

**Los Medanos College
Flex-At-A-Glance
August 2010**

You can now register online for Flex at LMC, DVC or CCC at <http://www.losmedanos.edu/intra-out/staff/flex.asp>. You will receive a confirmation for each workshop by e-mail. Presenters will be able to check their workshop at any time to see how many people are registered. Please check the schedule for updates/changes to the workshops. Schedule changes, room changes, etc. will be posted as they occur.

Tuesday, August 10, 2010

| Number | Time | Workshop Title | Location | Presenter(s) | Description |
|--------|--------------------|---|----------|---|--|
| 301 | 8:00 am – 4:00 pm | NAEYC Accreditation – Self Study | CS 110 | Kathryn Nielsen Pam Perfumo Erlinda Jones | Participants will review the new accreditation standards. Training on accreditation processes and procedures will be provided. Breakout sessions are planned. |
| 302 | 9:00 am – 10:00 am | The Digital Natives Are Coming!! The Digital Natives Are Coming!! | L213 | Denise Knowles | Remember the days that kids played in the street from sun up to sundown? Not Anymore!! There is a whole new breed of learner lurking out there. They were born into the Internet. They are digital savvy. They think email is for grandparents. They play hours of role playing games. Their stuff animals are physical and virtual pets. And, they have access to mobile devices and are experts at working them. They are called Digital Natives and they will be on our college doorstep in 7 to 10 years. Are WE ready for them? Are YOU ready for them? So, don't be like your grandparents not knowing how to stop the VCR from flashing 12:00. Come find out what these digital natives are up too and how we as educators can prepare for these natives. |
| 303 | 9:00 am – 10:30 am | Preparing Women For Technology Fields | 225 | Colleen Grim Jim Martin | Ever wonder why more women don't go into technical programs? This class will show how more women can be recruited and retained in Technical fields. |
| 304 | 9:00 am – 11:00 am | ACE has begun!! Interested in this epic journey? | 222 | Tue Rust | You've heard the news but do you know the latest? The Academy for College Excellence (ACE) www.losmedanos.edu/ACE is launching its first cohort and it will be a memorable experience. Come join us in seeing what will happen. |
| 305 | 9:00 am – 1:00 pm | An Orientation to Bio 20 in Our Biology Majors Program | SC 130 | Jancy Rickman | In this flex seminar, we will familiarize Bio 20 instructors to the lecture and lab schedule, experimental procedures and equipment in the lab book, and a tour with potential re-organization of the lab room. |
| 306 | 9:00 am – 3:00 pm | CAMP COOR (Course Outline of Record) | 232 | Janice Townsend | Are you working on updating or COOR or do you have an idea for a new course. Come and get help by Coaches that can help you complete your COOR. |
| 307 | 9:00 am – 3:00 pm | SMART Technologies Trainer | 223 | Paula Gunder Rosa Armendariz | Increase your effectiveness with the SMART Board interactive whiteboard at a full-day professional development on-site session. What to expect Each session is led by a SMART Certified Master's Trainer who works with SMART products every day. By the end of the session you'll be comfortable using the |

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| | | | | | <p>SMART Board™ interactive whiteboard and Notebook™ software in your work. You will receive a <i>SMART Board Interactive Whiteboard Learner Workbook</i>, which includes reference material, step-by-step activities and review exercises. The workbook is used during the session and is ideal for future reference.</p> <p>Time to ask questions and practice your skills under the guidance of a SMART Certified Master's Trainer</p> <p>The modules – agenda and content</p> <p>An on-site training-session includes five distinct learning modules, morning and afternoon breaks, and a one-hour lunch</p> <p>Basic functionality: Learn about hardware components, how the SMART Board interactive whiteboard works, and the basic principles of touch, write and save.</p> <p>Working with other applications on your SMART product: Learn to write directly into Microsoft® software, and use other common applications with your SMART product.</p> <p>Notebook software: Learn to use Notebook software to create presentations containing colorful Gallery objects, such as Adobe®Flash® objects, and graphics and text captured from a variety of sources. Engage your audience by interacting with these objects with a touch of a finger or writing their comments directly into your presentation.</p> <p>SMART Board Tools: Investigate how SMART Board Tools help you use the interactive whiteboard more effectively, and access multimedia tools to create and present dynamic content.</p> <p>SMART resources: Find out how SMART supports you with a number of resources, including free training materials and an online community.</p> |
| 308 | 9:00 am – 3:00 pm | English 90 Holistic Scoring | 290 | Katalina Wethington | All English 90 instructors should make an effort to attend this workshop. It's time to roll up our sleeves and see how our students are doing! This workshop is the culminating piece of our two year cycle of assessment. During this meeting, we will discuss student work as well as read the English 90 argument essays turned in from Spring 2010. We will then discuss areas where students need improvement and come up with an action plan to better help them in upcoming years. We need your input! Coffee and bagels will be provided, and there will be a pot-luck lunch. |
| 309 | 10:00 am – 12:00 pm | Orientation for New Math Faculty | MA 205 | Julie Von Bergen Mara Landers Scott Johnson | This meeting is for new members of the math department. Meet with the chair and DE leads to get yourself oriented! |
| 310 | 10:00 am – 12:00 pm | How to Edit the LMC Web Site | L214 | Eloine Chapman Jim Kolthoff | Learn how to create and edit a departmental or program website. In this workshop you will learn not only how to plan a website but you will have time to actually create a temporary one. Learn how to use existing media such as youtube, facebook and twitter directly within your web page and connect with students. As a special bonus in this workshop you will also learn how to prep your files so they are accessible for web users with disabilities who need to use an assistive device. This workshop will provide you with handouts you can take with you as a reference guide. |

