

Spring 2010 Flex Program

See the [Staff Development Web Page](#) for updated Flex workshop information, guidelines, and forms.

All credit faculty have an obligation to complete professional development “Flex” hours under the current academic calendar. A number of Flex activities are planned for the January 2010 Flex Days. January 20 and 21 are Independent Flex Days. Friday, January 22 is the Mandatory Flex day that includes the annual Spring College Convocation and Department meetings.

Detailed information about the Flex program including Spring 2010 Flex Guidelines, the formula for determining Flex hours, the Flex Verification Form and workshop information is posted on the Staff Development Web Page which can be found under the “Faculty and Staff” tab on the College Homepage.

Up-to-date Flex workshop dates, times, locations and changes will be posted on 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. Most workshops are “drop in” although a few require 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.

January Flex Workshops

(Revised 1/19/10)

(Check [Staff Development Web Page](#) or online "Faculty and Staff" Calendar for updated information.)

Wednesday, January 20

Check Out EduStream: COM's New Streaming Video Capability It's Easy, Fast & Free!

9:00-10:00 a.m.

Wednesday, January 20

LC 39

Presenter: Steve Dodson, Computer Access Specialist

Ever thought about creating or using YouTube videos to enhance instruction? Now you can! COM recently acquired a license for EduStream, a centralized digital web-access service, created by a California Community College consortium, similar to YouTube that will provide access to educational video content from any computer. Instructors and students can use videos from the extensive library of over 5,000 videos that EduStream maintains or convert their own videos and upload to the server. It will stream video using Flash technology at a steady 15 frames per second and can be used by instructors in conjunction with the MyCOM portal or WebCT/Blackboard. Once content is loaded onto the server, videos can be run in the classroom through an internet connection without loading them onto a disk and students can access them anywhere through their student portals. EduStream is compatible with Windows and Macs and with all web browsers. The workshop will cover the process for converting videos for online access as well as guidelines for compliance with copyright and ADA requirements. Come check out this exciting new technology now available to all COM faculty!

What's New in Office 2007, Section A

9:00-12:00 p.m.

Wednesday, January 20

BC 102

Presenter: Patricia Luzi

Attend this workshop & arrange to get your office computer upgraded to Office 2007!

(This workshop will be repeated 9:00-12:00 p.m. Thursday, January 21.)

The college is in the process of upgrading all office computers to the latest version of Microsoft Office programs collectively called "Office 2007". The workshop will provide an overview of the new features in Office 2007 focusing mainly on Word, Outlook & Excel. Office 2007 is quite different than previous versions. Drop down menus have been replaced by the Office Button, Tabs & Ribbons. To the extent possible, I.T. will visit your office to upgrade your computer on or near the day of the workshop. See registration details below.

To Register:

Space is limited. Preregistration is required. Email: kathleen.kirkpatrick@marin.edu register. Please use "Office 2007 Upgrade" as your subject line. Be sure to specify the **session date and time** you'd like to attend. Your registration will be confirmed via email. You will also be instructed about information you'll need to provide to I.T. so your computer can be upgraded.

Coping with Disruptive Persons and Workplace Safety Workshop

10:00 -12:00 p.m.

Wednesday, January 20

LC 39

Presenter: Campus Police Officer Dan Widger

Learn important information to maintain your safety while on campus. The material covered in this workshop is based on Officer Widger's 30 years of law enforcement experience and training as well as input from several other police officers and college staff. The workshop will cover the following:

- Recognizing disruptive persons, students, non-students, and employees;
- Determining who should be contacted for assistance;
- The quickest and safest ways to get emergency assistance from police, fire, and medical personnel;
- Strategies employees can use to lower your risk of assault and other violence and how to calm the disruptive person; and
- Information on updated Board Policies and Administrative Procedures related to safety.

Participants who have handled incidents with disruptive persons will be encouraged to share their experiences--what worked and what didn't. There will also be time for questions and answers.

