

DIABLO VALLEY COLLEGE

Professional Development

Spring 2018

Flexible Calendar Schedule

Legend for color-coded theme strands:

Theme #1 = Equity
Theme #2 = Who are our Students?
Theme #3 = Technology/Distance Education
Theme #4 = Best Practices/Student Success
Theme #5 = College Policies & Procedures
Theme #6 = Other Topics

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.



DIABLO VALLEY COLLEGE

Spring 2018 Optional Flex Activities

Wednesday, January 17th

THEME #1: EQUITY

SP18-600: DSS Equity Training			
8:30am-4:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8848	David Hagerty	Multi-cultural Center (SU)
SP18-601: What does it mean to be an Ally to Undocumented students? UndocuAlly Training & Sticker Program at DVC			
9:00am-11:30am	<p>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.</p> <p>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.</p> <p>Please come join a growing body of UndocuAllies at DVC.</p> <p>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.) https://insite.4cd.edu/workshops/default.aspx?workshopid=8849</p>	Nicole Johnson, Jeniffer Monroy & Albert Ponce	H 108

SP18-602: Equity Speaker Series			
3:00pm-5:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8850	Bridgitte Schaffer, Catherine Franco, Sangha Niyogi & Toni Fannin	H 113
SP18-603: Demystifying Guided Pathways			
1:00pm-2:00pm	Do you have questions about Guided Pathways? Come to this interactive Q&A session to ask them and to learn more about Guided Pathways and DVC. https://insite.4cd.edu/workshops/default.aspx?workshopid=8851	Lupe Dannels, Kris Koblik & Becky Opsata	Diablo Room
SP18-604: Teaching Social Justice			
1:00pm-3:00pm	1. Conceptualizing Social Justice - understandings of and practices of social justice in the U.S. from 1955-2017 2. Incorporating Social Justice curriculum across disciplines 3. Sharing community engagement/experiential learning assignments/projects https://insite.4cd.edu/workshops/default.aspx?workshopid=8852	Sangha Niyogi, Albert Ponce & Andy Barlow	H 113
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	Claudia Eckelmann	LC 103

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			
9:00am-11:30am	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	Nicole Johnson, Jeniffer Monroy & Albert Ponce	H 108

	<p>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.</p> <p>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.</p> <p>Please come join a growing body of UndocuAllies at DVC.</p> <p>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.) https://insite.4cd.edu/workshops/default.aspx?workshopid=8849</p>		
SP18-603: Demystifying Guided Pathways			
1:00pm-2:00pm	<p>Do you have questions about Guided Pathways? Come to this interactive Q&A session to ask them and to learn more about Guided Pathways and DVC. https://insite.4cd.edu/workshops/default.aspx?workshopid=8851</p>	Lupe Dannels, Kris Koblik & Becky Opsata	Diablo Room
SP18-606: Redesigning Adult Education: Pathways to Academic & Career Success			
2:00m-3:00pm	<p>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</p>	Emily Stone, Kim Schenk, Joan Symonds, Jenny Freidenreich & Nicole Gomes	L 102A
SP18-605: Teachers Sharing Ideas			
2:00pm-3:30pm	<p>Come join our group of inspiring, inquisitive interdisciplinary instructors!</p> <p>Share best practices, good ideas, and challenges about instruction in a relaxed, collaborative atmosphere.</p> <p>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.</p> <p>To paraphrase Will Rogers: a person learns best about teaching and learning by associating with smarter people.</p>	Claudia Eckelmann	LC 103

	Let's associate! https://insite.4cd.edu/workshops/default.aspx?workshopid=8853		
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THEME #3: Technology/Distance Education

SP18-607: Canvas Level 1

8:00am-9:30am	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8855	Neal Skapura	ATC 115
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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.

