DIABLO VALLEY COLLEGE

PROFESSIONAL DEVELOPMENT

SPRING 2014

FLEXIBLE CALENDAR SCHEDULE
Welcome to Flex Days, Spring 2014. In the schedule that follows you’ll find an incredible list of engaging activities to improve teaching and learning at DVC. Enjoy browsing the Spring Flex schedule, and be sure to register ahead of time for the workshops you plan on attending. You’ve got options ranging from using our new phones more efficiently, to building learning communities, implementing best teaching practices, getting to know D2L version 10.2, and learning about Turnitin, a new tool for providing feedback and grading writing assignments. And much more!

This schedule is available in hard copy in the Staff Development Lounge and online at: http://www.dvc.edu/org/departments/staff-development/flex.htm

Register for workshops at: https://insite.4cd.edu/webapps/staffdevelopment/WorkshopEnrollment/Default.aspx?campus=dvc

It is important to register in advance for workshops you plan to attend. This helps presenters know how many to anticipate and keeps an online record of the sessions you’ve attended.

Don’t forget, you can also attend Flex activities at the other campuses. Take a look at their listings for alternatives at: http://www.4cd.net/webapps/staffdevelopment/flex/dvc.aspx

Questions? Please email or call, Jessica Martin (ext. 22038; jmartin@dvc.edu) or Andy Kivel (ext. 22586 or akivel@dvc.edu)
**2013-14 Faculty Flex Obligations:**

**2013-2014 Flex Obligation for Full-time Faculty**

- There is a total 30-hour obligation for tenured full-time faculty, a 40-hour obligation for second year tenure track faculty, and a 50-hour obligation for first year tenure track faculty (usually completed in Nexus).
- There are 5 hours of Mandatory Flex each semester for a total of 10 mandatory hours per year.
- Full-time “A” contract faculty may choose to complete their Flex obligation over the entire calendar year, July 1 through June 30.
- Flex credit cannot be “banked” or “made up” from one academic year to another.

**Spring 2014 Flex Obligation for Part-time “C” and “AC” Faculty**

Part-time faculty have a Flex obligation that is directly related to compensation and the number of instruction days in the semester. Flex obligation is based on the academic calendar, more specifically to the day of the week on which classes begin and end.

Consequently, the Flex obligation is adjusted each semester. The semester start or end date can prevent a full 18 week semester of class meetings. Such is the case with Spring 2014, which begins on a Monday, January 13th and ends on Wednesday, May 21st.

Part-time Flex obligation applies only to adjunct faculty who are teaching face-to-face, full-term (18 week) classes. (It does not apply to online, short-term or late start classes).

**For Spring 2014:** Part-time instructors (and full-time faculty on AC contract) teaching a semester length, face-to-face class have a Flex obligation that is equal to the number of instructional hours taught in a week on Thursdays, Fridays, Saturdays and Sundays. Teaching hours on Mondays, Tuesdays and Wednesdays are not included.

For example, to calculate your number of Flex hours, count the number of classroom hours you teach in a given week on Thursdays, Fridays, Saturdays and Sundays. That equals your Flex obligation. (So if you teach on Tuesdays and Thursdays, only count your Thursday hours.)

Flex activities must occur during the semester in which you owe Flex hours.

In summary:

- Semester length classes in Spring 2014 have a Flex obligation equal to the number of instructional hours on Thurs., Fri, Sat., and Sunday
- Instructional hours on Monday, Tuesday and Wednesday **do not** have a Flex obligation.
- Online classes do not have a Flex obligation.
- Part-time faculty and full-time faculty teaching “AC” classes must complete their Flex obligation during the semester they teach the course.
- Part-time and “AC” Flex obligations can be met by optional or variable Flex activities.
• If part-time or “AC” faculty teach short-term classes they do not have a Flex obligation for those instructional hours.
• Instructors teaching AC Contract have a Flex obligation equal to those hours in addition to their regular flex obligation.
• Flex Obligations are addressed in the United Faculty Contract Article 10:

You may attend Flex activities at any of the three colleges (DVC, CCC, LMC & SRC) during August Flex days or later in the semester. Your Flex activities must occur during the semester in which you owe Flex hours. Flex forms are submitted to your dean for approval. Flex forms are linked to the Professional Development webpage and posted on the u-drive.

Approved professional development activities that fulfill the Flex obligation are listed on the online registration site:


Additionally, there are lists of approved optional Flex activities by divisions and departments in this Flex booklet, linked to the professional development Flex Information web page, and posted on the u-drive. Online Flex activity options are updated each semester and linked to the professional development webpage.

Take a look at what the other campuses are offering:

LMC Flex at a glance

CCC Flex at a glance
http://www.contracosta.edu/facultystaff/staffdev/Shared%20Documents/Flex%20at%20a%20Glance%20Spring%202014.pdf
## SP14-400: D2L Level 1

8:00am-10:00am  
This is a hands-on workshop where you will learn about your homepage options, notifications, create news items (announcements), upload/organize your files/links using the content and course builder tools. Moving on, we will look at two assessment options: assignment Dropbox and discussions. Leaving the workshop, you'll have a better sense of D2L and have worked with the most often-used tools. Starting Dec. 28th, CCCCD will be moving from version 10.0 to Version 10.2. The most affected tools are Content and User Progress, with more minor changes for all other tools.  
Neal Skapura  
ATC 115

## SP14-401: D2L Gradebook

9:00am-10:30am  
Learn how to do your gradebook and grade more efficiently in D2L!  
Jeanette Peavler  
Staff Dev. Computer Lab (AB 217)

## SP14-402: Ellucian Electronic Student Educational Planning Tool Training I

9:00am-11:00am  
This training will focus around the use of Ellucian’s electronic educational planning tool and teaching faculty and staff on how to use the tool. Both the student side as well as the advisor side will be demonstrated. Hands on experience will be provided.  
Dennis Franco  
ATC 109

## SP14-403: Lose Your Lawn Workshop

9:00am-11:30am  
This workshop will walk you through the easiest process for removing a lawn without herbicides, and replacing it with a soothing, xeric landscape. A Landscape Design professional will share plant selection and design principles and rebate forms for local water districts will be available. You can get paid to remove your lawn, and can save money as we head into what looks like another dry year.  
Bethallyn Black  
OH 101

## SP14-404: Developmental/College Level Linked Classes

9:00am-12:00pm  
Learn how to link your college level class with a developmental English or developmental Math class. Research shows that developmental students who are also taking college-level classes are more likely to persist and succeed in college. What is your biggest problem in helping your students be successful? Is it their reading ability? Is it their writing skills? Is it their level of mathematical reasoning ability?  
Bruce Koller  
H 106
Whether you teach in the Humanities, the Social Sciences, the Life Sciences, the Physical Sciences, or in a Career/Technical program, you can work together with your English and Math colleagues to help more of your students achieve their dreams. If you teach developmental English or Mathematics, come on down! If you teach anything else here at DVC, come on down! Find out how you can help your students and have more fun yourself by linking your class with the appropriate developmental class. They're better together!

