

FLEX AT A GLANCE SCHEDULE FOR FALL 2012 FLEX WEEK

Course Title	Overview	Location	Start Time	End Time	Duration (Hours)
ON-LINE					
FA12-163 (AND SP12-VARIABLE FLEX) On-line: Accreditation Basics - An online orientation to Accreditation Basics. Training provided by Accrediting Commission for Community and Junior Colleges. LMC Contact: Kiran Kamath (see link below to register for on-line training) Training available from May, 2012 to November, 2012.	The Accrediting Commission for Community and Junior Colleges (ACCJC) has developed an excellent 2 hour overview of accreditation. We encourage all faculty, staff and managers to view this online orientation at http://www.trainingway.com/accjc/ before or during flex. LMC will form committees and begin working on its next accreditation report in fall 2012. You can even get a certificate from ACCJC once you complete the online orientation successfully! Flex Activity Goals: 1. Prepare the college for accreditation 2. College-wide understanding of what is accreditation	On-line: http://www.trainingway.com/accjc/ Please sign up on the CCCC registration site also.	05/09/2012 12:00 PM	11/30/12 12:00 AM	2 hours
MONDAY, AUGUST 13, 2012 VARIABLE FLEX DAY					
FA12-115 Librarian Retreat. Facilitated by Christina Goff, Christine Park and Kim Wentworth.	Collaborate on library goals and special projects for the coming fall 2012 semester. Flex Activity Goals: 1. Technical Services Projects 2. Electronic Resources Projects 3. Library Instruction Projects	L-208	08/13/2012 09:00 AM	08/13/2012 12:00 PM	3
FA12-123 GE Retreat. The GE Committee.	GE Retreat. Facilitated by the GE Committee. Monday August 13, 2012 9:00 AM - 3:00 PM Location: Cal State East Bay Concord Campus, the Redwood Room (see http://www20.csueastbay.edu/about/visitor-information/driving-directions.html for directions) LMC General Education faculty: Come together! Come for a relaxing day of faculty community-building and stimulating discussion. Highlights/need to know: Our new president, Bob Kratochvil, is on the agenda! Book-sharing: bring one book (or article) that you love or are interested in for any reason. We will share in small groups. Coffee, snacks, lunch provided. ALL faculty welcome are welcome (FT or PT, GE, CTE) everyone. We will email you a parking pass to print and bring (but we'll also have extra copies onsite that morning) Hope to see you there! The GE Committee (contact person: Alex Sterling, asterling@losmedanos.edu)	Cal State East Bay Concord Campus, the Redwood Room (see http://www20.csueastbay.edu/about/visitor-information/driving-directions.html for directions)	08/13/2012 09:00 AM	08/13/2012 03:00 PM	6
FA12-124 Smart Podium Workshop. Facilitated by Rashaad McAlpin and Michael Becker.	Provide basic instruction in the functioning of Smart Podiums, limited troubleshooting, and hands-on practice for users of Smart Classrooms. Flex Activity Goals: 1. Inform new and current Smart Podium users on the uses of the equipment 2. Explain some basic problem identification and troubleshooting techniques 3. Explain the differences in equipment in different rooms across the campuses	Math 203	08/13/2012 09:00 AM	08/13/2012 10:00 AM	1
FA12-149. Using Blackboard 8 at LMC. Facilitated by 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. Even if you have used Blackboard at other institutions, it is important that you attend this session. Flex Activity Goals: 1. Gain basic proficiency in using Blackboard. 2. Understand and be able to execute procedures for adding, removing, modifying students within a Blackboard classroom.	CC3-319	08/13/2012 09:00 AM	08/13/2012 10:00 AM	1

<p>FA12-122 Fun online teaching tools for variety and accessibility in mind. Facilitated by Eloine Chapman and Debbie Wilson.</p>	<p>In this workshop we'll introduce you to a variety of web-based tools that can be used in your online classroom. We'll cover collaborative learning tools such as chat widgets, drawing boards, document sharing, social media integration, audio/video tools and more. All these tools create an accessible spectrum of learning. In addition the workshop will cover meeting legal ADA requirements when deploying some of these enhanced web tools in your online classroom. Teaching and learning can be fun! Flex Activity Goals: 1.Exploring various teaching tools 2.Creating accessible content for the classroom 3. Improving teaching 4. Becoming aware of some of the course approval form requirements</p>	<p>CC2-232</p>	<p>08/13/2012 10:00 AM</p>	<p>08/13/2012 12:00 PM</p>	<p>2</p>
<p>FA12-126 Acceleration Community of Practice brought to you by the DE/ESL Committee. Facilitated by Julie Von Bergen and Myra Snell, with visiting English faculty from Berkeley City College and CCSF.</p>	<p>Heard the buzz about acceleration? In this workshop English faculty from Berkeley City College and CCSF will present about their accelerated courses and Math faculty from LMC will share their experiences and present data from LMC students. We will provide an overview of the different acceleration models currently in practice around the state (compression, redesign, self-paced). Flex Activity Goals: 1. Learn about acceleration models and practices at both LMC and statewide community colleges 2. Discuss the affective components related to teaching in an accelerated environment 3. Share the positive student performance data LMC has seen as a result of acceleration 4. Start a community on the LMC campus to discuss</p>	<p>MA-204</p>	<p>08/13/2012 10:00 AM NEW DATE (as of 6-5-12)</p>	<p>08/13/2012 01:00 PM</p>	<p>3</p>
