, department, programs, and outreach.

All workshops are linked to the Faculty/Staff calendar, and offer registration for every workshop. This will assist our presenters in knowing beforehand who their participants are. Handouts will be available through the Professional Development database. Convocation’s program on Friday will focus on “Connecting with Success, Excellence Awards, & Safety”. Within the program you will find the highlights for Friday, January 15th with the timing of “Convocation” from 8:00-10:00 a.m. and “Safety Panel Presentation” from 10:15-11:15 a.m. As always we look forward to your feedback. Our traditional survey on flex and convocation satisfaction will be sent out at the beginning of the spring 2016 semester. Again, on behalf of the Staff Resource Center, thank you to the many colleagues who have prepared 42 general education workshops and 15 across the semester. We look forward to your participation and feedback.

Elaine Ader  Norman Lorenz  Tyler Wyckoff
Dean, IT and Staff  Staff Resource Center  Staff Resource Center
Development  Coordinator  Assistant

Working Together, Pursuing Excellence and Inspiring Achievement!
### TUESDAY, JANUARY 12, 2016

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<th>Time</th>
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<td>9:00am</td>
<td>Los Rios District-wide ESL Meeting</td>
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<td>Using LinkedIn to Help Students 10:00am-11:00am LRC 220</td>
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<td>LAMP Orientation 11:00am-12:00pm RHS 229</td>
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CONVOCATION
Connecting with Success
Performing Arts Center, Friday, January 15, 2016

Continental Breakfast ~ City Cafe ~ 7:00 a.m. – 8:00 a.m.

Introduction, Opening Remarks, & Welcome ~ 8:00- 8:05 a.m.
Norman Lorenz, Coordinator, Staff Resource Center/Student Equity & Success, Professional Development & Flex

Constituency Leaders Welcome & New Faculty, Staff, & Management Introductions ~ 8:05- 8:15 a.m.
Marianna Sousa, Student Senate President
Sandra Belmares, Classified Senate President
Troy Myers, Academic Senate President
Mitch Campbell, Senior Leadership Team Chair

President's Address ~ 8:15- 8:30 a.m.
President Kathryn Jeffery

Celebration of Excellence Program ~ 8:30– 9:15 a.m.
Chris Iwata and Patty Redmond

Break ~ 9:15- 9:30 a.m.

Trustee/Chancellor Introduction ~ 9:30- 10:00 a.m.
President Kathryn Jeffery
Chancellor Introduction
Trustee Pamela Haynes, Los Rios Board of Trustees
Chancellor's Address
Chancellor Brian King

Campus Safety- Panel Presentation ~ 10:00- 11:00 a.m.
Annette Barfield, LRCFT President, SCC Campus
Rick Brewer, Public Information Office
Debra Crumpton, Chair, Department Chairs Council
Debra Luff, Student Discipline Officer
Ginni May, District Academic Senate President
Captain, Valerie Cox, LRCCD Police

Division Meetings ~ Division meetings may be scheduled to follow the convocation program. Please check with your division office for times and location.

Department & Program Meetings ~ Please check with your division office for times and locations.

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Title: Los Rios District-Wide ESL Workshop
Presenter(s): Shantra Muther & Rhonda Farley
Time: 9:00am - 12:00pm
Location: RHN 258
At this district-wide ESL meeting, faculty from ARC, CRC, FLC, and SCC will discuss the new thematic blocks and ESL courses at CRC as well as other issues of interest to ESL departments.

See Online Faculty & Staff Calendar for details.

Title: Equity Leadership Summit
Presenter(s): Multiple presenters across college service areas including Administration, Instruction, and Student Services.
Time: 8:30am-2:30pm
Location: City Cafe
Sacramento City College has a Student Success & Support and Student Equity set of Institutional Plans. Please join our college leadership as we discuss ways to be involved and engaged with the plans and determine ways to integrate them across our college service areas of administration, instruction, and student services by being a part of the SCC Vision Planning Initiative for Student Equity & Success.

Continental Breakfast and Lunch Included. Must RSVP.
Click here to access online calendar and REQUIRED registration

Title: Intro to D2L
Presenter(s): Kandace Knudson
Time: 9:00am-10:30am

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Title: Welcome}
Presenter(s): Joint Planning Event to discuss the new thematic blocks and ESL courses at CRC as well as other issues of interest to ESL departments.
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An introductory workshop for faculty interested in Desire2Learn training. Desire2Learn is the learning management system for Los Rios and Sacramento City College. This workshop presents an overview of the training opportunities and resources available to SCC faculty. Topics include opportunities for on-campus training workshops, facilitated online training, how to request D2L development and “official” course sites, and other important changes affecting faculty teaching online, hybrid, or web-enhanced (face-to-face) courses. If you’re planning on getting started with D2L, this is your starting point. Free to bring your own device or use a computer in the classroom.

