SACRAMENTO CITY COLLEGE

Plan it. Work it. Finish it.

FLEX
SPRING 2014

WORKING TOGETHER ● PURSUING EXCELLENCE ● INSPIRING ACHIEVEMENT
I. Introduction

II. Flex Days Information
   • Overview
   • Food Services
   • Attendance
   • Professional Development
   • College Goals

III. Flex Workshops on the Web

IV. Schedule: Wednesday Technology and Current Interest Workshops

V. Schedule: Thursday Morning Flex Workshops

VI. Schedule: Thursday Afternoon Flex Workshops

VII. Schedule: Friday Convocation

VIII. Descriptions: Technology & Current Interest Workshops

IX. Flex Workshop Descriptions: Thursday Morning

X. Flex Workshop Descriptions: Thursday Afternoon

XI. Flex Facts

XII. Flex Obligation Form
Pedestrian Bridge
Curtis Park to SCC/Light Rail
Expected Completion 2015
Introduction

The Staff Resource Center presented a New Initiative in fall, 2013. Borrowing a page from Student Services, Staff Development adopted the theme “Plan It. Work It. Finish It.” for the fall, 2013 through spring, 2015 academic years. Our focus is on planning, working, and completing the recommendations of the Student Success Act of 2012.

We exhort our students to develop educational plans, work toward course and program completion, and finish their time at Sacramento City College with their goals achieved. We, too, must “Plan It, Work It, Finish It” in order to fulfill requirements from such sources as the Student Success Act of 2012 and the Accrediting Commission for Community and Junior Colleges (fall 2015 is SCC’s site visit). We need to use the college’s planning systems to spell out our intentions as well as think in new ways to meet student needs, develop and deliver programs and services that empower our students to reach their goals, and meet standards of excellence. The Staff Resource Center looks to continue its partnership with all members of the college community to “Plan It, Work It, and Finish It”.

Elaine Ader    Norman Lorenz    Sharon Terry    Diana Daniels
Husham Haroun   Clare Murphy    Tamanna Khatun
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. This semester, on
Wednesday, we are offering several technology workshops as well as an Accreditation Members
Training session. We hope these offerings will inspire our creativity for the coming semester.

Food Services:
For the convenience of Flex activity attendees, City Café’s Java City area will be open from
8:00am – 1:00pm on Thursday, January 16, 2014 and Friday, January 17, 2014. 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. In general, attending workshops 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.”
87153. The authorized uses of funds allocated under this article shall include all of the following:
(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) Intersegmental 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.

SB1456
SB1456 California Community Colleges Student Success Task Force Recommendations
(Student Success Act of 2012)
Recommendation 1: Increase College and Career Readiness
Recommendation 2: Strengthen Support for Entering Students
Recommendation 3: Incentivize Successful Student Behavior
Recommendation 4: Align Course Offerings to Meet Student Needs
Recommendation 5: Improve the Education of Basic Skills Students
Recommendation 6: Revitalize and Re-Envision Professional Development
Recommendation 7: Enable Efficient Statewide Leadership and Increase Coordination among Colleges.
Recommendation 8: Align Resources with Student Success Recommendations
**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 processes 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 for students (i.e. modernization, TAP improvements, equipment purchases etc.).
* 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 students 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
BEFORE . . .

DURING . . .

AFTER!

Student Services Building
Expected Completion Date ~ Spring, 2015
STAFF DEVELOPMENT - ANYTIME, ANYPLACE!

FLEX WORKSHOPS ON THE WEB

In order for The Staff Resource Center to make Professional Development programming more readily available to the college community, we have created a webpage listing videotaped presentations so that workshops can be viewed anytime, anyplace. The web page url is: http://www.scc.losrios.edu/FacultyStaff/Staff_Resource_Center/Flex_Workshops_on_the_Web_(New).htm

The workshops that we will be presenting are those which lend themselves to videotaping - workshops with speakers and PowerPoint presentations will be available; workshops with a lot of audience interaction that cannot be captured will not. The workshops are ordered by date. If you want flex credit for "attending" a workshop virtually, please submit the evaluation form, (available at the bottom of the web page), to the Staff Resource Center via email (stafres@losrios.edu). You can also print and send the form via intercampus mail to LRC106. To insure Flex credit, send us the evaluation form thus enabling us to confirm attendance with your dean for flex reporting requirements.

Please note the workshop title and original date for your flex attendance forms. We will be using the evaluation form in lieu of a sign-in sheet.

In order to view these online videos, you must have Adobe Flash Player installed on your computer. For a free download, please click here.

In addition to the Staff Resource Center online resources, online academic technology support services and college-wide coordination for distance / online education are available at the website for The COVE (Center for Online and Virtual Education) at Sacramento City College! Check out this website to view other currently available online training resources.

Title: WordPress Network - Updated Training Videos
Presenter(s): Don Button
Location: COVE (LRC128)
College Goal(s): A1, A3, A6, B1, B3, B4, C5, C7
Day/Date: Fall 2013 (Original Workshop Date)

For the new SCC website content editors— The WordPress Training Video page has been re-organized into categories to make it easier to find the videos you are looking for. All single topic videos are now grouped under headings such as Working with Graphics, Search Engine Optimization, and Template Updates. We've also added a new Video Quick Links widget in the sidebar of the Training Videos page — another way to find the video you’re looking for, fast and easy! We hope this will help make your training experience easier.

Title: Supporting Students with Asperger Syndrome: Tips for College Faculty & Staff
Presenter(s): Gwyneth Tracy, Ed.D., Coordinator of Disability Services and Programs for Students
Location: LRC105
College Goal(s): Improve Staff Processes
Day/Date: Tuesday, November 2, 2010 (Original Workshop Date)

People with Asperger Syndrome can show a wide range of behaviors and social skills. This workshop will provide an introduction to Asperger’s and offer ideas on how to support and enrich the lives of students with Asperger Syndrome.

Back to Table of Contents
STAFF DEVELOPMENT - ANYTIME, ANYPLACE!

FLEX WORKSHOPS ON THE WEB

**Title:** Working with Students with Disabilities: Tips for College Faculty and Staff  
**Presenter(s):** Gwyneth Tracy, Coordinator of Disability Services & Programs for Students  
**Location:** LRC 105  
**College Goal(s):** Improve Staff Processes  
**Day/Date:** Thursday, February 24, 2011 (Original Workshop Date)

- 5% of SCC students have identified themselves as having a visible or invisible disability with Disability Services & Programs for Students.
- 78% of these students have invisible disabilities.
- It is statistically likely that 10% of the students at SCC have a disability, but have not requested DSPS services.

You will encounter a student with a disability at some point during your career here at SCC, whether or not it has been diagnosed or accepted by the student. Join Dr. Gwyneth Tracy, Coordinator of Disability Services & Programs for Students as she addresses a variety of issues to consider when working with students with disabilities, including the types of populations SCC serves and their challenges, accommodations, success of students with disabilities, and the role of faculty and staff in supporting academic achievement of students with disabilities.

**Title:** Helping African American Male Students Succeed  
**Presenter(s):** Ken Times, Nancy Olsen  
**Location:** City Café 1  
**College Goal(s):** Identify and respond to the needs of the college community that is growing increasingly diverse in terms of demographics and culture  
**Day/Date:** Thursday, April 7, 2011 (Original Workshop Date)

Moderated student panel discussion.

