

Fall 2010 Flex Program

All credit faculty have an obligation to complete professional development “Flex” hours under the current academic calendar. A number of Flex activities are planned on the designated August Flex days, August 11-13. August 11 and August 12 are Independent Flex Days. Friday, August 13 is the Mandatory Flex day that includes the annual College Convocation and Department meetings.

Detailed information about the Flex program including Fall 2010 Flex Guidelines, the Flex Verification Form, the formula for determining your Flex hours of obligation and other pertinent information is posted on the [Staff Development Web Page](#) which can be found under the “Faculty and Staff” tab on the College Homepage.

For the latest Flex workshop dates, times, locations and changes, check the online “Faculty and Staff” Calendar which is accessible on the College Homepage under the “Campus Events Calendars” drop down menu. Flex workshops are open to all faculty and staff. However, some workshops require pre-registration. See details below.

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.

August Flex Workshops

Wednesday, August 11

Blackboard for Beginners

9:00-10:30 a.m.

Wednesday, August 11

Information Literacy Lab, COM Library, LC 100

Presenter: Dr. Ali Klinger, Online Learning Faculty Resource Instructor

Seating Limited. Registration Required. See instructions below.

This workshop will provide an introduction to Blackboard’s course management system suited to instructors who have had no experience teaching online, but who are interested in pursuing

distance education or adding an online component to their face-to-face classes. Participants will tour an existing online course to discover its instructional and communication features, as well as develop their own mini-courses during the workshop. Because this is an introductory workshop for beginners, it is not recommended for instructors who have experience teaching online or hybrid courses unless they wish to shadow or assist others new to online instruction.

TO REGISTER:

Email alisa.klinger@marin.edu. Please indicate if you have a Blackboard account with a username and password. If you do not, please contact Steve Dodson by August 11 to request an account. Email: steve.dodson@marin.edu or call 485-9473

REQUIRED:

Be sure to bring both your Blackboard and email username and password to the workshop, for the hands-on component.

OPTIONAL:

If you would like to bring a flash drive with some of your course materials (syllabi, assignments, etc.), please feel free to do so.

Overview of Free Teaching and Learning Resources for Faculty

10:30-11:30 a.m.

Wednesday, August 11

LC 38

Presenter: Kathleen Kirkpatrick, Staff Development Program Administrator

This workshop will present an overview of free teaching and learning resources provided by state grants and other sources that are available to faculty including: 4faculty.org, @One technology training, CCCConfer e-conferencing and more. Resources include free and low cost workshops to learn how to develop online classes and utilize other technology resources in your teaching; how to meet with students online via free e-conferencing; and a series of online modules developed by and for community college teachers on topics ranging from adult learning theory to building a dynamic syllabus. Most of these resources can also be used by faculty as professional development activities to complete Flex hours.

The MyCom Portal:

It's More than Downloading Rosters & Posting Grades!

1:30-3:30 p.m.

Wednesday, August 11

SC 144

Presenter: Alice Dieli, Computer Lab Tech and C.E.S. Instructor
Seating Limited. Registration Required. See instructions below.*

This hands-on workshop is designed for those who have used the MyCOM Portal to download their roster and post grades, but who have not availed themselves of any other of its dynamic features. Learn how to post your syllabus and handouts as well as photos and internet links that are available to your students 24/7 and email all students in your class at once. This workshop is a beginning level workshop.

Be sure to bring your MyCOM login and password!

***TO REGISTER:** Email alice.dieli@marin.edu

This workshop will be repeated on Thursday, August 12. Be sure to specify which date you want to attend.

Faculty Orientation

6:00-8:00 p.m.

Wednesday, August 11

AC 108

Presenters: Nick Chang, VP of Student Learning; Sara McKinnon, Academic Senate President; Linda Beam., Dean of Human Resources; Charles Lacy, Chief of Campus Police and Kathleen Kirkpatrick, Staff Development Program. Administrator

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, Intranet and College Email; Workplace Safety and Emergency Information; Human Resources; Payroll Information; Flex; Participatory Governance; Institutional Planning and Academic Issues.

Thursday, August 12

The MyCom Portal:

It's More than Downloading Rosters & Posting Grades!

9:30-11:30 a.m.

Thursday, August 12

SC 144

**Presenter: Alice Dieli, Computer Lab Tech and C.E.S. Instructor
Seating Limited. Registration Required. See instructions below.***

Please see workshop description under Wednesday, August 11.

Be sure to bring your MyCOM login and password!

***TO REGISTER:** Email alice.dieli@marin.edu

Be sure to specify which date you want to attend.

Joint Department Chairs Meeting

12:45-2:00 p.m.

Thursday, August 12

AC 108

First meeting of the fall semester for department chairs.

New Academic Center Update

2:15-3:15 p.m.

Thursday, August 12

BC 105

Presenters: Alan Butler and Brian Wright of TLCD Architects, John Fung of Mark Cavagnero Architects and Leigh Sata, Program Manager, Swinerton Management & Consulting.

The New Academic Center will replace Harlan Center, Olney Hall, the Business Management Center and the Administration Building. As a first step in the planning process, a series of meetings were held over the last three months with various campus stakeholders to identify the number and size of rooms, the functions that will occur within them and the furniture and equipment needed to support the activities in the building. A program document that describes the functional needs of the New Academic Center was developed based on input received from the campus community and the public. It is being distributed to faculty and staff to solicit feedback to make sure it captures the basic needs of the building. In this Flex session the architects will be present to provide an overview of the process and describe the main elements of the program document. There will also be an opportunity for faculty and staff to ask questions and provide feedback to ensure all comments and suggestions are captured.

Friday, August 13

(Mandatory Flex Day)

College Convocation

10:00-12:00 p.m.

Friday, August 13

Olney Hall 96

This year's fall College Convocation will include opening remarks by President/Superintendent Al Harrison, an update on the Accreditation Self Study and a keynote presentation. Convocation is a mandatory Flex activity for faculty. All administrators and staff are encouraged to attend.

Keynote Presentation:

Using Our Brains to Increase Student Learning and Student Success

Dr. Swarup Wood

This interactive Convocation speech will draw from the fields of neurobiology and outcomes-based learning to engage College of Marin faculty and staff in how outcomes-based learning and assessment can contribute to student success and student learning.

Dr. Swarup Wood is Professor of Chemistry for an economics and policy infused environmental science degree program at California State University at Monterey Bay. He is chair of CSUMB's general education faculty learning communities and for the past ten years he has served as CSUMB Assessment Fellow, working closely with CSUMB's Center for Teaching, Learning, and Assessment.

Department Meetings

1:30-3:30 p.m.

Friday, August 13

Check Chair for location

Annual Flex department meeting