9:00am-11:00am	<p>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?...</p> <p>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?</p> <p>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?</p> <p>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.</p> <p>please bring in a smart phone or any internet-connected device you like so you can take part of the demonstration. https://insite.4cd.edu/workshops/default.aspx?workshopid=8856</p>	Amr Elkady	ATC 113
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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.	Neal Skapura	ATC 115
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	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8857</p>		
CANCELLEDSP18-610: Mathspace: Can it work for your students?			
<p>10:00am- 11:30am</p>	<p>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!</p>	<p>Lindsey Lang & Al Solano</p>	<p>MA 267</p>
SP18-611: ePortfolios in Canvas & Student Submissions and Assessment			
<p>11:00am- 12:30pm</p>	<p>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.</p> <p>Workshop topic: the practical take-away: a proposal to change assignment, rubrics, and e-portfolios</p> <p>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!</p> <p>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 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.</p> <p>Workshop background: Proposal-for-change writing assignments, rubrics, and e-portfolios</p>	<p>Neal Skapura</p>	<p>ATC 115</p>

	<p>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://insite.4cd.edu/workshops/default.aspx?workshopid=8859</p>		
SP18-612: We have got an APP for you!			
12:00pm-12:45pm	<p>Come see the exciting new Insite 2.0 Portal. Bring your smart phone or tablet and experience the new portal! https://insite.4cd.edu/workshops/default.aspx?workshopid=8860</p>	Satish Warriar & Daniel Abbott	L 102A
SP18-613: Canvas Level 2			
12:30pm-2:00pm	<p>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://insite.4cd.edu/workshops/default.aspx?workshopid=8861</p>	Jeanette Peavler	ATC 115
SP18-614: First Look at the Online Education Initiative (OEI)			
1:00pm-2:00pm	<p>The Distance Education Committee would like to invite the campus community to a brief "first look" at the <u>Online Education Initiative (OEI)</u>. 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://insite.4cd.edu/workshops/default.aspx?workshopid=8862</p>	Anne Kingsley & Mario Tejada	L 149
SP18-615: Using Open Source Materials in Economics			
1:00pm-3:00pm	<p>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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8863</p>	Ratha Ramoo	H 108

SP18-616: Canvas Hackathon: Get your Students Canvas Ready			
2:30pm-5:30pm	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! https://insite.4cd.edu/workshops/default.aspx?workshopid=8864	Anne Kingsley & Mario Tejada	L 149
SP18-617: Digital Collectors: Online Archives for Humanities Research			
3:00pm-4:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8865	Laura Rivera Rodriguez	L 102B

THEME #4: Best Practices/Student Success

SP18-600: DSS Equity Training			
8:30am-4:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8848	David Hagerty	Multi-cultural Center (SU)
SP18-618: How to Support Students of Concern: the DVC CARE Team			
9:00am-10:00am	DVC has launched a CARE Team, www.dvc.edu/careteam in the Fall 2017. Come learn more about the CARE Team, the process to report students of concern through the online reporting software Symplicity Advocate, and college resources available to support students of concern. The CARE team is not for reporting immediate emergencies. https://insite.4cd.edu/workshops/default.aspx?workshopid=8866	Christie Harrington-Tsai, Beth Hauscarriague & Emily Stone	L 102B
SP18-619: Should I stay or should I go? STEMovation Strategy Session for 16-week Success for STEM students			
9:00am-10:30am	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	Ellen Beaulieu	Diablo Room

	supports to improve success in our classrooms with a special lens on the impact of converting to the 16-week calendar. https://insite.4cd.edu/workshops/default.aspx?workshopid=8867		
SP18-602: Equity Speaker Series			
3:00pm-5:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8850	Bridgitte Schaffer, Catherine Franco, Sangha Niyogi & Toni Fannin	H 113
SP18-620: AMATYC: Post-conference Workshop			
10:30am-12:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8868	Jenny Freidenreich	MA 251
SP18-621: Share your Favorite Chemistry Lab!			
10:30am-12:30pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8869	Jean Ruehl & Laura Burns	PS 277
SP18-622: Club Adviser Training			
11:00am-1:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8870	Todd Farr, Sara Larkin & John Christensen	SU 204
SP18-623: Guided Pathway Planning for Health Science			
12:00pm-2:00pm	This workshop will be for Health Science department members to further map out degrees as suggested for Guided Pathways plans. https://insite.4cd.edu/workshops/default.aspx?workshopid=8871	Barbara Hewitt	LHS 210
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	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	Jane Brecha	LC 200B
SP18-604: Teaching Social Justice			
1:00pm-3:00pm	1. Conceptualizing Social Justice - understandings of and practices of social justice in the U.S. from 1955-2017 2. Incorporating Social Justice curriculum across disciplines 3. Sharing community engagement/experiential learning assignments/projects 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	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	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	Nikki Moultrie & Colleen Pohley	LHS 114
SP18-627: Mapping Guided Pathways			
2:00pm-4:00pm	In fall, departments created curriculum maps for their degrees. If you want to talk about you map, make changes to your map, or do additional maps for your certificates then	Kris Koblik & Becky Opsata	Diablo Room