<p>FA12-129 Who's afraid of the big bad 7? A quick introduction on using Windows 7. Facilitated by Michael Becker.</p>	<p>This will be a short 1-hour introduction to the Windows 7 operating system. A side-by-side comparison will be used to explain how to do some common tasks in the new system. Flex Activity Goals: 1. Preview Windows 7 2. Demonstrate some of the differences between Windows XP and Windows 7 More information: Current employee machines with Windows XP will remain Windows XP, but new machines will be installed with Windows 7. IT has placed a few Windows 7 machines and will continue to place more over the summer-- total will be about 30 at this point. For most of our student labs, the machines are not new enough for Dell to recommend Windows 7 so we will not be upgrading those to Windows 7. There is also a potential issue with software compatibility in some labs.</p>	<p>MA-203</p>	<p>08/13/2012 10:00 AM</p>	<p>08/13/2012 11:00 AM</p>	<p>1</p>
<p>CANCELLED FA12-134 Transfer Academy Faculty. Facilitated by Karl Debro and Rosa Armendariz.</p>	<p>This session is intended for Transfer Academy faculty that are teaching in the Fall, 2012 semester. At the conclusion of this 2-hour session, we will join incoming TA students for a reception/student recognition ceremony. Spring, 2013 faculty Flex Activity Goals: 1.Final preparations for fall semester Transfer Academy 2.Planning dates and activities for college field trips 3.Aligning expectations, accountability and support 4.Connecting to student services and counseling are welcome to attend as well.</p>	<p>CC2-212</p>	<p>08/13/2012 10:00 AM</p>	<p>08/13/2012 12:00 PM</p>	<p>2</p>
<p>FA12-152 Brentwood - The Past, Present, & Future. Facilitated by Kevin Horan.</p>	<p>This meeting is designed for FT Faculty that are teaching at the Brentwood Center in fall, 2012. Flex Activity Goals: 1. Team Building 2. Conceptual Planning for Brentwood Center Scheduling and Program Development</p>	<p>Brentwood Room 15</p>	<p>08/13/2012 11:00 AM</p>	<p>08/13/2012 02:00 PM</p>	<p>3</p>

FA12-125 Welding Technology Department Meeting. Facilitated by Joe Meyer.	Department Meeting (off-site). Flex Activity Goals: 1. Orient staff of new changes in Welding Lab operation. 2. Communicate news of fall 2012 LMC faculty requirements. 3. Discuss ideas to increase completion by students. 4. Collect more thoughts on the development of new Labtech Class/Lab.	La Tapatia, 1802 Willow Road, Concord, CA.	08/13/2012 06:00 PM	08/13/2012 09:00 PM	3
TUESDAY, AUGUST 14, 2012 OPTIONAL FLEX DAY					
CANCELLED FA12-148 English 70 Training. Facilitated by Nancy Ybarra, Ana Gutierrez, Cora Stryker.	In Spring 2012, the English/ESL department offered two English 70 trainings that focused on the fundamental philosophy and pedagogy of teaching this developmental course, and the basics of unit and lesson planning for the curriculum as specified in the course outline of record. In this workshop, participants will have the opportunity to share and receive feedback on the unit and lesson plans they created. In addition, we will have a norming session on samples of English 70 writing in order to facilitate a discussion about expectations and standards for student writing at this level. Flex Activity Goals: 1. Participants will share unit and lesson plans written as a result of training sessions in Spring 2012. 2. Participants will norm writing samples from English 70 students and discuss expectations and standards.	CC2-296	08/14/2012 09:00 AM	08/14/2012 12:00 PM	3
FA12-111. Development of Biology Transfer Model Curriculum. Facilitated by Jancy Rickman and Virginia Richards.	Based on SB 1440, each program is responsible for developing a Transfer Model Curriculum. The biology department will learn the process of writing and submitting a TMC with the expectation of a draft of a TMC by the end of the meeting. Flex Activity Goals: 1. Learn the process for writing a TMC 2. Learn the process for submitting a TMC 3. Write the TMC	SC1-130	08/14/2012 09:00 AM	08/14/2012 12:00 PM	3
FA12-114 Physical Education Course level Assessment. Facilitated by Christina Goff.	FLEX Activity Goals 1.To identify courses in need of assessment 2.To implement the assessment process 3.To complete necessary forms/paperwork/computer input for assessment 4.To discuss as a Dept. new teaching strategies to improve student learning outcome	Library 213	08/14/2012 09:00 AM	08/14/2012 11:00 AM	2
FA12-116 Implementing CLASS Assessment and the new research on Early Math into our Day to Day interactions with children and College Coursework. Facilitated by Janice Townsend, Kathryn Nielsen and Pam Perfumo.	We have just completed the two day CLASS training. Now comes the work of intentionally implementing CLASS into both the work of the Child Study Center and CHDEV coursework. There is also new research on the importance of Math in the early years. We will look at this research and develop strategies for incorporating more intentional math opportunities for children in the Child Study Center and college coursework. This Flex activity will focus on developing specific lab and coursework strategies with action plans for implementation. Flex Activity Goals: 1. To develop specific strategies to intentionally implement the behavior markers of CLASS 2. To identify courses that can focus on the various dimensions of CLASS and create an action plan for implementation 3. To develop an evaluation tool for the lab courses that integrate the CLASS behavior markers 4. To develop strategies to incorporate more intentionally early math into day to day interactions with children and college coursework	CSC-110	08/14/2012 09:00 AM	08/14/2012 04:00 PM	7