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| 311 | 10:00 am – 3:00 pm | Behavioral Science Department Meeting: Psychology/ Sociology/ Anthropology | MA 207 | Estelle Davi | The Behavioral Science meeting will address PSLO/CSLO Assessment in Psychology, Sociology and Anthropology |
| 312 | 10:00 am – 6:00 pm Online | Assessing Online Learning: Strategies, Challenge and Opportunities | Online | Joanna Perry-Folino | <p>Based on extensive research conducted by Faculty Focus as well as instructor hands on experience this all week online Flex Workshop (in which participants can come and go but must log in for at least 2 hours) will zero in on the following areas: Four Typical Online Learning Mistakes; Assessing Student Learning Online: It's More Than Multiple Choice; A Systematic Approach to Planning Instruction for More Effective Assessment; Using Self Check Exercises to Assess Online Learning.</p> <p>The Online Workshop will have a Discussion Board where participants can interact with one another, read appropriate materials and do hands on exercises based on the above four areas.</p> |
| 313 | 11:00 am – 12:00 pm | Integrating Facebook and Twitter Into The Classroom | L213 | Denise Knowles | <p>Student access to mobile devices has increased dramatically. Why not use these tools and others to engage the student by using mainstream Web applications.</p> <p>Facebook and Twitter are two of these mainstream applications that educators can use with little effort. In this session we will be looking at many of the applications and utilities that represent some of the ideal tools Facebook and Twitter have to offer for education. We will also look at procedures for setting up a group or profile for a course or project. Attendees will learn basic terminology and use, creative educational uses, caveats, and security features.</p> |
| 314 | 11:00 am – 12:30 pm | Dealing With Difficult Students | 212 | Blas Guerrero Chad Wehrmeister Gail Newman | The times they are a changing... you have heard frequent use of profanity, emotional outbursts in class, use of cell phones for calls or texting in class, an increase in cheating, and bad behavior in general is on the rise on campuses around the country. Learn how you can take steps to minimize disruptions in the classroom & how to deal with students' bad behavior. |
| 315 | 11:00 am – 1:00 pm | Why are Soft Skills So Hard? Or are They? | 228 | Jim Martin | Do your students ever sit in the back of the class and never say anything? Do students graduate from your program with great technical skills but are unable to find a job? During this highly interactive and fun session, we will examine the importance of soft skills in learning, interacting socially, and finding and succeeding in a career. |
| 320 | 12:00 pm – 2:00 pm | Brentwood Math Assessment Meeting | BRT 7 | Jill DeStefano | Follow up on the Spring 2010 Math 25 Assessment process. Planning for 2010/2011 course assessments. Full time and part time Brentwood math instructors are encouraged to attend. |
| 321 | 1:00 pm – 2:00 pm | Teaching and Learning in a Virtual World | L213 | Denise Knowles | Teaching and learning in virtual worlds is continuing to make greater strides towards educational use. According to recent nationwide research by Project Tomorrow, 54% of the 3rd–5 th graders are using online games and virtual reality |