	<p>this is for you! Feel free to drop in during these 2 hours to talk about all things maps.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8875</p>		
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THEME #5: College Policies & Procedures

SP18-628: Deans & Department Chairs Meeting			
9:00am-12:00pm	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8876</p>	Rachel Westlake	BFL CCC
SP18-629: Student Code of Conduct			
10:00am-11:00am	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8877</p>	Emily Stone & Beth Hauscarriague	L 102B
SP18-630: Preparing your Sabbatical Leave Proposal			
11:00am-12:00pm	<p>All faculty considering applying for sabbatical are strongly encouraged to attend a workshop. You are encouraged to obtain a handbook prior to the workshop.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8878</p>	Colleen Pohley & Nicole White	L 100
SP18-622: Club Adviser Training			
11:00am-1:00pm	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8870</p>	Todd Farr, Sara Larkin & John Christensen	SU 204
SP18-631: What is regional accreditation and why should I care?			
12:00pm-1:00pm	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8879</p>	Julie Walters & Becky Opsata	L 100
SP18-632: Combined Faculty Hiring Workshop			
12:00pm-2:00pm	<p>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</p>	James Hoffmann, Lupe Dannels & Jennifer Tejada	LHS 215

	<p>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.</p> <p>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.</p> <p>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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8880</p>		
SP18-633: Evaluation Training Workshop			
12:00pm-2:00pm	<p>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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8881</p>	Jason Mayfield	PS 109
SP18-624: Dental Radiography Procedures and Protocols			
12:00pm-2:00pm	<p>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</p>	Pam Powers & Nikki Moultrie	LHS 102 & 107
SP18-603: Demystifying Guided Pathways			
1:00pm-2:00pm	<p>Do you have questions about Guided Pathways? Come to this interactive Q&A session to ask them and to learn more about Guided Pathways and DVC. https://insite.4cd.edu/workshops/default.aspx?workshopid=8851</p>	Lupe Dannels, Kris Koblik & Becky Opsata	Diablo Room
SP18-634: Financial Aid			
1:00pm-2:00pm	<p>Learn general information on DVC Financial Aid such as the process the student goes through and what they can receive. 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</p>	Nicole Johnson	L 102B

THEME #6: Other Topics

SP18-635: Brown Bag - Negotiation Update (Local 1)			
11:30am-1:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8926	Katherine Jinter & LaKeesha Johnson	L 151

DVC

DIABLO VALLEY COLLEGE

Spring 2018 Optional Flex Activities

Thursday, January 18th

THEME #1: EQUITY

SP18-700: Fixing the Broken Classroom			
9:00am-11:00am	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8883	Ray Faulkenberry	LC 101
SP18-701: Sociology Program Meeting			
9:00am-12:00pm	The Sociology program will wrap up its Fall 2017 work and begin its Spring 2018 work. Topics will include coordinating with Social Justice, support for Ethnic Studies, and planning a Spring Forum. https://insite.4cd.edu/workshops/default.aspx?workshopid=8884	Andy Barlow	SS Division Office
SP18-702: LC Spring into Action! (Faculty & SI Orientation)			
9:00am-1:00pm	Come join your fellow LC faculty and SI leaders for our early semester meet and greet and training. This workshop gives	Dorian Eidhin & Kelvyn Moran	LC 103

	<p>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!</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8885</p>		
SP18-703: Follow Me on My Sabbatical Leave Project!			
9:30am-11:00am	<p>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 "followers" 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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8886</p>	Jamylle Carter	L 102A
SP18-704: The Experiences of Black College Students Studying Biology			
11:00am-12:30pm	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8887</p>	Analisa Brown & Joe Gorga	LHS 210
SP18-705: Framework-based Teaching in the Accounting Curriculum			
11:00am-1:00pm	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8888</p>	Gary Pieroni	BFL 105
SP18-706: Math Pathways Retreat			
11:00am-4:00pm	<p>The math department will be meeting for a day long discussion about Math Pathways. We will be reviewing the</p>	Holly Kresch & Brian Raymond	Diablo Room