**Title:** Communication Department Meeting  
**Time:** 12:00pm-4:00pm  
**Location:** PAC 134  
Scheduling, safety training, unit planning, and SLO’s.

**Title:** Advanced D2L  
**Presenter(s):** Shely Little  
**Time:** 1:00pm-2:30pm & 2:45pm-4:15pm  
**Location:** LRC 141  
This workshop will show faculty how to map a Course Syllabus and Outline to D2L using Content, News items, Discussion Boards and Quizzes. The workshop will also review using Dropbox and the Classlist.

Topics will include:
- Setting up Modules and Submodules using Content for weekly organization and Course Materials and Reference
- Working with News items and Classlist to satisfy effective contact requirements
- Setting up Discussion Boards for critical thinking, and how resources/student interaction can be used in an electronic environment for ease of the user.
- Setting up an Instructor Office
- Setting up Grades in D2L to match Course Syllabus

All participants should submit a D2L Development Course Request prior to Jan 12, 2016 in order to have an empty class shell to work with during the workshop.

For more information about this process visit:
http://www.scc.losrios.edu/instrdev/home/d2l-quick-start/

**Title:** Let's Get Accessible  
**Presenter(s):** Brian Pogue  
**Time:** 2:30pm-4:00pm  
**Location:** LRC 318  
Bring your course syllabus to this hands-on workshop. You will learn how to format it in a way that makes it fully accessible to screen readers. You will also learn about technologies, design standards, and accessibility issues associated with the use of D2L or any other LMS (cough...Canvas).

**Title:** D2L Drop-ins  
**Presenter(s):** David Martin  
**Time:** 9:00am-12:00pm & 1:00pm-4:00pm  
**Location:** LRC 114  
Come get the help you need to get your course ready for the spring!

**Title:** WordPress Drop-ins  
**Presenter(s):** Dawn Pedersen  
**Time:** 9:00am-12:00pm & 1:00pm-4:00pm  
**Location:** LRC 107  
Stop by if you already have an SCC WordPress account and get some quick one-on-one help. If you have documents that you need help uploading, please bring the digital files on a flash drive or cloud storage.
Is your department completing a program review next fall? Are you a new or not-so-new department chair responsible for overseeing curriculum changes in your department? Are you planning to create a new course, update, or revise a course or program but you are not sure where to start? Come to this open lab, hands-on workshop, and get one-on-one guidance from our campus Socrates experts. Besides helping you figure out Socrates, we can also help your department develop a plan for completing the daunting task of reviewing every course and program outline in your department!

Click here to access online calendar page and OPTIONAL registration

Title: FLEX YOUR VOICE
Presenter(s): Daniel Paulson
Time: 1:00pm-2:30pm
Location: RHS 171
FLEX YOUR VOICE: Vocal Function Concepts, Ideas, and Exercises for the Teacher
This flex activity is to help teachers look after their voices and to prevent the development of voice problems which may limit their effectiveness as teachers. Attendees will learn how the vocal mechanism works, will experience effective posture, respiration and onset techniques, and will discover how to access efficient vocal production to help minimize the risk of damage and fatigue.

Click here to access online calendar page and OPTIONAL registration

Title: Writing Effective SLOs: Tips Gleaned from Our First Six-year Reporting Cycle
Presenter(s): Gayle Pitman and Members of the SLO Assessment Committee
Time: 2:30pm-4:00pm
Location: RHS 172
Now that we're close to completing our first six-year SLO reporting cycle, we've learned a lot about the importance of well-crafted SLOs - and what happens when they aren't. Come learn how to write SLOs that reflect what you want students to learn in your courses, and that are concise, measurable, and mappable. We will also address how SLOs are incorporated into other college processes, and why writing strong SLOs is so important. This will be a hands-on session, so get ready to write and revise sample SLOs!

