

# College of Marin

## January 2011 Flex Program

### Workshop Schedule

January Flex workshops were planned by the Professional Development Committee based on feedback from the May 2010 Professional Development Needs Survey, the COM Strategic Plan and the Accreditation Planning Agenda.

All credit faculty have an obligation to complete professional development “Flex” hours each semester. Wednesday, January 19 and Thursday, January 20 are Independent Flex Days. Friday, January 21 is the Mandatory Flex day that includes the annual College Convocation and Department meetings.

Detailed information about the Flex program including Spring 2011 Flex Guidelines, the most up-to-date workshop schedule and the formula for determining faculty Flex hours of obligation are posted on the [Staff Development Web Page](#). The information in this publication is current as of December 14, 2010. Be sure to check the [Staff Development Web Page](#) for Flex updates, additions and cancellations.

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 below 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](mailto:kathleen.kirkpatrick@marin.edu).

# January 2011 Flex Workshops

## Wednesday, January 19

(Independent Flex Day)

### ***Introduction to EduStream, COM's Video Streaming Capability***

9:00-10:00 a.m.

Wednesday, January 19

LC 38

**Presenter: Steve Dodson, Computer Access Specialist**

EduStream is a centralized digital web-access service similar to YouTube that is provided by a California Community College Consortium. Instructors and students can use videos from EduStream's library of over 5,000 videos or convert their own videos and upload them to the server. Once content is loaded on the server, videos can be run in the classroom or in distance education courses through the student portal. EduStream is compatible with Windows and Macs and 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.

### ***The MyCOM Portal: Posting Handouts, Links and Photos and Communicating with Your Students via Email***

10:00-12:00

Wednesday, January 19

SC 144

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

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

**\*TO REGISTER:** Email [alice.dieli@marin.edu](mailto:alice.dieli@marin.edu)

This workshop will be repeated Thursday, January 20. Please specify which date (1/19 or 1/20) you want to attend. Your registration will be confirmed via email.

## ***CPR Training***

**10:00-12:00 p.m.**

**Wednesday, January 19**

**PE 90**

**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 2010 Professional Development Needs Assessment.

### **\*To Register:**

Email [kathleen.smyth@marin.edu](mailto:kathleen.smyth@marin.edu) by Friday, January 14. 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.

## ***Making Online Learning Accessible to All Students***

**2:30-4:30 p.m.**

**Wednesday, January 19**

**BC 101**

**Presenter: Jayme Johnson, High Tech Center Training Unit**

This workshop covers ADA compliance issues that faculty must be aware of in order to design distance education courses that are accessible to students with visual, hearing and other disabilities. It also applies to "web enhancements" such as web pages and other online or media materials developed for traditional classroom courses. The "Universal Design" principles used for ADA compliance have proven to be highly beneficial to ALL students. Our trainer, Jayme Johnson, is a specialist in this field from the High Tech Center Training Unit of the California Community Colleges.

## ***Faculty Orientation***

**6:00-8:00 p.m.**

**Wednesday, January 19**

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

**Thursday, January 20**  
(Independent Flex Day)

***Intermediate PowerPoint***

**10:00-12:00 p.m.**

**Thursday, January 20**

**BC 101**

**Presenter: Patricia Luzi, Microsoft Office Trainer**

***Seating Limited. Registration Required. See instructions below.\****

This is an intermediate level workshop that will include the following topics: how to work with objects such as text boxes, tables, shapes, charts and SmartArt; animation; customizing your master (adjust layouts, formats and repeating elements); speaker notes; music files; and printing. This is not an introductory workshop. Intermediate PowerPoint training was cited by both faculty and staff in the Spring 2010 Professional Needs Survey as being a high priority training need.

**\*TO REGISTER:** Email [kathleen.kirkpatrick@marin.edu](mailto:kathleen.kirkpatrick@marin.edu) by Friday, January 14. Your registration will be confirmed via email.

***Academic Wellness Walk***

**10:00-12:00 p.m.**

**Thursday, January 20**

**Meet in front of the Learning Resource Center**

**Presenter: Carl Cox**

Join COM Librarian Carl Cox for a 2-hour focused discussion and walk through Ross Valley. Faculty will share ideas and discuss how to define and improve student success at all levels of our academic programs including ESL, Career Ed., Basic Skills and Transfer. New and recently hired part-time faculty are encouraged to attend. Participants should wear comfortable walking shoes and bring a bottle of water. In case of rain, the activity will be rescheduled. If you have any questions, feel free to email Carl at [carl.cox@marin.edu](mailto:carl.cox@marin.edu).

***Joint Department Chairs Meeting***

**12:45-2:00 p.m.**

**Thursday, January 20**

**AC 108**

First meeting of the spring semester for department chairs.

## ***Introduction to the ArtSTOR Digital Library***

**1:00-2:30 p.m.**

**Thursday, January 20**

**BC 101**

**Presenters: Anuradha Vikram, Fine Arts, Deborah Loft, Fine Arts and Steve Dodson, Computer Access Specialist**

The ArtSTOR Digital Library consists of over 1.2 million images in a broad range of subject areas in the arts, architecture, humanities and social sciences. ArtSTOR images have been made available through the generous contributions of museums, scholars, foundations, libraries and archives. This exciting collection of high quality photographs is available to all College of Marin faculty free of charge through our institutional membership. This presentation will cover how to set up an account, search the site and download photos that you can use in your courses and make available to your students. There will also be time to explore the site with guidance from the presenters.

## ***The MyCOM Portal: Posting Handouts, Links and Photos and Communicating with Your Students via Email***

**1:30-3:30 p.m.**

**Thursday, January 20**

**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, January 19

**\*TO REGISTER:** Email [alice.dieli@marin.edu](mailto:alice.dieli@marin.edu)

Be sure to specify which date (1/19 or 1/20) you want to attend.

Your registration will be confirmed via email.

You will need to bring your MyCOM login and password to the workshop.

## ***Learn How to Use SLO Rubrics for Assessment***

**2:00-4:00 p.m.**

**Thursday, January 20**

**HC 165**

**Presenters: SLO Co-coordinators Anne Gearhart and Yolanda Bellisimo**

Learn how to use a rubric for assessing the expected outcomes for general education classes, problem solving, quantitative reasoning etc. We will be expected to launch the use of these rubrics spring semester and this will be an opportunity for faculty to learn how to complete this task.

## **Friday, January 21**

**(Mandatory Flex Day)**

### ***College Convocation***

**10:00-12:00 p.m.**

**Friday, January 21**

**Olney Hall 96**

Annual spring semester College Convocation.

*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, January 21**

**Check Department Chair for location**

Annual Flex department meetings.