	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		
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	Christian Morgan	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			
9:00am-10:00am	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
SP18-700: Fixing the Broken Classroom			
9:00am-11:00am	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	Ray Faulkenberry	LC 101

	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8883</p>		
SP18-702: LC Spring into Action! (Faculty & SI Orientation)			
9:00am-1:00pm	<p>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!</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8885</p>	Dorian Eidhin & Kelvyn Moran	LC 103
SP18-708: Equity Speaker Book Club: Thi Bui's The Best We Could Do			
1:00pm-2:30pm	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8891</p>	Adam Bessie & Ian Thomas-Bignami	H 105
SP18-709: Supporting LGBTQ Students: Advice from Queer Students			
2:30pm-4:00pm	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8892</p>	James Wilson & Matthew Munday	L 102A

THEME #3: Technology/Distance Education

SP18-711: Canvas Level 1			
9:00am-10:30am	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8894</p>	Neal Skapura	ATC 115

SP18-712: Creating Dissidence in the Online Classroom

10:00am-11:00am	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8895	Anne Kingsley & Pauline Vinson	L 218
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SP18-713: Developing Hybrid Lesson Plans

10:30am-12:00pm	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=8896	Neal Skapura	ATC 115
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SP18-714: History Department Roundtable Discussion

11:00am-1:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8897	Melissa Jacobson & Mickey Huff	L 102B
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SP18-715: Engage in Cengage

11:00am-2:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8898	Helen DeMarco & Teresita Saechao	ATC 113
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SP18-716: Enhancing Your Homepage & Content Pages			
12:00pm-1:30pm	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! https://insite.4cd.edu/workshops/default.aspx?workshopid=8899	Jeanette Peavler & Neal Skapura	ATC 115
SP18-717: SRC English Department Meeting			
1:00pm-3:00pm	This will be a best practices and planning session for our composition classes. We will also look at the Stanford Lacuna /digital annotations software. https://insite.4cd.edu/workshops/default.aspx?workshopid=8925	Charles Shackett	San Ramon Campus W 204
SP18-718: Canvas Tricks – Batch Date Editing			
1:30pm-2:30pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8900	Jim Blair	ATC 109
SP18-719: Get Acquainted with the "Online Accessibility at DVC" Website			
2:00pm-3:00pm	Come see a demo of the "Online Accessibility at DVC" 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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8901	Carrie Million	L 148
SP18-720: Take Control of Your Webpage!			
2:30pm-3:30pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8902	Chrisanne Knox & Ken Statham	ATC 109

THEME #4: Best Practices/Student Success

SP18-721: Roundtable: Strategies for Decreasing Student Anxiety			
9:00am-10:00am	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?	Kris Koblik	BFL CCC

	<p>Come and share your strategies for helping students with anxiety in this roundtable discussion.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8903</p>		
SP18-700: Fixing the Broken Classroom			
9:00am-11:00am	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8883</p>	Ray Faulkenberry	LC 101
SP18-722: 1st Year Clinical Faculty Meeting			
9:00am-11:00am	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8904</p>	Marlene Storz & Nikki Moultrie	LHS 102 & 107
SP18-723: Microbiology Updates			
9:00am-12:00pm	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8905</p>	Karen Gard & Lisa Brager	LHS 206
SP18-702: LC Spring into Action! (Faculty & SI Orientation)			
9:00am-1:00pm	<p>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!</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8885</p>	Dorian Eidhin & Kelvyn Moran	LC 103
SP18-724: Communication Studies Full-time Faculty Updates			
10:00am-11:00am	<p>Full time Communication Faculty will meet to discuss department updates and needs for the Spring semester.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8906</p>	Shannon Padilla	PAC 106

SP18-725: Communication Studies – Best Practices			
11:00am-12:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8907	John Hanecak & Patrick Moe	PAC 106
SP18-741: Art Department Program Review Meeting			
11:00am-12:00pm	Discuss and complete 2017-18 Department Program Review. https://insite.4cd.edu/workshops/default.aspx?workshopid=8923	Nicole White	A 102
SP18-704: The Experiences of Black College Students Studying Biology			
11:00am-12:30pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8887	Analisa Brown & Joe Gorga	LHS 210
SP18-705: Framework-based Teaching in the Accounting Curriculum			
11:00am-1:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8888	Gary Pieroni	BFL 105
SP18-726: 2nd Year Clinical Faculty Meeting			
11:00am-1:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8908	Pam Powers & Nikki Moultrie	LHS 102 & 107
SP18-715: Engage in Cengage			
11:00am-2:00pm	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	Helen DeMarco & Teresita Saechao	ATC 109