**SP14-405: Nexus Faculty**

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<th>Time</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>9:00am-2:00pm</td>
<td>This mandatory meeting is for Nexus faculty only. We will discuss pedagogical issues, reflect on Fall and anticipate Spring, and enjoy a walking tour of each other’s instructional areas. Morning coffee and lunch will be provided.</td>
<td>Lisa Orta</td>
<td>H 105</td>
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**SP14-406: CANCELED**

**SP14-407: On Course Strategies for Empowering Students to Become Active, Responsible Learners**

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<tr>
<td>10:00am-12:00pm</td>
<td>Do you want to know the 4 ways your students learn? Do you want to know how to empower your students to accept personal responsibility for their learning in college and in life? If you answered yes to any of the above, then please come join us to explore some of The On Course structures/strategies for educators to empower their students to become active and responsible learners.</td>
<td>Emmanuel Akanyirige</td>
<td>MA 105</td>
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**SP14-408: D2L Level 2**

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<tr>
<td>10:00am-12:00pm</td>
<td>This is a hands-on workshop where you will learn about the common assessment and selective release options in D2L for: Grades, Dropbox, and News. View User Progress, another D2L tool, will be demonstrated as another option for evaluating student grades.</td>
<td>Neal Skapura</td>
<td>ATC 115</td>
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**SP14-409: Accreditation**

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<td>10:00am-12:00pm</td>
<td>Break-out sessions where members of the college community can meet with, ask questions of, and provide input to members of the teams writing to the various standards and substandards as part of the preparation of a self-evaluation report to the ACCJC. Participants should have read the draft versions of those portions of the report prior to meeting with the members of the writing teams.</td>
<td>Ted Wieden &amp; Becky Opsata</td>
<td>Library 2nd Floor</td>
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**SP14-410: CANCELED**

**SP14-411: Enhancing your Influence with Effective Communication - Brown Bag Workshop**

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<td>12:00pm-1:30pm</td>
<td>This fun and interactive workshop explores the characteristics and challenges of being a good communicator and team player. It will help participants understand the skills needed to be a better employee and part of a successful team. You will engage in group exercises that address: characteristics of effective teams, team development, barriers to teamwork, and team problem-solving techniques. Additionally, you will determine what type of communicator you are and ways to improve your communication style. Bring your lunch and come interact with your colleagues!</td>
<td>CCCSIG – Sponsored by the Classified Professional Development Committee</td>
<td>BFL CCC</td>
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**SP14-412: D2L Level 1**

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<tr>
<td>12:00pm-2:00pm</td>
<td>This is a hands-on workshop where you will learn about your homepage</td>
<td>Neal Skapura</td>
<td>ATC 115</td>
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</table>
options, notifications, create news items (announcements), upload/organize your files/links using the content and course builder tools. Moving on, we will look at two assessment options: assignment Dropbox and discussions. Leaving the workshop, you'll have a better sense of D2L and have worked with the most often-used tools.

### SP14-413: Revamping Counseling 095 to meet the needs of AB 1456

12:00pm-3:00pm  
The Counseling Department’s SB 1456 Work Group will meet to discuss the restructuring of the Counseling 095 class to meet the new requirements of this student success initiative. The orientation part of the class will be evaluated to determine how to meet the needs of the student. The advising portion of the class will be reviewed to determine how to meet the requirement that each student have an Educational Plan in order to maintain priority registration.  
Mike Gonzales, Yvonne Canada, Dennis Franco, Dr. Steve Padover & Raine Dougan  
SSC 125

### SP14-414: D2L & Turnitin Grading Rubrics-- How to Make Grading Student Writing Assignments (Almost) Bearable

1:00pm-2:00pm  
Grading Rubrics infinitely speed up the process of grading student written work. They can give students detailed advance information about how you will grade their work, which tells them how to get the highest possible scores. Equally important, your scored Grading Rubrics show students exactly how you graded their work--what they did right, where they fell short, what they needed to do but didn't do--so that they can improve. In this workshop, I will walk you through the process of crafting a workable grading rubric in D2L and Turnitin. I'll go over the mechanics of launching your rubric in D2L and, finally, I will show you how to use your grading rubric to score student writing assignments. We'll also review Originality Scores (another very useful Turnitin function) and how to make use of the originality function in your assignments.  
Mary Ann Irwin  
ATC 113

### SP14-415: Technology Plan 2014-2016

1:00pm-2:00pm  
This workshop will review and discuss the new DVC Technology Plan that will cover 2014-2016. Your feedback and comments on our draft document are highly valued.  
Cathy Walton-Woodson  
ATC 103

### SP14-416: Matriculation Committee

1:00pm-2:30pm  
Matriculation Committee will meet to discuss logistics for ESL Orientation pilot scheduled for January 2014. The committee will also discuss initial ideas for the Student Success and Support Program (3SP) plan due October 17, 2014 to the Chancellor's Office.  
Beth Hauscarriague  
President’s Conference Room

### SP14-417: Configure your iPhone, iPad, Macbook, or office iMac to access DVC email, the WCS, and the U-drive

1:00pm-5:00pm  
No lecture – all workshop. Robert’s team helps you put your DVC email on your iPhone, iPad, Macbook, and most other mobile devices. Also, if you wish to access the Web Curriculum System, the team can configure your device to allow that. And your Macbook or office iMac (Snow Leopard or better) can be configured to access the U drive in Finder.  
Robert Burns, Cheryl Martucci, Mario Tejada & Loc Huynh  
ATC 109

### SP14-418: Orientation for First-Time Self-Paced Faculty

1:30pm-3:30pm  
This orientation is for math faculty teaching self-paced math for the first time. All math faculty are welcome to attend. Faculty that are teaching SP for the first time in spring 2014, are encouraged to attend.  
Katrina Keating  
LC 200B
Faculty considering teaching self-paced in the future are welcome.