Click here to access online calendar page and OPTIONAL registration

Title: Socrates Demystified for Curriculum Developers, Program Reviewers, and Department Chairs
Presenter(s): Dyan Pease, Brett Thomas, Renee Medina, Patti Harris-Jenkins, and Laurie Perry
Time: 10:30am-12:00pm
Location: LRC 141
DESCRIPTIONS: PROFESSIONAL DEVELOPMENT WORKSHOPS
Thursday, January 14, 2016
CLARITY

Title: Effective Classroom Discussion Techniques
Presenter(s): Brian Mom and Dan McCarty
Time: 8:00am-9:30am
Location: RHS 171
This workshop will offer examples of building classroom discussion to improve student learning outcomes.

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Title: Open Educational Resources
Presenter(s): Bruce Zenner
Time: 9:30am-10:30am
Location: RHS 172
The workshop on Open Educational Resources will consist of a panel of SCC faculty from several departments across disciplines, who are using non-traditional text-based learning approaches in their classrooms. In addition, potential grant applications to develop such approaches via AB798 will also be discussed. Panel is open to all faculty.

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Time: 10:30am-12:00pm
Location: LRC 141
Title: ESTEEM Training
Presenter(s): Holly Piscopo, Tara Loschiavo, & Angie Lambert
Time: 8:00am-9:30am
Location: LRC 105
This session is designed to provide training for those participating in the Essential Support Teams in English, ESL, and Math (ESTEEM) program. The training will give ESTEEM participants some time to meet with their teams, contribute to the planned weekly tidbits, and ask questions. Please join us in this interactive activity if you are interested in learning more about how the ESTEEM program brings together faculty, classified staff, and student tutors in support of student success.

Title: High School Articulation: Promoting Student Persistence and Pathways to Success
Presenter(s): Miela Zitelli, CTE Transitions Coordinator, & Gabriel Meehan, Associate Vice President, Instruction
Time: 8:00am-9:30am
Location: RHS 173
This workshop familiarizes SCC faculty and staff with the guidelines for developing High School Articulation Agreements that provide students the opportunity to earn tuition-free college credit for comparable courses completed in career pathways while still in high school. These agreements foster faculty collaboration and curricular alignment that allow students to accelerate their progress through certificate and degree programs, and to be more fully prepared for careers in the next economy. Meet the SCC team dedicated to facilitating connections between your programs and their counterparts at feeder high schools.

Title: Math Student Instructional Assistant (SIA) Meeting
Presenter(s): Debra Van Sickle, Angie Lambert, Tsz Yan Ngai
Time: 9:30am-10:30am
Location: LRC 105
This meeting is designed for math department instructors and their Student Instructional Assistants (SIAs). Topics to be discussed will include best practices, data collecting and tracking, and a checklist of requirements for the semester. Time will be given for individual course planning.

Title: Using the Power of LinkedIn to Help Our Students
Presenter(s): Pamela Posz
Time: 10:00am-11:00am
Location: LRC 220
LinkedIn is the largest professional online social network in the world. Learn how to use this powerful tool to strengthen your professional network and learn how to help our students develop their own professional networks using LinkedIn. This session will cover the basics of creating a profile and connecting to others on the website. Please bring an electronic version of a professional photo that you can upload to LinkedIn.

Title: Language Acquisition Mentoring Program (LAMP) Orientation
Presenter(s): Duane Leonard
Time: 11:00am-12:00pm
Location: RHS 229
LAMP partners (mentors and instructors) are invited to an orientation meeting. We will evaluate last semester’s program and discuss strategies for making LAMP as successful as possible this semester.

Title: Introduction to Prezi
Presenter(s): Cheryl Kaufman
Time: 11:00am-12:00pm
Location: LRC 220
Unsure how to replace or update your Powerpoints with Prezi? Think it will take too long to learn how to use Prezi and make a change to existing presentations? Come learn how easy it can be to add style to your presentations with movement, videos, and themes. “People remember experiences, not slides. Engage your audience with a dynamic, multi-dimensional story they won’t forget.” -PREZI.com
Title: ESL Teaching Philosophy
Presenter(s): Debbie Loomis & Gabriella Nuttall
Time: 1:00pm-4:00pm
Location: RHS 229
This meeting gives us the opportunity to evaluate what we are teaching, how we are teaching it, and what our program’s teaching philosophy should be in the current environment. Faculty will have the opportunity to share what is working, what is not working, and how to improve our program. Defining our core philosophy as a department will be a major focus. Come ready to share ideas and take a critical look at our program!
Click here to access online calendar page and OPTIONAL registration

