### DIABLO VALLEY COLLEGE

#### Professional Development

**Spring 2018**

Flexible Calendar Schedule

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Legend for color-coded theme strands:

<table>
<thead>
<tr>
<th>Theme #1</th>
<th>Theme #2</th>
<th>Theme #3</th>
<th>Theme #4</th>
<th>Theme #5</th>
<th>Theme #6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity</td>
<td>Who are our Students?</td>
<td>Technology/Distance Education</td>
<td>Best Practices/Student Success</td>
<td>College Policies &amp; Procedures</td>
<td>Other Topics</td>
</tr>
</tbody>
</table>

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Welcome to Flex Days, Spring 2018!

In the schedule that follows you'll find an incredible list of engaging activities to improve student success, develop your skills, increase diversity, and contribute to continued excellence at DVC. Enjoy browsing the Spring Flex schedule, and be sure to register ahead of time for the workshops you plan on attending.

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

*It is important to register in advance for workshops you plan to attend.* This helps presenters know how many people to anticipate and keeps an online record of the sessions you've attended that you can use to fill in your flex activity form at the end of the semester/year.

Don’t forget, you can also attend Flex activities at the other campuses. Take a look at their listings for alternatives at:

LMC Workshops:
https://insite.4cd.edu/workshops/Default.aspx?campus=lmc

CCC Workshops:
https://insite.4cd.edu/workshops/Default.aspx?campus=ccc

Additionally, there are lists of approved optional Flex activities by division and department at this end of this schedule, 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 (https://www.dvc.edu/instruction/prof-dev/flex.html). Questions? Please email or call Jessica Martin (ext. 22038; jmartin@dvc.edu) or Rick Robison (ext. 22601 or rrobison@dvc.edu).
2017-2018 FACULTY FLEX OBLIGATIONS

2017-2018 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 2018 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. 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 2018, 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 Sundays, Mondays, Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays. In short, if you teach a full term, face-to-face class any day this semester, the number of hours of your flex obligation are equal to the number of hours you teach in one week.

Flex activities must be completed during the semester they are required. “C” and “A/C” contract faculty may not bank hours and use them in a different semester.
# Theme #1: Equity

## SP18-600: DSS Equity Training

<table>
<thead>
<tr>
<th>Time</th>
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<tr>
<td>8:30am-4:00pm</td>
<td>This workshop is for faculty and staff in DVC’s Disability Support Services office. It focuses on working successfully with the diversity of students at the college. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8848">https://insite.4cd.edu/workshops/default.aspx?workshopid=8848</a></td>
<td>David Hagerty</td>
<td>H 111</td>
</tr>
</tbody>
</table>

## SP18-601: What does it mean to be an Ally to Undocumented students? UndocuAlly Training & Sticker Program at DVC

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<th>Time</th>
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<tr>
<td>9:00am-11:30am</td>
<td>Undocumented students are often reluctant to share their immigration status with college staff, faculty, and administrators in fear of deportation and discrimination. As a result, most undocumented students are unaware of the programs and services that may assist them or receive incorrect information about resources that are available to them. Part of the challenge is that immigration policies are complex in nature and consistent training is necessary in order to stay abreast of all the legal and political implications of assisting undocumented students. Further, emerging concerns in the post-election will be considered in this session. In 2015, the DVC Dreamer’s Alliance began developing the UndocuAlly Training and Sticker Program and we are pleased to continue offering this training during flex week. We invite you to join us for this interactive discussion and learn about the history, legislation, challenges, and current/future realities of this student community. Attendees who complete the training program will receive an UndocuAlly sticker which can be posted around the DVC campus. Displaying the UndocuAlly sticker conveys that there are knowledgeable individuals on campus who are ready to listen and offer support. Please come join a growing body of UndocuAllies at DVC.</td>
<td>Nicole Johnson, Jeniffer Monroy &amp; Albert Ponce</td>
<td>H 108</td>
</tr>
<tr>
<td>Workshops</td>
<td>Title</td>
<td>Time</td>
<td>Description</td>
</tr>
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</tr>
<tr>
<td>SP18-602</td>
<td>Equity Speaker Series</td>
<td>10:00am-12:00pm</td>
<td>This is a planning workshop for the Equity Speaker Series for Fall 2018. The subcommittee will review the process involved in submitting potential speakers for the series. In addition, the subcommittee invites the college’s input in planning the theme and integrating the series with the curriculum.</td>
</tr>
<tr>
<td>SP18-603</td>
<td>Demystifying Guided Pathways</td>
<td>1:00pm-2:00pm</td>
<td>Do you have questions about Guided Pathways? Come to this interactive Q&amp;A session to ask them and to learn more about Guided Pathways and DVC.</td>
</tr>
<tr>
<td>SP18-605</td>
<td>Teachers Sharing Ideas</td>
<td>2:00pm-3:30pm</td>
<td>Come join our group of inspiring, inquisitive interdisciplinary instructors! 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. To paraphrase Will Rogers: a person learns best about teaching and learning by associating with smarter people. Let’s associate!</td>
</tr>
</tbody>
</table>
## THEME #2: Who are our Students?

### SP18-601: What does it mean to be an Ally to Undocumented students? UndocuAlly Training & Sticker Program at DVC

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<tbody>
<tr>
<td>9:00am-11:30am</td>
<td>Undocumented students are often reluctant to share their immigration status with college staff, faculty, and administrators in fear of deportation and discrimination. As a result, most undocumented students are unaware of the programs and services that may assist them or receive incorrect information about resources that are available to them. Part of the challenge is that immigration policies are complex in nature and consistent training is necessary in order to stay abreast of all the legal and political implications of assisting undocumented students. Further, emerging concerns in the post-election will be considered in this session. In 2015, the DVC Dreamer’s Alliance began developing the UndocuAlly Training and Sticker Program and we are pleased to continue offering this training during flex week. We invite you to join us for this interactive discussion and learn about the history, legislation, challenges, and current/future realities of this student community. Attendees who complete the training program will receive an UndocuAlly sticker which can be posted around the DVC campus. Displaying the UndocuAlly sticker conveys that there are knowledgeable individuals on campus who are ready to listen and offer support. Please come join a growing body of UndocuAllies at DVC. Please Note: This flex workshop is part one of two UndocuAlly training sessions. Attendees who are interested in becoming UndocuAllies must complete a post-training session online before receiving the UndocuAlly sticker.)</td>
<td>Nicole Johnson, Jeniffer Monroy &amp; Albert Ponce</td>
<td>H 108</td>
</tr>
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</table>

### SP18-603: Demystifying Guided Pathways

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<tr>
<td>1:00pm-2:00pm</td>
<td>Do you have questions about Guided Pathways? Come to this interactive Q&amp;A session to ask them and to learn more about Guided Pathways and DVC. Contact: <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8851">https://insite.4cd.edu/workshops/default.aspx?workshopid=8851</a></td>
<td>Lupe Dannels, Kris Koblik &amp; Becky Opsata</td>
<td>Diablo Room</td>
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</table>

### SP18-606: Redesigning Adult Education: Pathways to Academic & Career Success

<table>
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<tbody>
<tr>
<td>2:00m-3:00pm</td>
<td>Educating the College Staff, Faculty and Students of the resources that the Adult Education Block Grant assist with. It is a pathway for Adult Student who may have barriers and need someone to assist in navigating the college, adult schools and community resources. Contact: <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8854">https://insite.4cd.edu/workshops/default.aspx?workshopid=8854</a></td>
<td>Emily Stone, Kim Schenk, Joan Symonds, Jenny Freidenreich &amp; Nicole Gomes</td>
<td>L 102A</td>
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### SP18-605: Teachers Sharing Ideas

<table>
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<tbody>
<tr>
<td>2:00pm-3:30pm</td>
<td>Come join our group of inspiring, inquisitive interdisciplinary instructors! Share best practices, good ideas, and challenges about the teaching and learning process.</td>
<td>Claudia Eckelmann</td>
<td>LC 103</td>
</tr>
</tbody>
</table>
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.

To paraphrase Will Rogers: a person learns best about teaching and learning by associating with smarter people.