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| | | | | | <p>environments on a daily basis. And, these “Digital Natives” are coming our way in less than ten years. And, a high percentage of these Natives are already here.</p> <p>In this session we will cover the most popular virtual tool, Second Life, and some techniques to help you integrate this virtual world into your classroom. We will tour virtual campuses, worlds, and simulations that have been developed by universities, government agencies, and private entities that are freely available for you to utilize in your classroom.</p> |
| 322 | 1:00 pm – 2:30 pm | Poster Sessions: Emerging Research on African American and Latino students in the Educational Longitudinal Study of 2002 (ELS:2002/04) | 213 | Rosa Armendariz A’kilah Moore | <p>Join us for a dynamic discussion on two studies presented at the American Educational Research Association (AERA) in May of 2010. The session presenters will each describe their research study and facilitate a half-hour discussion for each.</p> <p>The Influence of Math Self-Efficacy on High School Mathematics Achievement of African American Students</p> <p>Abstract: This secondary analysis of the Educational Longitudinal Study (ELS:2002/04) examined the extent to which 10th grade African American students’ math self-efficacy could predict their 12th grade math performance over and above what could be predicted by gender, socioeconomic status, parent expectation, teacher expectation, 10th grade GPA, and 10th grade standardized math test scores. A parallel analysis was conducted with White students for comparative purposes. White student’s math self-efficacy in 10th grade made a significant, unique contribution to the model whereas that of African American students did not. This finding has a significant impact on classroom environments conducive to producing higher math performance among African American students. These findings also lend themselves to future investigation of possible causes between this dissimilarity.</p> <p>The Postsecondary Choices of Latino Youth: The Roles of Family Background, Immigrant Status, Expectations, and Behavior</p> <p>Abstract: This secondary analysis of the Educational Longitudinal Study of 2002 (ELS:2002/04) examined the relative impact of family background, immigrant generational variation, parental expectations, adolescent student attitudes and behaviors on the post-secondary choices of Latino students. The sample size included 2,433 Latino youth. Parent and student expectations and beliefs were analyzed based on survey results from ELS. In addition, variables from the ESL data set were analyzed to create a more comprehensive picture of the students’ backgrounds. This included parent background, home language, student GPAs, high school background, access to college preparation programs, and access to college resources. The findings support research that demonstrates a relationship between gender, parent education, socio-economic background and grades with</p> |

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| | | | | | immigrant students' postsecondary educational progress. |
| 323 | 1:00 pm – 3:00 pm | Teaching Basic Arithmetic & Study Skills | Math Conf. Room | Jeannine Stein | This workshop is for current or future faculty who will be teaching Math 4, and for those who are interesting in teaching basic arithmetic and study skills in another course. We will explore student characteristics and discuss strategies for using the current text that incorporates the SLO'S for the course. |
| 324 | 1:00 pm – 3:00 pm | Admissions & Records Nuts & Bolts | 214 | Robin Armour Stephanie Alves | Did you ever wonder what the difference is between census and clean up rosters? Do you have trouble with late add codes? Or pulling your rosters off WebAdvisor? What are the rules on wait lists? How do I choose who to let into my classes— what is allowed by law and what is not? Come learn about A&R issues as they relate to faculty, attendance accounting, FERPA and Title 5. |
| 325 | 2:00 pm – 3:30 pm | Serving Disabled Students In the New Budget Reality | 221 | Virginia Richards | Over the past year, there have been many changes within the DSPS program. Come ask questions, share concerns, and learn the changes to service delivery within DSPS. |
| 326 | 2:00 pm – 3:30 pm | New Live Learning Options Through CCC Confer | Online | Laurie Huffman | Introduction to current and new options in the CCC Confer Online Classroom, V-Casting, Podcasting, Live Chat, Webcasts, Voiceover IP and more. Create a live-learning component to your online classroom! This is an introduction to the CCCConfer live conferencing program. It will be held totally online (remote session). Directions to enter (log-in) to our online session will be posted in the Staff Development descriptor two weeks prior to seminar. They will also be emailed directly to your LMC mail address. |
| 327 | 2:00 pm – 4:00 pm | Math 25 Assessment Norming | MA 205 | Julie Von Bergen Mara Landers | At the end of the fall semester we will be doing a common final exam assessment in Math 25. During this FLEX, we will analyze student exams to develop our skills in evaluating student work on three student learning outcomes. |
| 328 | 2:30 pm – 4:30 pm | Brentwood Math TI-83/84 Graphing Calculator Workshop | BRT 15 | Jill DeStefano Carol Love | How well do you know your graphing calculator? This workshop will provide tools and tricks for assisting students enrolled in Intermediate Algebra, Statistics, Precalculus, and Calculus. All Brentwood Math faculty (full and part time) are encouraged to attend. Our goal is for faculty who participate in this workshop to improve as classroom instructors, and lab tutors. |
| 330 | 5:00 pm – 9:00 pm | Brentwood Math Staff Meeting | BRT 15 | Jill DeStefano Carol Love | Part time and full time Brentwood Math faculty, math lab tutors, and our lab coordinator will meet to discuss changes in the curriculum, Brentwood Math policies, scheduling, and other department updates. Focus will be on student success, and the “entertaining side” of math instruction. A variety of presenters will share their approach(es) to common math topics. Whether or not we are “old dogs,” we all can learn a few new tricks! Dinner will be provided. |
| 331 | 6:30 pm – 9:30 pm | New Faculty Orientation | 473 | Richard Livingston | Everything you wanted to know about LMC, but were afraid to ask. Workshop will cover “nuts and bolts” of working at the college and then transition to instructional approaches and issues. Required for all “new to LMC” faculty. |