	<p>creating assignments, exams and various uses of the Diet and Wellness Plus program.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8898</p>		
SP18-707: Spring Literature Week Prep -- Vu Tran			
11:30am-1:00am	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8890</p>	Christian Morgan	H 106
SP18-742: Art Department Meeting			
12:00pm-2:00pm	<p>Welcome to Spring 2018, new, and goals.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8924</p>	Hopi Breton	A 102
SP18-727: Kinesiology, Athletics & Dance Meeting			
12:30pm-2:30pm	<p>Meeting for the Kinesiology, Athletics & Dance Division. Adjunct faculty are always welcome to attend.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8909</p>	Jackie Ponciano-Babb	KINES Division Office
SP18-728: Illuminating Pathways: Integrating Career Assessments for Students			
1:00pm-2:30pm	<p>This workshop is designed for counselors who teach or intend to teach a career planning course.</p> <p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8912</p>	Cheryl Carter	HSF 291
SP18-717: SRC English Department Meeting			
1:00pm-3:00pm	<p>This will be a best practices and planning session for our composition classes. We will also look at the Stanford Lacuna / digital annotations software.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8925</p>	Charles Shackett	San Ramon Campus W204
SP18-729: Political Science Area Meeting			
1:00pm-3:00pm	<p>A discussion and update of issues affecting the area.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8910</p>	Dorie Mazzone, Albert Ponce & Scott MacDougall	H 111
SP18-730: Physics Program Meeting			
1:30pm-4:30pm	<p>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.</p> <p>https://insite.4cd.edu/workshops/default.aspx?workshopid=8911</p>	John Rodriquez	PS 121

SP18-720: Take Control of Your Webpage!			
2:30pm-3:30pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8902	Chrisanne Knox & Ken Statham	ATC 109
SP18-731: Addiction Studies Part-timer Resources			
5:00pm-7:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8913	Barbara Hewitt	LHS 210
SP18-732: Sage Green Spring			
5:00pm-8:00pm	Horticulture Unit planning for the spring semester: Field trips; plant sales; Greenhouse challenges and propagation goals and pomegranate research will be explored. https://insite.4cd.edu/workshops/default.aspx?workshopid=8914	Bethallyn Black	OH 101
SP18-733: ECE and SIGN Language C-contract Meeting			
6:00pm-8:00pm	ECE and SIGN language Spring 2018 C-contract meeting. https://insite.4cd.edu/workshops/default.aspx?workshopid=8915	Janet Mason, Deya Hill, Joan Symonds, Paul Pitner & Alayne Stieglitz	Staff Dev. Lounge (AB 217)

THEME #5: College Policies & Procedures

SP18-734: Revising BIOSC 102 Labs for the 16 Week Semester			
9:00am-3:00pm	We will develop a lab schedule for Fall 2018 and revise Bio 102 labs as necessary. https://insite.4cd.edu/workshops/default.aspx?workshopid=8916	Rick Gelinas	LHS 208
SP18-724: Communication Studies Full-time Faculty Updates			
10:00am-11:00am	Full time Communication Faculty will meet to discuss department updates and needs for the Spring semester. https://insite.4cd.edu/workshops/default.aspx?workshopid=8906	Shannon Padilla	PAC 106
SP18-735: Evaluation Training Workshop			
10:00am-12:00pm	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	Jason Mayfield	PS 109

