DIABLO VALLEY COLLEGE

PROFESSIONAL DEVELOPMENT

SPRING 2015
FLEXIBLE CALENDAR SCHEDULE
Welcome to Flex Days, Spring 2015! In the schedule that follows you’ll find an incredible list of engaging activities to improve student success and institutional effectiveness at DVC. Enjoy browsing the Spring Flex schedule, and be sure to register ahead of time for the workshops you plan on attending. This year’s Spring Flex week is a bit different- DVC will be participating in the Chancellor’s All-District Convocation on Innovation, Friday, January 9th 2015 (mandatory Flex day). This event is separate from the normal Flex registration process so you will not find it in DVC’s Flex registration page.

To register for the mandatory **Convocation on Innovation**, please click the following link:

https://insite.4cd.edu/orgs/dwco/dst/staffdev/conv/default.aspx

Register for Optional 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 to anticipate and keeps an online record of the sessions you’ve attended.

Don’t forget, you can also attend Flex activities at the other campuses. Take a look at their listings for alternatives at:  https://insite.4cd.edu/orgs/dwco/dst/staffdev/default.aspx

Questions? Please email or call Jessica Martin (ext. 22038; jmartin@dvc.edu) or Rick Robison (ext. 22601 or rrobison@dvc.edu).
2014-15 Faculty Flex Obligations:

2014-2015 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 2015 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 2015, part-time instructors (and full-time faculty on AC contract) teaching a semester length, face-to-face class, have a flex obligation that is equal to the number of instructional hours taught in a week on Thursdays, Fridays, Saturdays and Sundays. Teaching hours on Mondays, Tuesdays, and Wednesdays are not included.

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

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

In summary:
- Semester length classes in Spring 2015 have a Flex obligation equal to the number of instructional hours on Thurs., Fri, Sat., and Sunday
- Instructional hours on Monday, Tuesday and Wednesday do not have a Flex obligation.
- Online classes do not have a Flex obligation.
- Part-time faculty and full-time faculty teaching “AC” classes must complete their Flex obligation during the semester they teach the course.
- Part-time and “AC” Flex obligations can be met by optional or variable Flex activities.
- If part-time or “AC” faculty teach short-term classes they do not have a Flex obligation for those
Instructors teaching AC Contract have a Flex obligation equal to those hours in addition to their regular flex obligation.

Flex Obligations are addressed in the United Faculty Contract Article 10:

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

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

https://insite.4cd.edu/workshops/Default.aspx?campus=svc

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

**Take a look at what the other campuses are offering:**

LMC Flex at-a-glance
http://www.losmedanos.edu/flex/documents/FlexAtaGlance-Published12-10-14.docx

CCC Workshops
https://insite.4cd.edu/workshops/Default.aspx?campus=ccc
**Spring 2015 Optional Flex Activities**  
*Wednesday, January 7, 2015*

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<tr>
<th>Course Code</th>
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<tr>
<td>SP15-500</td>
<td>D2L Level 1</td>
<td>9:00am-11:00am</td>
<td>This is a hands-on workshop where you will learn about your homepage options, notifications, create news items (announcements), upload/organize your files/links using the content and course builder tools. Moving on, we will look at two assessment options: assignment Dropbox and discussions. Leaving the workshop, you'll have a better sense of D2L and have worked with the most often-used tools. Starting Dec. 29th, CCCCD will be moving from version 10.2 to Version 10.3, a minor update.</td>
<td>Neal Skapura, ATC 115</td>
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<tr>
<td>SP15-501</td>
<td>SLOAC Spring Kickoff</td>
<td>9:00am-11:00am</td>
<td>The Faculty Senate SLO Assessment Committee will meet to prioritize and plan for the upcoming Spring 2015 semester.</td>
<td>Lindsey Lang &amp; Mario Tejada, FO 224</td>
<td></td>
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<tr>
<td>SP15-502</td>
<td>Scheduling Committee</td>
<td>9:00am-12:00pm</td>
<td>The Faculty Senate Scheduling Committee will meet to review the SU15 and FA15 scheduling recommendations from departments, and use them to finalize their own recommendations for the schedules for these two terms.</td>
<td>Rachel Westlake &amp; Kim Schenk, ATC 116</td>
<td></td>
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<tr>
<td>SP15-503</td>
<td>Gearing Up for the New ILS</td>
<td>9:00am-12:00pm</td>
<td>This workshop will focus on the development of the 4CD Libraries' Integrated Library System RFP requirements.</td>
<td>4CD Librarians, C/O Florence Espiritu, L 202</td>
<td></td>
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<tr>
<td>SP15-504</td>
<td>Spring Nexus</td>
<td>9:00am-1:00pm</td>
<td>Nexus activities for new faculty.</td>
<td>Cheryl Wilcox, Math Conference Room</td>
<td></td>
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<tr>
<td>SP15-505</td>
<td>Radiology Calibration</td>
<td>9:00am-2:00pm</td>
<td>Dental Assisting and Hygiene Faculty will review procedures and protocols of radiography techniques utilizing digital imaging, panoramic and dark room equipment.</td>
<td>Pamela Powers &amp; Nicolette Moultrie, LHS 102</td>
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<tr>
<td>SP15-506</td>
<td>College Students on the Autism Spectrum: Who are they? How can we best teach them?</td>
<td>9:30am-11:00am</td>
<td>College Students on the Autism Spectrum: Who are they? How can we best teach them? Are you wondering about those students who present</td>
<td>Catherine Jester, H 117</td>
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atypical behaviors and unique challenges? Learn about college students with Autism Spectrum Disorder (ASD). Communication tips and effective teaching strategies will be discussed.