Wednesday, August 11, 2010

| Number | Time | Workshop Title | Location | Presenter(s) | Description |
|--------|--------------------|--|----------|---|---|
| 340 | 9:00 am – 10:00 am | Is An Open Textbook Right For You and Your Students? | L213 | Denise Knowles | <p>An emerging development in Open Educational Resources (OER) is <i>open textbooks</i>. “Open textbooks” are freely available with nonrestrictive licenses. They cover a wide range of disciplines and are available to download and print in various file formats from several Web sites and OER repositories. Open textbooks can range from public domain books to existing textbooks to textbooks created specifically for OER. Open textbooks help solve the problems of the high cost of textbooks, book shortages, and access to textbooks as well as providing the capacity to better meet local teaching and learning needs. Bookstores or campus print shops can provide printing services to students who use these open textbooks. The average cost for a student is \$35 and can provide some revenue to the campus.</p> <p>Come learn how you can locate an open textbook for your course; how Creative Content dictates how you may copy, add your own content, or print the content; and how the books are peer reviewed by discipline experts.</p> |
| 341 | 9:00 am – 11:00 am | Human Physiology Group Meeting | SC 127 | Durwynne Hsieh | We will discuss the results of the Chemistry PSLO assessment study, consider the possibility of adding a prerequisite to the course, and discuss changes and potential changes. |
| 342 | 9:00 am – 11:00 am | AVID: Making a Transfer Pipeline With Great Instructors! | 212 | Karl Debro Jeff Dale | AVID now fills a CSU transfer requirement!!! Now that AVID is a “real” course, our next goal is to create a transfer pipeline for all AVID students. We are very interested in working with great LMC instructors who are dedicated to student success. If you would like to partake in this noble effort, please join us! |
| 343 | 9:00 am – 11:00 am | IDEA Planning Retreat | 213 | Rosa Armendariz Dave Belman Humberto Sale | This workshop is intended for IDEA Committee members or campus community members that are interested in joining. This will be a working meeting to plan for the 2010-11 academic year. Committee subgroups will focus the Student Equity Plan, the EEO Plan, and the committee’s communications plan. |
| 344 | 9:00 am – 12:00 pm | Culturally Responsive Classroom Strategies: Case Studies and Application | 296 | Ana Gutierrez Maria Tuttle | This workshop is designed as a more specific follow up to the general Culturally Responsive Pedagogy flex offered in FA 2009. This flex will take the approach of providing published case studies that give you a glimpse into the mosaic of students in U.S. schools focusing specifically at our LMC student population. Our purpose is to provide instructors with a series of strategies, guidelines and resources that will better help faculty and staff communicate and connect with our students. Further, we will use this material to guide our discussion of the role and effectiveness of cultural sensitivity in the classroom to promote meaningful student learning and success. We will look at racial, ethnic, linguistic and social class groups and provide a series of guidelines to aid in our discussion on how to develop strategies that work for your classroom. Our goal is to provide faculty with the necessary resources to help empower our diverse student population in an effort to better prepare students academically and socially for transfer. |
| 345 | 9:00 am – | BRN Accreditation | 487 | Sandra Castillo | In-service for full and part-time faculty on BRN preparation, clinical competencies |