	time for your questions about the various aspects of the evaluation process, and recent changes in the forms. https://insite.4cd.edu/workshops/default.aspx?workshopid=8917		
SP18-741: Art Department Program Review Meeting			
11:00am-12:00pm	Discuss and complete 2017-18 Department Program Review. https://insite.4cd.edu/workshops/default.aspx?workshopid=8923	Nicole White	A 102
SP18-736: Communication Studies – Walk & Talk			
12:00pm-1:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8918	Shannon Padilla	PAC 106
SP18-742: Art Department Meeting			
12:00pm-2:00pm	Welcome to Spring 2018, new, and goals. https://insite.4cd.edu/workshops/default.aspx?workshopid=8924	Hopi Breton	A 102
SP18-737: Room Scheduling Online With 25Live!			
1:00pm-2:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8919	Kim Schenk & Teresa Molnar	Staff Dev. Lab (AB 217)
SP18-738: Foreign Language Department Meeting			
1:00pm-3:00pm	The Foreign Language Department will meet to review college policies and procedures, discuss the course outlines and compressed calendar, and share good teaching strategies. https://insite.4cd.edu/workshops/default.aspx?workshopid=8920	Naomi Nezuka	BFL 205
SP18-739: Guided Pathways Listening Session			
2:00pm-4:00pm	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 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	Kris Koblik	BFL CCC

SP18-743: New to SRC

6:00pm-7:00pm	Come to this orientation for faculty teaching at the SRC campus. The workshop will cover information about rosters, procedures, classroom features and much more! https://insite.4cd.edu/workshops/default.aspx?workshopid=8947	Bridgitte Schaffer, Mauricio Najarro & Jennifer Tejada	San Ramon Campus E 160
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THEME #6: Other Topics**SP18-740: Simple Printmaking for 2D Classroom Workshop**

2:00pm-3:30pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8922	Toru Sugita	A 101
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DVC

DIABLO VALLEY COLLEGE

Spring 2018 Mandatory Flex Day Activities

Friday, January 19th

SP18-800: All-College Activity

9:00am-12:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8927	President Susan Lamb, John Freytag, Marisa Greenberg, Laurie Lema, Beth McBrien, Becky Opsata, Newin Orante & Rachel Westlake	Main St. Bistro (HSF Food Court)
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SP18-801: Applied & Fine Arts Division Meeting			
12:00pm-3:00pm	New hire introductions, enrollment & division information. https://insite.4cd.edu/workshops/default.aspx?workshopid=8928	Toni Fannin	BFL CCC
SP18-802: Counseling Department Planning Meeting			
12:00pm-4:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8941	Cheryl Carter, Christie Jamshidnejad & Sheila Lau	SSC 232
SP18-803: Physical Sciences Department Meeting			
12:30pm-2:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8929	John Rodriquez	PS 265
SP18-804: Biological Sciences Division Meeting			
12:30pm-2:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8930	Joe Gorga	LHS 217
SP18-805: Math, Business & Computer Science Division Meeting			
12:30pm-2:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8938	Despina Prapavessi	Diablo Room
SP18-806: English Department Meeting			
12:30pm-2:30pm	Description coming soon! https://insite.4cd.edu/workshops/default.aspx?workshopid=8931	Alan Haslam	H 105
SP18-807: Social Sciences Division Meeting			
12:30pm-2:30pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8932	Obed Vazquez	H 106
SP18-808: San Ramon Division Meeting			
12:45pm-3:45pm	SRC Division Retreat	Mike Holtzclaw	Off-site

	https://insite.4cd.edu/workshops/default.aspx?workshopid=8933		
SP18-809: Library Division Meeting			
2:00pm-3:30pm	The Library staff and faculty will review and discuss issues relevant to a successful Spring 2018 semester. https://insite.4cd.edu/workshops/default.aspx?workshopid=8934	Rick Robison	L 218
SP18-810: Physical Sciences Division Meeting			
2:00pm-3:30pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8935	Joe Gorga	PS 265
SP18-811: Math Department Meeting			
2:00pm-3:30pm	Preparing for the Spring 2018 semester's activities. https://insite.4cd.edu/workshops/default.aspx?workshopid=8939	Sam Needham	Diablo Room
SP18-812: Biology Department Meeting			
2:30pm-4:00pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8936	John Freytag	LHS 215
SP18-813: Business Department Meeting			
2:30pm-4:30pm	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. https://insite.4cd.edu/workshops/default.aspx?workshopid=8937	Claudia Eckelmann	BFL 210
SP18-815: Computer Science Department Meeting			
2:30pm-4:30pm	Challenges facing the Computer Science Department in Spring 18. https://insite.4cd.edu/workshops/default.aspx?workshopid=8943	Caterina Pentcheva	ATC 115
SP18-814: English Division Meeting			
2:45pm-4:00pm	Processes and procedures, along with updates on campus programs, legislature and scheduling. All welcomed, mandatory for full time faculty. https://insite.4cd.edu/workshops/default.aspx?workshopid=8940	Obed Vazquez	H 105
SP18-817: Humanities & Philosophy Department Meeting			
3:00pm-4:00pm	A discussion of issues relevant to the Humanities and Philosophy Department for the 2018 term and beyond. https://insite.4cd.edu/workshops/default.aspx?workshopid=8954	Christopher Rasmussen	H 107