FA12-128 Developing Debaters in the Classroom. Facilitated by Kasey Gardner.	The goal of this session is to learn how to use debate and debate concepts in the classroom to improve instruction. This will go above and beyond the discussion we started last fall about how to implement debate in the classroom and turn to specific techniques for skill development and formal evaluation. This would be a fitting session to attend if you are interested in learning more about the LMC Debate Team; however the session is NOT tailored to the debate program specifically. Flex Activity Goals: 1. Review the theory of debate and common formats associated with classroom debates. 2. Instruct and demonstrate several techniques used to train and improve debater skill and apprehension. 3. Discuss and demonstrate the process of critiquing a debate. 4. Process of recruiting students from a casual classroom debate to a formal debate team.	CO-102	08/14/2012 09:00 AM	08/14/2012 11:00 AM	2
FA12-136 Brentwood Math Follow-up Assessment Meeting for Spring 2012 Assessment. Facilitated by Jill DeStefano and Matt Stricker.	Follow up on the Spring 2012 Assessment process, specifically assessment quizzes for Math 60 and Math 70. Flex Activity Goals: 1. Evaluate Spring 2012 assessment quizzes 2. Summarize results from Spring 2012 assessment quizzes 3. Review Student Outcomes 4. Make recommendations based on assessment results	BRT-15	08/14/2012 09:00 AM	08/14/2012 12:00 PM	3
FA12-143 COOR Update. Facilitated by Beth Shrieve.	Update and make changes to the Nursing department course COORs. Flex Activity Goals: 1. Review COORs for all Nursing Courses 2. Change and update COORs as needed	New Nursing Conference Room	08/14/2012 09:00 AM	08/14/2012 04:00 PM	7
FA12-150 Behavioral Science Department Meeting (Psychology, Sociology and Anthropology). Facilitated by Estelle Davi and Alex Sample.	The Behavioral Science Department (Psychology, Sociology and Anthropology) will be meeting to discuss, review and update curriculum with a focus on both student improvement and instructional improvement. In addition, the discussion will focus on curriculum development as it relates to Transfer Major Curriculum in Psychology, Sociology and Anthropology. Flex Activity Goals: 1. Review and update curriculum in course outlines of record. 2. Discuss and develop classroom activities as they relate to PSLO's and CSLO's.	MA-203	08/14/2012 09:00 AM	08/14/2012 03:00 PM	6
FA12-160 LVN Program Update. Facilitated by Linda Johnson.	This four hour class will discuss the clinical requirements for the LVN program for the first semester. The class will also discuss various teaching strategies that can be used for student success and knowledge retention. Flex Activity Goals: 1. Update the staff as to clinical sites for the semester. 2. Explain the goals of the semester. 3. Discuss the clinical grading criteria to be used for the semester. 4. Explain the probation process that will be used for the semester. 5. Update and introduce any new staff to the team. 6. Curricula adjustment (new books, format etc.)	CC3-361 SMART?	08/14/2012 09:00 AM	08/14/2012 01:00 PM	4
CANCELLED! FA12-156 Assessment highlights (working title). Facilitated by Cindy McGrath for new TLC Chair. WORKSHOP HAS BEEN CANCELLED DUE TO ADDITIONAL ASSESSMENT PROPOSALS ON THE SCHEDULE	Workshop will highlight CSLO and PSLI assessment activities with a panel of presentation, and also address questions about what the new assessment model means for you. Flex Activity Goals: 1. Share assessment activities and results 2. Address questions about the new assessment model	CC1-101	08/14/2012 10:00 AM	08/14/2012 12:00 PM	2

<p>FA12-105 Student Club Advisor Training & Roundtable Discussion. Facilitated by Demetria Lawrence.</p>	<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. 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. We encourage all club advisors to attend a Club Advisor Training once per year to refresh their knowledge and skills and to be updated on club policies. Flex Activity Goals: Participation in this workshop will give student club advisors the opportunity to: - 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</p>	<p>CC2-226</p>	<p>08/14/2012 10:00 AM</p>	<p>08/14/2012 12:00 PM</p>	<p>2</p>
<p>FA12-118 How to Develop Counseling and Advising Partnerships. Facilitated by Frances Moy and Marco Godinez.</p>	<p>Wonder what counselors do and how they got to become counselor? Come to this session to understand the various approaches counselors use including the social, emotional, academic approaches to counseling. Learn how counselors as faculty can form partnerships with other faculty to better serve students. There will be a discussion about developing partnerships between counseling and faculty advising. Flex Activity Goals: 1. Educate audience of general counseling activities 2. Collaborate with faculty to develop a comprehensive approach to serving students 3. Discuss possible partnerships with counseling and faculty advising 4. Understand the education and on-going training counselors receive</p>	<p>CO-103</p>	<p>08/14/2012 10:00 AM</p>	<p>08/14/2012 12:00 PM</p>	<p>2</p>
<p>FA12-120 Business Department Planning Meeting Facilitated by Brad Nash and Betty Pearman.</p>	<p>All fulltime and some part-time Business Department faculty will meet to develop plans for assigning and completing CSLO assessments, for completing faculty evaluations, and for completing the program review/unit plan. Flex Activity Goals: 1. Develop plan for the Sp2013 Business Department CSLO Assessments 2. Develop plan for the Business Department faculty evaluations 3. Develop plan for Business Department Program Review/Unit Plan</p>	<p>CC2-238</p>	<p>08/14/2012 10:00 AM</p>	<p>08/14/2012 03:00 PM</p>	<p>5</p>