Title: Intro to D2L
Presenter(s): Lauri Smedley
Time: 1:00pm-2:30PM
Location: LRC 141
An introductory workshop for faculty interested in Desire2Learn training. Desire2Learn is the learning management system for Los Rios and Sacramento City College. This workshop presents an overview of the training opportunities and resources available to SCC faculty. Topics include opportunities for on-campus training workshops, facilitated online training, how to request D2L development and “official” course sites, and other important changes affecting faculty teaching online, hybrid, or web-enhanced (face-to-face) courses. If you’re planning on getting started with D2L, this is your starting point. Free to bring your own device or use a computer in the classroom.
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Title: Searching the Library: Tips & Tricks
Presenter(s): Jeff Karlsen
Time: 2:30pm-3:30pm
Location: LRC 220
Library collections, and the tools we use to find them, have been changing in the past few years. Out with the Library Catalog, and in with OneSearch; ebooks encroaching; and links to SCC-owned content popping up in sites like Google Scholar and PubMed. How do you make the most of this abundance? Whether you’re new to SCC or just looking for some new tricks, this workshop is for you.
Click here to access online calendar page and OPTIONAL registration

Title: Using Social Media in the Classroom
Presenter(s): Rick Brewer and Dr. Tanya Rodriguez
Time: 3:30pm-5:00pm
Location: LRC 141
Engaging our students where they are is an important aspect in any classroom. And, our students are consumed with social media. This hands-on presentation will help you decide if using social media - blogs/vlogs, message boards and social networks - in your classroom may be a way to increase student engagement and success.
Click here to access online calendar page and REQUIRED registration
This workshop is designed by Health Services to assist in the management of common medical issues experienced in the classroom and on campus. The presentation includes when to call, who to call, and what to do while you are waiting for medical assistance. Health issues to be covered include basic first aid, fainting, seizures, diabetic emergencies, and other common medical conditions. Come join us! It will be fun, interactive and informative.

Title: Google Apps for Education
Presenter(s): Norman Lorenz
Time: 8:00am-9:30am
Location: LRC 141

Don’t be the last person carrying a USB thumb drive! In this workshop you will see how Google Drive & Docs can be used to save you time, increase efficiency, and back up your data. You will also learn a few tricks for student engagement and collaboration. This means that you, along with all your colleagues and students, can create and share documents, websites, calendars and more, using your Los Ríos user name and password. Google Apps is optimized for collaboration, easy publication to the web, and compatibility with mobile devices. Find out what you can and can’t do with Google Apps for education. Free to bring your own device or use a computer in the classroom.

Title: Delaying Death and Avoiding Disability
Presenter(s): Don Forrester, MD
Time: 9:30am-10:30am
Location: RHS 174

This is a presentation on the best science available on life-style medicine: how diet and exercise contribute to well-being and longevity.

Dr. Forrester worked for Kaiser Permanente for 30 years. Since his retirement from Kaiser, he has worked as medical advisor for Earth Save, Meals for Health—running food bank and church affiliated healthy promotion groups. He has worked as the clinical physician for Engine Two immersion programs, Whole Foods immersion programs with The McDougall Clinic, and is a board member of NutritionFacts.org and Physicians Committee for Responsible Medicine. He has published articles on prevention and improvement in the health industry in peer reviewed journals. In addition he has served on many advisory committees, both local and state-wide, on prevention and health. He is a specialist in health improvement, certified by Intermountain Health Care, and an expert on nutrition and health. Presently, he is the Chief Medical Officer of Switch Health—a new preventative health care system based in Seattle, WA.

Title: Medical Emergencies on Campus
Presenter(s): Jeff Christian & Wendy Gomez
Time: 10:30am-12:00pm
Location: RHS 173

This workshop is designed by Health Services to assist in the management of common medical issues experienced in the classroom and on campus. The presentation includes when to call, who to call, and what to do while you are waiting for medical assistance. Health issues to be covered include basic first aid, fainting, seizures, diabetic emergencies, and other common medical conditions. Come join us! It will be fun, interactive and informative.

Title: New Faculty Spring Series
Presenter(s): Norman Lorenz
Time: 1:00pm-3:00pm
Location: TEC 100

SCC’s Instruction Office & the Staff Resource Center are developing a 4-part series of events during the spring 2016 semester, for new faculty and their mentors. Among the events, pedagogical strategies, student learning, a tour of campus programs that will provide an overview of support systems for faculty and students, and cohort learning.

