



**Monday, January 21, 2013**

**No flex sessions today due to school holiday**

**Tuesday, January 22, 2013**

9:00-10:30 am	<b>Stressed Students: How You Can Help (with Melissa Campitelli-Smith in B-104)</b> Our college community is becoming increasingly aware of the amount of stress our students are experiencing and its negative impact on their health and academic performance. To address this concern, we have adopted an online training simulation that will assist faculty and staff to better identify, approach, talk to, and refer these students to support services on campus. In this computer lab, participants will individually complete this interactive training, which is already in use at over 270 colleges and universities. Following the training there will be a group discussion about working with students displaying signs of psychological distress, including depression and suicidal ideation.
9:00-10:30 am	<b>Reading Apprenticeship 101: Promoting Student Success with Effective Ways to Make Our Students Better Readers (with Maureen Roe in E-205)</b> This workshop will discuss how WestEd's Reading Apprenticeship approach to reading instruction helps teachers support students to become motivated, strategic, and critical readers, thinkers, and writers. We'll look at how this research-based framework supports community college students at all levels and in all disciplines to develop positive literacy identities and engage with challenging academic texts in meaningful ways. Together, we will use some of the reading apprenticeship strategies to see how they can help students draw out ideas from their class reading materials, improve comprehension, and establish connections between their course content and aspects of their lives.
9:00-11:30 am	<b>Flipping the Classroom, Part I (with Scott James in B-208)</b> Technology has made it possible (and easy) to flip your classroom by assigning your lecture as homework, and what used to be homework becomes dynamic classroom learning activities.
10:30-11:30 am <i>CANCELED</i>	<b>Grant Development Basics (with Sarah Santoyo, Director of Grants in E-304)</b> This workshop will describe how to identify and evaluate grant opportunities, the key elements of a grant proposal, and the processes and procedures for pursuing a grant opportunity. <i>CANCELED</i>
10:30 am-noon	<b>Intro to PowerPoint (with Lynnette Beers-McCormick, Maureen Roe, and Cindy Swift in B104)</b> Join us for this hands-on workshop where you will learn how to make PowerPoints. You will learn the basics but will also be shown how to incorporate visuals and animations into PowerPoints.
11:30-1:50 pm	<b>Podcasting - from Start to Finish (with Scott James in B-208)</b> Podcasting enables instructors to turn their lecture into an internet radio broadcast. All workshop participants will create an audio Podcast from start to finish. Participants will use Audacity to edit their audio, add music, adjust timing, and add transitions. Also, participants will explore how to use iTunes to archive Podcasts and attach a text transcript to enhance the audio's usability.
Noon-1:20 pm	<b>Advanced PowerPoint (with Cindy Swift and Maureen Roe in B-104)</b> Learn how to put together and use more advanced PowerPoint presentations in the classroom. In this workshop you will learn how to use animations as a teaching tool and how to incorporate videos into your PowerPoint slides.
Noon-1:30 pm	<b>Has the sky already fallen? (with Craig Rutan in E-304)</b> As the budget continues to dwindle, we are constantly bombarded with discussions about class reductions, schedule efficiency, course suspensions, and program elimination. How do we look at our curriculum to ensure we maximize the opportunities to students while adapting to our new budget realities? Please join this timely discussion about where we are and where we go from here.