<p>FA12-132 Library Resources and Services for LMC. Facilitated by Kim Wentworth, Christina Goff, Christine Park.</p>	<p>Join your LMC librarians for an overview of the library resources available to you and a discussion of how the LMC Library can better serve our students, staff and faculty. Learn how to embed videos in your Blackboard Classroom, link to academic articles and receive alerts when the library gets new materials in your field. Flex Activity Goals: 1. Provide an overview of the LMC library resources including the Library website, catalog and electronic resources and how they can be accessed on-campus and remotely. 2. Highlight new electronic resources such as Films On Demand. 3. Share examples of how librarians can design a library assignment tailored to meet the needs of your students and course.</p>	<p>L-214</p>	<p>08/14/2012 10:00 AM</p>	<p>08/14/2012 11:30 AM</p>	<p>1.5</p>
<p>FA12-145 Umoja Planning Session. Facilitated by A'kilah Moore and Tess Caldwell.</p>	<p>Umoja staff will design 2012-12 program goals including the design and implementation of a community service component and workshop series focusing on topics such as identity, self-esteem and team building. Flex Activity Goals: 1. Design workshop series for fall 2. Determine 2012-13 program goals 3. Plan community service component</p>	<p>MA-109 (Umoja Village)</p>	<p>08/14/2012 10:00 AM</p>	<p>08/14/2012 12:00 PM</p>	<p>2</p>
<p>FA12-153. Computer maintenance and backups. Facilitated by James Kolthoff and Rod Raumer.</p>	<p>This is a hands-on session where participants will learn techniques for backing up files on their computers and finding lost files. IT maintenance and other issues.</p>	<p>CC3-319</p>	<p>08/14/2012 10:00 AM</p>	<p>08/14/2012 12:00 PM</p>	<p>2</p>

<p>FA12-154 All About The LMC Honors Program. Facilitated by Jennifer Saito and Jeannine Stein.</p>	<p>This workshop will describe all aspects of the LMC Honors Program. How do students qualify for the program? What does the program offer students? How do faculty work with students to complete Honors Contracts? How is an Honors course different from a regular course? What does a faculty member need to know in order to teach an Honors course?</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. To inform faculty about the LMC Honors Program 2. To train faculty on offering Honors Contracts for transfer level courses 3. To improve strategies for recruitment of underrepresented students to the Honors Program 4. To inform and recruit faculty who may be interested in teaching Honors courses. 	<p>Honors Center</p>	<p>08/14/2012 10:00 AM</p>	<p>08/14/2012 12:00 PM</p>	<p>2</p>
<p>FA12-109 Biology's PE (Kinesiology) Cross-Curricular Meeting Facilitated by Durwynne Hsieh and Colleen Ralston.</p>	<p>Members of the Biology and PE departments will meet to discuss the biology course components of the new kinesiology major. Items to be discussed include a general introduction to the kinesiology major, as well as specifics such as curricular alignment and section capacity. Flex Activity Goal: Discuss coordination of biology curriculum with the new kinesiology major</p>	<p>SC1-127</p>	<p>08/14/2012 11:00 AM</p>	<p>08/14/2012 12:00 PM</p>	<p>1</p>
<p>FA12-130A The new network and e-mail. Facilitated by Michael Becker and Kat Ogden.</p> <p>This workshop will be repeated on Wed. August 15, 3-4 p.m.</p>	<p>The goal of this workshop it to familiarize employees with some aspects of the new network drives and e-mail systems. Specifics will be given on how the new network drives (formerly J & P) will function - (how to add files, move files, and who has access to what areas. The features of the new email system (access from off-campus and the SkyDrive) will also be demonstrated.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Explain the workings of the new networked drives and how to use them. 2. Explain the use of the new e-mail system 	<p>L-214</p>	<p>08/14/2012 11:00 AM</p>	<p>08/14/2012 12:00 PM</p>	<p>1</p>
<p>FA12-133 CANCELLED! Tools for Hiring New Adjunct Professors at LMC. Facilitated by Kathy Griffin.</p>	<p>After you have identified an adjunct professor candidate to teach for your department, what do you do next? This workshop explains how to start gathering the necessary information from them, evaluate their minimum qualifications using the State Chancellor's guide in conjunction with Office of Instruction course outlines, where to find needed HR forms and provides the details of the hiring process from start to finish with LMC Human Resources.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Give Department Chairs and/or faculty the tools to evaluate the qualifications of new Adjunct Professors. 2. Detail the process and necessary forms that your Dean and HR will need. 3. Provide a flowchart and timeline for the process. 4. Answer any questions about HR processes they may have. 	<p>CC2-212</p>	<p>08/14/2012 11:00 AM</p>	<p>08/14/2012 12:00 PM</p>	<p>1</p>
<p>FA12-112 Planning for New Certificate Programs. Facilitated by Colleen Ralston.</p>	<p>This FLEX will discuss, identify and plan for implementation of any certificate programs the Department feels would complement the new AS-T Kinesiology Degree and Program. This FLEX will discuss, identify and plan for implementation of any certificate programs the Department feels would complement the new AS-T Kinesiology Degree and Program.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1.To discuss the idea of Certificate Programs in Physical Education 2.To identify specific Certificate Programs 3.To discuss and identify Certificate Programs to serve student needs in Kinesiology 4.To make a plan/timeline for implementing Certificate programs 	<p>PE ANNEX</p>	<p>08/14/2012 12:00 PM</p>	<p>08/14/2012 03:00 PM</p>	<p>3</p>