- Orientation and Assessment for program supplements (Coordinator Roles link)
- New and Adjunct Website
- Student Success and Research connected with retention & completion

Title: The Real-time Collaborative Space As an Interactive and Easy-to-use Tool for Language Instruction and Beyond
Presenter(s): Tess Testeza
Time: 3:00pm-4:00pm
Location: RHS 174

Smart Classrooms enable language teachers to expand the range of teaching tools and platforms. During the last five years, the presenter has successfully used in her language teaching with Defense Language Institute and MiIS the real-time collaborative spaces which were based on such platforms as Microsoft Office Live Sharing Sessions or Google Documents. The real-time collaboration highly motivates students to participate in the classroom activities, increases the number of student-student and student-teacher interactions per class and provides more room for student creativity. It also makes everyone’s work highly visible and adds an element of competition during the group activities. Besides, the Collaborative Spaces provide a 24/7 access to the lesson content/activities/homework and allow for and encourage independent study for those students who had to miss a class.
Tai Chi is related to one of the five branches of Chinese medicine. It is excellent for health and stress reduction if practiced regularly, and it is a powerful martial art if pursued with determination. In addition, Tai Chi teaches how to yield and overcome—how to deal with an extreme stress situation (someone is trying to harm you physically) with calm and without strain. This is an excellent approach for dealing with stressful situations in the workplace, in the classroom, or if you just have teenagers.

Click here to access online calendar page and OPTIONAL registration

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**Title: Engaging the Silent Majority: Methods of Student Engagement for Silent and Shy Students**

**Presenter(s):** Jesus Limon Guzman  
**Time:** 9:30am-10:30am  
**Location:** RHS 175

This presentation will offer a collection of in-class and out of class practices to engage students who typically do not participate in class discussions. We will review how social media could be repurposed as an educational tool of engagement and community development, and we will discuss the myth that silence is directly correlated with student disengagement.

Click here to access online calendar page and OPTIONAL registration

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**Title: Stress Management, Office Yoga and Henna Art**

**Presenter(s):** Tasneem Sah & Eduardo Rea  
**Time:** 10:30am-12:30pm  
**Location:** SOG 213/214

The workshop will provide stress management techniques, team building exercises, stretches for at your desk and in your office, and an opportunity to get adorned with henna art as part of a team building exercise.

Click here to access online calendar page and OPTIONAL registration
Title: College-2-Career: Assisting Students with Intellectual Disabilities to be Successful in College & Working Toward an Employment Goal

Presenter(s): Tasneem Sah, C2C Staff, Students

Time: 8:00am-9:30am

Location: RHS 176

This is a workshop designed to provide attendees knowledge of the College 2 Career program, the students in the program, and the role of the education coach each student is assigned to and works with throughout the semester. Teachers will learn how to work with our students and collaborate with the College 2 Career Coordinator and education coaches to ensure success. Education coaches will be present to provide information from their experiences and answer any questions. There will be a student panel to talk about their college experience.

Click here to access online calendar page and OPTIONAL registration

Title: All Roads Lead to Transfer

Presenter(s): Shannon Gilley

Time: 9:30am-10:30am

Location: RHS 176

Students have so many options today on transferring to a university/college. Find out what those options are, how students can gain information about those options, and where students can begin their research. This workshop will review ADTs, UC TAGs, UCLA TAP, HTCC, HBCU Guarantees, WUE, AICCU and more.

Click here to access online calendar page and OPTIONAL registration

Title: Let’s Talk About Teaching

Presenter(s): Dianne Bennett, Don Button, Paul deGennaro, Norman Lorenz, Rick Woodmansee, and Alex Adan

Time: 10:30am-12:30pm

Location: RHS 171

A “Band of Flippers invites you to a round table conversation about teaching, learning, and supporting student success. We will share some of our observations and experiences teaching with a flipped format to prompt the discussion. Depending on the interests of everyone present, topics can include, but
are not limited to the following:
• Using prompts to increase pre-class reading
• Helping students manage multiple course project deadlines
• Using points strategically to promote academic maturity
• "Beginning of Class Quizzes" to increase pre-class preparation
• Using a ChemWiki text or other digital resource as a unified platform for a flipped format
• Strategies for facilitating group work
• Using color in lectures to help students learn and study

There will also be a guest appearance by a member of the Media Resource group to discuss video options at the SCC COVE.

The first hour we will stay as a group. During the second hour we can split into break-out groups based on the flipped area of interest if needed.

Our band members include faculty from biology, chemistry, early childhood education, graphic communication, and mathematics.

*band: a group of gorillas, thieves, coyotes, musicians, or professors teaching with a flipped format

Title: Organized Binders: What Are They and How Do I Use Them in the Classroom?