**Title:** The Dear Colleague Letter: Title IX  
**Presenter(s):** Julia Jolly, AVP, Instruction and Equity/Title IX Officer  
J. P. Sherry, District General Counsel  
**Location:** LRC 105  
**College Goal(s):** Improve Staff Processes  
**Day/Date:** Thursday, November 10, 2011 (Original Workshop Date)

On October 26, 2010, the US Department of Education’s Office for Civil Rights issued the Dear Colleague letter (DCL) to all educational institutions. The DCL reminds colleges and universities that they have the same obligations as K-12 under the anti-discrimination statutes. Title IX protects students in connection with “all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school’s facilities, or elsewhere.” Please Join Us & Learn about Your Responsibility.

**Title:** Interacting with Student Veterans  
**Presenter(s):** Chelsea Bills, USMC; Justin Turner, Army (OIF); Zachary Pierce, Army (OIF & OEE)  
**Location:** LRC 105  
**College Goal(s):** Learn about military cultures and values  
**Day/Date:** Tuesday, December 6, 2011 (Original Workshop Date)

Meet student veterans and hear what they have to say about the military culture. Learn how to better prepare to meet the needs of Veterans. Hear about the many challenges that soldiers face when they return to the classroom. Become aware of the military culture and values.
Employee Assistance Program
Denise Booth, Employee Benefits Supervisor
LRC 105
C1, C3
Thursday, February 23, 2012 (Original Workshop Date)
• Learn how you can get free access to a thirty-minute session with an attorney.
• Get help finding daycare.
• Dealing with elder care issues
• Answer concerns about retirement

Campus Emergency Preparedness: Are You Ready?
Voices of Hope Student Club, LRCPD
LRC 105
C1, C3
Thursday, March 29, 2012 (Original Workshop Date)
A panel of police officers, Health Services department, and the Voices of Hope has an open panel discussion to address any questions relevant in successfully preparing us for a campus emergency.

Selecting the Right Mutual Funds for Your Retirement Account
Kim Handy, Business Professor
LRC 141
C1, C3
Friday, March 30, 2012 (Original Workshop Date)
This workshop is designed to assist you in selecting the appropriate mutual funds for your retirement accounts. Key topics include investment pyramid, asset allocation, fund classification, and fund selection criteria. Learn how to make your investment choices work (make money) for you.

Ergonomics: Working Smart = Working Well
Debbie Turner, Risk Management Specialist, LRCCD
RHS 222
C1, C3
Thursday, April 12, 2012 (Original Workshop Date)
Ergonomics is the study of interaction between people and their work environments. One of the main goals of ergonomics is adapting the work environments to the employee. Most of the time, we can make employees feel more comfortable at their workstation with adjustments or placements of equipment. Effective and successful “fits” assure high productivity, avoidance of illness and injury risks, and increased satisfaction among the workforce.

From Mbanza Kongo to Hog Hammock: the Gullah Geechee people of the Carolina Lowcountry
Professor Sherri Patton, Department of History
LRC 105
B3
Tuesday, April 24, 2012 (Original Workshop Date)
In the summer of 2011 Professor Patton participated in an NEH landmarks in American History and Culture Workshop in Savannah Georgia. The workshops covered the history of African Americans in the Carolina low country from the colonial period to the present. Professor Patton will cover some of the results of the workshop with a multi-media presentation on the Gullah-Geechee people of the Sea Islands.
STAFF DEVELOPMENT - ANYTIME, ANYPLACE!
FLEX WORKSHOPS ON THE WEB

Title: The Changing California Community Colleges: Open Access-Relevant or Obsolete?
Presenter(s): Irma Rodríguez, Annette Barfield
Location: LRC105
College Goal(s): Goal B
Day/Date: Wednesday, April 25, 2012 (Original Workshop Date)
This is a forum that provides “access to education and the opportunity for educational success... efforts should be made with regard to those who are historically and currently underrepresented in both their graduation rates from secondary institutions and in their attendance at California higher educational institutions. Educational equity not only through a diverse and representative student body and faculty but also through educational environments in which each person, regardless of race, gender, gender identity, gender expression, sexual orientation, age, disability, or economic circumstances, has a reasonable chance to fully develop his or her potential.”

Title: A Comprehensive Learning College: A Case Study from the Community College of Denver
Presenter(s): Michael Poindexter
Location: LRC105
College Goal(s): A1, A4
Improve basic skills
Revise or develop new courses
Day/Date: Thursday, April 26, 2012 (Original Workshop Date)
Attend this workshop and learn about the steps one urban community college took to address student success. The Community College of Denver became an institution that closed the performance gap by age, ethnicity, and gender. In addition, persistence and graduation rates increased to over 80%.

Title: Achieving Academic Honesty
Presenter(s): Elaine Ader, Lynne Giovannetti, Sue Chen
Location: LRC 121
College Goal(s): A1, A2, A3, A4
Day/Date: Thursday, August 23, 2012 (Original Workshop Date)
How do we define and promote academic honesty for our students? What resources does the college have to support you in promoting academic honesty and what are the processes when cheating occurs? Please join us in what should be a lively discussion of the issues and practices around promoting academic honesty.

Title: Ending the Blockade on Gaza and Sexual Harassment in the Military
Presenter(s): Colonel Ann Wright
Location: CAC
College Goal(s): C5
Day/Date: Tuesday, October 9, 2012 (Original Workshop Date)
Colonel Ann Wright speaks about the experiences of women in the military, and her activism for rights for Palestinians in the Gaza Strip.
How can you assist when a student in your class or who is seeking a service needs help? SCC’s Early Alert System, using SARS Alert has been implemented to provide a way to connect with a student who needs additional support. Please attend and learn how the system works and about the assistance that is available once issues have been identified. To use this resource, go to: http://sarsalert.scc.losrios.edu/SARSAlert/Login.aspx?ReturnUrl=%2fsarsalert%2fInfoScreen.aspx.

Older women students are a significant presence in community college classrooms: 40% of students at Sacramento City College are age 25 or older, and 60% of these returning students are women. This workshop is PART I of a three part series that will present findings from a recent qualitative case study of seven women who have gone back to school. PART I will focus on understanding the experiences of older women students in an intergenerational classroom. These insider perspectives offer insights about classroom methods and attitudes that impact student success: teaching strategies, group work, student support outside the classroom, and peer interactions. This study shows that returning women are highly motivated and serious students, and yet they need specific kinds of support to persist and succeed at the community college. To view this presentation, go to: http://scc.losrios.edu/de/rws-part1.html.