Let’s associate!
https://insite.4cd.edu/workshops/default.aspx?workshopid=8853

THEME #3: Technology/Distance Education

SP18-607: Canvas Level 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Description</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>8:00am-9:30am</td>
<td>Within this workshop, we’ll review six tools (Settings, Modules, Pages, Syllabus, Assignments, and Announcements) in order to better understand how to upload and organize content, establish file organization and work-flow for instructors and students.</td>
<td>Neal Skapura</td>
<td>ATC 115</td>
</tr>
</tbody>
</table>

https://insite.4cd.edu/workshops/default.aspx?workshopid=8855

SP18-608: Keep your phones and computers on: Free software, tools, and canvas tricks to keep your students engaged in the classroom and make your life easier.

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<th>Time</th>
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</table>
| 9:00am-10:30am | Do you ask your students to turn-off their mobile phones, switch off their computers during lectures? Do you hate them not really following your lecture, not responding, not learning from your lecture as you would expect, not asking questions because they are shy or embarrassed to ask, or, you not knowing if they understand the lecture or not?...

Do you need to keep track of students attending office hours (i.e. TEN equity hours participants) but hate/forget recording each student? Do you want an automated way to get this done?

Do you avoid using Canvas for exams and quizzes because of how tedious it is to write/modify the questions? or find your previous questions?

Join us in learning about free classroom software tools, award-winning Canvas customization, software integration, and best practices to keep your students engaged during lectures and ensures their success.

please bring in a smart phone or any internet-connected device you like so you can take part of the demonstration. | Amr Elkady     | ATC 113 |

https://insite.4cd.edu/workshops/default.aspx?workshopid=8856
### SP18-609: Developing Hybrid Lesson Plans

**9:30am-11:00am**
Within this workshop, I’ll discuss typical first steps to convert portions of a face-to-face class to an online (hybrid) class. Showcasing some example assignments, typical Canvas tools, and typical scenarios which hybrid/online teachers face, we’ll talk about how one can organize content, design and grade assignments, hold office hours, and manage workflow. Beyond this, I’ll review some larger issues in distance ed and Title V/ACCJC requirements (e.g., substantive contact) and how these requirements can be addressed within assignments and course design. By the end of this workshop you’ll have a sense of how to design an online lesson and how you might consider using this method of teaching to affect the upcoming compressed calendar schedule.

[https://insite.4cd.edu/workshops/default.aspx?workshopid=8857](https://insite.4cd.edu/workshops/default.aspx?workshopid=8857)

**Neal Skapura**  
**ATC 115**

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### SP18-610: Mathspace: Can it work for your students?

**10:00am-11:30am**
Mathspace is an innovative new online learning system for math. It utilizes a digital workbook where students show every step and get instant feedback on each one. It also has specific, relevant hints and videos for when students get stuck. Mathspace also provides adaptive curriculum and an interactive e-book. Come learn more about Mathspace can do for your students!

[https://insite.4cd.edu/workshops/default.aspx?workshopid=8858](https://insite.4cd.edu/workshops/default.aspx?workshopid=8858)

**Lindsey Lang & Al Solano**  
**MA 267**

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### SP18-611: ePortfolios in Canvas & Student Submissions and Assessment

**11:00am-12:30pm**
This workshop will cover three distinct topics: a proposal-for-change writing assignment and the scaffolding of it; use of Canvas and Canvas ePortfolios and SpeedGrader to see how students submit assignments and how instructors assess them; and the discussion of useful rubrics (for critical thinking, social change, social justice) from the AACU conference and Canvas rubrics.

**Workshop topic:** the practical take-away: a proposal to change assignment, rubrics, and e-portfolios

Beyond the great content from the AACU conference, the following represents a practical application for class assignments, assessments through rubrics geared around social change, and e-portfolios. During this workshop, I will review a community engagement assignment (a proposal-for-change assignment), the scaffolding of that assignment, assessment through several rubrics (some from the AACU conference and DeAnza College) for use with Canvas, reflection upon workflow and assessment options within Canvas, and student e-portfolio options with Canvas Portfolios and through an external website (Weebly). The added bonus for instructor who utilize Canvas, Canvas ePortfolios, or a website like Weebly is that it makes student recommendation letters much easier!

Leaving the workshop, faculty will have: a method to infuse service learning/community engagement within assignments; several useful rubrics; practice with Canvas ePortfolios; an understanding of

**Neal Skapura**  
**ATC 115**
Canvas’ Portfolio options for students and a comparison to Weebly’s website features for students as an option for also displaying their work; and an understanding of the faculty and student workflow for the assignment, submissions by students, and assessment by instructors.

Workshop background: Proposal-for-change writing assignments, rubrics, and e-portfolios

The AACU conference, Global Engagement and Social Responsibility, topics included service learning, social change, study abroad, and assignments and rubrics about service learning, study abroad, social change, and developing global perspectives to affect change within a local, domestic or international community. Presentations were largely from well-funded colleges and universities, but community colleges were also represented. The connection between the conference content and pedagogy is that faculty can effectively create assignments which ask students to identify an aspect of their community they would like to change or engage with and then use Canvas to collect student work, use useful rubrics within Canvas to assess it, and provide instruction for the display of student work through eportfolios (Canvas portfolios and/or Weebly).

https://institute.4cd.edu/workshops/default.aspx?workshopid=8859

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**SP18-612: We have got an APP for you!**

12:00pm-12:45pm  
Come see the exciting new Insite 2.0 Portal. Bring your smartphone or tablet and experience the new portal!  
https://institute.4cd.edu/workshops/default.aspx?workshopid=8860  
Satish Warrier & Daniel Abbott  
L 102A

**SP18-613: Canvas Level 2**

12:30pm-2:00pm  
Within this workshop we’ll review the assignments, Speedgrader, And Grades tool connection. Then we’ll move to quizzes and a couple basic question types and how to create a quiz. Finally we’ll return to the Homepage tool to review homepage options.  
https://institute.4cd.edu/workshops/default.aspx?workshopid=8861  
Jeanette Peavler  
ATC 115

**SP18-614: First Look at the Online Education Initiative (OEI)**

1:00pm-2:00pm  
The Distance Education Committee would like to invite the campus community to a brief “first look” at the Online Education Initiative (OEI). As a college, we’re exploring the possibility of joining the OEI Consortium, where the college and its faculty would have the opportunity to participate in a statewide online course exchange. During this session, we’d like to give a brief overview of what we know about the OEI as well as gather questions and concerns that the campus has about the OEI. We’ll have a larger conversation down the road, but we wanted to share the information and start the conversation.  
https://institute.4cd.edu/workshops/default.aspx?workshopid=8862  
Anne Kingsley & Mario Tejada  
L 149
<table>
<thead>
<tr>
<th>Workshop ID</th>
<th>Title</th>
<th>Time</th>
<th>Description</th>
<th>Instructor(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP18-615:</td>
<td>Using Open Source Materials in Economics</td>
<td>1:00pm-3:00pm</td>
<td>Christine Ho, Executive Director of Partnerships for the open source learning companion, Knewton will present open source course material in Economics and some learning and assessment tools. After her presentation, we will hold a department meeting. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8863">https://insite.4cd.edu/workshops/default.aspx?workshopid=8863</a></td>
<td>Ratha Ramoo</td>
<td>H 108</td>
</tr>
<tr>
<td>SP18-616:</td>
<td>Canvas Hackathon: Get your Students Canvas Ready</td>
<td>2:30pm-5:30pm</td>
<td>Join fellow instructors to hack your Canvas Course! We'll focus on getting your students Canvas Ready by sharing “readiness” resources, helping you design your first day Canvas home page, and showing/building examples of introductory modules for getting students ready for online learning. You'll have a chance to ask questions, work as a team, and share your work. Plus, we'll provide pizza and refreshments. So come hang out and let’s work on Canvas together! <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8864">https://insite.4cd.edu/workshops/default.aspx?workshopid=8864</a></td>
<td>Anne Kingsley &amp; Mario Tejada</td>
<td>L 149</td>
</tr>
<tr>
<td>SP18-617:</td>
<td>Digital Collectors: Online Archives for Humanities Research</td>
<td>3:00pm-3:30pm</td>
<td>Can a tweet be cited in a student research paper as a primary source? Social media websites and blogs are contemporary archives of new media, and the MLA has created guidelines for its incorporation into student papers. This workshop will explore academic online archives, blogs, and social media as valuable tools for student learning and humanities research. Attendees will also learn how to use Wordpress blogs to create course-specific archives for their students. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8865">https://insite.4cd.edu/workshops/default.aspx?workshopid=8865</a></td>
<td>Laura Rivera Rodriguez</td>
<td>L 102B</td>
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**THEME #4: Best Practices/Student Success**