<p>FA12-127 Speech Department Faculty Meeting Facilitated by Kasey Gardner.</p>	<p>Speech Department Meeting. All are welcome to join us for our lively business!</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Discuss ADA accommodation procedure and DSPS services specific to speech classes and verbal communication. 2. Dialogue about completed assessments and plan Fall 2012 assessment of SPCH 150. 3. Get trained/oriented on possible use of Pearson book technology to empower digital recording/sharing of speeches. 4. Eat snacks, chat, exchange ideas about teaching, enjoy ourselves. 	<p>CO-101</p>	<p>08/14/2012 12:30 PM</p>	<p>08/14/2012 02:30 PM</p>	<p>2</p>

<p>FA12-102 Physical Science Department Assessment Work Session. Facilitated by Scott Cabral.</p>	<p>Description: We will meet as a department to discuss what we have done, where we are, and what we need to do with regard to getting all our courses assessed by May 2013. We will review and discuss our department's assessment planning grid. We will discuss our assessment experiences, share techniques, and analyze our results in order to improve student success. As part of the discussion, we will dialogue with our part-timers to be sure that they are fully knowledgeable about what is expected of them with respect to teaching and assessing SLOs in order to produce continuous, sustained quality improvement in teaching and learning. We will also break into smaller groups by discipline for further dialogue and collaborate with our part-timers on improving our teaching activities and assessment instruments.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Review our current situation with regard to getting all our department's courses assessed by May 2013 with the goal of knowing how we will get all our courses assessed. 2. Have department-level dialogue, analysis, and improvement planning around assessment results with the goal of completing the assessment cycle at the department level. 3. Have part-timers participate in the dialogue, analysis and improvement planning. Insure that the part-timers are up to date About SLOs at all three levels, along with knowing about assessment, the assessment cycle, and assessment's effect on our accreditation. The goal here is to have the part-timers engaged in the assessment cycle. 4. Work on the teaching activities and assessment instruments that are proposed in our improvement plans. The goal is to have improved teaching activities and assessment instruments. 	<p>SC2-222</p>	<p>08/14/2012 01:00 PM</p>	<p>08/14/2012 03:00 PM</p>	<p>2</p>
<p>FA12-161 CANCELLED - TO BE RESCHEDULED AT A LATER DATE Bullying in the Work Place. Facilitated by Alberto Oliveres (SFSU Community Project Coordinator, Frances Moy.</p>	<p>FA12-161 Understanding and identifying bullying behavior within the workplace.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Understanding harassment, retaliation and intimidation concepts. 2. Your right as a faculty member within an institution. 3. Understanding the concept of aggressive, passive, passive aggressive, assertive communications. 4. How to assert yourself and your legal rights within the workplace. 	<p>SC102 - Biology</p>	<p>08/14/2012 01:00 PM</p>	<p>08/14/2012 03:00 PM</p>	<p>2</p>
<p>FA12-131 Library Resources and Services for Brentwood. Facilitated by Kim Wentworth, Christina Goff, and Christine Park.</p>	<p>Join your LMC librarians for an overview of the library resources available to you and a discussion of how the LMC Library can better serve our students, staff and faculty in Brentwood. Learn how to embed videos in your Blackboard Classroom, link to academic articles and receive alerts when the library gets new materials in your field.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Provide an overview of the LMC library resources including the Library website, catalog and electronic resources and how they can be accessed on-campus and remotely. 2. Highlight new electronic resources such as Films On Demand. 3. Share examples of how librarians can design a library assignment tailored to meet the needs of your students and course. 	<p>Brentwood Computer Lab</p>	<p>08/14/2012 02:00 PM</p>	<p>08/14/2012 03:30 PM</p>	<p>1.5</p>
<p>FA12-141 Athletic Department Coaches Meeting. Facilitated by Richard Villegas.</p>	<p>Athletic Department will meet to discuss budget, calendars, take coaches exam, and new coaches orientation.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Coaches Meeting 2. CCCAA Coaches Exam 3. New Coaches Orientation 4. Assessment for Athletic Classes 	<p>L-213</p>	<p>08/14/2012 02:00 PM</p>	<p>08/14/2012 05:00 PM</p>	<p>3</p>
<p>FA12-158 DSP&S Program planning. Facilitated by Virginia Richards.</p>	<p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Continue revising student and faculty material for improved understanding and usability 2. Planning for Fall semester with new DSP&S facilities 	<p>CC2-221</p>	<p>08/14/2012 02:00 PM</p>	<p>08/14/2012 04:00 PM</p>	<p>2</p>