Presenter(s): Travis Silcox & Mitch Weathers

Time: 1:00pm-2:30pm

Location: RHS 174

Mitch Weathers, the spokesperson for Organized Binder, and Travis Silcox of the English Department will present the use of this low tech classroom tool. The Organized Binder method, as the name says, helps students to organize their classroom material. The Organized Binder approach also helps faculty with more effective delivery; in short, it organizes us, too! Come check it out and see if this simple idea in classroom management would work for your students and your own teaching style. The Organized Binder concept was presented at our last Puente Project training, and it was received very enthusiastically among the teachers there.

Title: Integrating Critical Thinking Into Your Curriculum

Presenter(s): Michael Severson

Time: 2:30pm-4:00pm

Location: RHS 176

This will be a hands on discussion of activities and strategies to promote more in depth analysis and engage students in more critical thinking processes. We will discuss concepts, methodologies, activities and assessment tools designed to enhance your instruction without taking away from content teaching time. Bring your challenges, ideas, activities and strategies to share with your colleagues.

Title: Show Me the Money: Helping Students Win Scholarship Awards

Presenter(s): Patti Redmond

Time: 4:00pm-5:30pm

Location: RHS 171

Sacramento City College awards over $100,000.00 annually to students. The criteria varies according to GPA, major, citizenship, financial need, cultural background, community service, and much more. We can help students learn about this "free money", navigate the process and write stronger applications. We can also write stronger recommendations for them. Join Patti as she helps you help students win awards that will help support their academic goals.
Title: Building Community: Teaching at the Davis Center

Presenter(s): Don Palm & Michael Severson

Time: 10:30am-12:00pm

Location: DAC 108

As faculty and staff at the Davis Center, how can we work together formally and informally to help build the Center as a learning community? We have new programs, funded through the basic skills, SSSP and equity programs, to support student success--how can we integrate those programs into our courses? This session will provide us with a setting to discuss shared challenges and possible answers.

Click here to access online calendar page and OPTIONAL registration

Title: Equity Training

Presenter(s): Julia Jolly

Time: 11:00am-12:00pm

Location: RHN 264

This workshop is for any participant who wants to serve as an equity representative on hiring committees or who is due for a retraining in equity representation.

Click here to access online calendar page and OPTIONAL registration

Title: Classified Senate 101

Presenter(s): Monica Souza & Sandra Belmares

Time: 11:00am-12:00pm

Location: RHN 258

Senate 101 will provide insight to promote a stronger Classified constituency involvement. The role of Classified participation in governance and leadership will be discussed as well as strategies for team, committee, and Senate building. The information and dialogue will be useful to both seasoned and new employees alike. All employees are welcome to attend.

Click here to access online calendar page and OPTIONAL registration

Title: Facilitating Group Communication and Meetings

Presenter(s): Michael Severson

Time: 9:00am-10:30am

Location: DAC 108

In the classroom or in meetings we continually engage in group dynamics. The goal of this workshop is to discuss communication strategies to facilitate more successful group assignments and interactions. We will examine strategies to plan agendas, promote group interaction, allow for free flow of ideas, accomplish goals, achieve effective decisions, confront challenges and manage conflicts. We will discuss leadership strategies and members roles to promote more successful group interactions and promote collaboration in a variety of contexts.

Click here to access online calendar page and OPTIONAL registration

- CONTINUED ON NEXT PAGE -
Title: SCC Educational Master Plan Update  
**Presenter(s):** Debra Crumpton, Ginni May, and Mary Turner  
**Time:** 12:00pm-1:00pm  
**Location:** RHN 208  
Join the Academic Senate President, Department Chairs Council Chair, and Vice President of Instruction for a review of the draft Educational Master Plan. The EMP has been significantly revised and now includes planning information from each of the instructional divisions and departments as well as the Centers. This is your opportunity to review the document and provide input.  
[Click here to access online calendar page and Optional registration](#)

Title: Chemistry Department SLO Analysis  
**Presenter(s):** Dianne Bennett & Linda Nuss  
**Time:** 12:30pm-2:00pm  
**Location:** LIH 204  
The faculty from the Chemistry Department will meet to compare, contrast and discuss the course SLOs throughout our department course offerings. We will also look at how our course SLOs correlate with the SLOs for the same courses at our sister colleges and our department ProLOs.  
[Click here to access online calendar page and Optional registration](#)