<table>
<thead>
<tr>
<th>Workshop ID</th>
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<td>DSS Equity Training</td>
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<td>David Hagerty</td>
<td>H 111</td>
</tr>
<tr>
<td>SP18-618:</td>
<td>How to Support Students of Concern: the DVC CARE Team</td>
<td>9:00am-10:00am</td>
<td>DVC has launched a CARE Team, <a href="http://www.dvc.edu/careteam">www.dvc.edu/careteam</a> in the Fall 2017. Come learn more about the CARE Team, the process to report students of concern through the online reporting software Symplectic Advocate, and college resources available to support students of concern. The CARE team is not for reporting immediate emergencies. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8866">https://insite.4cd.edu/workshops/default.aspx?workshopid=8866</a></td>
<td>Christie Harrington-Tsai, Beth Hauscarriague &amp; Emily Stone</td>
<td>L 102B</td>
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<tr>
<td>SP18-619:</td>
<td>Should I stay or should I go? STEMovation Strategy Session for 16-week</td>
<td>9:00am-10:30am</td>
<td>STEM instructors, you know the average DVC STEM student has a hard time finding traction at many points in your course. Are you anxious about the impact to your students of compressing the academic calendar? Join an interdisciplinary discussion around creating useful, scalable supports to improve success in our classrooms with a special lens on the impact of converting to the 16-week calendar. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8867">https://insite.4cd.edu/workshops/default.aspx?workshopid=8867</a></td>
<td>Ellen Beaulieu</td>
<td>Diablo Room</td>
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<td>SP18-602:</td>
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<td>This is a planning workshop for the Equity Speaker Series for Fall 2018. The subcommittee will review the process involved in submitting potential speakers for the series. In addition, the subcommittee invites the college’s input in planning the theme and integrating the series with the curriculum. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8850">https://insite.4cd.edu/workshops/default.aspx?workshopid=8850</a></td>
<td>Bridgitte Schaffer, Catherine Franco, Sangha Niyogi &amp; Toni Fannin</td>
<td>H 113</td>
</tr>
<tr>
<td>SP18-620:</td>
<td>AMATYC: Post-conference Workshop</td>
<td>10:30am-12:00pm</td>
<td>Whether you went to the AMATYC conference or not (November 2017), come share and hear conference tips, math best practices, inspirations, and ideas! This workshop will focus on our developmental math program at DVC, with tips and ideas to improve our program. Come join us and contribute your great ideas to this discussion. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8868">https://insite.4cd.edu/workshops/default.aspx?workshopid=8868</a></td>
<td>Jenny Freidenreich</td>
<td>MA 251</td>
</tr>
<tr>
<td>SP18-621:</td>
<td>Share your Favorite Chemistry Lab!</td>
<td>10:30am-12:30pm</td>
<td>As DVC switches to a 16-week semester, the chemistry department is re-examining its lab program. Which labs do we love, which labs do we want to get rid of, and who has some new ideas? Adjunct faculty are especially encouraged to attend to bring in new ideas. Please bring a single copy of your favorite labs to share. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8869">https://insite.4cd.edu/workshops/default.aspx?workshopid=8869</a></td>
<td>Jean Ruehl &amp; Laura Burns</td>
<td>PS 277</td>
</tr>
<tr>
<td>SP18-622:</td>
<td>Club Adviser Training</td>
<td>11:00am-1:00pm</td>
<td>Interested in advising a club this semester? Visit the Student Union to learn relevant club policies and procedures to help the clubs run more smoothly with your advising. This workshop will allow you to learn from other seasoned professionals and discover where to access resources. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8870">https://insite.4cd.edu/workshops/default.aspx?workshopid=8870</a></td>
<td>Todd Farr, Sara Larkin &amp; John Christensen</td>
<td>SU 204</td>
</tr>
<tr>
<td>SP18-623:</td>
<td>Guided Pathway Planning for Health Science</td>
<td>12:00pm-2:00pm</td>
<td>This workshop will be for Health Science department members to further map out degrees as suggested for Guided Pathways plans. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8871">https://insite.4cd.edu/workshops/default.aspx?workshopid=8871</a></td>
<td>Barbara Hewitt</td>
<td>LHS 210</td>
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</tbody>
</table>
### SP18-624: Dental Radiography Procedures and Protocols

**12:00pm-2:00pm**

A review of the procedures and protocols, radiology supplies, and equipment will be covered. It is strongly recommended all DH clinical faculty and DA faculty attend this workshop. 
[https://insite.4cd.edu/workshops/default.aspx?workshopid=8872](https://insite.4cd.edu/workshops/default.aspx?workshopid=8872)

| Pam Powers & Nikki Moultrie | LHS 102 & 107 |

### SP18-625: Self-paced Math Faculty Meeting

**12:00pm-3:00pm**

Meeting for teaching self-paced math in Spring 2018. We will be discussing start-of-semester matters and best practices to get ready for the new semester. 
[https://insite.4cd.edu/workshops/default.aspx?workshopid=8873](https://insite.4cd.edu/workshops/default.aspx?workshopid=8873)

| Jane Brecha | LC 200B |

### SP18-604: Teaching Social Justice

**1:00pm-3:00pm**

2. Incorporating Social Justice curriculum across disciplines  
3. Sharing community engagement/experiential learning assignments/projects 
[https://insite.4cd.edu/workshops/default.aspx?workshopid=8852](https://insite.4cd.edu/workshops/default.aspx?workshopid=8852)

| Sangha Niyogi, Albert Ponce & Andy Barlow | H 113 |

### SP18-606: Redesigning Adult Education: Pathways to Academic & Career Success

**2:00m-3:00pm**

Educating the College Staff, Faculty and Students of the resources that the Adult Education Block Grant assist with. It is a pathway for Adult Student who may have barriers and need someone to assist in navigating the college, adult schools and community resources. 
[https://insite.4cd.edu/workshops/default.aspx?workshopid=8854](https://insite.4cd.edu/workshops/default.aspx?workshopid=8854)

| Emily Stone, Kim Schenk, Joan Symonds, Jenny Freidenreich & Nicole Gomes | L 102A |

### SP18-605: Teachers Sharing Ideas

**2:00pm-3:30pm**

Come join our group of inspiring, inquisitive interdisciplinary instructors!  
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.  
To paraphrase Will Rogers: a person learns best about teaching and learning by associating with smarter people.  
Let’s associate!  
[https://insite.4cd.edu/workshops/default.aspx?workshopid=8853](https://insite.4cd.edu/workshops/default.aspx?workshopid=8853)

| Claudia Eckelmann | LC 103 |

### SP18-626: Dental Assisting Calibration Meeting

**2:00pm-4:00pm**

This workshop will focus on the policies and procedures of the dental assisting program and calibration of faculty on student grading. 
[https://insite.4cd.edu/workshops/default.aspx?workshopid=8874](https://insite.4cd.edu/workshops/default.aspx?workshopid=8874)

| Nikki Moultrie & Colleen Pohley | LHS 114 |
### SP18-627: Mapping Guided Pathways

<table>
<thead>
<tr>
<th>Time</th>
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<th>Instructor(s)</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>2:00pm-4:00pm</td>
<td>In fall, departments created curriculum maps for their degrees. If you want to talk about your map, make changes to your map, or do additional maps for your certificates then this is for you! Feel free to drop in during these 2 hours to talk about all things maps. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8875">https://insite.4cd.edu/workshops/default.aspx?workshopid=8875</a></td>
<td>Kris Koblik &amp; Becky Opsata</td>
<td>Diablo Room</td>
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</table>