2:00-3:30 pm	<b>Math and Sciences Department Chair &amp; Coordinator Meeting (in Room E-107)</b>
2:30-3:30 pm	<b>Textbook options (with Bill Jeffrey in E-205)</b> This discussion will focus on the different textbook formats available: new, used, custom, digital, and rental programs.
3:00-5:50	<b>Microsoft Word Formatting (with Scott James and Palak Patel in B-208)</b> Formatting documents can be difficult. Let's stop using space characters in order to tab or justify, shall we? Come learn how to use proper headings, breaking, kerning, tabbing and tab stops, and so much more! Bring some of your documents so we can discuss and fix common formatting mistakes.
3:00 – 4:30 pm	<b>Utilizing the iPad as an Instructional Tool (with Garrett Hill in E-304)</b> In this session, we will discuss various ways to use the iPad as a teaching tool in the classroom. Discussion will include various apps to use in the classroom. More detailed discussion will cover the advantages iPad use offers an instructor. This session will focus on topics often seen in math and science courses, where process is typically the main issue of difficulty. We will also discuss a few ways that simultaneous use of a laptop and iPad can be advantageous. Some specific topics/apps to be discussed are: box.com/dropbox, blackboard, airserver, screencasting, and notability. This workshop will present ideas to those who are currently comfortable with basic use of an iPad.
3:30 – 4:30 pm	<b>How to Make Assessment More Meaningful (with Debbie Brooks, Nahla El Said, Cindy Swift, Denise Foley, Kay Powell in SC-110)</b> The Science Departments participated in a Faculty Inquiry Group to find answers to assessment questions and issues. One department was comfortable with course assessment but wanted to find out how to assess their program and other needed answers about labs; another needed a way to incorporate the informal assessment they knew was working with new assessment guidelines. Find out how they got their answers and if a Faculty Inquiry Group would be beneficial for you and for your department.
4:00-5:20 pm	<b>Library/Arts, Humanities &amp; Social Science Department Chair Meeting (Room E-107)</b>
6:00-9:00 pm	<b>Division and Department Meetings for Adjunct Faculty Arts, Humanities &amp; Social Sciences Division (Room D-101)</b> Department meetings and locations will be announced at the Division meetings.
6:00-9:00 pm	<b>Adjunct Counseling Department Meeting (Room E-107)</b>
6:30-8:30 pm	<b>Division and Department Meetings for Business and Career Technical Education Division (Room E-206)</b> Department meetings and locations will be announced at the Division meeting.
<b>Wednesday, January 23, 2013</b>	
9:00 am-1:00 pm	<b>Academic Senate Retreat (Room E-203)</b> Retreat for all current senators and interested faculty.
10:00 am – noon	<b>Business Department Meeting (in Room B-103)</b>
10:30-12:50 pm	<b>Flipping the Classroom, II: Camtasia and Jing (with Scott James in B-208)</b> You're on board; let's get under the hood. Camtasia and Jing are the programs you'll depend on to record your lectures. Find out how they work and what they offer you. Bring a Prezi or PowerPoint to play with.