### SP15-507: Study Skills and Strategies for Student Success

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<td>10:00am-11:00am</td>
<td>How can we teach our students to study? What kinds of strategies can we show them, and have them practice, to enable them to make the most out of their time? The most from lectures, and texts? Join us as we discuss some of the skills and strategies that can help our students. I will also present my sabbatical project, a Handbook of Skills and strategies, as well as my findings from surveying over a hundred students and talking with many colleagues in different departments and schools.</td>
<td>Tamar Baskind</td>
<td>LC 103</td>
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### SP15-508: Tutoring Coordinators Meeting

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<td>10:00am-12:00pm</td>
<td>In this workshop we will continue our discussion of tutoring across the college. We will look at best practices as well as the needs of each program, specifically in the areas of tutor recruitment, hiring and training. We will also look at outreach to students who need tutoring support and discuss ways to help these students access tutoring. Finally, we will continue our discussion of INTD 140 and how the tutor-training course can suit the needs of DVC’s tutoring programs.</td>
<td>Katy Agnost</td>
<td>BFL CCC</td>
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### SP15-509: Calling all Scientists, Mathematicians, and Engineers! - A Roundtable Discussion on our Newest Learning Community: MESA

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<td>10:00am-12:00pm</td>
<td>MESA (Math, Engineering, and Science Achievement) is the newest campus learning community focused on increasing student success among first-generation, financially challenged STEM majors on our campus. Let’s face it, being a math, engineering, or science major is a real challenge, and if you are also faced with the pressures of financial need and the stress of being the first in your family to attend college, the strain can be a real hurdle. It is our mission to provide a collaborative learning environment fueled by passionate faculty and staff and the dedication of a group of students committed to pursuing their goals of entering a STEM career.</td>
<td>Ellen Beaulieu &amp; Jean Ruehl</td>
<td>MESA Center (old Counseling building)</td>
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### SP15-510: Biology Department Meeting

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<tr>
<td>11:00am-1:00pm</td>
<td>Department members will discuss matters including but not limited to: hiring, CID descriptors and transfer degree, SLOs, campus/committee work, budget and scheduling, and other faculty obligations and responsibilities.</td>
<td>John Freytag</td>
<td>LHS 217</td>
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### SP15-511: D2L Level 2

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<tr>
<td>11:00am-1:00pm</td>
<td>This is a hands-on workshop where you will learn about the common assessment and selective release options in D2L for: Grades, Dropbox, and News. View User Progress, another D2L tool, will be demonstrated as another option for evaluating student grades.</td>
<td>Neal Skapura</td>
<td>ATC 115</td>
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### SP15-512: Self-Paced Math Kick-Off Meeting for Spring Semester