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| | 12:00 pm | Preparation for Part-time and Full-time Faculty | | Beth Shrieve | and clinical consistency. |
| 346 | 9:00 am – 12:00 pm | Course Level Assessment- So now that I have the data what do I do with it? | 232 | Janice Townsend | Is your course in the Course Level Assessment Pilot? If so then this is the time to develop your improvement plan and plan for implementation. In this workshop coaches will be available to help CATs (Course Assessment Teams) complete the improvement plan. There is room for entire CATs to attend this workshop. |
| 347 | 9:00 am – 3:00 pm | Physical Education Departmental Revision of Physical Fitness Course Activities and Completing RAP Proposal | Stang Room | Lori Biles | The Full-time Physical Education Faculty will meet to revise the framework of the Physical Fitness class as offered. Emphasis will be place on individual improvement by pre and post testing, and a spin or body conditioning sequence will be added to meet the cardio needs of students. |
| 348 | 10:00 am – 11:00 am | Using Blackboard at LMC | 319 (previously 616) | Clayton Smith | This “hands on” session will show you how to manage the day-to-day operation of your Blackboard 8 classroom(s) here at LMC. You’ll work with adding and removing students, receiving and returning assignments, and use the Grade Center. There will also be time to resolve individual issues. <i>Even if you have used Blackboard at other institutions, it is important that you attend this session.</i> |
| 349 | 10:00 am – 12:00 pm | Student Club Advisor Training & Roundtable Discussion | 226 | Dave Belman Demetria Lawrence | <p>In addition to the knowledge gained in the classroom, student clubs and organizations offer valuable experiences for students to develop their leadership skills. These include the ability to communicate well, to develop, promote, implement, and evaluate ideas and activities, and to initiate desirable change in their communities.</p> <p>Student Club Advisors play a critical role in supporting student engagement in clubs. From helping clubs build budgets for their programs and navigate putting on campus events to advising students on how to successfully lead their peers, Advisors are often the backbone of a successful club.</p> <p>Participation in this workshop will give student club advisors the opportunity to:</p> <ul style="list-style-type: none"> - Network with other advisors - Understand specifics of the advisor role - Learn the various policies and procedures related to club events and activities - Discuss strategies and tips for supporting successful student leadership within student clubs |
| 351 | 10:00 am – 3:00 pm | Behavioral Science Dept. Meeting: Psychology/ Sociology/ Anthropology | MA 206 | Alex Sample | Behavioral Science Dept. Meeting: Psychology/ Sociology/Anthropology |

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| 356 | 10:00 am – 11:00 am | English & Humanities From A Mythic, Multicultural Perspective | 291 | Randy Conner | Seeking to move beyond Eurocentric approaches to English & Humanities, this workshop will focus on a curriculum that looks at ancient myths of diverse cultures in light of contemporary arts (literature, music, visual arts, etc.) by writers and artists of diverse ethnic heritages (g. Anzaldua, M.H. Kingston, etc.). |
| 352 | 10:00 am – 4:00 pm | Business Department Marketing Retreat | 238 | Robin Aliotti | The Business Department has completed updating the catalog pages and now awaits the final product. With the catalog information we can now use the information for content in both the creation of the trifold and webpage. The flex activity will produce the content for these marketing items and if time permits flyer and other marketing tools to give to students. |
| 353 | 11:00 am – 12:00 pm | Math Technology: TI-89 Calculator | MA 203 | Jim Cohen Kwadwo Poku | This is a hands-on workshop for navigating the TI-89 calculator. We will give examples of navigating menus and running statistics calculations and tests, and answer questions. Bring your TI-89 calculator or check a TI-89 calculator out from the Math Lab or Media Services. We will be meeting in the computer lab on the second floor of the Math building. |
| 354 | 11:00 am – 12:30 pm | Something New and Different | MA 204 | A'kilah Moore Tess Caldwell | Come hear the Umoja Scholars share their experiences of the program. They will creatively demonstrate how some of our techniques can be incorporated into your own classes. The program coordinators will also share some of our data. |
| 355 | 11:00 am – 1:00 pm | This Portal, That Portal, Everywhere A Portal! - Making heads or tails of all the portals available | L213 | Daniel Abbott Denise Knowles Eloine Chapman | Are you confused about the Portal, SharePoint, inSite, the Staff and Faculty pages; what an intranet is; which portal is meant for you; how the portals are being used; what you can do and cannot do; and what the future plans are for these portals? Then this training seminar is for you! In this training seminar we will be taking a grand tour of the four portals that LMC and District Office have to offer; how you can use them in your daily tasks, and what is expected of you. |
| 360 | 12:00 pm – 1:00 pm | Math Technology: Mathematica Software | MA 203 | Julie Von Bergen Ryan Pedersen | This is a hands-on workshop using Mathematica software. We will give examples for how to use Mathematica in Math 30 and Statistics, and answer questions. We will be meeting in the computer lab on the second floor of the Math building. |
| 361 | 12:00 pm – 3:00 pm | DSPS Staff Retreat | High Tech Center | Virginia Richards | Over the past year, there have been many changes within the DSPS program. Come ask questions, share concerns, and learn the changes to service delivery within DSPS. |
| 362 | 12:30 pm – 3:30 pm | Planning for Course Level Assessment | 232 | Janice Townsend | Do you have a course that is being assessed this semester? This workshop will help you complete a planning form and show you how the CLASS data entry system works for Course Level Assessment. |
| 363 | 1:00 pm- 2:00 pm | Math Technology: Statistics Software | MA 203 | Myra Snell | This is a hands-on workshop for learning to use Tinker Plots and Fathom software for statistics. We will give examples for how to use these software packages in class, and answer questions. We will be meeting in the computer lab on the second floor of the Math building. |
| 350 | 1:00 pm – 3:00 pm | Designing Effective Writing Assignments About Diversity | CO 300/304 | Alex Sterling Dave Zimny Sandra Mills | In this workshop we will examine diversity-related writing assignments from a wide range of disciplines. Sponsored by The Core: Center for Academic Support, with collaborators from GE, this workshop is designed as a follow-up to the spring 2010 |