Older women students are a significant presence in community college classrooms: 40% of students at Sacramento City College are age 25 or older, and 60% of these returning students are women. This workshop is PART II of a three part series that will present findings from a recent qualitative case study of seven women who have gone back to school. PART II will focus on a key theme that emerged from this study: college writing as the epicenter of student success for returning students. The experiences of women in this study reveal important insights about how returning students “hit a wall” with academic writing requirements, and point to the specific kinds of classroom and student supports that are needed for them to successfully move through this essential learning curve. Women in this study speak openly about the need for instructor support, as well as specific counseling and student services that are tailored to older students. To view this presentation, go to: http://scc.losrios.edu/de/rws-part2.html.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am – 10:00am</td>
<td>Adobe Creative Cloud</td>
<td>LRC220</td>
</tr>
<tr>
<td>10:00am – 11:30am</td>
<td>Get Ready, Get Set, Get D2L! Newbies Welcome.</td>
<td>LRC141</td>
</tr>
<tr>
<td>11:30am – 1:30pm</td>
<td>ECE Faculty Only - Informational session with ECE community  partners CDC208</td>
<td></td>
</tr>
<tr>
<td>12:30pm – 2:00pm</td>
<td>Google Apps for Education</td>
<td>LRC141</td>
</tr>
<tr>
<td>1:00pm – 4:00pm</td>
<td>Accreditation Members Training</td>
<td>LRC105</td>
</tr>
<tr>
<td>2:00pm – 3:00pm</td>
<td>Google Apps 3 – Forms</td>
<td>LRC318</td>
</tr>
<tr>
<td>3:00pm – 4:30pm</td>
<td>D2L Drop-Ins</td>
<td>LRC114</td>
</tr>
<tr>
<td>Time</td>
<td>Workshop Title</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| 8:30am - 10:30am | Using Google Apps in the ESL Classroom  
RHN329 |
| 9:00am - 12:00pm | Department Specific Workshop: Cardiovascular Health and the Links between Nutrition 300, Biology 430/431/440, and Chemistry 309  
LIH204 |
| 9:00am - 11:00am | Hiring Training for Equity Representatives  
RHN264 |
| 9:00am - 10:30am | Book Discussion: What the Best College Teachers Do by Ken Bain  
PAC105 |
| 9:00am - 11:00am | Student Success & Support Program (SSSP) Panel Discussion  
LRC105 |
| 9:00am - 10:00am | District-wide Foreign Languages Department Meeting  
LRC105 |
| 9:45am - 10:15am | The New SCC Website: Using the Powerful New Online Events Calendar  
LRC141 |
| 10:00am - 11:00am | A Student Engagement Model -- A Flipped Classroom Model using Montessori pedagogical instructional strategies in a five step process of course delivery for implications on student success  
PAC105 |
| 10:30am - 12:30pm | Student Success & Support Program (SSSP) Panel Discussion  
LRC105 |
| 10:45am - 12:15pm | Student Success Across the Curriculum at the Davis Center  
DVS108 |
| 11:00am - 12:00pm | Planning 102: Form College Goals Core Indicators to Unit Plan Objectives  
RHN258 |

Back to Table of Contents
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00pm</td>
<td>Math Instructor and SIA Meeting</td>
<td></td>
<td>RHN172</td>
</tr>
<tr>
<td></td>
<td>SCC Educational Master Plan Update - Planning for Our Future</td>
<td></td>
<td>RHN267</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Department Specific Workshop: Communications Department</td>
<td>PAC105</td>
<td></td>
</tr>
<tr>
<td>1:00pm</td>
<td>Best Practices for Using Tutors in the Classroom</td>
<td></td>
<td>LRC148</td>
</tr>
<tr>
<td>1:00pm</td>
<td>SCC Educational Master Plan Update - Planning for Our Future</td>
<td></td>
<td>RHN267</td>
</tr>
<tr>
<td></td>
<td>District-wide Foreign Languages Department Workshop</td>
<td></td>
<td>LRC105</td>
</tr>
<tr>
<td></td>
<td>Department Specific Workshop: Assessing ESL Lab Software and Materials</td>
<td></td>
<td>RHS328</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Department Specific Workshop: Sociology</td>
<td>RHN228</td>
<td></td>
</tr>
<tr>
<td>1:00pm</td>
<td>Changing Lanes--Applying for Full-Time Teaching Positions</td>
<td></td>
<td>RHN299</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Using Google Docs for Students to Build Electronic e-Portfolios</td>
<td></td>
<td>BUS103</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Basic Skills Initiative Update</td>
<td>RHN229</td>
<td></td>
</tr>
<tr>
<td>1:00pm</td>
<td>Department Specific Workshop: Sociology</td>
<td>RHN229</td>
<td></td>
</tr>
<tr>
<td>1:00pm</td>
<td>Department Specific Workshop: Sociology</td>
<td>RHN229</td>
<td></td>
</tr>
<tr>
<td>2:00pm</td>
<td>Department Specific Workshop: Sociology</td>
<td>RHN229</td>
<td></td>
</tr>
<tr>
<td>2:00pm</td>
<td>District-wide Foreign Languages Department Workshop</td>
<td></td>
<td>LRC105</td>
</tr>
<tr>
<td>2:00pm</td>
<td>Department Specific Workshop: Sociology</td>
<td>RHN229</td>
<td></td>
</tr>
<tr>
<td>2:00pm</td>
<td>Shots Fired: Surviving a Campus Shooting Event</td>
<td>LRC141</td>
<td></td>
</tr>
<tr>
<td>2:00pm</td>
<td>Medicare Unraveled</td>
<td>LRC141</td>
<td></td>
</tr>
<tr>
<td>2:00pm</td>
<td>Screencasting: Lecture is always better the 2nd (or 3rd) time around</td>
<td>RHS271</td>
<td></td>
</tr>
<tr>
<td>2:30pm</td>
<td>D2L: Using Rubrics for Grading and Assessing Student Learning</td>
<td>BUS103</td>
<td></td>
</tr>
<tr>
<td>2:30pm</td>
<td>Conducting research for your graduate degree at SCC: External Research Review Process</td>
<td>RHN258</td>
<td></td>
</tr>
<tr>
<td>3:00pm</td>
<td>West Sacramento Center Faculty Orientation</td>
<td>WSC221</td>
<td></td>
</tr>
<tr>
<td>3:00pm</td>
<td>Zumba Fitness</td>
<td>SOG213</td>
<td></td>
</tr>
<tr>
<td>3:00pm</td>
<td>PRIE Institutional Effectiveness Reports: What data is available to answer questions about our students and our College?</td>
<td>RHN258</td>
<td></td>
</tr>
</tbody>
</table>
Friday, January 17, 2014

CONTINENTAL BREAKFAST – City Cafe
7:00am – 7:45am

CELEBRATION OF EXCELLENCE – PERFORMING ARTS CENTER
8:00am - 9:00am

CONVOCATION – PERFORMING ARTS CENTER
9:00am – 10:00am

STUDENT SUCCESS CHARRETTE – LOCATIONS TBA
10:15am – 11:45am

DEPARTMENT & PROGRAM MEETINGS
Check with Division Office for Locations and Times
### Adobe Creative Cloud

**Presenter(s):** Daniel Gilbert-Valencia  
**Time:** 9:00am – 10:00am  
**Location:** LRC 220  
**Day/Date:** Wednesday, January 15, 2014

SCC now offers the Adobe Creative Cloud on campus workstations. This is an informational workshop containing an overview of the Creative Cloud software (Photoshop, Illustrator, Dreamweaver, Flash, and many more!) You will learn about computer requirements for installation and the best uses of each program. Though this is not a hands-on workshop, you will learn about free opportunities for online learning and drop-in support here at SCC. Make this your year to master a new skill and make something amazing! For more info, checkout [http://www.adobe.com/creativecloud](http://www.adobe.com/creativecloud)

### Get Ready, Get Set, Get D2L! Newbies Welcome.

**Presenter(s):** Daniel Gilbert-Valencia, Jory Hadsell  
**Time:** 10:00am – 11:30am  
**Location:** LRC 141  
**Day/Date:** Wednesday, January 15, 2014

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. Presentations 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. Feel free to bring your own device or use a computer in the classroom.

### ECE Faculty Only - Informational session with ECE community partners

**Presenter(s):** Amy Strimling  
**Time:** 11:30am - 1:30pm  
**Location:** CDC 208  
**Day/Date:** Wednesday, January 15, 2014

This workshop will bring together community partners from the field of Early Care and Education to share information for classroom teaching, including student employment opportunities, advocacy in the field, community college partnerships, and more.
Wednesday, January 15, 2014

Descriptions: Technology & Current Interest Workshops

Title: Google Apps for Education
Presenter(s): Daniel Gilbert-Valencia
Time: 12:30pm – 2:00pm
Location: LRC 141
College Goal(s): A3, A4, A5, A6
Day/Date: Wednesday, January 15, 2014

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 Rios 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. Feel free to bring your own device or use a computer in the classroom.