<p>FA12-146 LMC: The Best Fitness Club You'll Ever Work At. Facilitated by: Mitch Schweickert, Sharon Wellbrook, Lisa McFarland, and Colleen Ralston.</p>	<p>A goodly number of LMC faculty, staff, and managers have expressed an interest in joining existing wellness clubs (Mighty Mustangs, PDAC Health and Wellness Committee, for examples), or one of the informal associations that regularly meet (the Gil Rodriguez Memorial Tennis Slams, and the Juarez-Davis Body Sculpting Gym come to mind). Some folks even want to organize new activities and clubs to promote skiing, hiking, and other outdoor adventures. If you are interested in fitness, nutrition, training, being outdoors, whatever, Come to this workshop and we'll share our fantasies and hopes, and try to facilitate the formation of formal or informal associations that help make LMC your own personal wellness center.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Interested LMC faculty, staff, and managers will gather informally to discuss their wellness needs. 2. Representatives from existing LMC wellness groups will describe the goals and activities of their associations. 3. We will identify the gaps between needs and existing resources. 4. We will facilitate the formation of new associations, formal or informal - that might fill those gaps. 	<p>SC2-225</p>	<p>08/14/2012 03:00 PM</p>	<p>08/14/2012 05:00 PM</p>	<p>2</p>
<p>FA12-155. Admissions & Records Nuts & Bolts. Facilitated by Robin Armour and Stephanie Alves.</p>	<p>Did you ever wonder why A&R is always talking about census rosters and no-show drops? Do you have trouble with WebAdvisor and late add codes? How do waitlists work? How do I choose who to let into my classes? By attending this session you will learn A&R issues as they relate to faculty and your student, learn attendance accounting, Title 5 and FERPA. Also learn how A&R is improving services to students.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Train faculty on A&R policies and procedures 2. Help faculty to understand regulations that apply to them and their students 	<p>CC2-226</p>	<p>08/14/2012 04:00 PM</p>	<p>08/14/2012 06:00 PM</p>	<p>2</p>
<p>FA12-104. New Faculty Orientation. Facilitated by Dean Kiran Kamath, Interim President Richard Livingston, and Interim Dean of Liberal Arts & Sciences TBA</p>	<p>Orientation to LMC- required for all new (full- and part-time) faculty. Orientation combines practical nuts and bolts information and proven approaches to the delivery of instruction and student services. Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Orientation for "new" faculty on LMC procedures and faculty responsibilities. 	<p>CO-420 Office of Instruction</p>	<p>08/14/2012 06:30 PM</p>	<p>08/14/2012 09:30 PM</p>	<p>3</p>
<p>WEDNESDAY, AUGUST 15, 2012 FOCUSED FLEX DAY 9 a.m. to 3 p.m. (After 3 p.m. Optional FLEX)</p>					
<p>FA12-167 SURVIVOR: Program Review Island OutPlan OutWork OutEarly. Facilitated by the Planning Committee and co-hosted by the Local Planning Group. Breakfast and Lunch will be provided.</p>	<p>The Los Medanos Planning Committee together with the LPG invite you to join us for a fun, interactive, and productive focused FLEX activity surrounding Unit/Program Review and Planning. This event will take place on Wednesday August 15th from 9 AM to 3PM in the Library Community Room. Challenges throughout the day will surround topics such as using data, writing objectives, and strategic planning with the ultimate goal of making your planning easier, more efficient, and most importantly effective in helping our students. There will also be time during the day to begin work on your specific program or unit review. A tropical themed lunch will be generously provided by the LMC foundation. So join us in this exciting adventure as we seek to both survive program review and make planning meaningful here at LMC. We look forward to seeing you there!</p>	<p>Library Community Room 109</p>	<p>08/15/2012 08:40 AM</p>	<p>08/15/2012 03:00 PM</p>	<p>6.33</p>
<p>FA12-164 Child Development Department Meeting. Facilitated by Pam Perfumo.</p>	<p>Come get ready for the 2012/2013 school year. We will be mapping out some of the very important work we will be working on this semester and this year, including program review, assessment and course scheduling.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. To look at assessment results from courses assessed in 2011/2012 and plan for improvement implementation 2. Plan for assessment for 2012/2013 and COOR updates 3. Course Scheduling for Spring 2012 4. Program review action plan 	<p>CSC110</p>	<p>08/15/2012 01:00 PM</p>	<p>08/15/2012 04:00 PM</p>	<p>3</p>

FA12-130B The new network and e-mail. Facilitated by Michael Becker and Kat Ogden. This workshop will also be held on Tuesday, August 14, 11-12 noon.	The goal of this workshop it to familiarize employees with some aspects of the new network drives and e-mail systems. Specifics will be given on how the new network drives (formerly J and P) will function - how to add files, move files, and who has access to what areas. The features of the new email system (access from off-campus and SkyDrive) will also be demonstrated. Flex Activity Goals: 1. Explain the workings of the new networked drives and how to use them. 2. Explain the use of the new e-mail system	L-214	08/15/2012 03:00 PM	08/15/2012 04:00 PM	1
FA12-137 Teaching Math Using New Technologies. Facilitated by Jill DeStefano and Matt Stricker.	This workshop will include hands on training for how to use new technologies to improve math instruction. Topics will include: holding online office hours using Confer, using avatars to send class messages, using pre-prepared notes, using MyMathLab in place of Blackboard, and MyMathLab tips (gradebook, sending individual or class email, email search criteria, copying/importing assignments, etc.) Flex Activity Goals: 1. Improve teaching through the use of new technologies 2. Provide hands on training in using new technologies	BRT-9	08/15/2012 03:00 PM	08/15/2012 05:00 PM	2