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<tr>
<td>11:00am-2:30pm</td>
<td>This meeting is designed to kick off the semester for current self-paced mathematics faculty. All math faculty are welcome to attend.</td>
<td>Katrina Keating</td>
<td>LC 200B</td>
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<td>SP15-513</td>
<td>Communication Studies Workshop</td>
<td>12:00pm-2:00pm</td>
<td>This workshop is for Communication Studies instructors. We will discuss ways to continue to improve student learning in the classroom. We also will discuss ways to improve as a program. Focusing on our program Action Plan in regards to SLOs.</td>
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<tr>
<td>SP15-514</td>
<td>Club Advisor Training</td>
<td>1:00pm-2:00pm</td>
<td>Join us as we cover the basics of community college club advising which includes: relevant laws, expectations, policies and procedures as well as common scenarios you may encounter as a club advisor here at DVC. Important: College employees interested in advising a student club must participate in this workshop.</td>
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<tr>
<td>SP15-515</td>
<td>Demystifying Learning Disabilities</td>
<td>1:00pm-2:30pm</td>
<td>This workshop will provide a wealth of information about learning disabilities (LD) including definitions of LD, common misconceptions, causes, how an LD is determined, LD assessment offered by the college, strategies for working with students with LD, and more.</td>
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<tr>
<td>SP15-516</td>
<td>Biology Curriculum Updates</td>
<td>1:00pm-3:00pm</td>
<td>Planning for the semester’s curriculum updates to align course and majors with the new Biology CID descriptors.</td>
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<tr>
<td>SP15-517</td>
<td>Get Ahead on Title 5 Rewrites: Hands-on Help</td>
<td>1:00pm-3:00pm</td>
<td>This session is designed as a working session to assist faculty to complete their title 5 rewrites due in fall 2015. Come and learn about the re-write process, locate resources designed to assist you with completing an exemplary re-write, and get ‘em DONE with the assistance of the Tech Review Team!</td>
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<tr>
<td>SP15-518</td>
<td>Library Division Meeting</td>
<td>1:00pm-3:00pm</td>
<td>Relay library news and updates, discuss changes, and field questions from staff and library faculty.</td>
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<tr>
<td>SP15-519</td>
<td>Intellectual Property</td>
<td>1:00pm-4:00pm</td>
<td>This workshop will cover all the information you need to know in regards to intellectual property rights and academics. What is it? Who owns it? How to protect it? How do you define faculty rights, student rights, and departmental or college rights?</td>
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<tr>
<td>SP15-520</td>
<td>Oceanography Program Meeting</td>
<td>2:00pm-4:00pm</td>
<td>Oceanography faculty will meet to design the semester’s lab and field trip schedule and update relevant course documents.</td>
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| SP15-521    | Horticulture Spring Planning                     | 2:00pm-4:00pm | -Introduction of new adjuncts  
-Review of SLO’s  
-Introduction to facility and materials                                                                                                    | Bethallyn Black                   | OH 101     |
| SP15-522    | Resources for Addiction Studies                  | 5:00pm-7:00pm | Workshop is designed for part timers who teach in our ADS program. Topics discussed will include assessing your students learning, community resources to share and details particular to the ADS program. | Barbara Hewitt                     | LHS 210    |
**SP15-523: PT Faculty Orientation & Training**

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<td>6:00pm-9:00pm</td>
<td>This workshop is designed for both new part-time faculty and continuing part-time faculty who want to make the most of their time at DVC. It will cover survival tips and information about rights and responsibilities as a faculty member and making sure you get off on the right foot or maybe get back on track with ideas to improve your experiences with faculty and students.</td>
<td>Deborah Dahl-Shanks &amp; Doug Dildine</td>
<td>M 101</td>
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# Spring 2015 Optional Flex Activities

**Thursday, January 8, 2015**

| SP15-600: Workshop for Full-time Faculty on Part-time Hiring Procedures |
| 8:00am-10:00am | Note: This workshop is designed to train full-time faculty in proper hiring practices for part-time faculty. It is NOT designed for part-time faculty seeking employment information. |
| |
|  | This workshop will provide an overview of the Board approved part-time faculty hiring policy, including recruitment plans, job announcements, screening, equivalencies, interviewing, pool review, and the final hiring decision for part-time faculty. Faculty who will be involved in any aspect of part-time hiring must attend this workshop. Faculty must attend the part-time hiring workshop every three (3) years or the requirement can be met by taking a booster in order to participate in any aspect of part-time hiring. Having attended the full-time hiring workshops does not satisfy this requirement for part-time hiring. |
|  | James Hoffmann, Lupe Dannels & Joe Gorga |
|  | LHS 215 |