Title: Accreditation Members Training
Presenter(s): Accreditation Steering Committee
Time: 1:00pm - 4:00pm
Location: LRC 105
College Goal(s): A2, A3, A5, A8, B2, B4, B7, C1, C4, C5, C6, C7
Day/Date: Wednesday, January 15, 2014

The training for the Accreditation Self-Evaluation writing team tri-chairs will be presented in a workshop format. We will cover the structure and general outline of the process, what writing teams will need to know and what they may expect leading up to the Accreditation site visit to take place in fall 2015. Participants will receive instruction, pertinent materials, and time to ask questions. Participants are to prepare by taking the Accreditation 101 online course (which will take about 2 hours on the ACCJC website at accjc.org) prior to this training and bring their certificates of completion to this training. Refreshments will be served.

Title: Google Apps 3 – Forms
Presenter(s): Daniel Gilbert-Valencia
Time: 2:00pm – 3:00pm
Location: LRC 318
College Goal(s): A5, A6, A7, C4, C5
Day/Date: Wednesday, January 15, 2014

Surveys: Easier to make than survey monkey and saved in Los Rios Google Apps. Click register to see a Google Form in action!

Title: D2L Drop-Ins
Presenter(s): Daniel Gilbert-Valencia
Time: 3:00pm - 4:30pm
Location: LRC 114
College Goal(s): A5, A6, A7
Day/Date: Wednesday, January 15, 2014

Stop by to review how to copy your course content or update your NavBar. We are available to answer individual questions. Please request your courses the day before attending this session. Go to http://losrios.edu/ess to make your spring 2014 course requests. (This is not a session to introduce faculty to D2L).
Thursday, January 16, 2014

Flex Workshop Descriptions: Thursday Morning

**Using Google Apps in the ESL Classroom**

**Presenter(s):** Duane Leonard  
**Time:** 8:30am - 10:30am  
**Location:** RHN329  
**College Goal(s):** A1, A2, A4, B1,  
**Day/Date:** Thursday, January 16, 2014

As our students have switched over to LosRiosGmail, I try to introduce the other resources provided with their gmail account. This workshop will demonstrate how Google Apps, Google Docs, voice, youtube, forms, and calendar) can be useful in the ESL classroom for both teachers and students. Geared for ESL instructors, this workshop will demonstrate, step by step, how I incorporate Google Apps in the listening/speaking and writing classrooms. Then, attendees will be given a chance to try using Google Apps themselves from both student and teacher perspectives.

**Department Specific Workshop: Cardiovascular Health and the Links between Nutrition 300, Biology 430/431/440, and Chemistry 309**

**Presenter(s):** Dianne Bennett, Andrea Greenwell, Jessica Coppola, Karen Carberry-Goh  
**Time:** 9:00am - 12:00pm  
**Location:** LIH204  
**College Goal(s):** A2, A6, B1, B3, C7  
**Day/Date:** Thursday, January 16, 2014

This workshop will build on the previous Flex activity (Fall 13) in which we began exploring the links in curriculum between Nutrition 300, Biology 430/431/440, and Chemistry 309. This semester’s FLEX activity will focus on the links related to cardiovascular health. The workshop will be comprised of a series of group activities that share each course’s perspective on cardiovascular health. The activities will include the dissection of a sheep heart. All are welcome to attend – whether you teach one of these courses or are curious about your own health and well-being.

**Hiring Training for Equity Representatives**

**Presenter(s):** Julia Jolly  
**Time:** 9:00am - 11:00am  
**Location:** RHN264  
**College Goal(s):** A6, C5, C7  
**Day/Date:** Thursday, January 16, 2014

This two-hour training is required every two years for all campus community members who serve as Equity Representatives on hiring committees. Additionally, any individual who is interested in the hiring process and wants to more fully understand college and district processes is welcome to attend. Attendance and certification do not obligate any individual to serve as an equity representative. Service on a hiring committee is always an option, not a requirement.
Thursday, January 16, 2014
Flex Workshop Descriptions: Thursday Morning

**Title:** Book Discussion: What the Best College Teachers Do by Ken Bain
**Presenter(s):** Lori Petite
**Time:** 9:00am - 10:30am
**Location:** PAC 105
**College Goal(s):** A1, A2, A3, A7, A7, B1, B3, C2, C4, C7
**Day/Date:** Thursday, January 16, 2014

This workshop will provide participants with a synopsis of Ken Bain's research as well as offer discussion questions that can assist faculty in applying these principles to their respective disciplines. Pick up or download a copy of this book to read over winter break and join us for this thoughtful discussion. [http://www.amazon.com/What-Best-College-Teachers-Do/dp/0674013255/ref=sr_1_1?ie=UTF8&qid=1385072122&sr=8-1&keywords=what+the+best+college+teachers+do+ken+bain](http://www.amazon.com/What-Best-College-Teachers-Do/dp/0674013255/ref=sr_1_1?ie=UTF8&qid=1385072122&sr=8-1&keywords=what+the+best+college+teachers+do+ken+bain)

**Title:** Department Specific Workshop: The Carl B.F. Zimbardo Multimedia Club III (Psychology)
**Presenter(s):** Alan Keys
**Time:** 9:00am - 10:30am
**Location:** RHS229
**College Goal(s):** A6, C7
**Day/Date:** Thursday, January 16, 2014

This workshop is designed for all Psychology faculty to share their thoughts and reflections with their departmental colleagues on recent books, articles, movies, or events attended. Anything is fair game, but you must come prepared to discuss how these works inspired you (or didn’t) and, how they can be incorporated into our curriculum.

**Title:** Do your students know how to cite? Citation generators may be able to help.
**Presenter(s):** Pamela Posz
**Time:** 9:00am - 10:30am
**Location:** LRC 220
**College Goal(s):** A1, A3, A4, A5, A6, A7
**Day/Date:** Thursday, January 16, 2014

Citation of information is extremely complicated. There are multiple formats such as APA, MLA, and Turabian. And the variety of types and formats of information have expanded tremendously with the development of the Internet. Citation generators can help your students cite information correctly. We will look at a couple of free options that students can use to create citations and manage their research and talk about options for the entire campus.

**Title:** Introduction to Photoshop
**Presenter(s):** Tom Cappelletti
**Time:** 9:00am - 10:30am
**Location:** TEC 109
**College Goal(s):** A5, A6, A7, C4, C5
**Day/Date:** Thursday, January 16, 2014

Photoshop offers one of the most robust graphics editing experiences available. This hands-on, instructor-led workshop will get you started quickly with the fundamentals of using Photoshop. Join us for this fun filled workshop and learn the basics of manipulating and editing photos, tips and tricks, and cool effects.
Thursday, January 16, 2014

Flex Workshop Descriptions: Thursday Morning

Title: Who Are the Students at the Davis Center?
Presenter(s): Michael Severson
           Don Palm
Time: 9:00am - 10:30am
Location: DVS108
College Goal(s): A1, A5, A6, B1, B2, C4, C7
Day/Date: Thursday, January 16, 2014

We have data on the students and surveys they have filled out for several years running. What does this all show us about the students? What are trends? How does the data fit with our experience with the students and their needs? What should we ask in the next round of surveys? Come join us for coffee and let’s talk about how all this can help make us more effective in the classroom.