SP18-816: English Adjuncts: Getting Started

4:00pm-5:00pm

This workshop is for English adjuncts, newly hired and returning, who want updated information about policies and procedures relevant to teaching English and ESL courses in Spring.

<https://insite.4cd.edu/workshops/default.aspx?workshopid=8946>

Lisa Orta

H 105

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	Conducting meetings with feeder school teachers to compare programs
Course revision	Preparing long-range departmental goals
Articulation	Evaluating retention experience and strategies
Orienting part-time faculty	Preparing display materials for classrooms
Developing a departmental student assessment process	Cataloging reference materials
Meeting with colleagues from other colleges	Visiting commercial and industrial settings
Coordinating courses with those of other departments	Developing and updating brochures and other public relations materials
Developing supplementary materials for courses	Follow-up on students completing a program
Developing alternative teaching strategies	Recruiting part-time faculty
Upgrading computer programs that are used in instruction	Defining a common content for multiple section courses
Visiting feeder high schools for articulation	Reviewing software for possible use in instruction
Ongoing evaluation of courses, procedures, and materials (other than required Program Review)	Developing and/or revising test materials and procedures
Departmental in-service activity related to new procedures and technology	Meeting with advisory committees (Ref. to 5/8/95 Memorandum to Div/Department Chairs)
Compiling courses-related bibliographies, reading lists, etc	Developing departmental guidelines and by-laws
Recruitment of new students	Developing a guest speaker list
Student advisement	Reviewing and updating library holding in a subject area
Upgrading and modifying equipment used for instruction	Developing instructional goals for specific programs
Editing video material for classroom use	
Reviewing textbooks and other materials for possible adoption	
Designing new field trips	
Revising and improving lab exercises	May 8, 1995

Business Division

Approved Flex Activities

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

Curriculum development (all courses)	Conducting meetings with feeder school teachers to compare programs
Course revision	Evaluating retention experience and strategies
Orienting part-time faculty (Forms and Policies Booklet)	
Developing a departmental student assessment process	
Meeting with colleagues from other colleges	Preparing display materials for classrooms
Coordinating courses with those of other departments	Visiting business settings
Developing supplementary materials for courses	Developing and updating brochures and other public relations materials
Developing alternative teaching strategies	Follow-up students completing a program
Upgrading computer programs that are used in instruction	Recruiting part-time faculty
Visiting feeder high schools for articulation	Defining a common content for multiple-section courses
Ongoing evaluation of courses, procedures, and materials (other than required Program Review)	Reviewing software for possible use in instruction
Departmental in-service activity related to new procedures and technology	Developing and/or revising test materials and procedures
Recruitment of new students	Meeting with advisory committees (Ref. to 5/8/95 Memorandum to Div/Dep Chairs)
Upgrading and modifying equipment used for instruction	Developing departmental guidelines and by-laws
Editing video material for classroom use	Developing a guest speaker list
Reviewing textbooks and other materials for possible adoption	Developing instructional goals for specific programs
Designing new field trips	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

Developing, updating, or modifying faculty webpages

Other

41. During Flex week the department faculty may participate in the following activities to insure a smooth beginning to the semester:

- a) prerequisite appeals
- b) schedule changes
- c) orientation of new staff
- d) completion of logistical tasks necessary for the efficient running of the department during the semester

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
30. Orientation of new faculty
31. Participate in professional clinics, conferences, meetings and workshops
32. Prepare department goals and plans
33. Prepare display materials for teaching areas
34. Recruitment of staff
35. Recruitment of students
36. Retreat in August or January
37. Review and update library holdings
38. Review and update course materials and textbooks
39. Review computer hardware and software for possible instructional use
40. Review equipment for possible instructional use
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 fieldtrips, 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