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| | | | | | <p>presentation by Ann Johns on designing effective writing assignments.</p> <p>The new round of GE seminars is focusing on this SLO: "At the completion of the LMC general education program, a student will possess a worldview informed by diverse social, multicultural and global perspectives." A similar goal can be found in the course outline for English 90, a course most LMC students take: "The LMC English/ESL department believes that we are not only preparing students for future academic endeavors; we are preparing them to be citizens and to be members of diverse and complex human communities. We therefore ask all English faculty to include diverse perspectives and important issues in society in the assigned readings, themes, and writing topics of the course."</p> <p>In this workshop, we will take pride in what we're doing well already as well as work on improving our teaching in this crucial area. To help us prepare, please send us the instructions for one of your writing assignments (if you feel comfortable doing so). Send to asterling@losmedanos.edu.</p> |
| 364 | 1:00 pm – 3:00 pm | How to Edit the LMC Web Site | L214 | Eloine Chapman Jim Kolthoff | Learn how to create and edit a departmental or program website. In this workshop you will learn not only how to plan a website but you will have time to actually create a temporary one. Learn how to use existing media such as youtube, facebook and twitter directly within your web page and connect with students. As a special bonus in this workshop you will also learn how to prep your files so they are accessible for web users with disabilities who need to use an assistive device. This workshop will provide you with handouts you can take with you as a reference guide. |
| 365 | 1:00 pm – 3:00 pm | Creative Problem Solving | 710 | Nancy Bachmann | Of the three basic attributes of a good teacher: 1) subject expertise, 2) ability to form positive relationships and 3) creative problem solving skills, this workshop (playshop) address the third. Release your own creative muse through cheerful exercises and mind games designed to "strengthen" your "Right Brain". Let your creativity roam outside the box. You never know what kind of "ah hah!" moment awaits you! |
| 366 | 1:00 pm – 4:00 pm | RN Department Meeting and Faculty Presentations | 487 | Sandra Castillo Sean Truesdell | Faculty organization and preparation for the BRN accreditation visit and for the upcoming fall semester. Sean will present a new online testing service, <u>Respondus Test Security</u> . Colin will give a brief presentation on <u>Creative Teaching Strategies for the Nursing educator</u> |
| 367 | 2:00 pm – 3:00 pm | Using Outlook To its Fullest Potential | L213 | Mike Becker | <p>You know how to use Outlook to email and set appointments. But did you know that you can:</p> <ul style="list-style-type: none"> ✓ invite others to a meeting ✓ confirm that attendees are free before inviting them to a meeting ✓ have access to public folders through the Outlook interface |

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| | | | | | <ul style="list-style-type: none"> ✓ connect with another user's calendar and overlay it with your own ✓ keep organized by using the task utility ✓ create folders to keep you organized ✓ archive and still have quick access to your old emails ✓ direct where Outlook stores your archive ✓ access your email from home <p>In this session we will demonstrate how to do all this and much more. We will go over the many underutilized features and tools that can make our daily tasks a great deal easier.</p> |
| 368 | 1:30 pm – 3:00 pm | Your Class Site Brought to You By InSite | 319 (previously 616) | Fred Tahan Kim Christiana | In this session, you will be taken on a brief tour of our new InSite Portal and receive information on developing your InSite class presence. Come learn how you can use InSite to share documents, engage in online discussion, maintain a class calendar, conduct class surveys, and more! |
| 369 | 2:00 pm – 4:00 pm | How to Supplement the Math Activity Packets | MA 204 | Julie Von Bergen Mara Landers | Faculty will discuss how we have supplemented the math activity packets in previous semesters. We will provide examples how to introduce related examples before starting a class discussion, samples of supplementary worksheets, at what point to schedule mastery quizzes and incorporation of computer software. Snacks will be provided. |
| 370 | 3:00 pm – 4:30 pm | What are your core beliefs about African-American Males? | 296 | Michael Yeong Karl Debro | <p>This workshop will explore the core beliefs of the faculty about African-American males. Some of the activities will include: group discussion, group work, individual reflection, and humor.</p> <p>Participants will engage in discussions around the topic (core beliefs) and view various videos about how society views African-American males. Popular culture will be discussed as it refers to African-American males' view of themselves.</p> |
| 371 | 4:00 pm – 5:30 pm | Dealing With Difficult Students | 473 | Blas Guerrero Chad Wehrmeister Gail Newman | The times they are a changing... you have heard frequent use of profanity, emotional outbursts in class, use of cell phones for calls or texting in class, an increase in cheating, and bad behavior in general is on the rise on campuses around the country. Learn how you can take steps to minimize disruptions in the classroom & how to deal with students' bad behavior. |
| 372 | 5:30 pm – 7:30 pm | Brentwood Center Procedures: Safety & Security | BRT 15 | Thais Kishi Chad Wehrmeister Jill DeStefano Sharen McLean | <p>Faculty awareness of steps to insure safety:</p> <ol style="list-style-type: none"> 1) secure and reasonable learning environment 2) guidelines for classroom behavior 3) police and security aid assistance 4) Q & A <p>Refreshments</p> |