Title: Student Success & Support Program (SSSP) Panel Discussion
Presenter(s): Donnetta Webb
           Holly Piscopo
           Kimberly McDaniel
           Carl Sjovold
Time: 9:00am - 10:00am
Location: LRC 105
College Goal(s): Student Success Task Force Recommendations
Day/Date: Thursday, January 16, 2014

This is a panel discussion to answer questions about how the institution is addressing student success, and our scorecard through Student Service and instructional related partnerships. The panel is comprised of classified staff, faculty, and managers.

Title: The New SCC Website: Using the Forms & Documents Database
Presenter(s): Don Button
Time: 9:00am - 10:00am
Location: LRC 141
College Goal(s): A2, A6, B1, B3, B4, C5, C7
Day/Date: Thursday, January 16, 2014

The new SCC Website (launching in mid-March) includes a great new database portal for all posting faculty, staff and student Forms, Handbooks, Schedules, Instruction Sheets, etc. This database site, searchable by name, department, or keyword, will be a convenient way for all of our website visitors to find the documents they need. And adding your documents to the database is quick and easy through our custom WordPress interface. Come to this Flex and learn how!

Pre-Registration is preferred. Please RSVP to: staffres@losrios.edu
Thursday, January 16, 2014

Flex Workshop Descriptions: Thursday Morning

Introduction to SLO Assessment Reporting

- **Title:** Introduction to SLO Assessment Reporting
- **Presenter(s):** Student Learning Outcomes Assessment Committee Members
- **Time:** 9:00am - 10:00am
- **Location:** RHS273
- **College Goal(s):** A1, A2, A4, A8, B2, C1, C7
- **Day/Date:** Thursday, January 16, 2014

Members of the new Student Learning Outcomes Assessment Committee (SLOAC) will be present to discuss and assist with SLO course and program assessment reporting. The following questions will be answered:

- What is Student Learning Outcomes (SLO) assessment reporting?
- What is the importance of SLO assessment reporting to accreditation and classroom teaching/student services?
- How does SLO assessment reporting merge with classroom teaching and student services?
- Where are online SLO reporting resources found (e.g., templates and guides)?
- Who are the people involved with SLO assessment support and how can they be contacted (e.g., SLOAC members and SLO assessment coordinator/analyst)?
- How do course and student services SLO reporting fit in with program SLO (ProLO) and institutional SLO (ISLO) reporting?

Come join other colleagues in discussions about the reasons behind SLO reporting and its processes in a relaxed and supportive environment.

Student Success and Achievement: The meaning behind the numbers.

- **Title:** Student Success and Achievement: The meaning behind the numbers.
- **Presenter(s):** Marybeth Buechner
- **Time:** 9:00am - 10:00am
- **Location:** RHN258
- **College Goal(s):** A1 to A9, B1, B2, B4, B6, C4, C5, C7
- **Day/Date:** Thursday, January 16, 2014

A lot of information about student success and achievement has been reported lately - the "Scorecard" from the CCCCO, our local information on course success and SLO achievement, the college-set standards required by ACCJC, information for the new Student Success & Support Program (SSSP), etc. are all swirling around us. Come to this discussion where we will focus on what those numbers mean for us and our students. We don’t promise all the answers, but we do think we can find some useful ideas.

District-wide Foreign Languages Department Meeting

- **Title:** District-wide Foreign Languages Department Meeting
- **Presenter(s):** Mari Carmen Garcia
- **Time:** 10:00am - 12:00pm
- **Location:** LRC 105
- **College Goal(s):** A1, A6
- **Day/Date:** Thursday, January 16, 2014

This District-wide meeting of the Foreign Language Departments is to share information about topics related to course content, articulation, and changes mandated by SB 1440 related to the degree process.
Thursday, January 16, 2014

*Flex Workshop Descriptions: Thursday Morning*

**Title:** Evaluating Essays  
**Presenter(s):** Carl Sjovold, Ann Lewis, Josh Roberts  
**Time:** 10:00am - 12:00pm  
**Location:** RHN228  
**College Goal(s):** A 1-8, C5  
**Day/Date:** Thursday, January 16, 2014

The purpose of this workshop is to give instructors the opportunity to share ideas about how they evaluate student writing assignments. Prior to the workshop, participants will be given three short essays (4-6 pages each) and asked to evaluate the essays as if they were doing so for one of their own classes. When the participants meet, they will then discuss the essays with their colleagues and share their thoughts on the merits and problems of each paper. The hope is that through this exercise faculty will gain a deeper understanding of how other instructors evaluate writing assignments and learn more about how to work with students as they develop their writing skills. Because we will need to send the essays (and essay prompts) to the participants in advance, **preregistration is required**. Call the Staff Resource Center (558-2176 or email stafres@scc.losrios.edu).

**Title:** EOPS - "Above and Beyond and in Addition to...'cuz that's how we roll!"  
**Presenter(s):** Sandra Ruedas, Ken Times, Adam Freas, Delissa Garza  
**Time:** 10:00am - 11:30am  
**Location:** RHS171  
**College Goal(s):** A7, A8, B1, B4, B7  
**Day/Date:** Thursday, January 16, 2014

This workshop will provide an overview of the Extended Opportunity Programs and Services (EOPS) Program - the guidelines, student responsibilities and service provisions. EOPS brings students in, sets standards to keep them in, support them through, and moves them on. Learn how "being all up into our student's business" works.

**Title:** The New SCC Website: Using The Powerful New Online Events Calendar  
**Presenter(s):** Don Button  
**Time:** 10:00am - 11:00am  
**Location:** LRC141  
**College Goal(s):** A2, A6, B1, B3, B4, C5, C7  
**Day/Date:** Thursday, January 16, 2014

The new SCC Website (launching in mid-March) includes a powerful new interactive Events Calendar that will allow faculty and staff to post comprehensive calendar and event information on a live campus calendar. Students and other website users will be able to access the calendar, view it by day, week or month, and search for events based on dates and various categories. This Flex training will show you how to access and post to the Calendar and link to it from other SCC sub-sites.

*Back to Schedule*
Thursday, January 16, 2014
Flex Workshop Descriptions: Thursday Morning

Title: Introduction to the Student Learning Outcomes Committee (SLOAC) and Spring Planning Session
Presenter(s): Student Learning Outcomes Assessment Committee Members
Time: 10:00am - 11:00am
Location: RHS273
College Goal(s): A1, A2, A4, A5, A8, B2, C7
Day/Date: Thursday, January 16, 2014
Members of the new Student Learning Outcomes Assessment Committee (SLOAC) will discuss and form a plan of campus wide support for all persons involved in Student Learning Outcomes assessment reporting. Examples of items that will be discussed are:
• Review of the committee’s charge
• A plan of support for faculty and student services staff in the SLO assessment reporting process
• Choice and implementation of a new computer SLO assessment reporting program
• Format and housing of the new Student Learning Outcomes website
• Accreditation update and its relevance to SLO assessment reporting
• A plan for future SLO assessment reporting workshops to support campus wide SLO assessment reporting efforts
Come join your colleagues in this discussion and planning session, whether you are already a member of SLOAC or considering becoming a member. A light brunch will be provided.