### THEME #5: College Policies & Procedures

#### SP18-628: Deans & Department Chairs Meeting

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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>9:00am-12:00pm</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. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8876">https://insite.4cd.edu/workshops/default.aspx?workshopid=8876</a></td>
<td>Rachel Westlake</td>
<td>BFL CCC</td>
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#### SP18-629: Student Code of Conduct

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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>10:00am-11:00am</td>
<td>This workshop will provide an overview of the Student Code of conduct, including academic integrity and non-academic integrity matters. In the Fall 2017, a new process was launched for reporting Code of Conduct. The online system will also be demonstrated. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8877">https://insite.4cd.edu/workshops/default.aspx?workshopid=8877</a></td>
<td>Emily Stone &amp; Beth Hauscarriague</td>
<td>L 102B</td>
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#### SP18-630: Preparing your Sabbatical Leave Proposal

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<tr>
<td>11:00am-12:00pm</td>
<td>All faculty considering applying for sabbatical are strongly encouraged to attend a workshop. You are encouraged to obtain a handbook prior to the workshop. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8878">https://insite.4cd.edu/workshops/default.aspx?workshopid=8878</a></td>
<td>Colleen Pohley &amp; Nicole White</td>
<td>L 100</td>
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#### SP18-622: Club Adviser Training

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<tr>
<td>11:00am-1:00pm</td>
<td>Interested in advising a club this semester? Visit the Student Union to learn relevant club policies and procedures to help the clubs run more smoothly with your advising. This workshop will allow you to learn from other seasoned professionals and discover where to access resources. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8870">https://insite.4cd.edu/workshops/default.aspx?workshopid=8870</a></td>
<td>Todd Farr, Sara Larkin &amp; John Christensen</td>
<td>SU 204</td>
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#### SP18-631: What is regional accreditation and why should I care?

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<tr>
<td>12:00pm-1:00pm</td>
<td>If you are curious about accreditation this activity is for you! We will discuss the role of regional accreditation and the timeline for our next Institutional Self-Evaluation Report. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8879">https://insite.4cd.edu/workshops/default.aspx?workshopid=8879</a></td>
<td>Julie Walters &amp; Becky Opsata</td>
<td>L 100</td>
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### SP18-632: Combined Faculty Hiring Workshop

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<tr>
<th>Time</th>
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<th>Speakers</th>
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<tr>
<td>12:00pm-2:00pm</td>
<td>The combined faculty hiring workshop will provide an overview of the Board approved hiring policy for both full-time and part-time faculty. This includes information for recruitment plans, job announcements, screening, equivalencies, interviewing, pool review, and the final hiring decision. Anyone who will be involved in hiring new full-time or part-time faculty including participating in 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 have current certification. Full-time hiring and part-time hiring practices are currently satisfied with this single combined workshop. We are no longer offering the singular full-time or part-time hiring workshops. This combined hiring workshop will extend certifications in both full-time and part-time hiring practices for two (2) years. At this point in time, there is no booster option available. Note: This workshop is designed to train full-time faculty in proper hiring practices for full-time faculty. It is NOT designed for part-time faculty seeking employment information. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8880">https://insite.4cd.edu/workshops/default.aspx?workshopid=8880</a></td>
<td>James Hoffmann, Lupe Dannels &amp; Jennifer Tejada</td>
<td>LHS 215</td>
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### SP18-633: Evaluation Training Workshop

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<th>Time</th>
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<tr>
<td>12:00pm-2:00pm</td>
<td>If you are being evaluated this semester as either a full or part-time faculty, or if you are serving on an evaluation committee as an evaluator, this workshop will walk you through the peer evaluation process. There will be plenty of time for your questions about the various aspects of the evaluation process, and recent changes in the forms. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8881">https://insite.4cd.edu/workshops/default.aspx?workshopid=8881</a></td>
<td>Jason Mayfield</td>
<td>PS 109</td>
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### SP18-624: Dental Radiography Procedures and Protocols

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<tr>
<td>12:00pm-2:00pm</td>
<td>A review of the procedures and protocols, radiology supplies, and equipment will be covered. It is strongly recommended all DH clinical faculty and DA faculty attend this workshop. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8872">https://insite.4cd.edu/workshops/default.aspx?workshopid=8872</a></td>
<td>Pam Powers &amp; Nikki Moultrie</td>
<td>LHS 102 &amp; 107</td>
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### SP18-603: Demystifying Guided Pathways

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<th>Time</th>
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<tbody>
<tr>
<td>1:00pm-2:00pm</td>
<td>Do you have questions about Guided Pathways? Come to this interactive Q&amp;A session to ask them and to learn more about Guided Pathways and DVC. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8851">https://insite.4cd.edu/workshops/default.aspx?workshopid=8851</a></td>
<td>Lupe Dannels, Kris Koblik &amp; Becky Opsata</td>
<td>Diablo Room</td>
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### SP18-634: Financial Aid

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<th>Time</th>
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<tbody>
<tr>
<td>1:00pm-2:00pm</td>
<td>Learn general information on DVC Financial Aid such as the process the student goes through and what they can receive.</td>
<td>Nicole Johnson</td>
<td>L 102B</td>
</tr>
</tbody>
</table>
Be informed on how a student can stay in good standing for Financial Aid and get a refresher on FAFSA updates. Also, learn about DVC Scholarship opportunities available to students.
https://insite.4cd.edu/workshops/default.aspx?workshopid=8882

### THEME #6: Other Topics

<table>
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<tr>
<th>Event ID</th>
<th>Event Name</th>
<th>Time</th>
<th>Location</th>
<th>Presenter(s)</th>
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</thead>
<tbody>
<tr>
<td>SP18-635</td>
<td>Brown Bag - Negotiation Update (Local 1)</td>
<td>11:30am-1:00pm</td>
<td>L 151</td>
<td>Katherine Jinter &amp; LaKeesha Johnson</td>
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<tr>
<td></td>
<td>The Brown Bag will give an overview of the Articles and negotiation reasoning in the current cycle for the Local 1 contract. Sun shined items and reclassification will also be discussed.</td>
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<td><a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8926">https://insite.4cd.edu/workshops/default.aspx?workshopid=8926</a></td>
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**DVC**

**DIABLO VALLEY COLLEGE**

**Spring 2018 Optional Flex Activities**

**Thursday, January 18th**

### THEME #1: EQUITY

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<tbody>
<tr>
<td>SP18-700</td>
<td>Fixing the Broken Classroom</td>
<td>9:00am-11:00am</td>
<td>LC 101</td>
<td>Ray Faulkenberry</td>
</tr>
<tr>
<td></td>
<td>Overwhelming personal research clearly indicates a huge disconnect between students and their faculty/classes. Come engage and participate in the discussion (and activities) to bridge the gap, connect to your students, and start/continue an evolution of teaching pedagogy. This evolution consists of spirited discussion, activities, JOY, and connecting on a deeper level to help students not only achieve their academic goals, but help them better prepare to meet ALL of life’s challenges.</td>
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<td><a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8883">https://insite.4cd.edu/workshops/default.aspx?workshopid=8883</a></td>
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<tbody>
<tr>
<td>SP18-701</td>
<td>Sociology Program Meeting</td>
<td>9:00am-12:00pm</td>
<td>SS Division Office</td>
<td>Andy Barlow</td>
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<td></td>
<td>The Sociology program will wrap up its Fall 2017 work and begin its Spring 2018 work. Topics will include coordinating</td>
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with Social Justice, support for Ethnic Studies, and planning a Spring Forum.
https://insite.4cd.edu/workshops/default.aspx?workshopid=8884