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<tr>
<td>SP14-419: Club Advisor Training 2:30 pm-3:30 pm</td>
<td>Any college employee interested in or planning on advising a student club must participate in this session. We review the basics of club advising, important laws, relevant policies and procedures and answer your questions.</td>
<td>Sara Larkin, Student Union Conf. Rm. (SU 204)</td>
</tr>
<tr>
<td>SP14-420: Communication Studies 2:30 pm-4:30 pm</td>
<td>This workshop is for Communication Studies instructors. We will discuss best practices for instruction of our courses as well as talk about ways to continue to improve student learning in the classroom. One of the topics will be SLOs and discussion on what is working or needs revision. We will also discuss other items related to our program and what needs to be completed for the spring semester.</td>
<td>Shannon Padilla, John Hanecak, Jennifer Tejada, Rebecca Opsata &amp; Patrick Moe, PAC 106</td>
</tr>
<tr>
<td>SP14-421: Foreign Language Department Meeting 4:00 pm-5:30 pm</td>
<td>A get-together of the FT and PT members of the department to discuss department concerns, new information, and best practices.</td>
<td>Isabel Izquierdo, BFL 209</td>
</tr>
</tbody>
</table>
**SP14-500: Best Practices in Teaching BIOSC 140 at DVC**

8:30am-10:00am  
Aimed primarily at new and returning BIOSC 140 instructors, this workshop gives an overview of teaching BIOSC 140 at DVC. We will share and analyze best teaching practices for the course through a round table discussion. In addition, we will cover some of the less obvious aspects of the curriculum and how to make the best of your teaching experience.  
James Hoffmann & Bryan Clarkson  
LHS 215

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**SP14-501: Program Review Validation Meeting**

9:00am-10:00am  
This workshop provides IUPR writers and validators the opportunity to meet to finalize any pending edits to the submitted IUPRs. Staff will be on hand to help with questions and problems.  
Kim Schenk  
ATC 109

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**SP14-502: D2L Level 3**

9:00am-10:30am  
Within this workshop, we’ll look at the Quiz tool to explore the features/functionality. While we will develop some basic questions, you may also want to explore resources from your textbook publisher. Desire2Learn can accept Scrom, D2L, and Blackboard test formats.  
Neal Skapura  
ATC 115

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**SP14-503: D2L Gradebook**

9:00am-10:30am  
Learn how to do your gradebook and grade more efficiently in D2L!  
Jeanette Peavler  
Staff Dev. Computer Lab (AB 217)

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**SP14-504: New and Returning Part-time Faculty Orientation**

9:00am-12:00pm  
Are you new to DVC or returning after some time away (over winter break), even? This is your chance to meet key administrators and student service providers, review campus logistics, syllabus guidelines, the Student Code of Conduct, the DVC homepage, and ask questions related to college policies and procedures. In addition, you will learn some great time saving secrets about the DVC website including how to create email lists for your students based on your Web Advisor roster, download an Excel spreadsheet version of your class roster, get to the U drive over the Internet, find your course and program SLO’s, and so much more.  
Lisa Orta  
ATC 113

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**SP14-505: Financial Aid Workshop: Financial Aid Training and General Updates**

9:30am-10:45am  
This workshop covers the overall financial aid process (from filling out the FAFSA to the receiving of checks), the types of  
David Reyes, Phoebe Balangan  
SSC 126
Financial aid available, and how students can maintain their financial aid. Some of the topics discussed will include the Drop-in process, Satisfactory Academic Progress requirements, and important Federal and State financial aid updates. An open question-and-answer portion will also be scheduled to address any additional financial aid questions and concerns.

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<tr>
<th>Workshop Title</th>
<th>Time</th>
<th>Description</th>
<th>Facilitators</th>
<th>Location</th>
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<tbody>
<tr>
<td>SP14-506: English Basic Skills and ESL Supplemental Instruction Program</td>
<td>9:30am-1:00pm</td>
<td>This workshop is for all instructors, both new and experienced, who will be working with Supplemental Instruction leaders (SI leaders) in basic skills and ESL classes. In this updated workshop, we will be responding to challenges brought up at the last ESL/Basic Skills meeting. Our focus in particular will be on making study group more effective for students. This workshop will be different from previous semesters, so all instructors who are working with Supplemental Instruction leaders are strongly encouraged to attend. Workshop from 9:30-11:30. Instructors meet with SI leaders from 11:30-1:00. Snacks will be provided in the morning but please bring a lunch.</td>
<td>Katy Agnost &amp; Adam Bessie</td>
<td>LC 101</td>
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<tr>
<td>SP14-507: Classroom Mentoring: Connecting Students to Student Services</td>
<td>10:00am-11:00am</td>
<td>This workshop will connect you with the Umoja Classroom Mentoring project on campus, open to all faculty and staff, and all students at the basic skills or developmental ed levels. Come find out how to become a Classroom Mentor in a basic skills or developmental-level class, and/or how to have a mentor assigned to your classroom. Being a Classroom Mentor only requires about one hour per semester.</td>
<td>Heidi Goen-Salter</td>
<td>LC 103</td>
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<tr>
<td>SP14-508: Student Success in Sociology</td>
<td>10:00am-12:00pm</td>
<td>Colleagues will meet to plan activities to increase student success (including achievement gap) in Sociology classes</td>
<td>Andy Barlow</td>
<td>LA 121</td>
</tr>
<tr>
<td>SP14-509: Accreditation</td>
<td>10:00am-12:00pm</td>
<td>Break-out sessions where members of the college community can meet with, ask questions of, and provide input to members of the teams writing to the various standards and substandards as part of the preparation of a self-evaluation report to the ACCJC. Participants should have read the draft versions of those portions of the report prior to meeting with the members of the writing teams.</td>
<td>Ted Wieden &amp; Becky Opsata</td>
<td>Library 2nd Floor</td>
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<tr>
<td>SP14-510: BIOSC 130/131 Coordination</td>
<td>10:00am-1:00pm</td>
<td>All full and part-time instructors teaching these Biology majors classes are invited to participate in a discussion about a major BIOSC 130 lab manual revision in coordination with BIOSC 131 lab activities. General teaching issues of these 2 courses and their coordination can also be addressed.</td>
<td>Gabriele Weitzel</td>
<td>LHS 201</td>
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<tr>
<td>SP14-511: D2L Level 1</td>
<td>10:30am-12:30pm</td>
<td>This is a hands-on workshop where you will learn about your homepage options, notifications, create news items (announcements), upload/organize your files/links using the content and course builder tools. Moving on, we will look at two assessment options: assignment Dropbox and discussions. Leaving the workshop, you'll have a better sense of D2L and have worked with the most often-used tools. Starting Dec. 28th, CCCCD will be moving from version 10.0 to Version 10.2. The most affected tools are Content and User Progress, with more minor</td>
<td>Neal Skapura</td>
<td>ATC 115</td>
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<tr>
<td>Workshop ID</td>
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<td>SP14-512</td>
<td>ShorTel Phone System Training</td>
<td>11:00am-12:00pm</td>
<td>This workshop will go over the features and how to operate your new phone, as well as tips &amp; tricks for more efficient use!</td>
<td>Matt Anderson</td>
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<tr>
<td>SP14-513</td>
<td>Preventing &amp; Recognizing Burnout - Brown Bag Workshop</td>
<td>11:00am-12:30pm</td>
<td>Burnout is a state of emotional and physical exhaustion caused by excessive and prolonged stress. As the stress continues, you begin to lose interest &amp; motivation, it reduces your productivity and saps your energy, leaving you feeling increasingly hopeless, powerless, cynical, and resentful. The effects of burnout can eventually threaten your job, your relationships, and your health. In this workshop you will learn to recognize signs of burnout and ways to prevent it! Bring your lunch, meet your colleagues and learn some tips to prevent burnout so that you manage your stress, and your stress doesn’t end up managing you!</td>
<td>CCCSIG – Sponsored by the Classified Professional Development Committee</td>
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<tr>
<td>SP14-514</td>
<td>But I’m a Teacher, Not a Counselor: How to Help Your Students Navigate Scholarships, Financial Aid, Student Services, Applications, &amp; Deadlines</td>
<td>11:00am-1:00pm</td>
<td>Puente, Umoja, and several Student Services come together to present this workshop, designed to demystify the complicated path our students navigate to fund their education, get the academic and emotional support they need while at DVC, and transfer to their dream schools. As faculty and staff in certain areas, we ourselves may not know what our students need to do and when they need to do it. And in the classroom, we may not know how to incorporate this essential information. This workshop is designed to help. We can ALL guide our students to success!</td>
<td>Puente &amp; Umoja Instructors &amp; Social Services Staff</td>
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<tr>
<td>SP14-515</td>
<td>ECE Full-time Faculty Meeting</td>
<td>11:00am-1:00pm</td>
<td>Full-time Faculty and Professional Development Personnel will meet for spring planning.</td>
<td>Janet Mason</td>
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<tr>
<td>SP14-516</td>
<td>Basic Skills Math Workshop</td>
<td>11:00am-2:00pm</td>
<td>In this workshop we are planning to bring all Math-75 instructors together to share some teaching strategies, and also talk about the challenges of teaching basic math and discussing different solution methods.</td>
<td>Anna Sohi</td>
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<td>SP14-517</td>
<td>Best Teaching Practices Round-Up: Art and Art History</td>
<td>12:00pm-1:30pm</td>
<td>Come by for a free-form, collaborative, interdisciplinary round table to share what works for you in the classroom and get new ideas from your colleagues. Bring your best assignments and approaches to share, and your problems to solve. This session will focus again on critique in the classroom. Faculty from all disciplines/areas are welcome.</td>
<td>Kristen Koblik</td>
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<tr>
<td>SP14-518</td>
<td>Teachers Sharing Ideas</td>
<td>12:30pm-2:00pm</td>
<td>Learning is an emotional experience - and so is teaching! What makes a great teacher? Among other things: -A willingness to change. -A work-ethic that doesn't quit.</td>
<td>Claudia Eckelmann</td>
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</table>
- A willingness to reflect.
- A constant struggle to always improve.
- A willingness to work collaboratively.