FA12-144 Math Department Meeting for FT and Adjunct Faculty. Facilitated by Julie Von Bergen and Mara Landers.	For all Math department faculty. In this workshop we will fill you in about changes to curriculum, plans for teaching community participation, present about what we learned in our most recent teaching community, information about the Math Lab, and department logistics. Flex Activity Goals: 1. Learn about changes to mastery quizzes, activity packets and mastery modules 2. Update from teaching community 3. Math Lab information from the coordinators	MA-204	08/15/2012 03:00 PM	08/15/2012 06:00 PM	3
FA12-101 Computer Science Dept. Meeting. Facilitated by: Clayton Smith, Louie Giambattista and Karen Stanton.	Faculty and staff meeting to plan for the upcoming semester. This will include modifying course outlines for SB 1440 transfer degrees, course assessment, the Vision 20/20 strategic plan and preparing for program review. Flex Activity Goals: 1. Plan revisions of course outlines of record to conform to TMC for SB 1440 AS-T degrees 2. Course assessment, forming cohorts, courses to be assessed Fall 2012 3. Complete Vision 20/20 strategic plan 4. Prepare for Program Review	CO-211	08/15/2012 06:00 PM	08/15/2012 08:00 PM	2
FA12-139 Brentwood Math Meeting. Facilitated by Jill DeStefano and Matt Stricker.	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 using MyMathLab, the Brentwood Philosophy, teaching to the COOR, STEM grant updates, and Spring 2012 assessment results. Dinner will be provided.	BRT-15	08/15/2012 06:00 PM	08/15/2012 09:00 PM	3
Thursday, August 16, 2012 All College Day – Mandatory FLEX Day and Department meetings after 12 noon					
FA12-110 Library Faculty meeting. Facilitated by Christine Park, Christina Goff, and Kim Wentworth.	Library Faculty meeting. Flex Activity Goals: 1.Meeting for Library Faculty	L-208	08/16/2012 01:00 AM	08/16/2012 04:00 PM	15
FA12-166 Excel 2010. Presented by Sandy Jones, Adjunct Computer Dept Professor	Office 2010 is coming soon to your pc. Learn basic concepts of Excel. Flex Activity Goals: 1.Learn Level One elements 2.Customize Excel Interface 3.Create formulas 4.Apply formatting to your spreadsheets	L-213	08/16/2012 04:00 AM	08/16/2012 05:00 PM	13
FA12-166 All College Day	More information is coming from the president's office soon!	Recital Hall - Music Building	08/16/2012 09:00 AM	08/16/2012 12:00 PM	3

FA12-119 Counseling Dept Meeting: Strategic Planning. Facilitated by Frances Moy, Marco Godinez.	Plan for the upcoming semester and develop plans and policies for counseling related activities. Flex Activity Goals: 1. Develop strategic plan for the upcoming semester 2. Develop counseling policies for appointments 3. Develop strategic plan for articulation, conferences and trainings	CC2-221	08/16/2012 12:00 PM	08/16/2012 03:00 PM	3
FA12-140 First Year RN program Teaching Team Fall 2012. Facilitated by Joanne Bent.	Department Meeting for first year teaching team- including adjunct faculty. Flex Activity Goals: 1. Orient new staff and adjunct faculty. 2. Review and update teaching curriculum for 1st year team 3. Review teaching strategies for clinical and for grading student papers, and for using post-conferences effectively. 4. Overview of new Fundamentals textbook (Perry, Potter, 2012) and electronic teaching resources.	CC3-340	08/16/2012 12:00 PM	08/16/2012 04:00 PM	4
FA12-142. Second Year Nursing Team Meeting. Facilitated by Beth Shrieve.	Prepare as a team for the second year nursing program. Flex Activity Goals: 1. Review Fall 2012 schedule of classes 2. Review clinical placements and part time faculty 3. Discuss curriculum 4. Identify issue regarding move to new site	New Nursing Conference Room	08/16/2012 12:00 PM	08/16/2012 04:00 PM	4
FA12-147 English/ESL Department Meeting. Facilitated by Nancy Ybarra and Sara Toruno-Conley.	Each semester we have a teaching community that usually consists of 5-6 faculties who focus on a particular topic of inquiry. In the last year, we have had teaching communities that explore issues around grading and lesson planning, considering how each impact student learning. In this department meeting, we will hear presentations from each teaching community about their findings, and discuss the implications for our own teaching practice. Flex Activity Goals: 1. Report out from Teaching Community on Grading 2. Report out from Teaching Community on Lesson Planning	CC2-296	08/16/2012 12:00 PM	08/16/2012 03:00 PM	3
FA12-159 Art Department Meeting. Facilitated by Ken Alexander.	This meeting will update Art, Humanities, and Graphic faculty on the CTE Advisory board's recommendations for the Graphics program at LMC. Faculty will look at the recommendations from the Graphics PSLO Assessment from Spring 2012. The department will also review the status from the Transfer Model Curriculum (TMC) application for studio art and look at the curriculum needs for an Art History TMC. Flex Activity Goals: 1. Advisory Board Update 2. Assessment PSLO updates 3. TMC status 4. Program review updates	CC3-307	08/16/2012 12:00 PM	08/16/2012 03:00 PM	3
FA12-165. LMC Music Department Meeting FA12 Full Time Faculty. Facilitated by Silvester Henderson.	Music Department will meet to discuss the 2012/2013 event calendar, budget, textbook changes, course changes, instructor changes, etc. Flex Activity Goals: 1. 2012/2013 Event Calendar 2. Budget Update 3. Department Changes	Music CC3-710	08/16/2012 12:00 PM	08/16/2012 05:00 PM	5