<table>
<thead>
<tr>
<th>SP18-702: LC Spring into Action! (Faculty &amp; SI Orientation)</th>
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</thead>
<tbody>
<tr>
<td><strong>9:00am-1:00pm</strong> Come join your fellow LC faculty and SI leaders for our early semester meet and greet and training. This workshop gives LC faculty and SI leaders an important opportunity to connect (or reconnect) and discuss the best ways to work together in both class and study group. We'll also go over important LC updates, review program basics, and explore answers to many of the questions common to working in the LC (how do I work with DSS? How should I handle challenging behavior? what are some effective ways to facilitate small-group work? and more). We look forward to kicking off the new semester with you!</td>
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<tr>
<td>Dorian Eidhin &amp; Kelvyn Moran</td>
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<tr>
<th>SP18-703: Follow Me on My Sabbatical Leave Project!</th>
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<tr>
<td><strong>9:30am-11:00am</strong> For the Spring 2018 semester, I will visit two-year colleges around the country to gather best practices for supporting African-American students in mathematics. Come to this kickoff meeting of virtual &quot;followers&quot; on my sabbatical journey. Help me ask the right questions and collect the appropriate data to help close the equity gap for African-American students in mathematics.</td>
</tr>
<tr>
<td>Jamylle Carter</td>
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<tr>
<th>SP18-704: The Experiences of Black College Students Studying Biology</th>
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<tr>
<td><strong>11:00am-12:30pm</strong> I want biology and science faculty to be more aware of the experiences of Black students in higher education and the ways in which departments could better support them. Different types of support include culturally competent faculty, ethnic student orgs for Black students, access to advisors and mentors, and access to faculty who look like them. Awareness is key and I want faculty to leave the activity with some practical takeaways to better support and teach students of African American/Black descent.</td>
</tr>
<tr>
<td>Analisa Brown &amp; Joe Gorga</td>
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<tr>
<th>SP18-705: Framework-based Teaching in the Accounting Curriculum</th>
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<tr>
<td><strong>11:00am-1:00pm</strong> This workshop is primarily geared for accounting teachers. In this workshop, participants will familiarize themselves with framework-based teaching to teach students how to use judgement and make estimates when accounting for economic phenomena impacting reporting entities. Specifically, framework-based teaching aims to develop a cohesive understanding of general purpose financial reporting, the capacity to make/audit/regulate the judgments and estimates in general purpose financial</td>
</tr>
<tr>
<td>Gary Pieroni</td>
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</table>
information, and the appreciation of the root causes of anomalies in current general purpose financial reporting. 
https://insite.4cd.edu/workshops/default.aspx?workshopid=8888

| SP18-706: Math Pathways Retreat | 11:00am-4:00pm | The math department will be meeting for a day long discussion about Math Pathways. We will be reviewing the provisions of new legislation about basic skills/developmental education and assessment/placement. We will look at some current successful models and review our current program and objectives, identifying what is going well and what is not. We will brainstorm possible program responses to identified issues and decide on an action plan. 
https://insite.4cd.edu/workshops/default.aspx?workshopid=8889 | Holly Kresch & Brian Raymond | Diablo Room |

| SP18-707: Spring Literature Week Prep -- Vu Tran | 11:30am-1:00pm | In this workshop, we'll look at excerpts from Vu Tran, the keynote reader for Spring Literature Week. We'll focus on his critically-acclaimed novel Dragonfish. The idea is to inspire classroom activities for integrating Tran's works into English courses. 
https://insite.4cd.edu/workshops/default.aspx?workshopid=8890 | Rayshell Clapper | H 106 |

| SP18-708: Equity Speaker Book Club: Thi Bui's The Best We Could Do | 1:00pm-2:30pm | Join a book club in preparation for our EQUITY SPEAKER Thi Bui, graphic memoirist and author of the award-winning The Best We Can Do, a poignant true story portraying her family's journey from war-torn Vietnam to Berkeley, California. YOU DON'T NEED TO HAVE READ THE BOOK TO ATTEND. 
https://insite.4cd.edu/workshops/default.aspx?workshopid=8891 | Adam Bessie & Ian Thomas-Bignami | H 105 |

| SP18-709: Supporting LGBTQ Students: Advice from Queer Students | 2:30pm-4:00pm | In this workshop, student members of the Queer-Straight Alliance will share ideas about how faculty and staff can support their LGBTQ students and contribute to the development of a more queer-friendly campus. The students will share their experiences at DVC, help attendees develop best practices for supporting these students, and answer any questions. 
https://insite.4cd.edu/workshops/default.aspx?workshopid=8892 | James Wilson & Matthew Munday | L 102A |

| THEME #2: Who are our Students? | SP18-710: F1 International Student Services Program Overview | Overview of the F1 international education program at DVC. We will introduce participants to relevant information about F1 students and the value of their presence and integration on campus and in the community. 
https://insite.4cd.edu/workshops/default.aspx?workshopid=8893 | Renee Savage | L 102B |
<table>
<thead>
<tr>
<th>Workshop Code</th>
<th>Title</th>
<th>Time</th>
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<th>Presenter(s)</th>
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<td>Overwhelming personal research clearly indicates a huge disconnect between students and their faculty/classes. Come engage and participate in the discussion (and activities) to bridge the gap, connect to your students, and start/continue an evolution of teaching pedagogy. This evolution consists of spirited discussion, activities, JOY, and connecting on a deeper level to help students not only achieve their academic goals, but help them better prepare to meet ALL of life’s challenges.</td>
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<td>SP18-702: LC Spring into Action! (Faculty &amp; SI Orientation)</td>
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<td>9:00am-1:00pm</td>
<td>Dorian Eidhin &amp; Kelvyn Moran</td>
<td>LC 103</td>
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<td>SP18-708: Equity Speaker Book Club: Thi Bui’s The Best We Could Do</td>
<td>Join a book club in preparation for our EQUITY SPEAKER Thi Bui, graphic memoirist and author of the award-winning The Best We Can Do, a poignant true story portraying her family’s journey from war-torn Vietnam to Berkeley, California. YOU DON’T NEED TO HAVE READ THE BOOK TO ATTEND.</td>
<td>1:00pm-2:30pm</td>
<td>Adam Bessie &amp; Ian Thomas-Bignami</td>
<td>H 105</td>
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<tr>
<td>SP18-709: Supporting LGBTQ Students: Advice from Queer Students</td>
<td>In this workshop, student members of the Queer-Straight Alliance will share ideas about how faculty and staff can support their LGBTQ students and contribute to the development of a more queer-friendly campus. The students will share their experiences at DVC, help attendees develop best practices for supporting these students, and answer any questions.</td>
<td>2:30pm-4:00pm</td>
<td>James Wilson &amp; Matthew Munday</td>
<td>L 102A</td>
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### SP18-711: Canvas Level 1

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<tr>
<td>9:00am-10:30am</td>
<td>Within this workshop, we’ll review six tools (Settings, Modules, Pages, Syllabus, Assignments, and Announcements) in order to better understand how to upload and organize content, establish file organization and work-flow for instructors and students. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8894">https://insite.4cd.edu/workshops/default.aspx?workshopid=8894</a></td>
<td>Neal Skapura</td>
<td>ATC 115</td>
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### SP18-712: Creating Dissidence in the Online Classroom

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<tr>
<td>10:00am-11:00am</td>
<td>In the age of Learning Management Systems and standardized systems of learning, it is difficult to imagine whether or not the online learning environment is a place for critical pedagogy. In this workshop, we examine how the online classroom can take up the challenge presented by Paulo Freire, Chandra Mohanty, and bell hooks to create a classroom environment where students participate and critique the production of knowledge in reflective and community based practices. We will walk through our curriculum experiment to co-produce online teaching practices and curriculum that get students up and outside of the structures of the learning management system. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8895">https://insite.4cd.edu/workshops/default.aspx?workshopid=8895</a></td>
<td>Anne Kingsley &amp; Pauline Vinson</td>
<td>L 218</td>
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### SP18-713: Developing Hybrid Lesson Plans

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<tbody>
<tr>
<td>10:30am-12:00pm</td>
<td>Within this workshop, I’ll discuss typical first steps to convert portions of a face-to-face class to an online (hybrid) class. Showcasing some example assignments, typical Canvas tools, and typical scenarios which hybrid/online teachers face, we’ll talk about how one can organize content, design and grade assignments, hold office hours, and manage workflow. Beyond this, I’ll review some larger issues in distance ed and Title V/ACCJC requirements (e.g., substantive contact) and how these requirements can be addressed within assignments and course design. By the end of this workshop you’ll have a sense of how to design an online lesson and how you might consider using this method of teaching to affect the upcoming compressed calendar schedule. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8896">https://insite.4cd.edu/workshops/default.aspx?workshopid=8896</a></td>
<td>Neal Skapura</td>
<td>ATC 115</td>
</tr>
</tbody>
</table>