| SP15-601: Electronic Gradebook |
| 8:00am-12:00pm | Use of a spreadsheet will help maintain accurate record of student work and calculate term grade on a computer. Participants will learn grade book setup on a spreadsheet, score entry, weighting and grade assignment. Setup methods for SLO results will be discussed. Participants are encouraged to familiarize themselves with a spreadsheet program (such as Microsoft Excel) prior to attending this workshop. |
|  | Garen Avanessian |
|  | Staff Dev. Lab (AB 217) |

| SP15-602: Deans and Department Chairs Meeting |
| 9:00am-11:00am | 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. |
|  | Rachel Westlake |
|  | BFL CCC |

| SP15-603: Getting Involved in Learning Communities at DVC |
| 9:00am-11:00am | Many of our students come to us without the skill set needed to succeed as college students. Have you ever wished your students could write better, could read and understand your textbook and other material better, or had a better grasp of basic mathematical concepts and techniques? Why not partner with one of your English or Mathematics colleagues and work together with a shared cohort of students as part of a Learning Community? |
|  | Danielle DeFoe, Dorian Eidhin & Bruce Koller |
|  | H 105 |
### SP15-604: Teaching Online in D2L - useful steps to developing an online course

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<td>9:00am-11:00am</td>
<td>Within this workshop, I'll discuss typical first steps to convert a face-to-face to an online course. Showcasing some example assignments, typical D2L tools, and typical scenarios which online teachers face, we'll look at 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. If you have a consistently low-enrolled course, consider attending to get a sense of how it might work online!</td>
<td>Neal Skapura</td>
<td>ATC 115</td>
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### SP15-605: Welcome to Our World

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| 9:00am-1:00pm | Cooking and dining with the Students and Chefs of the Culinary Arts Program. Working in small teams, participants will cook, serve, and eat a three course lunch with students and chefs in the HSFC kitchen and the Norseman Restaurant.  
Note: Participants must wear long pants and non-skid shoes. Hair must be tied back and it is preferred that you do not wear nail polish. Chef coats and hats will be provided by the Culinary department. This workshop is limited to 20 participants. | Chris Draa, Michael Kessler, Brian McGlynn, Paul Bernhardt & Bob Eustes | HSF 282 & 277 |

### SP15-606: LC/ESL Program Spring Workshop

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<td>9:00am-1:00pm</td>
<td>This important workshop will focus on best practices in the Learning Center/ESL program, including an essential opportunity to meet with Supplemental Instructors before the semester starts. The session will also include programmatic information: working DSS; reporting student incidents (code of conduct or students in distress); in-class counseling workshops; new pathways for our students (including the construction pre-apprenticeship program).</td>
<td>Adam Bessie &amp; Katy Agnost</td>
<td>LC 103</td>
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### SP15-607: Course Accessibility 101

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<td>10:00am-11:30am</td>
<td>Have you ever wondered how accessible your course is for students with disabilities, but were afraid to ask? Never fear! Come to this workshop for an overview of applying universal design principles to your syllabus, handouts, D2L content, videos, and everything in between. You will receive a helpful checklist for ensuring your course is equipped to meet the needs of all students, along with tons of resources and access to ongoing individual support. This workshop is essential for every instructor, even if you aren’t aware if any students have disabilities in your classes. After all, accessibility is not just good practice... it’s the law!</td>
<td>Carrie Million</td>
<td>SSC 232</td>
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### SP15-608: Advising Using Skype: Connecting with Today's Student

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<tr>
<td>10:00am-11:30am</td>
<td>Bring your iPad or laptop (with built in webcam &amp; microphone) if you wish. Learn best practices for setting up and conducting counseling sessions using Skype.</td>
<td>Cheryl Carter</td>
<td>HSF 291</td>
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### SP15-609: Teachers Sharing Ideas

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<td>10:00am-11:30am</td>
<td>Join us at our Great Teacher/Best Practices round table. This is an interdisciplinary group modeled after the Great Teachers Seminar. We come together to talk about our successes in the classroom as well as our challenges. Full and part time instructors - all are welcome! Let's</td>
<td>Claudia Eckelmann</td>
<td>BFL 113</td>
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take time to talk about teaching challenges and best practices from our classroom experiences. Bring what works, and what stymies you.