Come join our group of inspiring, inquisitive interdisciplinary faculty. Share best practices, good ideas, and challenges about instruction in a relaxed, collaborative atmosphere.

This activity is modeled after the Great Teachers Institute, a highly interactive and collegial gathering of faculty who enjoy talking about what works, and what challenges.

**SP14-519: ShorTel Phone System Training**

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<tr>
<td>1:00pm-2:00pm</td>
<td>This workshop will go over the features and how to operate your new phone, as well as tips &amp; tricks for more efficient use!</td>
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**SP14-520: Full-time Faculty Hiring Workshop**

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<td>1:00pm-3:00pm</td>
<td>This workshop will provide an overview of the Board approved full-time faculty hiring policy, including recruitment plans, job announcements, screening, equivalencies, interviewing, pool review, and the final hiring decision for full-time faculty. Faculty who will be involved in any aspect of full-time hiring including writing the recruitment plan, writing job announcements and job descriptions, writing supplemental questions, participating on the paper screening committee and participating on the interview committee must attend this workshop. Having attended the part-time hiring workshops does not satisfy this requirement for full-time hiring. Faculty must attend the full-time hiring workshop every three (3) years or the requirement can be met by taking a booster in order to participate in any aspect of full-time hiring. Note this workshop is for faculty who will be involved in the hiring process for full-time faculty, it is not designed for part-time faculty seeking employment information.</td>
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**SP14-521: Deans and Department Chairs Meeting**

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<td>1:00pm-3:00pm</td>
<td>This is a workshop to discuss issues impacting department chairs and deans; participants will be aware of changes or issues impacting schedule, curriculum, accreditation, program review, Box 2A, etc.</td>
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**SP14-522: Developmental/College Level Linked Classes**

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<tr>
<td>1:00pm-4:00pm</td>
<td>Learn how to link your college level class with a developmental English or developmental Math class. Research shows that developmental students who are also taking college-level classes are more likely to persist and succeed in college. What is your biggest problem in helping your students be successful? Is it their reading ability? Is it their writing skills? Is it their level of mathematical reasoning ability? Whether you teach in the Humanities, the Social Sciences, the Life Sciences, the Physical Sciences, or in a Career/Technical program, you can work together with your English and Math colleagues to help more of our students achieve their dreams. If you teach developmental English or Mathematics, come on down! If you teach anything else here at DVC, come on down! Find out how you</td>
</tr>
</tbody>
</table>
can help your students and have more fun yourself by linking your class with the appropriate developmental class. They're better together!