Title: Library Department Training  
**Presenter(s):** Karen Tercho  
**Time:** 1:00pm-2:30pm  
**Location:** LRC 220  
Presented by Karen Tercho. This is a training session for all librarians that will focus on changes to the structure and content of our library workshops and course-integrated instruction sessions. The session will include teaching demonstrations and discussion of instructional strategies, learning activities, and student learning outcomes.  
[Click here to access online calendar page and Optional registration](#)

Title: Sociology Department Flex  
**Presenter(s):** Nicholas Miller  
**Time:** 1:00pm-3:00pm  

Title: AB 288 - Dual Enrollment  
**Presenter(s):** Ginni May, President, District Academic Senate, Richard Yang, Interim Dean, Counseling, and Gabriel Meehan, Associate Vice President, Instruction  
**Time:** 2:30pm-4:00pm  
**Location:** RHN 208  
AB 288 allows dual enrollment between high schools and community college for students to obtain college credit while in high school. LRCCD has begun a work group and feedback from each campus is being collected. This will be an informal discussion of the background of AB 288 with ideas and feedback from all constituent groups.  
[Click here to access online calendar page and Optional registration](#)

Title: West Sacramento Center Faculty Orientation  
**Presenter(s):** Art Pimentel & Gurpreet Bhatia  
**Time:** 3:00pm-4:30pm  
**Location:** WSC 114  
You will find teaching at an off-campus site often presents unique challenges for students as well as staff. For a smooth transition into off-campus instruction, we invite all instructors, especially first time off-campus instructors, to visit the Center before the semester begins, so that we may meet with you to address questions. Orientation will include important information about the new semester and a refresher on using the smart equipment in the classrooms.  
[Click here to access online calendar page and Optional registration](#)
Additionally, flex programs reflect:

**College goals:**

SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student educational goals.

Strategies:

A1. Promote the engagement and success of all students, with a special emphasis on first-year students who are transitioning to college.

A2. Review courses, programs and services and modify as needed to enhance student achievement.

A3. Provide students with the tools and resources that they need to plan and carry out their education, complete degrees and certificates, and/or transfer.

A4. Improve basic skills competencies in reading, writing, math, and information competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.

A5. Deliver services, curriculum, and instruction that result in equivalent student outcomes for all modalities and locations.

A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.

A7. Implement practices and activities that reduce achievement gaps in student success.

A8. Assess student learning at the course, program, and institutional levels and use those assessments to make appropriate changes that support student achievement.

A9. Implement a formal college-wide plan to increase the completion of degrees and certificates across the college.

SCC Goal B: Align enrollment management process to assist all students in moving through programs from first enrollment to completion of educational goals.

Strategies:

B1. Revise or develop courses, programs, schedules and services based on assessment of emerging community needs and available college resources.

B2. Use quantitative and qualitative data to identify strategies which improve enrollment management processes.

B3. Explore and create multiple ways to disseminate information to students in order to engage them with learning in the college community.

B4. Support “front door” policies and practices that assist students with the transition to college.

B5. Maintain the quality and effectiveness of the physical plant in order to support access and success to students (i.e. modernization, TAP improvements, equipment purchases, etc.).

**Overview:** Each semester, the Los Rios Community College District convenes Flex days on the Thursday and Friday preceding the start of classes. At Sacramento City College, we typically hold flex workshops devoted to technology on Wednesday. On Thursday, we hold workshops of general interest; Fridays are dedicated to Convocation and division/department gatherings.

**Food Service:** For the convenience of Flex activity attendees, City Café’s Java City area will be open from 8:00am – 1:00pm on Thursday, January 14, 2016 and Friday, January 15, 2016. Beverages, sandwiches and pre-packaged salads will be available.

**Attendance:** The most frequently asked questions about Flex concern attendance requirements. For complete information, please see Flex Facts (page 31). In general, attending work shops on Wednesday and Thursday of Flex Week is voluntary because Flex obligations may be met at any time during the semester. However, Convocation attendance is required for full-time faculty and any adjunct faculty member who would have a Friday teaching obligation.

**Professional Development:** The commitment to Professional Development is addressed under the provisions of AB 1725, passed in 1989 by the California State Legislature. Specifically, “Professional development for faculty, support staff, student services staff, and administrators is vital. Further, the success of the assessment, counseling, and placement programs will depend upon the effectiveness of this training.” The authorized uses of funds allocated under this article shall include:

(a) Improvement of teaching.

(b) Maintenance of current academic and technical knowledge and skills.

(c) In-service training for vocational education and employment preparation programs.