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<tr>
<td>SP15-610</td>
<td><strong>Analyze SLO results, Student Success and Equity in Geography Discipline</strong></td>
<td>10:00am-12:00pm</td>
<td>Faculty teaching Geography GE and Transfer courses will discuss course and program level student learning outcomes, tutoring, and success rates. They will evaluate how to utilize interactive software for effective learning in various geography courses to increase the success of all students and promote inclusive excellence. Innovative ideas for reducing the achievement gap will be discussed.</td>
<td>Ted Wieden &amp; Binita Sinha</td>
<td>PS 265</td>
</tr>
<tr>
<td>SP15-611</td>
<td><strong>Full-time Faculty Hiring Workshop</strong></td>
<td>10:00am-12:00pm</td>
<td>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. This workshop will provide an overview of the Board approved full-time faculty hiring policy, including recruitment plans, job announcements, screening, equivalencies, interviewing, pool review, and the final hiring decision for full-time faculty. Faculty who will be involved in any aspect of full-time hiring including writing the recruitment plan, writing job announcements and job descriptions, writing supplemental questions, participating on the paper screening committee and participating on the interview committee must attend this workshop. Having attended the part-time hiring workshops does not satisfy this requirement for full-time hiring. The full-time hiring workshop certification is valid for three years. After that time, retraining is necessary. The following is a description of the guidelines governing the Full-time Faculty Hiring Workshop certification.</td>
<td>James Hoffmann, Lupe Dannels &amp; Joe Gorga</td>
<td>LHS 215</td>
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<tr>
<td>SP15-612</td>
<td><strong>Panorama VHL Central Workshop</strong></td>
<td>10:00am-12:00pm</td>
<td>Do you have any questions on how to use Panorama SuperSite Plus? This workshop will help you set up your Spanish 120 or 121 class. We will look at the new tools that you can use to make Supersite Plus more interactive with your students. After the small presentation we will have time to answers your questions. PLEASE BRING YOUR LAPTOP WITH YOU.</td>
<td>Cliff Escobedo-Sierra</td>
<td>BFL 209</td>
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<tr>
<td>SP15-613</td>
<td><strong>Equity and the Achievement Gap in non-majors Biology Classes</strong></td>
<td>10:00am-10:00pm</td>
<td>Biology faculty teaching non-majors biology classes will get together to discuss equity and achievement gap issues. We will discuss strategies for improving student success. We will plan on how to use equity funding to help more of our students succeed.</td>
<td>Catherine Machalinski</td>
<td>LHS 208</td>
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<tr>
<td>SP15-614</td>
<td><strong>Sociology Area Meeting</strong></td>
<td>10:00am-12:00pm</td>
<td>We will discuss best practices for increasing student learning and success based in sociology classes, based on the principles of inclusive excellence. Bring your best practices to share!</td>
<td>Andy Barlow</td>
<td>LA 121</td>
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<tr>
<td>SP15-615</td>
<td><strong>Screen Recording: from recording on your laptop to uploading to YouTube</strong></td>
<td>11:00am-12:30pm</td>
<td>Within this workshop you'll get a sense of how to record any content/software on your computer, uploading this material to YouTube, and then linking this material within D2L. Apple's Quicktime (free on Mac) and SnagIt ($30) will be demonstrated, and to make it</td>
<td>Neal Skapura</td>
<td>ATC 115</td>
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practical, consider bringing a laptop to get a sense of how to record with either of these programs. For the YouTube part, we'll look at some of basic features available within a YouTube account and review how to caption content within YouTube's easy-to-use app.

