

From: ComAll-owner@mail.marin.edu on behalf of [Melinda Molloy](#)
To: ["comall@marin.edu"](mailto:comall@marin.edu)
Subject: August Flex Workshop Information!
Date: Wednesday, July 27, 2011 2:58:45 PM
Attachments: [August 2011 Flex At a Glance Calendar Rev 7-26-11.pdf](#)
Importance: High

The August 2011 Flex workshop schedule is listed below. A printer-friendly version is posted on the [Staff Development Web Page](#) along with a link to the online "Faculty and Staff" calendar that is the best place to check for updates, room changes etc. For your convenience, a one-page overview calendar is also attached to this message.

Flex workshops were planned by the Professional Development Committee based on feedback from the May 2011 Professional Development Needs Survey, the COM Strategic Plan and WASC recommendations and other institutional needs.

All credit faculty have an obligation to complete professional development "Flex" hours each semester. Wednesday, August 10 and Thursday, August 11 are Independent Flex Days. Friday, August 12 is the Mandatory Flex day that includes the annual College Convocation and Department meetings.

Detailed information about the Flex program including Fall 2011 Flex Guidelines, workshop updates and the formula for determining faculty Flex hours of obligation are posted on the [Staff Development Web Page](#).

Flex activities are open to all faculty and staff. However, some workshops have limited seats and require registration. Registration instructions are listed in the workshop descriptions for activities that have enrollment limitations.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in Flex activities, including auxiliary aids or services, please contact the Human Resources Department at 485-9340. Notification at least 3 weeks prior to the activity will enable us to make reasonable arrangements to ensure accessibility to the workshop. Note: An ASL Interpreter will be provided for College Convocation.

If you have questions regarding the Flex program feel free to contact Kathleen Kirkpatrick by phone at 415-485-9344 or by email at kathleen.kirkpatrick@marin.edu.

August 2011 Flex Workshops

Wednesday, August 10

(Independent Flex Day)

New Academic Center Building Design Update

10:00-11:30 a.m.

Wednesday, August 10

OH 96

Presenters: TLCD Architects/Mark Cavagnero Associates

After a summer of work on schematic design, the architects for the New Academic Center, located on the corner of Sir Frances Drake and College Avenue, are ready to show the campus community their work. Be sure to attend this session if you have an interest in the process and the design of the NAC!

CPR Training

10:00-12:00 p.m.

Wednesday, August 10

PE 91

Presenters: June Lee, Health Center and Kathleen Smyth, Physical Education

Seating Limited. Registration Required. See instructions below.*

Cardiopulmonary resuscitation training will be provided by June Lee and Kathleen Smyth. This class is limited to 20 participants. ALL participants must read a brochure and complete a brief quiz BEFORE the workshop. Participants who successfully complete the workshop will receive CPR certification. This topic was identified by both faculty and staff as being a high training priority in the Spring 2011 Professional Development Needs Assessment.

****To Register:***

Email kathleen.smyth@marin.edu by Monday, August 8. We will confirm your registration by email and place your brochure and CPR quiz in your campus mailbox for pick-up. You may also request that they be mailed to you. You must bring the completed quiz to the workshop in order to attend.

Tools & Tips for Teaching with Moodle:

An Introduction to COM's New Learning Management System

1:00-2:20 p.m.

Wednesday, August 10

Library Literacy Classroom (Located in the back corner of the Library)

Alisa Klinger, Ingrid Schreck, Kathleen Smyth and Mary Pieper Warren

In spring 2012, Moodle will replace the Course Studio features on the MyCOM portal as COM becomes a single learning management system school. This faculty-led session will be of interest to instructors who may wish to enhance their on-the-ground classes with Moodle or teach their courses partially or fully on online. Come see what students will see and find out how you can create web-based components for your face-to-face and online classes.

Getting Started with Moodle Hands-on Workshop

2:30-3:30 p.m.

Wednesday, August 10

Library Literacy Classroom (Located in the back corner of the Library)

Presenter: Alisa Klinger

This workshop will provide a hands-on experience to familiarize you with the basic features of Moodle. Although we aren't able to provide Moodle sandboxes (demo shells) to instructors who are not scheduled to teach with Moodle in fall 2011 at this time, we wanted to give faculty an opportunity to see how easy it is to learn and use. Moodle will be fully implemented in spring 2012 and additional training will be provided during the fall semester. If you have a Moodle shell associated with a fall 2011 course, you may wish to practice attaching documents and images during this training.

Please bring your MyCOM log on information and a flash drive with some of your materials; for example, you may wish to bring a headshot, a syllabus, and an assignment.

Faculty Orientation

6:00-8:00 p.m.

Wednesday, August 10

AC 108

Presented by: The Office of Student Learning, Human Resources, Campus Police and Staff Development.