| SP14-523: Geography Faculty Workshop | 1:00pm-4:00pm | The teaching faculty in Geography sub-area will discuss the strengths and challenges of the program for career-technical and transfer degree. The pre and post student learning outcomes for GEOG 120 and GEOG 140 from Fall 13 semester will be compared. Current textbooks will be evaluated and, if needed, suggestions for alternate textbook will be reviewed. Software and hardware needs will be discussed. | Binita Sinha & Ted Wieden | PS 265 |
| SP14-524: Desire2Learn "Open Mic": Sharing Teaching Tips | 2:00pm-3:30pm | Join colleagues to discuss retention strategies, organizational tips and creative uses of tools in a "lightning round"-type session on D2L. If you have "best practices" or “failed experiments,” whether you're teaching online or using D2L as a course companion, bring your thoughts to share. We'll start with a few short presentations, then open discussion. | Mary Mazzocco & Andy Kivel | ATC 113 |
| SP14-525: Do you want to teach in China? | 2:00pm-3:30pm | In 2005 DVC had a successful “Summer in China” study program and a sister campus at Jinan University in Sangdong, China. I would like to rebuild this Intersegmental Exchange Program and establish links between staff members with their counterparts in Chinese Schools by holding a workshop for staff and faculty to present and discuss possibilities of teaching and studying in China. | Sheree Lin | BFL 207 |
| SP14-526: Ellucian Electronic Student Educational Planning Tool Training | 2:00pm-4:00pm | This training will focus around the use of Ellucian’s electronic educational planning tool and teaching faculty and staff on how to use the tool. Both the student side as well as the advisor side will be demonstrated. Hands on experience will be provided. | Dennis Franco | ATC 115 |
| SP14-527: Accreditation Advisory Group | 3:00pm-5:00pm | Meeting of the Accreditation Advisory Group (AAG) augmented by representatives from each of the standard writing teams. Review and share feedback and input received from the accreditation break-out sessions of January 8 and 9, 2014. Feedback received at the accreditation break-out sessions of January 8 and 9, 2014 is shared among all members of the writing teams and the AAG. Shared information informs future versions of the self-evaluation report leading to a more accurate and representative report. | Ted Wieden & Becky Opsata | Trophy Room |
| SP14-528: Workshop for Full-time Faculty on Part-time Hiring Procedures | 3:00pm-5:00pm | Note: This workshop is designed to train full-time faculty in proper hiring practices for part-time faculty. It is NOT designed for part-time faculty seeking employment information. This workshop will provide an overview of the Board approved part-time faculty hiring policy, including recruitment plans, job announcements, screening, equivalencies, interviewing, pool review, and the final hiring decision for part-time faculty. Faculty who will be involved in any aspect of part-time hiring must attend this workshop. Faculty must attend the part-time hiring workshop every three (3) years | James Hoffmann, Lupe Dannels & Joe Gorga | L 151 |
or the requirement can be met by taking a booster in order to participate in any aspect of part-time hiring. Having attended the full-time hiring workshops does not satisfy this requirement for part-time hiring.

**SP14-529: ECE Department Advisory Board/C Contract Meeting**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30pm-8:30pm</td>
<td>The ECE Department will hold a joint meeting of our Advisory Board and our adjunct faculty to discuss the latest trends and requirements in the field with special emphasis on assessment. To acquaint all in the ECE community of the newest requirements and trends in the field of Child Development. To gather as a united community to discuss the implications of these new requirements. Do complete business reports from our Professional Development coordinator.</td>
<td>ECE Department</td>
<td>BFL CCR</td>
</tr>
</tbody>
</table>

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**Spring 2014 Mandatory Flex Activities**

*Friday January 10, 2014*

**SP14-600: Math/Computer Science/Business Division Meeting**

- **Time:** 9:00am-10:30am
- **Event:** Division Meeting
- **Location:** Trophy Room
- **Speaker:** Michael Norris

**SP14-601: Physical Science and Engineering Division Meeting Spring 2014**

- **Time:** 9:00am-10:45am
- **Event:** To cover important information in the Physical Science Division
- **Location:** PS 277
- **Speaker:** Tish Young

**SP14-602: Kinesiology Division Meeting**

- **Time:** 9:00am-11:00am
- **Event:** Faculty members will discuss division matters that are upcoming in the spring 2014 semester, including but not limited to: SLO’s, campus and division committee work, Accreditation, program review, budget, athletics, and scheduling.
- **Location:** Kinesiology Division Offices
- **Speaker:** Ralph DePew

**SP14-603: Biology Department Meeting**

- **Time:** 9:00am-11:00am
- **Event:** Biology Department Meeting: discussion of matters related to Biology department
- **Location:** LHS 215
- **Speaker:** Rick Gelinas

**SP14-604: San Ramon Valley Faculty Retreat**

- **Time:** 9:00am-3:00pm
- **Event:** Develop strategic planning for the SRC campus. Additional division topics will be discussed.
- **Location:** TBD
- **Speakers:** Joseph Gorga

**SP14-605: English Department/Division Meeting**

- **Time:** 9:30am-11:30am
- **Event:** The English department will meet for just an hour to discuss our plans for spring 2014--the new hire, the department webpage, the progress we have made on the Basic Skills Initiatives, and some of our SLO work. The Division meeting will follow immediately after.
- **Location:** H 105
- **Speakers:** Toni Fannin and Obed Vazquez

**SP14-606: Counseling Department Retreat**

- **Time:** 9:30am-2:30pm
- **Event:** The Counseling Department Retreat will allow Counseling Faculty to revisit program review goals and devise strategies to reach them. We will also review results of a recent program evaluation and brainstorm ideas for improvement. The Retreat will also provide an opportunity for Counselors to discuss implementation of 3SP educational planning requirements.
- **Location:** Off Campus
- **Speakers:** Raine Dougan, Kate Wothe, Mark Isham & Jamie Bailey

**SP14-616: Library Division Meeting**
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Organizer(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00am-1:00pm</td>
<td>Library staff meeting to discuss upcoming semester, changes in policies and operations, and finalize decisions on wish list items.</td>
<td>Andy Kivel</td>
<td>Library</td>
</tr>
<tr>
<td>10:00am-3:00pm</td>
<td>The Social Science Division will repair to Wildwood Acres in Lafayette for an extended discussion of Division issues.</td>
<td>Scott MacDougall &amp; Obed Vazquez</td>
<td>Wildwood-off campus</td>
</tr>
<tr>
<td>11:00am-12:00pm</td>
<td>Calling all Business Administration Department (BAD) faculty members! Please come and participate in a spring 'kick-off' meeting to discuss department information and updates.</td>
<td>Pamela Hawkins</td>
<td>BFL 210</td>
</tr>
<tr>
<td>11:00am-12:30pm</td>
<td>A meeting to discuss important matters that affect the PSE in the Spring semester. We will also elect a new chair to start as of July 1st.</td>
<td>Jason Mayfield</td>
<td>PS 265</td>
</tr>
<tr>
<td>11:00am-12:45pm</td>
<td>To cover important information for the Biological &amp; Health Sciences Division</td>
<td>Tish Young</td>
<td>LHS 217</td>
</tr>
<tr>
<td>11:00am-1:00pm</td>
<td>AFA Division-wide meeting</td>
<td>Michael Almaguer</td>
<td>BFL CCR</td>
</tr>
<tr>
<td>12:30pm-2:30pm</td>
<td>In an effort to keep Business Department curriculum and scheduled classes vibrant and robust, business faculty will complete the following process:</td>
<td>Pamela Hawkins</td>
<td>BFL 210</td>
</tr>
<tr>
<td></td>
<td>• Examine data for sections from the previous scheduling cycle(s)</td>
<td></td>
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<td></td>
<td>• Create a list of sections found to be borderline</td>
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<tr>
<td></td>
<td>• Create a list of classes for possible substitution/adoptions into schedule (emphasis on the summer and fall 2014 class schedules)</td>
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<td></td>
<td>• Discuss action to be taken based on two lists</td>
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<tr>
<td>12:45pm-2:30pm</td>
<td>This is the first meeting of the semester for all faculty teaching self-paced math at DVC spring 2013. All math faculty are welcome.</td>
<td>Katrina Keating</td>
<td>LC 200B</td>
</tr>
<tr>
<td>2:00pm-4:00pm</td>
<td>The Performing Arts Department will celebrate achievements from the Fall and look forward to the challenges/opportunities of the Spring/Summer semesters.</td>
<td>John Hanecak</td>
<td>PAC Green Room</td>
</tr>
<tr>
<td>2:30pm-3:30pm</td>
<td>First meeting of the semester! Procedures, forms, and important beginning of the semester information will be covered.</td>
<td>Kristen Koblik</td>
<td>A 102</td>
</tr>
</tbody>
</table>
Applied & Fine Arts Division
Approved Flex Activities