<table>
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<tr>
<td><strong>SP15-616: DVC Classroom Technology Demo</strong></td>
<td>11:00am-1:00pm</td>
<td>Come to LC-101 to see what a tech-friendly classroom looks like. LC-101 has been outfitted with new classroom technology--projector, speakers, document camera, teacher mic, controller, etc. Come for a short demonstration or bring your laptop, plug in, and try yourself.</td>
<td>Daniel Kiely &amp; Cathy Walton-Woodson LC 101</td>
</tr>
<tr>
<td><strong>SP15-617: ECE and Special Education (SpEdu) Work Group</strong></td>
<td>12:00pm-1:00pm</td>
<td>Faculty in ECE @ DVC will work with Catherine Jester, SpEdu program advisor (and all interested SpEdu instructors) to talk about re-writing the ECE special education courses and consider ways that ECE and SpEdu can work collaboratively to further the excellence of both programs.</td>
<td>Joan Symonds &amp; Catherine Jester H 117</td>
</tr>
<tr>
<td><strong>SP15-618: Joint Math/CS &amp;Business Divisions meeting</strong></td>
<td>12:00pm-1:30pm</td>
<td>This is the Spring 2015 kickoff event for the Math/CS and Business divisions. The meeting will include lunch, announcements and review of procedures for the new semester.</td>
<td>Despina Prapavessi Diablo Room</td>
</tr>
<tr>
<td><strong>SP15-619: English Screening Workshop</strong></td>
<td>12:00pm-1:30pm</td>
<td>This workshop will allow the screening committee to meet and finalize evaluation procedures for the department. This workshop is meant to further the work of the screening committee and is closed to the public.</td>
<td>Sara Hong ATC 113</td>
</tr>
<tr>
<td><strong>SP15-620: Counseling Department Meeting</strong></td>
<td>12:30pm-3:30pm</td>
<td>Discussion of department business, articulation, training, and other related topics.</td>
<td>Dennis Franco &amp; Maria Dorado TBD</td>
</tr>
<tr>
<td><strong>SP15-631: Humanities &amp; Philosophy Department Meeting</strong></td>
<td>12:45pm-2:00pm</td>
<td>Humanities and Philosophy department meeting.</td>
<td>Ruth Miller H 108</td>
</tr>
<tr>
<td><strong>SP15-621: Sharing Perspective Assignment</strong></td>
<td>1:00pm-2:00pm</td>
<td>Sharing ideas of linear perspective assignments such as 1-point, 2- point, or 3-point to create deep spaces for ART101, 105, 106 or other 2D Art classes.</td>
<td>Toru Sugita A 102</td>
</tr>
<tr>
<td><strong>SP15-622: The Blueprint: Creating Your Online Counseling 95 Course</strong></td>
<td>1:00pm-2:30pm</td>
<td>If you've ever thought about developing an online or hybrid C95 orientation &amp; education planning course but were unsure how to plan, organize or conduct your class, then this workshop is for you!</td>
<td>Cheryl Carter HFS 291</td>
</tr>
<tr>
<td><strong>SP15-623: Kinesiology, Athletics, and Dance Division Meeting</strong></td>
<td>1:00pm-3:00pm</td>
<td>The division will discuss department issues that include but not limited to; SLO's, committee work, curriculum, facilities, scheduling, fundraising, and athletic competition.</td>
<td>Ralph DePew Kinesiology Division Office</td>
</tr>
<tr>
<td><strong>SP15-624: Health Science Resources</strong></td>
<td>1:00pm-3:00pm</td>
<td>During this workshop, the newly approved HS course and revised AS in Health Education degree will be presented, as well as the AS-T in Public Health.</td>
<td>Kristen Colchico LHS 210</td>
</tr>
</tbody>
</table>
Health Science. In addition, Student Learning Outcomes, teaching resources, and departmental issues will be addressed for improving curriculum and student learning.

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<tr>
<td>SP15-625:</td>
<td>ECE Full-Time Faculty Meeting</td>
<td>1:00pm-3:00pm</td>
<td>Full-time ECE faculty will meet and discuss/outline important spring departmental goals.</td>
<td>Janet Mason</td>
<td>Children’s Center</td>
</tr>
<tr>
<td>SP15-626:</td>
<td>Course Instruction Schedule Design with Spreadsheets</td>
<td>1:00pm-5:00pm</td>
<td>Using a spreadsheet to design the course instruction schedule will save a lot of time at the beginning of semester. Retyping dates are unnecessary. Moving and rearranging of instruction material can be done quickly and accurately.</td>
<td>Garen Avanessian</td>
<td>Staff Dev. Lab (AB 217)</td>
</tr>
<tr>
<td>SP15-627:</td>
<td>Live Roundtable for Online English Instructors</td>
<td>1:30pm-3:30pm</td>
<td>If you teach an online English course, or have thought about using this instructional venue, this workshop is a chance to get together in advance of the semester and share online course design, tips, strategies, questions and concerns.</td>
<td>Lisa Orta</td>
<td>ATC 113</td>
</tr>
<tr>
<td>SP15-628:</td>
<td>Math Department Meeting Spring 2015</td>
<td>1:30pm-3:30pm</td>
<td>Welcome back. The main focus of this meeting is our SLO assessment process; other math-department related issues may also be on the agenda.</td>
<td>Sam Needham &amp; Will Parks</td>
<td>Diablo Room</td>
</tr>
<tr>
<td>SP15-632:</td>
<td>SLO Results &amp; Planning for COMSC 100</td>
<td>2:00pm-6:00pm</td>
<td>Prepare for teaching Comsc-100 in the spring and the new COMSC-101 in the fall, by learning about the new Python programming exercises and how to teach them. Review the SLO results from our fall classes.</td>
<td>Robert Burns</td>
<td>ATC 115</td>
</tr>
<tr>
<td>SP15-629:</td>
<td>Foreign Language Department Meeting</td>
<td>3:00pm-5:00pm</td>
<td>We will review department and school policies and procedures, and welcome new and returning faculty members.</td>
<td>Isabel Izquierdo &amp; Marina Crouse</td>
<td>BFL 209</td>
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**San Ramon Campus**