### SP18-714: History Department Roundtable Discussion

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00am-1:00pm</td>
<td>We invite all members of the history department to meet for a round table discussion and conversation about our campus and classrooms. Topics may include technology, scheduling, Distance Education, Guided Pathways (and more!). Historians, come share your concerns, ideas and interests as we move forward into 2018. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8897">https://insite.4cd.edu/workshops/default.aspx?workshopid=8897</a></td>
<td>Melissa Jacobson &amp; Mickey Huff</td>
<td>L 102B</td>
</tr>
<tr>
<td>Workshop ID</td>
<td>Title</td>
<td>Time</td>
<td>Description</td>
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</tr>
<tr>
<td>SP18-715</td>
<td>Engage in Cengage</td>
<td>11:00am-2:00pm</td>
<td>This workshop is intended for faculty of the nutrition program. Cengage reps will demonstrate how to convert current nutrition courses to Cengage on Canvas. Features of Cengage will be explained and demonstrated, including creating assignments, exams and various uses of the Diet and Wellness Plus program.</td>
</tr>
<tr>
<td>SP18-716</td>
<td>Enhancing Your Homepage &amp; Content Pages</td>
<td>12:00pm-1:30pm</td>
<td>Learn how to spruce up your Canvas homepage and content pages with custom buttons, tabs, images, and pop-up windows. You’ll learn a bit of HTML code, but it will be painless!</td>
</tr>
<tr>
<td>SP18-717</td>
<td>SRC English Department Meeting</td>
<td>1:00pm-3:00pm</td>
<td>This will be a best practices and planning session for our composition classes. We will also look at the Stanford Lacuna/digital annotations software.</td>
</tr>
<tr>
<td>SP18-718</td>
<td>Canvas Tricks – Batch Date Editing</td>
<td>1:30pm-2:30pm</td>
<td>Ever needed to reopen a large number of past due dates or move weeks around within Canvas. Come learn a few easy steps to use Google Sheets to batch edit dates within Canvas. Bring your laptop and we’ll work through examples together.</td>
</tr>
<tr>
<td>SP18-719</td>
<td>Get Acquainted with the &quot;Online Accessibility at DVC&quot; Website</td>
<td>2:00pm-3:00pm</td>
<td>Come see a demo of the &quot;Online Accessibility at DVC&quot; website. This website is your complete source for ensuring your online content is accessible for students with disabilities, with step-by-step tutorials, videos, and direct access to individual support.</td>
</tr>
<tr>
<td>SP18-720</td>
<td>Take Control of Your Webpage</td>
<td>2:30pm-3:30pm</td>
<td>Each department and program is encouraged to send a participant to this flex activity to be trained on DVC web page standards and practices. At the end of this one hour session, each department/program designee may sign up for content contributor training and login access to their web page. Then going forward, content contributors will be able to make updates and changes to the content.</td>
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</table>
## THEME #4: Best Practices/Student Success

### SP18-721: Roundtable: Strategies for Decreasing Student Anxiety

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Organizer</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00am-10:00am</td>
<td>Are your students panicking about test taking? Hyperventilating at the thought of giving a presentation in front of the class? Freaked out about math in general? Come and share your strategies for helping students with anxiety in this roundtable discussion. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8903">https://insite.4cd.edu/workshops/default.aspx?workshopid=8903</a></td>
<td>Kris Koblik</td>
<td>BFL CCC</td>
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</tbody>
</table>

### SP18-700: Fixing the Broken Classroom

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Organizer</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00am-11:00am</td>
<td>Overwhelming personal research clearly indicates a huge disconnect between students and their faculty/classes. Come engage and participate in the discussion (and activities) to bridge the gap, connect to your students, and start/continue an evolution of teaching pedagogy. This evolution consists of spirited discussion, activities, JOY, and connecting on a deeper level to help students not only achieve their academic goals, but help them better prepare to meet ALL of life’s challenges. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8883">https://insite.4cd.edu/workshops/default.aspx?workshopid=8883</a></td>
<td>Ray Faulkenberry</td>
<td>LC 101</td>
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</table>

### SP18-722: 1st Year Clinical Faculty Meeting

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Organizer</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00am-11:00am</td>
<td>This meeting will review the course syllabi for DENHY-122, procedures and protocols of the clinic, and calibration of instructors. All 1st year clinical faculty are strongly encouraged to attend. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8904">https://insite.4cd.edu/workshops/default.aspx?workshopid=8904</a></td>
<td>Marlene Storz &amp; Nikki Moultrie</td>
<td>LHS 102 &amp; 107</td>
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</tbody>
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### SP18-723: Microbiology Updates

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<tr>
<th>Time</th>
<th>Event Description</th>
<th>Organizer</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00am-12:00pm</td>
<td>Microbiology Instructors will review recent changes to the lab manual and discuss SLO’s, new course outlines, 16-week schedule, lab safety, microscope care and other relevant topics. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8905">https://insite.4cd.edu/workshops/default.aspx?workshopid=8905</a></td>
<td>Karen Gard &amp; Lisa Brager</td>
<td>LHS 206</td>
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### SP18-702: LC Spring into Action! (Faculty & SI Orientation)

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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>9:00am-1:00pm</td>
<td>Come join your fellow LC faculty and SI leaders for our early semester meet and greet and training. This workshop gives LC faculty and SI leaders an important opportunity to connect (or reconnect) and discuss the best ways to work together in both class and study group. We'll also go over important LC updates, review program basics, and explore answers to many of the questions common to working in the LC (how do I work with DSS? How should I handle challenging behavior? what are some effective ways to facilitate small-group work? And more). We look forward to kicking off the new semester with you! <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8885">https://insite.4cd.edu/workshops/default.aspx?workshopid=8885</a></td>
<td>Dorian Eidhin &amp; Kelvyn Moran</td>
<td>LC 103</td>
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</table>
### SP18-724: Communication Studies Full-time Faculty Updates

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<tr>
<th>Time</th>
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<tr>
<td>10:00am-11:00am</td>
<td>Full time Communication Faculty will meet to discuss department updates and needs for the Spring semester. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8906">https://insite.4cd.edu/workshops/default.aspx?workshopid=8906</a></td>
<td>Shannon Padilla</td>
<td>PAC 106</td>
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### SP18-725: Communication Studies – Best Practices

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<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>11:00am-12:00pm</td>
<td>The presenters will go over different techniques to effectively teach the art of persuasion. The group will discuss strategies they use in classes to help students understand what persuasion means and how to apply it to their lives. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8907">https://insite.4cd.edu/workshops/default.aspx?workshopid=8907</a></td>
<td>John Hanecak &amp; Patrick Moe</td>
<td>PAC 106</td>
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### SP18-741: Art Department Program Review Meeting

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<tr>
<th>Time</th>
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<tr>
<td>11:00am-12:00pm</td>
<td>Discuss and complete 2017-18 Department Program Review. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8923">https://insite.4cd.edu/workshops/default.aspx?workshopid=8923</a></td>
<td>Nicole White</td>
<td>A 102</td>
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### SP18-704: The Experiences of Black College Students Studying Biology

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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>11:00am-12:30pm</td>
<td>I want biology and science faculty to be more aware of the experiences of Black students in higher education and the ways in which departments could better support them. Different types of support include culturally competent faculty, ethnic student orgs for Black students, access to advisors and mentors, and access to faculty who look like them. Awareness is key and I want faculty to leave the activity with some practical takeaways to better support and teach students of African American/Black descent. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8923">https://insite.4cd.edu/workshops/default.aspx?workshopid=8923</a></td>
<td>Analisa Brown &amp; Joe Gorga</td>
<td>LHS 210</td>
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### SP18-705: Framework-based Teaching in the Accounting Curriculum

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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>11:00am-1:00pm</td>
<td>This workshop is primarily geared for accounting teachers. In this workshop, participants will familiarize themselves with framework-based teaching to teach students how to use judgement and make estimates when accounting for economic phenomena impacting reporting entities. Specifically, framework-based teaching aims to develop a cohesive understanding of general purpose financial reporting, the capacity to make/audit/regulate the judgments and estimates in general purpose financial information, and the appreciation of the root causes of anomalies in current general purpose financial reporting. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8888">https://insite.4cd.edu/workshops/default.aspx?workshopid=8888</a></td>
<td>Gary Pieroni</td>
<td>BFL 105</td>
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</table>

