### Fall 2015 Flex Calendar At-a-Glance

**Partners on the Journey**

Flex activities are open to all faculty and staff.

<table>
<thead>
<tr>
<th>Monday, August 10</th>
<th>Tuesday, August 11</th>
<th>Wednesday, August 12</th>
<th>Thursday, August 13</th>
<th>Friday, August 14</th>
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</thead>
</table>
| **Department Chairs’ Institute**  
Jon Eldridge  
10-4 – AC 240 | **Art Activity**  
*Hands on Metal Casting  
Two-part Vessels*  
Patricia Hulin, Jason Dunn, & Nathan Castillo  
9-12:30 - FA 121 | **Mandatory Flex day for full-time faculty**  
**Continental Breakfast**  
8-8:45 - Performing Arts Lobby | **Outreach Practices for Showcasing Your Program**  
Gina Cullen & Anna Pilloton  
8:30 – 9:50 AC 238  
**Moodle 2.8 New Features & Gradebook Overview**  
Stacey Lince  
10-12 - SMN 130 | **Program Review and SLOs:**  
**We’re Here to Help**  
SLOAC Members  
9-10 – KTD Library Classroom |
| **English/College Skills Retreat**  
David King & Meg Pasquela  
9-3 – AC 238 | **Safe Space Training:**  
**Supporting LGBTQIQQ Students**  
Diversity & Equity Advisory Committee  
9:30-11 – KTD Library Classroom | **Title IX & Sexual Misconduct**  
**Cleary Act/Campus SaVE Act**  
Kristina Combs & Randy Parent  
9-11 – AC 239 | **FLIT Presents College 101:**  
The Importance of Orientation  
Basic Skills Task Force  
10-12 – AC 255 | **Forget Learning styles! What Really Works in Teaching & Learning**  
Bob McCoy  
9:30-10:50 – AC 240 |
| **Com’s Zero-Waste Initiative:**  
**Here’s What You Need to Know**  
Heidi Rank & Marin Sanitary  
11-12 - AC 239 | **Employee Benefits Overview**  
Ron Owen  
11-12 – AC 237  
(Repeated at 1 & IVC AS 101 at 3) | **Post-Convocation Session:**  
**FLIT Research Gallery Walk**  
11:15 -12 – AC 255 | **Banner Finance System:**  
Requisition Tutorial  
For staff who create requisitions  
David Erlenheim & Brianna Haggitt  
10-11 – KTD Library Classroom  
**Paperless Petitions:**  
**Streamlining Student Services**  
Diane Traversi & Seanna Villarreal  
11-12 – AC 239 | **Hiring the Best:**  
**Legal Requirements & Best Practices**  
Kristina Combs & Julie Breakstone  
10-12 – AC 239 |
| **What's New in Tech at COM?**  
Patrick Ekoue-totou  
1-1:50 – SMN 130 | **Office 365:**  
**Tips for Getting Up and Running**  
Patrick Ekoue-totou  
2-3 – SMN 130 | **Department Meetings**  
1:30:30  
Check with your department for room information. | **FLIT Presents College 101:**  
The Importance of Orientation  
Basic Skills Task Force  
10-12 – AC 255 | **Classroom Interventions that Yield Big Student Success Payoffs**  
Kate Knickerbocker & Lucas Drisdell  
11-12 – AC 238 |
| **Keep COM Accessible:**  
**A Practical and Sensitive Approach to ADA**  
Heidi Rank  
2-2:50 – AC 239 | **Employee Benefits Overview**  
Ron Owen  
1-2 – AC 237 | **Student Services/Student Learning Staff Meeting**  
1:30-3:30 AC 255 | **Employee Benefits Overview**  
Ron Owen  
11-12 – AC 237  
(Repeated at 1 & IVC AS 101 at 3) | **Dealing with Distressed Students**  
Dawn Danz  
1-2 AC 238 |
| **Designing Accessible Student Materials and Courses**  
Matthew Dimopoulos & Stacey Lince  
3-4 - KTD Library Classroom | **Go Green with Turnitin**  
Alisa Klinger  
1-3 KTD Library Classroom | **Fall Convocation**  
9-11 – James Dunn Theatre | **Zero-Waste Initiative:**  
**Here’s What You Need to Know**  
Heidi Rank  
11-12 – AC 239 | **What’s New in Tech at COM?**  
Patrick Ekoue-totou  
1-1:50 – SMN 130 |
| **Program Review and SLOs:**  
**We’re Here to Help**  
SLOAC Members  
9-10 – KTD Library Classroom | **Office 365:**  
**Tips for Getting Up and Running**  
Patrick Ekoue-totou  
2-3 – SMN 130 | **UPM Meeting and Lunch**  
12-1:30 – Cafeteria  
(Not eligible for Flex credit) | **FLIT Presents College 101:**  
The Importance of Orientation  
Basic Skills Task Force  
10-12 – AC 255 | **Guiding the New Student Experience:**  
** ориентировочное число**  
**неделя**  
2-3 – SMN 130 |
| **Keeping COM Accessible:**  
**A Practical and Sensitive Approach to ADA**  
Heidi Rank  
2-2:50 – AC 239 | **New Faculty Orientation**  
2-4 – AC 238 | **Fall 2015 Full-time Faculty Flex Obligation**  
5 days = 20 hours | **Curriculum Revision & Development Workshop**  
David King & A Joe Ritchie  
1-3 – LC 35 | **Library Open House:**  
**Setting the Stage for Student Success**  
Librarians  
1-4 – William Keith Room, KTD Library |
| **English/College Skills Retreat**  
David King & Meg Pasquela  
9-3 – AC 238 | **President’s Welcome Reception**  
4-6 - AC | | | |