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<td>SP15-630:</td>
<td>Club Advisor Training</td>
<td>11:00am-12:00pm</td>
<td>Join us as we cover the basics of community college club advising which includes: relevant laws, expectations, policies and procedures as well as common scenarios you may encounter as a club advisor here at DVC. Important: College employees interested in advising a student club must participate in this workshop.</td>
<td>Sara Larkin</td>
<td>San Ramon Campus – W 135</td>
</tr>
</tbody>
</table>
Spring 2015 Mandatory Flex Day  
*Friday, January 9, 2015*

All District Convocation at the Concord Hilton – Details below!

The Keynote speaker will be **Van Phillips**! Mr. Phillips’ will share his story about asking a series of questions that resulted in an innovation that revolutionized the prosthetic limb industry. Check out the entire schedule for the day below.

- **7:00 a.m.**  Bus Transportation from Waterworld Begins
- **8:00 a.m.**  Check-In and Visits to Sponsors
- **9:00 a.m.**  Welcome Remarks – Program Commences
- **9:15 a.m.**  Campus Innovations
- **10:15 a.m.**  An Hour with Mr. Van Phillips
- **11:15 a.m.**  Reflection and Sponsor Networking
- **11:45 a.m.**  From Idea to Innovation
- **12:30 p.m.**  Chancellor’s Closing Remarks
- **12:45 p.m.**  Visits to Sponsors, Music, Return Transportation Begins
Innovative ideas/projects received from employees of the District will be highlighted at our convocation!

<table>
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<tbody>
<tr>
<td>Acceleration in Developmental Mathematics</td>
<td>LMC</td>
</tr>
<tr>
<td>From Innovation to Institutionalization: Stories from HUB</td>
<td>CCC</td>
</tr>
<tr>
<td>Lost and Found Giveaway</td>
<td>DO</td>
</tr>
<tr>
<td>Scheduling for Student Success</td>
<td>DVC</td>
</tr>
<tr>
<td>Support Our Students: SOS Video Project</td>
<td>DO</td>
</tr>
<tr>
<td>The Human Library/Books Alive!</td>
<td>LMC</td>
</tr>
<tr>
<td>Urban Farm</td>
<td>DVC</td>
</tr>
<tr>
<td>What Do Nursing Simulation and American Idol Have in Common?</td>
<td>CCC</td>
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</tbody>
</table>

**Please note: registration for the Convocation on Innovation will NOT be found in the DVC workshop registration page. It is an event put on by the District Office, and the link to register can be found here: [https://insite.4cd.edu/orgs/dwco/dst/staffdev/conv/default.aspx](https://insite.4cd.edu/orgs/dwco/dst/staffdev/conv/default.aspx)**

Please be sure to register for the Convocation by December 30th so they can report an accurate head count to the hotel for the event.
**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, administrating, and evaluating assessment tests

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

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

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

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

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

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

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

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

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

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

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

24. Upgrading or modifying departmental or instructional webpages

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

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

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

**Website Development**

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

**Other**
41. During Flex week the department faculty may participate in the following activities to insure a smooth beginning to the semester:
    a) prerequisite appeals  
    b) schedule changes  
    c) orientation of new staff  
    d) completion of logistical tasks necessary for the efficient running of the department during the semester
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/review 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 department guidelines as needed
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
Organize Experiments for Syllabus
Rewrite and Rework Position Plots (Astro)

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
Social Science Division

Approved Flex Activities

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

San Ramon Campus

Division Approved Flex Activities

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

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

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