(d) Retraining to meet changing institutional needs.

(e) Inter-segmental exchange programs.

(f) Development of innovations in instructional and administrative techniques and program effectiveness.

(g) Computer and technological proficiency programs.

(h) Courses and training implementing affirmative action and upward mobility programs.

(i) Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.
**FLEX DAYS INFORMATION**

B6. Expand interactions with community and industry partners in order to increase student opportunities for experiences that help them transition to careers (career exploration, completion of licenses, internships, etc.)

B7. Provide student with clear pathways to goal completion.

SCC Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.

Strategies:

C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.

C2. Build and maintain an effective staff that reflects the diversity of our students and community.

C3. Promote health, wellness and safety throughout the institution.

C4. Utilize quantitative and qualitative data to help guide decision-making throughout the institution.

C5. Increase the effectiveness of communication both within the college and between the college and the external community.

C6. Continue to exercise transparent and fiscally sound financial management.

C7. Encourage collegiality, connection, and participatory decision-making at the college.

C8. Align resources with Student Success Recommendations

**Flex on the Web:**

Online Calendar: [Tech Wednesday](#)  
[Flex Thursday](#)

Online Database: [Professional Development Resources](#)

**FLEX FACTS**

Usually Flex Days are at the beginning of each semester. They include one or more days of workshops and one day of convocation and division/department gatherings each semester.

**What is a Flex obligation?**

All full-time and many adjunct faculty have a Flex obligation. Your Flex obligation is the total number of hours you must spend participating in professional development activities. Your Tentative Course Schedule (TCS) states your Flex obligation.

**Full-Time Faculty**

You have a minimum obligation of six hours per Flex Day, for a total of 12 hours. If you teach an overload class held on the same day as a Flex Day, you have an additional Flex obligation equaling the total number of hours you would have taught. Your Flex obligation must be completed within the academic year, July 1 to June 30.

**Adjunct Faculty**

Your minimum Flex obligation is the total number of hours you would have taught class on Flex Days. You must complete your Flex obligation within the semester of your contract.

**Are Flex Days mandatory?**

Attendance at convocations and division/department gatherings during flex week (campus priority days) are mandated for full-time faculty only. For all other staff, attendance is encouraged but not mandatory. Flex Days program on other days is optional. Full-time and adjunct faculty can use other Flex Days activities to complete their Flex obligations if they wish.

Flex obligations can also be fulfilled by attending workshops coordinated or sponsored by the Staff Resource Center during the semester and/or by participation in an Individual Professional Development Activity. Individual professional development activities must be attended outside of regular working hours.

**What counts as an Individual Professional Development Activity?**

An Individual Professional Development Activity is an activity which addresses an instructional improvement need and cannot be accomplished within normal working times. It should be above and beyond normal duties and responsibilities as outlined in board policy and collective bargaining agreements.

An appropriate Individual Professional Development Activity should:

- Occur during weekends or vacation holidays or otherwise outside normal working times.

- Be something that is normall not done because it is too difficult to find the time, the equipment, or to get people together.
Professional Development Resource Links

- AB 2558 - Professional Development
- SCC Staff Development Program Plan

Goals & Objectives for Professional Development:

- Student Success & Support Institutional Plan
- Student Equity Institutional Plan

An appropriate Individual Professional Development Activity should not:

- Require being excused from class, office hours, etc.
- Be a repeat of an activity such as a department meeting regularly scheduled during the normal work week
- Include any part of routine day-to-day activities, such as paper-grading, term-paper reading, test construction, interview or standing committees, textbook examination, or preparation of lecture notes.
- Be anything for which remuneration could be received.

How can you suggest or present a Flex workshop?

About halfway through each semester, the Staff Resource Center distributes Flex Day workshop proposal forms to all staff. These are used to plan the next Flex Days’ program. This is your opportunity to suggest a workshop that would interest you or to offer a workshop that you think would interest your colleagues.

If you present a workshop you can earn extra Flex credit towards your Flex obligations. When workshops are led by one or more people, each person can earn two hours of Flex credit for each hour of presentation. If you spend more than one hour in preparation, you may receive additional Flex credit.

During the semester, faculty who lead workshops sponsored or coordinated by the Staff Resource Center can earn the same Flex credit as a Flex Days’ Presenter.

What is the process for documenting the fulfillment of your Flex Obligation?

Flex Attendance Record forms are distributed to Division Offices. Forms are also available in the Staff Resource Center and on the Center’s website.
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