Curriculum development
Course revision
Articulation
Orienting part-time faculty
Developing a departmental student assessment process
Meeting with colleagues from other colleges
Coordinating courses with those of other departments
Developing supplementary materials of courses
Developing alternative teaching strategies
Upgrading computer programs that are used in instruction
Visiting feeder high schools for articulation
Ongoing evaluation of courses, programs, procedures, and materials (other than required Program Review)
Departmental in-service activity related to new procedures and technology
Compiling course-related bibliographies, reading list, etc.
Recruitment of new students
Student advising
Upgrading and modifying equipment used for instruction
Editing video materials for classroom use

Reviewing textbooks and other materials for possible adoption
Designing new field trips
Revising and improving lab exercises
Conducting meetings with feeder school teachers to compare programs
Preparing long-range departmental goals
Evaluating retention experience and strategies
Preparing display materials for classrooms
Cataloging reference materials
Visiting commercial and industrial settings
Developing and updating brochures and other public relations materials
Follow up on students completing a program
Recruiting part-time faculty
Defining a common content for multiple course sections
Reviewing software for possible use in instruction
Developing and/or revising test materials
Meeting with advisory committees (Ref to 5/8/95 Memorandum to Div/Dep Chairs)
Developing departmental guidelines and bylaws
Developing a guest speaker list
Reviewing and updating library holdings in a subject area
Developing instructional goals for specific programs
Curriculum development
Course revision
Articulation
Orienting part-time faculty
Developing a departmental student assessment process
Meeting with colleagues from other colleges
Coordinating courses with those of other departments
Developing supplementary materials for courses
Developing alternative teaching strategies
Upgrading computer programs that are used in instruction
Visiting feeder high schools for articulation
Ongoing evaluation of courses, procedures, and materials (other than required Program Review)
Departmental in-service activity related to new procedures and technology
Compiling courses-related bibliographies, reading lists, etc
Recruitment of new students
Student advisement
Upgrading and modifying equipment used for instruction
Editing video material for classroom use
Reviewing textbooks and other materials for possible adoption
Designing new field trips
Revising and improving lab exercises
Conducting meetings with feeder school teachers to compare programs
Preparing long-range departmental goals
Evaluating retention experience and strategies
Preparing display materials for classrooms
Cataloging reference materials
Visiting commercial and industrial settings
Developing and updating brochures and other public relations materials
Follow-up on students completing a program
Recruiting part-time faculty
Defining a common content for multiple section courses
Reviewing software for possible use in instruction
Developing and/or revising test materials and procedures
Meeting with advisory committees (Ref. to 5/8/95 Memorandum to Div/Department Chairs)
Developing departmental guidelines and by-laws
Developing a guest speaker list
Reviewing and updating library holding in a subject area
Developing instructional goals for specific programs

May 8, 1995
Business Division
Approved Flex Activities

See your division dean if you have any questions about specific activities.

Curriculum development (all courses)
Course revision
Orienting part-time faculty (Forms and Policies Booklet)
Developing a departmental student assessment process
Meeting with colleagues from other colleges
Coordinating courses with those of other departments
Developing supplementary materials for courses
Developing alternative teaching strategies
Upgrading computer programs that are used in instruction
Visiting feeder high schools for articulation
Ongoing evaluation of courses, procedures, and materials (other than required Program Review)
Departmental in-service activity related to new procedures and technology
Recruitment of new students
Upgrading and modifying equipment used for instruction
Editing video material for classroom use
Reviewing textbooks and other materials for possible adoption
Designing new field trips

Conducting meetings with feeder school teachers to compare programs
Evaluating retention experience and strategies

Preparing display materials for classrooms
Visiting business settings
Developing and updating brochures and other public relations materials
Follow-up students completing a program
Recruiting part-time faculty
Defining a common content for multiple-section courses
Reviewing software for possible use in instruction
Developing and/or revising test materials and procedures
Meeting with advisory committees (Ref. to 5/8/95 Memorandum to Div/Dep Chairs)
Developing departmental guidelines and by-laws
Developing a guest speaker list
Developing instructional goals for specific programs
Departmental Committee meetings
Revising course outlines (all courses)
Teaching strategies and tactics (all courses)
Preparation for courses being taught for the first time
Development of supplementary material (all course)
Retreat in January or August
Student advising
Preparing long range division/departmental goals
Attend professional meetings
Counseling/DSPS/Library Division
Approved Flex Activities

See your division dean if you have any questions about specific activities.