Thursday, August 12, 2010

| Number | Time | Workshop Title | Location | Presenter(s) | Description |
|---------------|--------------------|---|-----------------|---|--|
| 380 | 9:00 am – 12:00 pm | Opening Day | Recital Hall | Peter Garcia | |
| 381 | 1:00 pm - 3:00 pm | Full-time Math Meeting | MA 203 | Scott Johnson | Full-time faculty meeting to plan for the Fall semester. |
| 396 | 1:00 pm – 3:00 pm | Social Science Department Meeting | TBA | Don Kaiper | Plan for Fall 2010 |
| 382 | 1:30 pm – 3:30 pm | Biology Department Meeting | SC 104 | Durwynne Hsieh Jancy Rickman | Our traditional pre-semester meeting to discuss staffing, hours by arrangement, tutoring changes, department policies and directions, and things that have come up in the 4 months since this meeting proposal was submitted. We will also welcome our new FT faculty member. |
| 383 | 1:30 pm – 3:30 pm | Business Department Meeting | 238 | Robin Aliotti | The Business Department will be planning for both the Fall 2010 and Spring 2011 semesters and will plan for a two-semester to a two-year schedule rotation of courses for all Business Department specialties. This will help build the spring and fall schedules. |
| 384 | 1:30 pm – 3:30 pm | Child Study Department Meeting | CSC 110 | Pamela Perfumo | Faculty and Child Study Center staff will meet together to prioritize center and instructional activities for the year and plan the calendar for assessment rotations in children’s programs and with courses. |
| 385 | 1:30 pm – 3:30 pm | Communications Department Meeting | CO 211 | Cindy McGrath | Inaugural meeting of the combined Journalism and Speech departments |
| 386 | 1:30 pm – 3:30 pm | English Department Meeting and In-class Tutoring Flex | 296 | Ana Gutierrez Nancy Ybarra Alex Sterling Katalina Wethington | All full time and adjunct faculty are required to attend this department meeting. We will be discussing the department goals for the FA 2010 semester and providing an in-class tutoring workshop for all faculty. Specific guidelines, strategies and resources for how to use in-class tutors effectively will be provided for all instructors. This workshop is designed for instructors who have and have not used in-class tutors at LMC. |
| 387 | 1:30 pm – 3:30 pm | First Year Teaching Team Meeting | 486A | Cathy McCaughey | First year of the RN program will meet for two hours to discuss teaching team assignments, clinical placements, and organization of the first three weeks on campus |
| 388 | 1:30 pm – 3:30 pm | RN Second Year Team Meeting | 487 | Beth Shrieve | Curriculum planning and semester organization for the RN second year faculty fall 2010. |
| 389 | 1:30 pm – 3:30 pm | Physical Education Full-time Faculty Meeting | Stang Room | Lori Biles | Faculty will prepare assessment for PE 8, and address other issues for Spring 2010. |
| 390 | 1:30 pm – | Physical Science | SC 222 | Scott Cabral | We will discuss the CSLO assessment cycle and where we all are with it, |