1:00-2:00 pm	<b>Student Success Formula: Students + Instructors + ASC = Success (with Flo Zysman in D-208)</b> Find out how your colleagues are using the Academic Success Center to support the diverse learning styles of their students and enhance their student's success.
2:00-3:30 p.m.	<b>Faculty Forum (in SC-105)</b> Informal gathering to discuss issues of faculty concern. If any faculty member has a topic of discussion, please email <b>James Granitto</b> ( <a href="mailto:granitto_james@sccollege.edu">granitto_james@sccollege.edu</a> ). An agenda will be sent to all faculty members prior to this event.
2:00-3:50 pm	<b>Blackboard Lab I (with Scott James in B-208)</b> Have you attended more than one Introduction to Blackboard workshop but you're still struggling? If so, this workshop is for you. This leisurely-paced workshop will cover file uploading, creating content areas, and managing Blackboard tools. First time Blackboard users welcome. Have a topic in mind: bring it!
3:30-4:30 pm	<b>Help Is on the Way: Simplify Your Assessment Reporting (with Kay Powell: The Office of Institutional Effectiveness and Assessment in D-208)</b> The Scantron Par System can assist you in analyzing your SLO assessments. It can analyze test outcomes and create reports so that you can review the results and make decisions and changes based on results. It will facilitate classroom assessment, making it easier to collect and analyze data. Your course assessment can be automated so you don't have to do it manually. It's the end of the cross-hatch. Come for an introduction to this new, helpful tool.
3:00-5:00 pm	<b>Math Department Meeting (Room U-78)</b>
6:00 –9:00 pm	<b>Division of Mathematics &amp; Sciences Full-Time and Adjunct Meeting (Room SC-105)</b> Department meetings and locations will be announced at the Division meeting.
<b>Thursday, January 24, 2013</b>	
8:00 – 1:00 pm	<p><b><u>Department Meetings</u></b>  <b>ACE, 9:00 a.m.-11:00 a.m., Room D-208</b>  <b>Anthropology, Psychology &amp; Sociology, 8:00 a.m.-10:00 a.m., Room D-205</b>  <b>Biology/Life Science, Time TBD, Room SC-132</b>  <b>Business, 10:00 a.m.-12:00 p.m., Room B-103</b>  <b>Communication, 10 a.m.-12:00 p.m., Room D-129</b>  <b>Counseling, 9:00 a.m.-1:00 p.m., Room E-107</b>  <b>DSPS, Time &amp; Room TBD</b>  <b>Earth, Space &amp; Physical Science, 10:00 a.m.-12:00 p.m., Room SC-205</b>  <b>English, 9:00 a.m.-12:00 p.m., Room D-116-10</b>  <b>Exercise Science, 9:00 a.m., Gymnasium Conference Room</b>  <b>History, Political Science, Geography, Economics, 10:00 a.m. -12:00 p.m., D-116-3</b>  <b>Library &amp; Information Studies, 9 a.m.-12 p.m., Room L-108</b>  <b>Modern Languages, 10:00 a.m.-12:00 p.m., Room E-315</b>  <b>Philosophy, 9:00 a.m.-11:00 a.m., Room E-316</b></p>

Noon – 2:30 pm <i>CANCELED</i>	<b>Blackboard Lab II (with Scott James in B-208)</b> This workshop will begin by covering some rarely used, but extreme useful features of Blackboard. After that we'll have plenty of time to play with the new features and ask questions. <i>CANCELED</i>
12:00-1:00 pm	<b>Scholarship Committee Process Meeting (with Syed Rizvi &amp; Andrea Garcia in E-107)</b> This meeting will be a follow-up about the scholarship process and is intended for all members of the Scholarship Committee. We will talk about timelines and changes that were made to the scholarship program. Lunch is included!
12:30-1:00 pm	<b>SCC Gym Tour (with Martin Stringer)</b> – Join us in front of the gymnasium for a walking tour of our new gymnasium and pool area. See the fitness room and learn about the various events that SCC will be hosting in the near future.
1:30 – 2:50 pm	<b>Getting Ready for the Self Evaluation (with your Accreditation Team: Corinna Evett, Aracely Mora, Craig Rutan, and Aaron Voelcker in E-306)</b> Join us for a discussion of where we are and where we're going regarding Accreditation.
2:30 – 3:30 pm	<b>Using SharePoint 2010 Collaboration Tool (with Alfonso Oropeza in FDC L-115)</b> Find out how you can take advantage of a central website conducive to online employee collaboration via document sharing.
3:00-4:00 pm	<b>Program Assessment 101 (with Kay Powell, Aaron Voelcker, and Rudy Tjptahadi: The Office of Institutional Effectiveness and Assessment in E-304)</b> You understand course assessment, but what about this program part? This workshop will help you understand the relationship between course and program assessment and answer your questions about this part of the assessment process. We will explain and give examples of the program assessment report and submission process. This is a crash course in program assessment for beginners and experienced faculty, too.
4:00 – 5:00 pm	<b>Web design (with Don Busche in B-104)</b> Come to this session to design new web pages and update and revise existing websites.
<b>Friday, January 25, 2013 (Common Day)</b>	
9:00-10:00 am	<b>Library/Arts, Humanities and Social Sciences Division Meeting (Room D-101)</b>
10:30 am – noon	<b>Faculty and Staff Convocation (Room SC-105)</b>
1:00-4:00 pm	<b>Faculty Work Groups and Course Development</b> Arranged individually and by department