Title: Student Success & Support Program (SSSP) and Using SARS to Report SSSP Data
Presenter(s): Michael Poindexter, Christine Hernandez, Debra Luff
Time: 10:00am - 11:00am
Location: RHN229
College Goal(s): Student Success Task Force Recommendations
Day/Date: Thursday, January 16, 2014
The goals of Student Success & Support Program (formerly matriculation) (SSSP) are to ensure that all students complete their college courses, persist, retain, and complete to the next academic term. Students work to achieve their educational objectives through the assistance of the student-direct components of the student success & support program process: admissions, orientation, assessment and testing, counseling, and student follow-up.
This workshop will provide a brief SSSP overview and guidance for faculty and staff, who work directly with students, as to their role(s) in supporting SSSP implementation, funding and facilitating data collection through SARS.

Title: Department Specific Workshop: Revising Writing Rubrics
Presenter(s): Rick Cervin
Time: 10:30am - 12:30pm
Location: RHS332
College Goal(s): A1, A2, A4, A5, A7, A8
Day/Date: Thursday, January 16, 2014
The ESL Department full-time faculty and adjunct faculty volunteers will evaluate and make necessary revisions to the rubrics of the ESL writing courses. They will also evaluate the ESL Essay Assessment rubrics and make necessary revisions.
Club Advisor Connection

Presenter(s): Kim Beyrer, Chris Torres

Time: 10:30-12:00pm

Location: RHS262

College Goal(s): A1, A3, C7

Day/Date: Thursday, January 16, 2014

If you are a club advisor, or possibly interested in becoming one, attend this workshop! We will discuss issues that may come up during club activities such as, "What if...? conversations that may be unusual, unprecedented, or unfortunate." In addition, participants will have the opportunity to connect with other advisors, share ideas, and explore ways to connect about student success. Contact Kim Beyrer, beyrerk@scc.losrios.edu, for more information.

A Student Engagement Model - A Flipped Classroom Model using Montessori pedagogical instructional strategies in a Five Step Process of Course Delivery for Implications on Student Success

Presenter(s): Norman Lorenz

Time: 10:30am - 12:00pm

Location: PAC105

College Goal(s): A1, A3, A8, B6, B7, C7

Day/Date: Thursday, January 16, 2014

Imagine students in charge of their own learning? This workshop provides a look at instructional styles and practices using a 5 step process that illustrates a flipped classroom model. I will use the Montessori pedagogical principles for higher education and share implications about the community college student success rate of student retention, participation and completion based on the use of D2L in a face to face/web-enhanced classroom environment design.

Sacramento Public Library - Getting Personal

Presenter(s): Pamela Posz, Ann Owens, Jami Trawick

Time: 10:30am -11:30am

Location: LRC220

College Goal(s): A1, A2, A3, A4, A5, A7, B4, B6

Day/Date: Thursday, January 16, 2014

Many people are answering their information questions via the Internet. But for other kinds of questions, the library is now offering personal help with publishing, job-seeking, business, homework, and genealogy. Do you or your students need help polishing resumes or practicing interview skills? Do you have students who need help with homework?

Do you know someone who needs to learn how to find business intelligence or start a small business? Do you have a book inside you just waiting to be published? Do you love to read but don't know what book you should start next?

Make a personal one-on-one appointment with library staff who can help you with all of the above. Ann Owens and Jami Trawick, 2 librarians from the Sacramento Public Library, are returning to showcase these free services, and show how you and your students can benefit from them. Come "check it out"!
Thursday, January 16, 2014
Flex Workshop Descriptions: Thursday Morning

Title: Student Success Across the Curriculum at the Davis Center
Presenter(s): Michael Severson, Don Palm
Time: 10:45am - 12:15pm
Location: DVS108
College Goal(s): A1, A3, A4, A6, B1, B2, B4, B6, C1, C2, C4, C7
Day/Date: Thursday, January 16, 2014
This workshop is designed to follow up on the discussion on data and trends. We will discuss how the numbers reflect student success and share ideas on how we can continue to improve the student success in our classes through instruction, support, student services, and professional development. This is designed to be a collaborative cross disciplinary activity that allows us to work to improve what we individually and collectively do.

Title: Planning 102: Form College Goals Core Indicators to Unit Plan Objectives
Presenter(s): Marybeth Buechner
Time: 11:00am - 12:00pm
Location: RHN258
College Goal(s): A2, A3, A4, A5, A8, A9, B1, B2, C4, C5, C7
Day/Date: Thursday, January 16, 2014
Do you have ideas for making the online unit planning process better? Do you write a program plan? Did you know that the College Goals include a strategy to implement a formal college-wide plan to increase the completion of degrees and certificates across the college? Join us for a discussion of planning work at SCC. We'll cover the whys and wherefores of unit plans, program plans, the College Goals and Strategies, etc. This workshop will be especially helpful for those who write college plans.

Title: Degree Qualifications Profile (DQP)
Presenter(s): Mary Turner, Maria Regalado, Patty Harris-Jenkinson, Rick Woodmansee
Time: 11:00am - 12:00pm
Location: RHN 267
College Goal(s): A3, A4, A9, B1, B2,
Day/Date: Thursday, January 16, 2014
Come learn about the Degree Qualifications Profile (DQP) which was published in January 2011 by the Lumina Foundation and outlines baseline competencies for students completing associate’s, bachelor’s, and master’s degrees regardless of their field of specialization. The DQP provides institutions of higher education a framework to align degree levels and consider college readiness. Faculty will discuss what they discovered when they aligned existing local and transfer degrees to the DQP as part of an ACCJC supported grant.
### Thursday, January 16, 2014

**Flex Workshop Descriptions: Thursday Afternoon**

<table>
<thead>
<tr>
<th>Title</th>
<th>Presenter(s)</th>
<th>Time</th>
<th>Location</th>
<th>College Goal(s)</th>
<th>Day/Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Math Instructor and SIA Meeting</strong></td>
<td>Angie Lambert, Debbie Van Sickle</td>
<td>12:00pm - 1:00pm</td>
<td>RHS172</td>
<td>A1, A2, A3, A4, A5</td>
<td>Thursday, January 16, 2014</td>
<td>This meeting is the first meeting of the semester for Math instructors and their Student Instructional Assistants (SIAs). Topics to be discussed will be best practices for the classroom, data collecting/reporting, and a checking of the requirements for the semester. Results from tutoring surveys and collaborative efforts will be shared and discussed and time will be given for course planning.</td>
</tr>
<tr>
<td><strong>SCC Educational Master Plan Update – Planning for Our Future</strong></td>
<td>Mary Turner</td>
<td>12:00pm - 1:00pm</td>
<td>RHN267</td>
<td>A5, A8</td>
<td>Thursday, January 16, 2014</td>
<td>Join the Vice President of Instruction for a review of the SCC 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 preview the document and provide input.</td>
</tr>
<tr>
<td><strong>Department Specific Workshop: Communications Department</strong></td>
<td>Lori Petite</td>
<td>1:00pm - 3:00pm</td>
<td>PAC105</td>
<td>A6</td>
<td>Thursday, January 16, 2014</td>
<td>A hands on workshop focusing on resource sharing, discussion of effective classroom activities and promotion of student engagement in Communications classes. Participants will bring ideas and resources to share, compare and revise with others.</td>
</tr>
<tr>
<td><strong>Best Practices for Using Tutors in the Classroom</strong></td>
<td>Ann Lewis, Susan Griffin</td>
<td>1:00pm - 3:00pm</td>
<td>LRC148</td>
<td>A4</td>
<td>Thursday, January 16, 2014</td>
<td>This workshop is designed for English Department faculty members who are using or considering using in-class tutors in their English Writing 51 courses. Faculty members who have had tutors in their courses will share their ideas for making the best, most effective use of tutors in basic skills writing classes and discuss what has and has not worked for them.</td>
</tr>
</tbody>
</table>
Thursday, January 16, 2014

Flex Workshop Descriptions: Thursday Afternoon

Title: District-wide Foreign Languages Department Meeting
Presenter(s): Mari Carmen Garcia
Time: 1:00pm - 3:00pm
Location: LRC 105
College Goal(s): A1, A6
Day/Date: Thursday, January 16, 2014

The Foreign Language Departments across the district are invited to attend this workshop to share ideas about teaching methodologies, the use of technology in the classroom, and classroom behavior management.