| Number | Time | Workshop Title | Location | Presenter(s) | Description |
|----------------|------------------------------|--|----------------|---|---|
| | 3:30 pm | Department Meeting | | | replacing the Engineering/Physics Lab Tech II, and other department business. |
| 391 | 1:30 pm – 3:30 pm | Counseling Department Meeting | TBA | Laura Subia Bill Fracisco | The counselors will meet to plan, review, and discuss relevant student services interventions in the counseling department. |
| 394 | 1:30 pm – 3:30 pm | Voc Tech Department Meeting | 510 | Len Price | Welcoming new full time welding instructor. Staff meeting to plan for tool room support for lab and shop needs from each program. Fall scheduling of tool room student help to support program labs and stay within allocated budget. How to make our 2010-11 program budgets work. Fall 2010 faculty evaluators. Voc tech security and safety issues. Planning for Spring 2011 class schedules. Update on programs CSLO assessments. |
| 392 | 3:30 pm – 4:30 pm | A “How To” Guide for Cooperative Work Experience & Internships | 226 | Dave Wahl Reggie Turner | This workshop reviews recent Title 5 changes to Cooperative Work Experience Education and will review the three new LMC work experience and internship course outlines and student manuals. |
| 393 | 6:00 pm – 9:00 pm | Business Department Adjunct Assessment Training CANCELLED | 238 | Robin Aliotti, Theodora Adkins, Brad Nash, Betty Pearman | The Business Department will be conducting training on assessment protocol for Business adjunct faculty. |
| 395 | 4:00 pm – 7:00 pm | Computer Science Department Meeting | CO 211 | Clayton Smith | Discussion of department concerns for FA10. |

FLEX ACTIVITY CLASSIFICATIONS

MANDATORY FLEX

All full-time faculty are required to be on campus on Thursday, August 12, 2010, to participate in scheduled activities.

OPTIONAL FLEX

Part-time and full-time faculty may select from a variety of approved activities on:

Tuesday, August 10, 2010

Wednesday, August 11, 2010

VARIABLE FLEX

Faculty may complete two days of variable flex for a total of ten hours. Variable Flex activities are chosen individually by faculty, and may occur on any day from July 1, 2010 to June 30, 2011, with the following restrictions:

- (1) The activity must meet at least one of the State Flex Guidelines (see below),
- (2) All contractual obligations on a given day must be completed before any activity can be considered for Variable Flex credit,
- (3) Variable Flex credit on an instructional day is limited to hours after 4:00 PM., and
- (4) Each activity must be individually reported by date and duration.

SPECIAL PROJECTS

On Mandatory and Optional Flex days during August and January, faculty may attend out-of-district Flex/Staff Development Activities through an Individual or Group Special Project. Special projects must have prior approval through the Senior Dean of Instruction, Richard Livingston x3216. The maximum Flex credit for Special Projects is 15 hours. Registration of participants and evaluations are required. The due date for Special Projects proposals is May 21, 2010. Contact Sandi Schmidt at x3272 for the proposal application.

FLEX GUIDELINES

The purpose of Flex is "to promote staff, student, and instructional improvement." The state requires that all Flex Activities must meet at least one of the following criteria:

1. Improvement in teaching
2. Maintenance of current academic/technical knowledge
3. In-service training for vocational education and employment preparation
4. Retraining to meet changing institutional needs
5. Intersegmental exchange programs.
6. Development of innovations in instructional and administrative techniques and program effectiveness
7. Computer and technological proficiency programs
8. Courses and training implementing affirmative action and upward mobility programs
9. Other programs related to education and professional development (e.g., programs to enhance wellness and self-esteem as it relates to one's job assignment or work environment.)

How Many Flex Hours are Required of Me?

Please compute your flex obligations for the academic year using the following guidelines:

I. **Full-time Faculty obligation** (First-year contract faculty should also see item II below):

1. "A" Contract only = **30 hours**
2. Fall 2010 "AC" hours = _____
Instructors teaching AC contract will not have a flex obligation during Fall 2010.
3. Spring 2011 "AC" hours = _____
Instructors teaching AC contract on Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday during Spring 2011 have additional flex obligations equal to the sum of "C" contract hours taught on the indicated days.

A sum of items 1+2+3 yields your flex requirement for the entire academic year. LPG recommends that you try to complete approximately half of this obligation during the Fall 2009 semester.

II. **First-year Contract Full-time Faculty**

First-year contract faculty have an additional two days of service per academic year and are expected to fulfill their "A" Contract Flex Obligation through participation in the NEXUS/ISW program. The Nexus coordinator will inform you of your commitments.

Total hours required= **40 hours**

Mandatory days (2 days, 10 hours)

ISW (4 days, 20 hours)

Optional Flex, Variable Flex, Special Projects (2 days, 10 hours)

If you are also teaching "C" contract, please refer to item 1 above.

III. **Part-time Faculty**

For Fall 2010, part-time faculty will not have a flex obligation.

For further information, please contact your campus Flex Coordinator.

| Coordinator | College | Telephone Number | Extension Number |
|--------------------|---------|------------------|------------------|
| Gabriela Segade | CCC | 235-7800 | 4546 |
| Cherrie Taylor | DVC | 685-1230 | 2542 |
| Richard Livingston | LMC | 439-2181 | 3216 |