### SP18-726: 2nd Year Clinical Faculty Meeting

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<tr>
<th>Time</th>
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<th>Location</th>
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<tr>
<td>11:00am-1:00pm</td>
<td>This meeting will review the course syllabi for DENHY-231, procedures and protocols of the clinic, and calibration of instructors. All 2nd year clinical faculty are strongly encouraged to attend. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8908">https://insite.4cd.edu/workshops/default.aspx?workshopid=8908</a></td>
<td>Pam Powers &amp; Nikki Moultrie</td>
<td>LHS 102 &amp; 107</td>
</tr>
<tr>
<td>Workshop ID</td>
<td>Title</td>
<td>Description</td>
<td>Instructor(s)</td>
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<tr>
<td>SP18-715</td>
<td>Engage in Cengage</td>
<td>This workshop is intended for faculty of the nutrition program. Cengage reps will demonstrate how to convert current nutrition courses to Cengage on Canvas. Features of Cengage will be explained and demonstrated, including creating assignments, exams and various uses of the Diet and Wellness Plus program. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8898">https://insite.4cd.edu/workshops/default.aspx?workshopid=8898</a></td>
<td>Helen DeMarco &amp; Teresita Saechao</td>
</tr>
<tr>
<td>SP18-707</td>
<td>Spring Literature Week Prep -- Vu Tran</td>
<td>In this workshop, we'll look at excerpts from Vu Tran, the keynote reader for Spring Literature Week. We'll focus on his critically-acclaimed novel Dragonfish. The idea is to inspire classroom activities for integrating Tran's works into English courses. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8890">https://insite.4cd.edu/workshops/default.aspx?workshopid=8890</a></td>
<td>Rayshell Clapper</td>
</tr>
<tr>
<td>SP18-742</td>
<td>Art Department Meeting</td>
<td>Welcome to Spring 2018, new, and goals.</td>
<td>Hopi Breton</td>
</tr>
<tr>
<td>SP18-727</td>
<td>Kinesiology, Athletics &amp; Dance Meeting</td>
<td>Meeting for the Kinesiology, Athletics &amp; Dance Division. Adjunct faculty are always welcome to attend. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8909">https://insite.4cd.edu/workshops/default.aspx?workshopid=8909</a></td>
<td>Jackie Ponciano-Babb</td>
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<tr>
<td>SP18-728</td>
<td>Illuminating Pathways: Integrating Career Assessments for Students</td>
<td>This workshop is designed for counselors who teach or intend to teach a career planning course. Its focus will be how to develop a major and career choice profile for students using the Myers-Briggs Type Indicator (MBTI) and Strong Interest Inventory. Using a case study approach, we will work through assessment interpretation, available resources and discuss exercises to use with students. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8912">https://insite.4cd.edu/workshops/default.aspx?workshopid=8912</a></td>
<td>Cheryl Carter</td>
</tr>
<tr>
<td>SP18-717</td>
<td>SRC English Department Meeting</td>
<td>This will be a best practices and planning session for our composition classes. We will also look at the Stanford Lacuna / digital annotations software.</td>
<td>Charles Shackett</td>
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<tr>
<td>SP18-729</td>
<td>Political Science Area Meeting</td>
<td>A discussion and update of issues affecting the area.</td>
<td>Dorrie Mazzone, Albert Ponce &amp; Scott MacDougall</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>SP18-730</td>
<td>Physics Program Meeting</td>
<td>1:30pm-4:30pm</td>
<td>Full-time physics faculty will meet for discussion, scheduling, hiring, and staffing for Fall 2018. Other issues important to the physics program may be discussed. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8911">https://insite.4cd.edu/workshops/default.aspx?workshopid=8911</a></td>
</tr>
<tr>
<td>SP18-720</td>
<td>Take Control of Your Webpage!</td>
<td>2:30pm-3:30pm</td>
<td>Each department and program is encouraged to send a participant to this flex activity to be trained on DVC web page standards and practices. At the end of this one hour session, each department/program designee may sign up for content contributor training and login access to their web page. Then going forward, content contributors will be able to make updates and changes to the content. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8902">https://insite.4cd.edu/workshops/default.aspx?workshopid=8902</a></td>
</tr>
<tr>
<td>SP18-731</td>
<td>Addiction Studies Part-timer Resources</td>
<td>5:00pm-7:00pm</td>
<td>This workshop is for the ADS part timers needing flex credit. We will share teaching resources and issues related to Addiction Studies curriculum. Please bring one in-class activity to share. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8913">https://insite.4cd.edu/workshops/default.aspx?workshopid=8913</a></td>
</tr>
<tr>
<td>SP18-732</td>
<td>Sage Green Spring</td>
<td>5:00pm-8:00pm</td>
<td>Horticulture Unit planning for the spring semester: Field trips; plant sales; Greenhouse challenges and propagation goals and pomegranate research will be explored. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8914">https://insite.4cd.edu/workshops/default.aspx?workshopid=8914</a></td>
</tr>
<tr>
<td>SP18-733</td>
<td>ECE and SIGN Language C-contract Meeting</td>
<td>6:00pm-8:00pm</td>
<td>ECE and SIGN language Spring 2018 C-contract meeting. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8915">https://insite.4cd.edu/workshops/default.aspx?workshopid=8915</a></td>
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<td>THEME #5: College Policies &amp; Procedures</td>
</tr>
<tr>
<td>SP18-734</td>
<td>Revising BIOSC 102 Labs for the 16 Week Semester</td>
<td>9:00am-3:00pm</td>
<td>We will develop a lab schedule for Fall 2018 and revise Bio 102 labs as necessary. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8916">https://insite.4cd.edu/workshops/default.aspx?workshopid=8916</a></td>
</tr>
<tr>
<td>SP18-724</td>
<td>Communication Studies Full-time Faculty Updates</td>
<td>10:00am-11:00am</td>
<td>Full time Communication Faculty will meet to discuss department updates and needs for the Spring semester. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8906">https://insite.4cd.edu/workshops/default.aspx?workshopid=8906</a></td>
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<tr>
<td>Workshop ID</td>
<td>Event Title</td>
<td>Time</td>
<td>Description</td>
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<tr>
<td>SP18-735:</td>
<td>Evaluation Training Workshop</td>
<td>10:00am-12:00pm</td>
<td>If you are being evaluated this semester as either a full or part-time faculty, or if you are serving on an evaluation committee as an evaluator, this workshop will walk you through the peer evaluation process. There will be plenty of time for your questions about the various aspects of the evaluation process, and recent changes in the forms. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8917">https://insite.4cd.edu/workshops/default.aspx?workshopid=8917</a></td>
</tr>
<tr>
<td>SP18-741:</td>
<td>Art Department Program Review Meeting</td>
<td>11:00am-12:00pm</td>
<td>Discuss and complete 2017-18 Department Program Review. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8923">https://insite.4cd.edu/workshops/default.aspx?workshopid=8923</a></td>
</tr>
<tr>
<td>SP18-736:</td>
<td>Communication Studies – Walk &amp; Talk</td>
<td>12:00pm-1:00pm</td>
<td>This will be a walking tour to show faculty where to find services on campus. Including, offices, classrooms, the printshop and more. It will also include best practices for forming a syllabus and classroom policy. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8918">https://insite.4cd.edu/workshops/default.aspx?workshopid=8918</a></td>
</tr>
<tr>
<td>SP18-742:</td>
<td>Art Department Meeting</td>
<td>12:00pm-2:00pm</td>
<td>Welcome to Spring 2018, new, and goals. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8924">https://insite.4cd.edu/workshops/default.aspx?workshopid=8924</a></td>
</tr>
<tr>
<td>SP18-737:</td>
<td>Room Scheduling Online With 25Live!</td>
<td>1:00pm-2:00pm</td>
<td>Join us to learn about 25Live, the new district-wide, web-based, event scheduling program. 25Live is used to reserve classrooms, conference rooms and event space on both the PHC and SRC sites for campus activities and events after the semester schedule is posted. NOTE: THERE IS NO CHANGE TO THE CLASS SCHEDULING PROCESS. 25Live also allows you to reserve “resources” for your event, like media support and equipment, police unlock services, and HVAC setup. You can see location features, like room capacity, seating arrangement and equipment in the room. A hands-on demonstration is included. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8919">https://insite.4cd.edu/workshops/default.aspx?workshopid=8919</a></td>
</tr>
<tr>
<td>SP18-738:</td>
<td>Foreign Language Department Meeting</td>
<td>1:00pm-3:00pm</td>
<td>The Foreign Language Department will meet to review college policies and procedures, discuss the course outlines and compressed calendar, and share good teaching strategies. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8920">https://insite.4cd.edu/workshops/default.aspx?workshopid=8920</a></td>
</tr>
<tr>
<td>SP18-739:</td>
<td>Guided Pathways Listening Session</td>
<td>2:00pm-4:00pm</td>
<td>You are invited to share your perspectives on Guided Pathways. This is a session where the GPS team seeks to listen to you and capture any feedback or questions you might have.</td>
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</tbody>
</table>
have about pathways and how we might structure Guided Pathways to work best for our students and college. Any and all feedback is welcome.  
https://insite.4cd.edu/workshops/default.aspx?workshopid=8921