Title: Department Specific Workshop: Assessing ESL Lab Software and Materials
Presenter(s): Brett Thomas
Time: 1:00pm - 3:00pm
Location: RHS 328
College Goal(s): A2, A3, A4, A5
Day/Date: Thursday, January 16, 2014

The ESL Department full-time faculty and adjunct faculty volunteers will assess software and materials in the ESL lab to see which programs will still operate after the college’s IT upgrade, which programs and materials we need to replace with updated versions, and which new materials and software we may want to choose to buy in order to best serve our students.

Title: Department Specific Workshop: Sociology
Presenter(s): Angela Block
Time: 1:00pm - 2:30pm
Location: RHN 228
College Goal(s): A2, A3, A4, A5
Day/Date: Thursday, January 16, 2014

This workshop will focus on resource sharing, discussion of effective classroom activities, teaching ideas, and methods.

Title: Changing Lanes--Applying for Full-Time Teaching Positions
Presenter(s): Derrick Wydick
Time: 1:00pm - 2:30pm
Location: RHN 229
College Goal(s): A6, C1, C2
Day/Date: Thursday, January 16, 2014

Are you an adjunct faculty or classified employee looking towards a full-time faculty position? You can become a top contender for a great job! One problem is many teachers who are outstanding faculty members are not experts in applying for and interviewing for these very competitive tenure-track teaching jobs. In this workshop, we will learn tips on how to:

- Identify potential teaching positions
- Create an excellent resume
- Write cover letters that flatter and attract
- Solicit helpful letters of recommendation
- Prepare for your INTERVIEW.

Back to Schedule
<table>
<thead>
<tr>
<th>Title:</th>
<th>Using Google Docs for Students to Build Electronic “e-Portfolios”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter(s):</td>
<td>Norman Lorenz</td>
</tr>
<tr>
<td>Time:</td>
<td>1:00pm - 2:30pm</td>
</tr>
<tr>
<td>Location:</td>
<td>BUS103</td>
</tr>
<tr>
<td>College Goal(s):</td>
<td>A1,A3,A5,B7,C7</td>
</tr>
<tr>
<td>Day/Date:</td>
<td>Thursday, January 16, 2014</td>
</tr>
</tbody>
</table>

Come prepared to work in the lab and build an electronic portfolio that you can use for students to create their own. I will provide a visual tour of how I built my portfolios. We’ll discuss how you as an instructor can make these portfolios available to your students. Ideally, students can create their own electronic portfolios of their accumulated assignments and projects related to your curriculum, based on offering a web-enhanced course of digital resources.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Basic Skills Initiative Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter(s):</td>
<td>Holly Piscopo</td>
</tr>
<tr>
<td>Time:</td>
<td>1:00pm - 2:00pm</td>
</tr>
<tr>
<td>Location:</td>
<td>RHS229</td>
</tr>
<tr>
<td>College Goal(s):</td>
<td>A1, A3, A5</td>
</tr>
<tr>
<td>Day/Date:</td>
<td>Thursday, January 16, 2014</td>
</tr>
</tbody>
</table>

The Academic Senate for California Community Colleges regularly trains faculty, staff, and administrators around the state on institutional, counseling, and pedagogical methods proven to help improve success for basic skills students. Research has also demonstrated that these methods are successful for all students. Attending this workshop will update you on the progress of the Basic Skills Initiative here at Sacramento City College, as well as what’s happening in our state.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Student Success Initiatives from a Student Perspective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter(s):</td>
<td>Kim Goff, Student Ambassadors</td>
</tr>
<tr>
<td>Time:</td>
<td>1:00pm - 2:00pm</td>
</tr>
<tr>
<td>Location:</td>
<td>RHN220</td>
</tr>
<tr>
<td>College Goal(s):</td>
<td>A1, A2, A3, A8, C4, C5</td>
</tr>
<tr>
<td>Day/Date:</td>
<td>Thursday, January 16, 2014</td>
</tr>
</tbody>
</table>

A panel discussion of students who have insight into Student Success from entry to exit. Included will ideas regarding student involvement in Student Success Initiatives on campus.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Professional Development for Classified Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter(s):</td>
<td>Monica Souza</td>
</tr>
<tr>
<td>Time:</td>
<td>1:00pm – 2:00pm</td>
</tr>
<tr>
<td>Location:</td>
<td>RHN264</td>
</tr>
<tr>
<td>College Goal(s):</td>
<td>A1, A3, A4, A5, B3</td>
</tr>
<tr>
<td>Day/Date:</td>
<td>Thursday, January 16, 2014</td>
</tr>
</tbody>
</table>

The Student Success Act Recommendations included suggestions for changes to professional development. These changes would have a positive impact on Classified staff. Come to this workshop for an update on the status of the proposed recommendations as well as information on LRCCD professional development funds, Connections, IBA Training, FDIP, Conference Workshop and Travel funds and other career development opportunities available to you. Join Monica Souza for a roundtable discussion about these great programs and get answers to all of your questions and to get a deeper understanding of LRCCD career development opportunities available to classified staff.
Thursday, January 16, 2014

Flex Workshop Descriptions: Thursday Afternoon

**Title:** FCS Department SLO Workshop - for FCS Department faculty only  
**Presenter(s):** Amy Strimling  
**Time:** 2:00pm - 4:00pm  
**Location:** LRC 141  
**College Goal(s):** A2, A8,  
**Day/Date:** Thursday, January 16, 2014  
This workshop will bring together all faculty in the FCS department to do collaborative work on department Student Learning Outcomes for assessment.

**Title:** Shots Fired: Surviving a Campus Shooting Event  
**Presenter(s):** Captain Day  
**Time:** 2:00pm - 3:30pm  
**Location:** LRC 121  
**College Goal(s):** C5, C7  
**Day/Date:** Thursday, January 16, 2014  
Each year, thousands of students and staff members become victims of violence on college campuses. On any given day, lightning will strike somewhere in the world. And during any given month or year, the reality is that an active shooter will strike somewhere on some campus. Come to this timely workshop to learn:

- How to respond if a situation occurs  
- Distinguish between an active shooter and a hostage situation  
- How to take direct responsibility for your personal safety by developing a survival mindset

**Title:** Medicare Unraveled  
**Presenter(s):** Yolanda Smith, Kaiser Medicare Specialist, Kris Kurk  
**Time:** 2:00pm - 3:30pm  
**Location:** LRC 318  
**College Goal(s):** C5, C7  
**Day/Date:** Thursday, January 16, 2014  
Please plan to attend this timely, informative presentation which will cover:

- the differences between Medicare A, B, C & D  
- when you need to enroll  
- what you need to enroll  
- The session will end with Q & A. Pre-registration is required.  
- Please reply to this email to register.