Review career and educational source materials
Advising on curricular strategies and program development
Basic Skills classroom visitations
Visitations to off-campus programs
Orientating part-time faculty
Meeting with colleagues from other colleges
Coordinating courses with those of other departments
Upgrading and modifying equipment and computer programs used for counseling
Reviewing textbooks, software and other supplemental materials for possible adoption
Conducting conferences on campus for high school personnel, other colleges and the community
Preparing long-range departmental or division goals
Evaluating retention experiences and strategies
Course revision
Cataloging reference materials
Visiting feeder high schools for articulation
Developing and updating brochures, display materials and other public relations materials
Recruiting part-time faculty
Developing and/or revising test materials and procedures
Developing departmental guidelines and by-laws
Developing instructional goals for specific programs
Developing alternative teaching strategies
Computer/technology training
Departmental in-service activity related to new procedures and technology
Editing video material for classroom use
Attending professional meetings, conferences, retreats and workshops relevant to professional development

Additional Flex-approved activities for Counseling Department:
Developing computer software for counselor use
Extended articulation meetings
Expanding Counseling Department service delivery system
Coordination of Transfer Day activities
Counseling during open registration time period
Developing alternative counseling strategies

Additional Flex-approved for Disabled Student Programs & Services (DSPS):
Developing departmental student assessment process
Ongoing evaluation of courses, procedures and materials (other than program review)
Departmental in-service activity related to new procedures and technology
Recruitment of new students
Follow-up on student completing a program (testing process)
Departmental Committee meetings
Preparation for courses being taught the first time and/or on-line
LD advising during regular Flex

Additional Flex-approved activities for Librarians:
Consultation with instructors re: collection development, research assignments, orientations, and other matters concerning Information Competency and library instruction
Developing library curriculum teaching strategies and course outline revisions
Developing and revising library bibliographies, handouts, assignments, and assessments tools
Visiting other libraries and meeting with other colleagues from other sites
English Division
Approved Flex Activities

See your division dean if you have any questions about specific activities.

Articulation
1. Attending meetings for intra-district articulation
2. Attending meetings for inter-district segmental articulation
3. Conducting meetings with feeder school teachers to compare programs and develop strategies
4. Coordinating courses with those of other disciplines
5. Visiting commercial and industrial settings

Assessment Testing
6. Developing, administrating, and evaluating assessment tests

Committee Meetings
7. Meeting with advisory committees
8. Meeting with colleagues from other institutions
9. Meeting with colleagues to discuss teaching techniques (‘Best Practices’)

Instructional Materials
10. Cataloging reference materials
11. Compiling course related bibliographies, reading lists, etc.
12. Developing and/or revising test materials and procedures
13. Developing and updating brochures and other public relations materials
14. Developing supplementary materials for courses
15. Editing audio-visual materials for classroom use
16. Preparing display materials for classrooms
17. Reviewing and updating library holdings
18. Reviewing textbooks and other materials for possible adoption
19. Revising and improving lab exercises and materials

New Technology
20. Attending departmental in-service activities related to new procedures and technology
21. Reviewing software for possible use in instruction
22. Upgrading computer programs that are used in instruction
23. Upgrading or modifying equipment used for instruction

Professional Activities and Development
24. Developing, revising, and implementing recruitment plans for full-time and part-time faculty
25. Participating in orientation, mentoring, and in-service for part-time faculty
26. Recruiting new students and new faculty
27. Developing departmental guidelines and bylaws

Program and Curriculum Development
28. Defining common content and objectives for multiple section courses
29. Designing new field trips
30. Developing guest speaker list
31. Developing course curriculum
32. Developing instructional goals for specific programs
33. Evaluating courses, programs, procedures, and materials
34. Preparing long-range departmental goals
35. Revising course outlines
36. Updating and revising course syllabi and class assignments

Retention, Student Success
37. Evaluating retention experience and strategies
38. Following up on students complementing a program
Math and Computer Science Division
Approved Flex Activities
See your division dean if you have any questions about specific activities.

Articulation
1. Attending meetings for intra-district articulation
2. Attending meetings for inter-district segmental articulation
3. Conducting meetings with feeder school teachers to compare programs and develop strategies
4. Coordinating courses with those of other disciplines
5. Visiting commercial and industrial settings where math concepts are applied

Assessment Testing
6. Developing, administrating, and evaluating assessment tests

Committee Meetings
7. Meeting with advisory committees
8. Meeting with colleagues from other institutions
9. Meeting with colleagues to discuss teaching techniques ('Best Practices')

Instructional Materials
10. Compiling and/or cataloguing reference materials
11. Compiling course related supplemental handouts, bibliographies, reading lists, etc.
12. Developing and/or revising exam materials and procedures
13. Reviewing/revising online course materials
14. Developing supplementary materials for courses
15. Editing audio-visual materials for classroom use
16. Preparing display materials for classrooms
17. Reviewing and updating library holdings
18. Reviewing textbooks and other materials for possible adoption
19. Revising and improving lab materials and handouts

New Technology
20. Attending departmental in-service activities related to new procedures and technology
21. Reviewing software for possible use in instruction
22. Upgrading computer programs that are used for instruction
23. Upgrading or modifying equipment used for instruction
24. Upgrading or modifying departmental or instructional webpages

Professional Activities and Professional Development
24. Developing, revising, and implementing recruitment plans for full-time and part-time faculty
25. Participating in orientation, mentoring, and in-service for part-time faculty and new full-time faculty.
26. Acting as an official advisor for a DVC student club
27. Recruiting new students and new faculty
28. Developing departmental guidelines and bylaws
29. Visiting classes taught by colleagues to provide feedback and obtain new ideas

**Program and Curriculum Development**
30. Defining common content and objectives for multiple section courses
31. Designing new field trips
32. Developing course curriculum
33. Developing instructional goals for specific programs
34. Evaluating courses, programs, procedures, and materials
35. Preparing long-range departmental goals
36. Revising course outlines
37. Updating and revising course syllabi and class assignments
38. Developing, evaluating, updating, modifying, or refining SLO's for courses, degrees, and programs.

**Retention, Student Success**
39. Evaluating retention experience and strategies
40. Following up on students complementing a program

Website Development

Developing, updating, or modifying the department/division or other webpages on the DVC website

Developing, updating, or modifying faculty webpages

**Other**
41. During Flex week the department faculty may participate in the following activities to insure a smooth beginning to the semester:
   a) prerequisite appeals
   b) schedule changes
   c) orientation of new staff
   d) completion of logistical tasks necessary for the efficient running of the department during the semester
Physical Education, Athletics & Dance Division
Approved Flex Activities

See your division dean if you have any questions about specific activities.

1. Articulation activities
2. Assessment of department performance relative to department and college goals.
3. By-laws revision
4. Compile course-related bibliographies reading lists, etc.
5. Conduct meetings with feeder school teachers and coaches to enhance programs
6. Coordinate courses with other departments
7. Course revision
8. Create or review audio-visual materials for instructional use
9. Curriculum development
10. Define common content for multiple section courses
11. Department in-service activities related to new procedures, programs, technology
12. Department in-service activities to meet changing institutional needs and goals
13. Design administrative strategies to enhance staff effectiveness/program quality
14. Design field trips
15. Develop/revise written department guidelines as needed
16. Develop and/or revise test materials and protocol
17. Develop and update brochures and other public relations material
18. Develop grant proposals
19. Develop instruction innovations
20. Develop improved course materials
21. Develop improved student assessments
22. Evaluate retention experience and strategies
23. Fund raising activities
24. Gratuitous service instruction
25. In-service training for certification and employment preparation programs
26. Meet with private sector as appropriate to initiate/maintain cooperative programs
27. Meet with colleagues from other colleges
28. Meet with fitness and sport experts from the community
29. Orientation of new faculty
30. Participate in professional clinics, conferences, meetings and workshops
31. Prepare department goals and plans
32. Prepare display materials for teaching areas
33. Recruitment of staff
34. Recruitment of students
35. Retreat in August or January
36. Review and update library holdings
37. Review and update course materials and textbooks
38. Review computer hardware and software for possible instructional use
39. Review equipment for possible instructional use
40. Review facilities for possible modification/enhancement of existing facilities
41. Student advising
42. Student follow-up
43. Student survey (revise, analyze, develop recommendations)
44. Upgrade teaching facilities
45. Visit college, commercial and industrial settings
Physical Science & Engineering Division

Approved Flex Activities

See your division dean if you have any questions about specific activities.