Brown Bag Lunch Presentation: Updating Your Syllabus, Easy as 1-2-3!

12:00 -1:00 p.m.

Wednesday, January 20

LC 38

Presenter: Radica Portello

Join your colleagues and learn how to use the college's new model syllabus that was recently approved by the Academic Senate and the Office of Student Learning. The new electronic format will allow you to easily input and update your syllabus each semester. Feel free to bring your lunch.

CANCELLED: What's New in Office 2007, Section B

1:00-4:00 p.m.

Wednesday, January 20

This section was cancelled due to lack of enrollment. It 's offered 9:00-12:00 (see above) and repeated 9:00-12:00 Thursday, January 21.

Forwarding & Organizing Your College Email Addresses

1:00-3:00 p.m.

Wednesday, January 20

SC 144

Presenter: Alice Dieli

The purpose of this workshop is to teach you how to set up your MyCOM and Marin.edu email so you can receive all your messages in one place. You'll also learn how to automatically sort and organize your messages into separate folders.

At the end of this class, you will be able to:

- Set the option to forward your MyCOM email to your main Marin.edu email account and
- Set a rule to automatically place your MyCOM mail into its own folder on your Marin.edu Outlook page.

This workshop will be a structured practical exercise activity at individual computers. Space is limited to 22 students. Preregistration is required. Email alice.dieli@marin.edu to register. Your registration will be confirmed via email. Prior to attending, faculty will need to be able to log on to both their Marin.edu account and the MyCOM Portal and know their user name and password for each.

Faculty Orientation

6:00-8:00 p.m.

Wednesday, January 20

AC 108

Presenters include: Nick Chang, VP of Student Learning; Sara McKinnon, SLO Coordinator; Linda Beam., Dean of Human Resources; Chuck Lacy, Chief of Campus Police and Kathleen Kirkpatrick, Staff Development Program. Administrator

(This workshop will be repeated 9:00-11:00 a.m., Thursday, January 21.)

This session will provide new and recently hired full and part-time faculty with valuable information about instructor requirements, resources, college departments, processes and procedures. Topics will include: How to download your roster, post grades, post your syllabus and class handouts and communicate with students via the MyCOM portal, Intranet and College Email; Workplace Safety and Emergency Information; Human Resources; Payroll Information; Flex; Participatory Governance; Institutional Planning and Academic Issues. Even if you've been teaching here a few years, you may find valuable information you never knew covered in this comprehensive session.

Thursday, January 21

Faculty Orientation

9:00 – 11:00 a.m.

Thursday, January 21

AC 108

This workshop is a repeat of the session offered 6:00-8:00 p.m. Wednesday, January 20

Please see previous listing for presenters and workshop description.

What's New in Office 2007, Section C

9:00-12:00 p.m.

Thursday, January 21

BC 102

Presenter: Patricia Luzi

Attend this workshop & arrange to get your office computer upgraded to Office 2007!

(Section C is a repeat of the workshop offered 9:00-12:00 p.m. Wednesday, January 20.)

Please see the workshop description listed under Wednesday, January 20, 9:00 a.m. to 12:00 p.m.

To Register:

Space is limited. Preregistration is required. Email: kathleen.kirkpatrick@marin.edu to register. Please use "Office 2007 Upgrade" as your subject line. Be sure to specify the **session date and time** you'd like to attend. Your registration will be confirmed via email. You will also be instructed about information you'll need to provide to I.T. so your computer can be upgraded.

Check Out EduStream: COM's New Streaming Video Capability

It's Easy, Fast & Free!

11:00-12:00 p.m.

Thursday, January 21

LC 39

This workshop is a repeat of the session offered 9:00-10:00 a.m. Wednesday, January 20

Please see previous listing for presenter and workshop description.

Joint Department Chairs Meeting

12:45-2:00 p.m.

Thursday, January 21

AC 108

First meeting of the spring semester for department chairs.

Introduction to the SLO WIKI and Writing Degree and Certificate SLOs

1:00-2:30 p.m.