### THEME #6: Other Topics

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<tr>
<th>WORKSHOP</th>
<th>DESCRIPTION</th>
<th>FACULTY</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>SP18-740: Simple Printmaking for 2D Classroom Workshop</td>
<td>I will introduce simple printmaking activities to instructors of drawing/painting/2D design. That includes: traditional monotype, watercolor crayon monotype, screen-monotype, freezer paper stencil cut for screen print, tracing paper photo-stencil, which you may consider to factor in to your lesson plan in upcoming semester. Last time I only demonstrated techniques. This time participants will have time to work on watercolor monotype and watercolor screen print to create own.</td>
<td>Toru Sugita</td>
<td>A 101</td>
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**DVC**

**DIABLO VALLEY COLLEGE**

**Spring 2018 Mandatory Flex Day Activities**

**Friday, January 19th**

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<thead>
<tr>
<th>WORKSHOP</th>
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</table>
| SP18-800: All-College Activity | Continental breakfast 8:30-9:00am, 9:00am-12:00pm activity  
As part of the college’s effort to begin implementation of the Educational Master Plan, a group of faculty, staff and management leaders are hosting a professional development activity to engage the college community in dialogue and discussion regarding the implementation of the Educational Master Plan, and its alignment with other initiatives such as the Integrated Plan, Guided Pathways, Strong Workforce, etc. You are invited to join the conversation and to help the college move this process forward. | President Susan Lamb, John Freytag, Marisa Greenberg, Laurie Lema, Beth McBrien, Becky Opsata, Newin Orante & Rachel Westlake | Main St. Bistro (HSF Food Court) |

<table>
<thead>
<tr>
<th>WORKSHOP</th>
<th>DESCRIPTION</th>
<th>FACULTY</th>
<th>ROOM</th>
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</thead>
<tbody>
<tr>
<td>SP18-801: Applied &amp; Fine Arts Division Meeting</td>
<td>New hire introductions, enrollment &amp; division information.</td>
<td>Toni Fannin</td>
<td>BFL CCC</td>
</tr>
<tr>
<td>Workshop ID</td>
<td>Department/Division</td>
<td>Time</td>
<td>Description</td>
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<tr>
<td>SP18-802</td>
<td>Counseling Department Planning Meeting</td>
<td>12:00pm-4:00pm</td>
<td>This workshop is specifically designed for full-time counseling faculty. Counseling faculty will discuss department priorities, eServices for meeting students, and eSARS including implementing SARS Anywhere per District Office. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8941">Link</a></td>
</tr>
<tr>
<td>SP18-803</td>
<td>Physical Sciences Department Meeting</td>
<td>12:30pm-2:00pm</td>
<td>Share information among different sub-departments of department/discuss course additions and changes/discuss implementing new semester format/discuss other news not readily available to non-chair faculty. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8929">Link</a></td>
</tr>
<tr>
<td>SP18-804</td>
<td>Biological Sciences Division Meeting</td>
<td>12:30pm-2:00pm</td>
<td>This meeting is for full-time and part-time faculty within the division. The meeting will focus on important issues within the division that includes semester announcements and review of division policies. This meeting is mandatory for all full-time faculty within the division. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8930">Link</a></td>
</tr>
<tr>
<td>SP18-805</td>
<td>Math, Business &amp; Computer Science Division Meeting</td>
<td>12:30pm-2:00pm</td>
<td>This is the Spring 2018 kickoff event for the Math/CS and Business divisions. The meeting is a potluck event for the Business, Computer Science, Culinary Arts and Math departments to get together, go over announcements for the new semester and review the divisions' and college's policies and procedures. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8938">Link</a></td>
</tr>
<tr>
<td>SP18-806</td>
<td>English Department Meeting</td>
<td>12:30pm-2:30pm</td>
<td>Description coming soon! <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8931">Link</a></td>
</tr>
<tr>
<td>SP18-807</td>
<td>Social Sciences Division Meeting</td>
<td>12:30pm-2:30pm</td>
<td>Annual Spring Semester Division Meeting will be an opportunity to discuss issues relevant to the Division, along with updates and changes in college programs and programming. All welcomed. Mandatory meeting for full time faculty. Lunch will be provided. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8932">Link</a></td>
</tr>
<tr>
<td>SP18-808</td>
<td>San Ramon Division Meeting</td>
<td>12:45pm-3:45pm</td>
<td>SRC Division Retreat <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8933">Link</a></td>
</tr>
<tr>
<td>Meeting ID</td>
<td>Meeting Type</td>
<td>Time</td>
<td>Details</td>
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<tr>
<td>SP18-809</td>
<td>Library Division</td>
<td>2:00pm-3:30pm</td>
<td>The Library staff and faculty will review and discuss issues relevant to a successful Spring 2018 semester. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8934">Link</a></td>
</tr>
<tr>
<td>SP18-810</td>
<td>Physical Sciences</td>
<td>2:00pm-3:30pm</td>
<td>This meeting is for full-time and part-time faculty within the division. The meeting will focus on important issues within the division that includes semester announcements and review of division policies. This meeting is mandatory for all full-time faculty within the division. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8935">Link</a></td>
</tr>
<tr>
<td>SP18-811</td>
<td>Math Department</td>
<td>2:00pm-3:30pm</td>
<td>Preparing for the Spring 2018 semester's activities. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8939">Link</a></td>
</tr>
<tr>
<td>SP18-812</td>
<td>Biology Department</td>
<td>2:30pm-4:00pm</td>
<td>Department members will become informed about matters including but not limited to: campus/committee work, hiring, budget and scheduling, and other faculty obligations and responsibilities. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8936">Link</a></td>
</tr>
<tr>
<td>SP18-813</td>
<td>Business Department</td>
<td>2:30pm-4:30pm</td>
<td>A meeting mandatory for all full-time BAD instructors and an open invitation to all adjunct instructors for our department. We will discuss department strategy, staffing, scheduling, teaching best practices, technology tips, SLOs, etc. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8937">Link</a></td>
</tr>
<tr>
<td>SP18-814</td>
<td>English Division</td>
<td>2:45pm-4:00pm</td>
<td>Processes and procedures, along with updates on campus programs, legislature and scheduling. All welcomed, mandatory for full time faculty. <a href="https://insite.4cd.edu/workshops/default.aspx?workshopid=8940">Link</a></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
Biological & Health Sciences 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 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, administering, 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.

**Math and Computer Science Division (continued)**

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

**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
Kinesiology, 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. Review facilities for possible modification/enhancement of existing facilities
42. Student advising
43. Student follow-up
44. Student survey (revise, analyze, develop recommendations)
45. Upgrade teaching facilities
46. 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 field trips, field trip reconnaissance
Developing or revising lab exercises
Collecting samples for use in lab
Articulation
Visiting feeder high schools for articulation

**San Ramon Campus**

**Division Approved Flex Activities continued**

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