**Architecture, Construction, Engineering, Engineering Technology**

Articulation with 4-year colleges and universities
Articulation with high schools
Attend professional meetings
Construct and/or design new demonstration equipment
Curriculum development
Departmental in-service activity related to new procedures or technologies
Designing field trips, which may include visiting the site
Developing and/or updating advertising materials for programs or department
Engineering summer camp planning and/or preparation and/or participation
Facilities planning for new equipment
Facilities planning for remodeling project
High school student recruitment
New faculty orientation
Participating at regular college FLEX activities
Part-time faculty recruiting, advising, training and/or orientation
Preparation for a new course
Preparation of instructional materials, including experiments demonstrations, or audio-visual
Preparation of materials for labs
Program advisory committee meetings
Reviewing computer software for possible use in classes
Revising laboratory experiments
Revision of course outlines and catalog revisions
Self-study of new classroom-use software
Student advising
Student club mentorship
Student design project mentorship
Taking any college level course
Training: Computer software and/or hardware and/or general lab equipment
Visit industry to develop field trips, develop student job opportunities, obtain financial assistance or donations, and learn from industry experts
Visiting or communicating with other college programs and faculty
Workforce development
Writing new laboratory exercises

**Chemistry**

Review Textbooks
Course Revision
Class Preparation
Class Research
Computer Work (Learning about the computers that we have in the department, evaluating software packages and researching possible software for purchase).
Revising laboratory
Writing new laboratory exercises
Preparation of new instructional materials for lecture
Repair demonstration equipment
Construct new demonstration equipment
Repair scientific instruments
Attend professional meetings
Department workshop or retreat:
  - Admission testing
  - Articulation problems
  - Teaching philosophies
  - Safety and first-aid
  - Textbook evaluation
  - Future staffing
  - Applied topics such as: Atomic absorption, solar energy, etc..
Former student follow-up study
Current student statistical study
New faculty orientation
Physical Science & Engineering
Division (Continued)

Physical Science
Curriculum development
Course revision
Articulation
Orienting part-time faculty
Recruiting part-time faculty
Developing a departmental student assessment process
Meeting with colleagues from other colleges
Coordinating courses with those from other departments
Developing supplementary materials for courses
Developing alternative teaching strategies
Upgrading computer programs that are used in instruction
Visiting feeder high schools for articulation
Evaluation of courses, programs, procedures and materials
Departmental in-service activity related to new procedures and technology
Student advising
Upgrading and modifying equipment used for instruction
Editing video material for classroom use
Collecting rock samples or photographs for classroom use
Reviewing textbooks and other materials for possible adoption
Designing new field trips, field trip reconnaissance
Revising and improving lab exercises
Conducting meetings with feeder school teachers to compare programs
Preparing long-range departmental goals
Organizing, labeling samples for instruction
Developing/revising test material and procedures
Developing departmental guidelines and by-laws
Reviewing and updating library holdings
Attending, participating in technical meetings
Developing grant proposals
Program review
Department Computer Planning
Software Review
Computer Demo

Organize Experiments for Syllabus
Rewrite and Rework Position Plots (Astro)
Social Science Division
Approved Flex Activities
Curriculum development
Course revision
Articulation
Orienting part-time faculty
Developing a departmental student assessment process
Meeting with colleagues from other colleges
Coordinating courses with those of other departments
Developing supplementary materials for courses
Developing alternative teaching strategies
Upgrading computer programs that are used in instruction
Visiting feeder high schools for articulations
Evaluation of courses, programs, procedures and technology
Departmental in-service activity related to new procedures and technology
Compiling course related bibliographies, reading lists, etc.
Recruitment of new students
Student advising
Upgrading or modifying equipment used for instruction
Editing video materials for classroom use
Recruitment textbooks and other materials for possible adoption
Designing new field trips
Revising and improving lab

San Ramon Campus
Division Approved Flex Activities
Curriculum development
Course revision
Coordinating courses with those of other departments
Preparing courses being taught for the first time
Ongoing evaluation of courses, procedures and materials (other than required by program review)
Developing supplementary materials for courses
Developing alternative teaching strategies
Upgrading computer programs used for instruction
Reviewing software for possible use in instruction
Upgrading and modifying equipment used for instruction
Editing video material for classroom use
Compiling course-related reading lists, bibliographies, etc.
Preparing display materials for classrooms, including experiments, demonstrations and audio-visual material
Reviewing textbooks and other materials for possible adoption
Designing new fieldtrips, field trip reconnaissance
Developing or revising lab exercises
Collecting samples for use in lab
San Ramon Campus
Division Approved Flex Activities continued

Articulation
Visiting feeder high schools for articulation
Recruitment of new students
Coordinating and participating in Transfer Day activities
Developing, revising and implementing recruitment plans for part-time and full-time faculty
Preparing long-range department goals
Developing department bylaws and guidelines
Orienting new part-time faculty
Orienting new full-time faculty
Reviewing part-time faculty syllabi
Develop student job opportunities: part-time, co-op and full-time
Grant writing and fund-raising for programs
Developing, recruiting and coordinating guest speakers
Reviewing and updating library holdings in a subject area
Developing alternative counseling strategies
Division/department retreats and workshops
Training new technicians
Developing computer software
Facilities planning for new building, remodeling or new equipment
Repair of scientific instruments
Designing or preparing statistical study or survey for students, faculty, staff and administrators
Design administrative strategies to enhance effectiveness/program quality
Gratuitous service instruction
Representing the college as a guest speaker or lecturer for feeder schools/community organizations
Meet with discipline experts in the community
Conducting conferences on campus for high school personnel, other colleges and the community
Department in-service activity related to new procedures or technology
Department in-service activity to meet changing institutional needs and goals

Any flex activity approved by the department of someone's discipline