Thursday, January 21

LC 150

Presenters: SLO Coordinators Becky Brown and Sara McKinnon

Come learn how to utilize the Academic Senate's SLO Wikispace* to facilitate discipline discussions about course level, program level SLOs and their assessment as well as Degree and Certificate level SLOs (which need to be written in Spring 2010.) All College of Marin disciplines have at least one page already set up on the wikispace where they will find everything they have written concerning SLOs in their area up to now including program-wide SLOs and course level SLOs. To view it or to become a member, go to:

<http://com-academic-senate-slos.wikispaces.com/>

*A Wiki is a collaborative website that can be viewed by anyone, but where members can post to discussion tabs and add to or edit content. The editing capability is fairly simple. All changes are tracked as to what they are, when they were made and who made them and are available on the "history tab". Wikis are used widely by groups that want to have a space in which to create content collaboratively. They are used extensively for education by teachers for their classes as well. For more information: <http://www.wikispaces.com/site/for/teachers>.

Additional links to other educational wikis: <http://educationalwikis.wikispaces.com/> and <http://edublogawards.com/2008/best-educational-wiki-2008/>

What's New in PowerPoint 2007

1:00-3:30 p.m.

Thursday, January 21

Presenter: Patricia Luzi

BC 102

This workshop will focus on new features included in the Office 2007 version of PowerPoint. It is intended for faculty currently using the Office 2003 version of PowerPoint (or earlier) who are upgrading to Office 2007 and who have attended one of the "What's New in Office 2007" workshops. This workshop is not an introduction to PowerPoint.

To Register:

Space is limited. Preregistration is required. Email kathleen.kirkpatrick@marin.edu to register. Please use "PowerPoint 2007" as your subject line. Your registration will be confirmed via email.

Enhancing Your Blackboard Course

2:00-4:00 p.m.

Thursday, January 21

BC 105

Presenters: Win Cottle, Alisa Klinger and Kathleen Smyth

Are you looking for ways to enhance your online Blackboard course? If you're looking for ideas, inspiration and support this is the workshop for you! The presenters are all experienced online instructors who would like to share what they've learned about teaching online with you. Each presenter will give a short presentation on current, new and best practices they're using in their Blackboard courses. There will also be ample time for questions and answers.

Friday, January 22

(Mandatory Flex Day)

College Convocation

Educational Excellence: Preparing Students for a Global Society

Guest Speaker: Dr. Juan Carlos Arauz

10:00-12:00 p.m.

Friday, January 22

Olney Hall 96

We live in a global society and it is through this lens that our speaker, Dr. Juan Carlos Arauz, will be viewing and discussing issues associated with a 21st Century Education. Dr. Arauz will present the 5 essential 21st century competencies that every educational institution must ensure students learn to prepare them to successfully navigate in a global society. Informed by a strength-based approach toward student academic achievement, these 5 essential competencies have been well-documented by several corporations, educational institutions, and researchers.

In line with the college's Strategic Plan, participant colleagues will be able to develop a repertoire of techniques and teaching methodologies with which to implement these 5 essential competencies into their departments to improve student access, and retention as well as student learning and success. Sponsored by the Basic Skills Initiative

Dr. Juan Carlos Arauz is a consultant, trainer and writer specializing in areas related to immigration, youth and education. He has developed a model program for education where 100% of Latino senior high school students enrolled in the program have graduated vs. the national graduation rate average of 58%. Similarly, 93% of Latino students enrolled in college completed their first year, vs. the national average of 27%. He currently serves on the board of Marin Academy High School, Saint Marks School and Buck Institute for Education. Dr. Arauz is the founding director of E3: Educational Excellence & Equity whose vision is to redefine

educational excellence where every student, regardless of starting point, is engaged and expected to thrive in a culture of academic success!

Department Meetings

1:30-3:30 p.m.

Friday, January 22

Check Chairs for location

Annual Flex department meeting