**Title:** Screencasting: Lecture is always better the 2nd (or 3rd) time around  
**Presenter(s):** Sandra Camarena  
**Time:** 2:00pm - 3:00pm  
**Location:** RHS 271  
**College Goal(s):** A1, A3, A4, A5, B3  
**Day/Date:** Thursday, January 16, 2014  
A workshop designed to highlight the different screencapture apps available on the Ipad and Android tablets. Advantages and disadvantages of each app will be highlighted. Presenter will create a screencast as well as provide tips on how to effectively produce the screencast video. Come learn about how simple creating a screencast truly is!

*Back to Schedule*
Thursday, January 16, 2014
Flex Workshop Descriptions: Thursday Afternoon

Title: Conducting research for your graduate degree at SCC: External Research Review Process
Presenter(s): Marybeth Buechner
Time: 2:00pm - 3:00pm
Location: RHN258
College Goal(s): A2, A8, B1, B2, C4, C5, C7
Day/Date: Thursday, January 16, 2014
SCC has a research feasibility and review process that is necessary for college employees who are working on a graduate degree and want to conduct thesis or dissertation research involving SCC students or employees. As with all professional research, we look to see that the anonymity and confidentiality of participants is guaranteed, that adequate data security measures are in place and that there is no risk to participants. We also look at the feasibility of the research and its value for SCC. We’ll cover the steps in the local research process and have suggestions for how to successfully complete the process.

Title: D2L: Using Rubrics for Grading and Assessing Student Learning
Presenter(s): Norman Lorenz
Time: 2:30pm - 4:00pm
Location: BUS103
College Goal(s): A1, A3, A5, A8, B3, B7, C2, C7
Day/Date: Thursday, January 16, 2014
Rubrics are a way to increase objectivity, clarity of assignment and ease of grading/assessing the work and projects of the learner. Using D2L, I’ll share the value of connecting student learning outcomes from your syllabus to the content of assignments located in the discussion board or the drop box. The grading of these assignments allows for reports that can determine success of the SLO’s for effective teaching and learning while connecting to competency statistics. This workshop is for advanced D2L users. Come with your account ready to make a rubric.

Title: West Sacramento Center Faculty Orientation
Presenter(s): Don Palm
Gurpreet Bhatia
Time: 3:00pm - 4:30pm
Location: WSC221
College Goal(s): A6, C7
Day/Date: Thursday, January 16, 2014
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 any questions you may have. Orientation will include important information about the new semester and a refresher on using the smart equipment in the classrooms.

Title: Zumba Fitness
Presenter(s): Renee Velazquez, Certified Zumba Instructor
Time: 3:00pm - 4:00pm
Location: SOG213
College Goal(s): A6, C3
Day/Date: Thursday, January 16, 2014
Zumba is a high energy cardio/dance exercise program that is filled with different blends of rhythms from around the world that provides a fun and effective workout to a global community. Be sure to bring a towel, bottle water, exercise shoes, and exercise clothing. You will work up a sweat.
Flex Workshop Descriptions: Thursday Afternoon

Thursday, January 16, 2014

Title: PRIE Institutional Effectiveness Reports: What data is available to answer questions about our students and our college?

Presenter(s): Marybeth Buechner

Time: 3:00pm – 4:00pm

Location: RHN258

College Goal(s): A1, A2, A3, A4, A5, B2, C4, C5, C7

Day/Date: Thursday, January 16, 2014

Each fall the PRIE office produces a set of Institutional Effectiveness Reports (aka "the data binder") that provides a lot of data about student characteristics, student success and achievement, etc. These reports provide a snapshot of our students' characteristics, an overview of student achievement measures, comparisons of our students' success to that of students at other similar colleges, progress on the College Goals, information on staff and college processes, etc. The IE reports are available online for your perusal. The direct link is http://www.scc.losrios.edu/x88058.xml.

Join us for a look at the range of information that is available and discussions on how it might be useful to your area. Special bonus: The first five attendees to arrive will get a hard copy of the IE reports.
Plan it, Work it, Finish it!

**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 that follow convocation (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. These 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 normally not done because it is too difficult to find the time, or the equipment, or to get people together.
- Address some critical assignment-related need such as subject-matter updating, new teaching methods, major revision of classroom materials, major curriculum review, new matriculation or retention strategies development, articulation with other departments on campus or with transfer institutions, or organizational development needs.
- Foster professional growth through participation in conferences, seminars, workshops, research, publishing, or in advising students or faculty, including office hours by adjunct faculty in which students are advised or instructed.

**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.
## Sacramento City College
### FLEX ATTENDANCE RECORD, SPRING 2014
**Due April 15, 2014**

| Name | _______________________________________________________________________________________________
| --- | _______________________________________________________________________________________________
| Division/Department | Phone |

### YOUR SPRING 2014 FLEX OBLIGATION

#### Full-Time Faculty
Flex Obligation per TCS:
- Thursday = 6
- Friday = 6
- Overload = ________________
- Total Obligation = ________________

#### Adjunct Faculty
Please look at your TCA for your Flex obligation and enter number of hours in space below.

**Total Obligation = ________________**

<table>
<thead>
<tr>
<th>DATE</th>
<th>SPRING 2014 Flex Program Activities</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please list activities you attended. (Friday, January 17, 2014, is a mandatory Flex day for full-time faculty.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>Staff Resource Center SPRING 2014 Workshops</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please list activities you attended. (Friday, January 17, 2014, is a mandatory Flex day for full-time faculty.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>Individual Professional Development Activities</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A description of each activity is required. Use the space provided below to list activity. On the back of this form (or page 2 of web version), describe the activity and how it contributes to your professional development.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By signing below, I certify that I have completed or will complete all of the professional development activities listed above.

Faculty Member_____________________________Employee ID____________________________Date_____________

Please turn this form in to your Division Office not later than Due April 15, 2014 and make a copy for your files. Your Division keeps records of your Flex attendance. Any questions should be referred to your Dean.

Deans Signature_______________________________________________________Date________________________

---

*Back to Table of Contents*
INDIVIDUAL PROFESSIONAL DEVELOPMENT ACTIVITIES

CRITERIA

An appropriate Individual Professional Development Activity (IPDA) is above and beyond normal faculty duties and responsibilities as outlined in Board Policy and collective bargaining agreements.

An appropriate IPDA should address an instructional improvement need. Examples include the following:

- An activity which normally is not done because it is difficult to find the time, or the equipment, or to get people together.
- An activity with addresses some critical assignment-related need such as subject matter updating, new teaching methods, revision of classroom materials, major curriculum review, development of new matriculation or retention strategies, or articulation with other Departments on campus or with transfer institutions.
- An activity which fosters professional growth through participation in, or attendance at, conferences, workshops, research publishing, or advising students or faculty.

Note to Full-time Faculty
By the end of the academic year, your "Total Flex Hours Completed" should be equal to, or greater than, "Your Flex Obligation."

Note to Adjunct Faculty
You must complete your Flex Obligation within the semester you are obligated.

DESCRIPTIONS

Please provide a description of each IPDA that you listed on the Flex Attendance Record. Attach supporting documentation if you wish.

Individual Professional Development Activity (IPDA) #1
How does this activity contribute to your professional development?

Please have your Department Chair or colleague sign below before submitting this form to your Division Dean. The State requires that there be faculty agreement or approval of all activities performed in-lieu of Flex Program attendance.

Faculty or Department Chair’s Signature

Date

# of IPDA Hours Approved
Los Rios Community College
Board of Trustees

Robert Jones, President
Dustin Johnson, Vice President
Kay Albani
Terry Cochran
Pamela Haynes
Deborah Ortiz
Ruth Scribner
Ricardo Lemus

Sacramento City College
3835 Freeport Boulevard
Sacramento, CA 95822