FA12-113 Physical Education Department Meeting. Facilitated by Colleen Ralston.	The Physical Education department will meet to discuss course scheduling, facility, instruction and administrative information for the new semester. Flex Activity Goals: 1. To discuss administrative information within the PE department 2. To discuss instructional information within the PE department 3. To discuss Degree/Program information within the PE department 4. To discuss facility information within the PE department	PE ANNEX	08/16/2012 12:30 PM	08/16/2012 03:30 PM	3

FA12-103 Physical Science Department Meeting. Facilitated by Scott Cabral.	We will gather to discuss assessment, facilities/equipment, and budget issues; we will hear reports from department groups; and we will discuss department policies. Flex Activity Goals: 1. Review, discuss, and plan our department assessment work, our facilities and equipment issues, and our department budget with the goal of improving our assessment work, settling facilities and equipment issues, and resolving budget problems. 2. Have our department evaluations assigned. 3. Hear reports (such as the MESA report) from department groups with the goal of receiving information and giving advice about department-related matters. 4. Discuss department policies, such as the calculator policy, with the goal of improving student learning, increasing safety, and making the department continue to function smoothly.	SC2-222	08/16/2012 01:00 PM	08/16/2012 03:00 PM	2
FA12-107 World Languages Dept Meeting. Facilitated by Nancy Whitman.	Faculty review the Assessment process, Assessment Plan, COORS Revision Plan and provide input for any changes to increase Student Learning Outcomes. Faculty practice using logins for Outlook accounts and WebAdvisor accounts and visit P Drive areas of the LMC Intranet to gain familiarity with LMC technology. Adjunct instructors practice logging into Blackboard and using electronic sites associated with current texts and teaching methodologies. We will group and work on language specific concerns related to online components for courses. Spanish uses ilrn through Blackboard, French/Italian use Vista and ASL will begin using a video program through Blackboard. ASL instructors will discuss their newly adopted text and its implementation. Flex Activity Goals: 1. Revisit current Assessment results, dialogue plans for future improvement of Student Learning Outcomes, Review Assessment Plan & Revision Plan for COORS 2. Discuss & practice using technology for current courses 3. Review new text for ASL 65 classes	CC2-232	08/16/2012 01:00 PM	08/16/2012 03:30 PM	2.5
FA12-117 Voc Tech Department Meeting. Facilitated by Len Price.	The Voc Tech department will meet to discuss and plan program needs. We will work on Spring 2013 class scheduling along, instructor evaluations, budget, program needs, budget and tool room needs. Flex Activity Goals: 1. Discuss/plan program needs and instructor evaluation 2. Discuss/decide program section reductions and class scheduling for Spring 2013 3. Discuss/decide on tool room needs and operation 4. Discuss/plan 2012-2013 Budget	Voc Tech 512 Auto Classroom	08/16/2012 01:00 PM	08/16/2012 03:00 PM	2
FA12-121 Business Department Scheduling Meeting. Facilitated by Brad Nash and Betty Pearman.	All fulltime faculty members and some part-time faculty will meet to start work on the Business Department Spring 2013 schedule and the department program review/unit plan. Flex Activity Goals: 1. Develop guidelines for the Spring 2013 Business Department Schedule Build Based on Direction from Management 2. Continue department planning activities based on what we learned in 8/15/12 LMC planning flex.	CC2-238	08/16/2012 01:00 PM	08/16/2012 03:00 PM	2
FA12-138 Brentwood NDFG Department Meeting. Facilitated by Jill DeStefano.	Full Time faculty and Lab coordinator will prioritize and plan for the upcoming academic year. Flex Activity Goals: 1. Plan for 2011/2012 Instructional Year	BRT-15	08/16/2012 01:00 PM	08/16/2012 03:00 PM	2
FA12-162 Math Department Meeting for Full Time Faculty. Facilitated by Julie Von Bergen.	Department meeting for Full Time Math Faculty. Welcome to the Fall semester! Flex Activity Goals: 1. Math department business, committees, scheduling and updates	MA-142	08/16/2012 01:00 PM	08/16/2012 03:00 PM	2

<p>FA12-108 Biology Department Meeting. Facilitated by Durwynne Hsieh and Jancy Rickman.</p>	<p>During this, our semi-annual pre-semester meeting, we'll discuss several of our initiatives, including the new science lab construction at the Brentwood Center, our strategy to navigate the new course assessment model, and our ongoing efforts to convert Bio 5, 10, and 30 to entirely non-hours by arrangement sections. We'll also discuss items that have arisen since this FLEX proposal was submitted.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Promote departmental morale and cohesion 2. Discuss academic and professional initiatives 	<p>SC1-104</p>	<p>08/16/2012 01:30 PM</p>	<p>08/16/2012 04:30 PM</p>	<p>3</p>
<p>FA12-157 Learn how to be creative with PowerPoint 2010 to keep students engaged both online and face-to-face courses. Facilitated by Sandy Jones.</p>	<p>Learn how to be creative with PowerPoint 2010 to keep students engaged both online and face-to-face courses.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> 1. Learn how to navigate in PowerPoint 2010. 2. Create dazzling presentations to showcase your courses. 3. Get familiar with the ribbon features. 4. Formulate projects in your classes which students can showcase their work. 	<p>L-213</p>	<p>08/16/2012 05:00 PM</p>	<p>08/16/2012 06:00 PM</p>	<p>1</p>