This session will provide new and recently hired part-time faculty with valuable information about instructor requirements, resources, college departments, processes and procedures. Topics will include: The MyCOM portal, College Email; Workplace Safety and Emergency Information; Human Resources; Payroll Information; Flex; Participatory Governance and Academic Issues.

Thursday, August 11

(Independent Flex Day)

Strategies to Support Student Success

Sponsored by the Academic Senate

Continental Breakfast will be served in the Staff Lounge beginning at 9:20 a.m.

(This is a 2-part workshop. Attend one or both presentations.)

Part One:

Using College-wide SLOs to Develop Best Practices

9:30-10:30 a.m.

Thursday, August 11

Staff Lounge, Student Services Building

Presenters: Beth Patel and Cara Statucki

ESL instructors Beth Patel and Carla Statucki will discuss how they used the five College of Marin Student Learning Outcomes of Written, Oral, and Visual Communication; Scientific and Quantitative Reasoning; Critical Thinking; Problem-Solving; and Information Literacy to provide a framework for analyzing ESL SLOs and creating a resource of best practices. They will discuss the steps they took to collect and align the best practices contributed by instructors in the College Skills Department with the college-wide learning outcomes. The project yielded a wealth of shared teaching materials that can be accessed and used by all faculty as well as a forum for discussing research and best practices within the department. The presenters will also share how this framework can easily be used by other departments to create a similar result.

Part Two:

Using COM's Data Dashboard to Support Student Success

10:40 – 11:45 a.m.

Thursday, August 11

Staff Lounge, Student Services Building

Presenters: Anne Gearhart and Dr. Chialin Hsieh

Planning, Research and Institutional Effectiveness Director Chialin Hsieh will introduce College of Marin's newly developed Data Dashboard that provides faculty with a variety of tools to investigate various dimensions of enrollment and examine patterns of student success, persistence and retention. Faculty can also track cohorts of students through a series of classes to see student achievement rates. Biology instructor Anne Gearhart will demonstrate how faculty can use the Data Dashboard in conjunction with other resources to help improve student success. Participants will learn how the enrollment tool can be used to get a snapshot of the students enrolled in their courses that can be used to consider instructional modifications they may wish to make to maximize effectiveness. The Data Dashboard can also be used to encourage data-driven discussion among instructors about the best methods to reach particular groups of students. Various techniques for providing differentiated instruction will also be discussed and links to additional resources will be provided. As time allows, participants will have the opportunity to examine dashboard data for possible patterns that need be addressed or look at data from their own courses and gather suggestions from the group.

Joint Department Chairs Meeting

12:45-2:00 p.m.

Thursday, August 11

AC 108

First meeting of the fall semester for department chairs.

Post Handouts, Links and Photos and Communicate with Students by Email on the MyCOM Portal

1:00-3:00 p.m.

Thursday, August 11

SC 144

Presenter: Alice Dieli, Computer Lab Tech and C.E.S. Instructor

Seating Limited. Registration Required. See instructions below.*

Learn how to post your syllabus and handouts as well as photos and internet links that are available to your students 24/7 on the MyCOM portal. This hands-on workshop will also cover how to email all the students in your class at one time and post class announcements. These tools are easy to learn and you will be able to apply them immediately. Feel free to bring a flash drive with course materials (syllabi, assignments, etc.) so you can upload them to your MyCOM Portal during the workshop.

Please note: As of spring 2012, Moodle, our new Learning Management System, will replace the special tools in the MyCOM portal (collectively known as "Course Studio") that will be covered in this workshop. However, faculty wishing to use the MyCOM portal this fall to post handouts and communicate with students will benefit from attending this workshop. Faculty who no longer have access to BlackBoard/WebCT may also wish to use the MyCOM Course Studio features until Moodle is fully implemented in spring.

***TO REGISTER:** Email alice.dieli@marin.edu by 8/8/11. Your registration will be confirmed via email. You will need to bring your MyCOM login and password to the workshop.

Friday, August 12

(Mandatory Flex Day)

College Convocation

10:00-12:00 p.m.

Friday, August 12

Olney Hall 96

Join your friends and colleagues for the annual Fall College Convocation. This event will be preceded by a continental breakfast served outside of Olney Hall beginning at 9:00 a.m. Please plan to be seated inside by 10:00 a.m.

President Coon will update the college community on topics of interest including accreditation, hiring, the budget and other important matters.

Keynote Speaker:

Scott Lay, President/Chief Executive Officer, Community College League of California.

"2020 Vision Student Success"

Please note:

Convocation is a mandatory Flex activity for full-time faculty. Part-time faculty, administrators and classified staff are strongly encouraged to attend as schedules permit.

Department Meetings

1:30-3:30 p.m.

Friday, August 12

Check Department Chair for location

Annual Flex department meetings.