

# *Empowerment & Engagement*

## Spring Flex 2010

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**Introduction**  
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**Happy New Year and Welcome Back!**

As President Barack Obama said, “Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for. We are the change that we seek.”

We live in a changing world here at Sacramento City College. More students crowd into our classrooms, the fickle economy continues to pressure our college budget, and every day we see new technology and social media. Let us prepare for these changes with purposeful leadership. Let us take this opportunity – before classes begin – to come together in community and renew our commitment to empowerment and engagement.

We at the Staff Resource Center wish you a marvelous Spring 2010 semester!

*Elaine Ader*

*Gerri Scott*

*Holly Piscopo*

*Sharon Terry*

*Joanie Mitchell*

*Amber Escotto*

*Sandy Vue*

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### Flex Information

- Overview:** Each semester, the Los Rios Community College District convenes Flex days on the Thursday and Friday preceding the start of classes. At Sacramento City College we also typically offer several technology workshops and special programs on Wednesday of Flex Week. For Spring, 2010, we continue this tradition and on Wednesday, January 13, 2010, SCC will offer several up to date technology workshops. Friday, January 15<sup>th</sup> will be dedicated to the Celebration of Excellence, Convocation, Sexual Harassment Prevention Training, and division/department gatherings. These three days of professional development opportunities are sure to spark your creativity for the coming semester.
- Food Services:** For the convenience of Flex activity attendees, City Café's Java City area will be open from 8:00am – 1:00pm on Thursday, January 14<sup>th</sup> and Friday, January 15, 2010. Beverages, sandwiches & pre-packaged salads will be available. Additionally, continental breakfast will be provided for the college during Celebration of Excellence and as a “welcome back” on Friday, in City Café, from 7:30am – 8:45am.
- Attendance:** The most frequently asked questions about Flex concern attendance requirements. For complete information please see Flex Facts. In general, attending workshops on Wednesday and Thursday of Flex Week is voluntary because Flex obligations may be met at any time during the semester. However, Convocation attendance is required for full-time faculty. The Flex Obligation form is available at the end of this document. Classified staff are encouraged to attend both flex presentations and Convocation.
- College Goals:**
1. Develop and implement processes to promote engagement and success of first-year students.
  2. Implement a systematic enrollment management process that aligns student outreach and recruitment with scheduling of classes, programs, and services based on student interest, demand, time, convenience, and culture.
  3. Improve basic skills competencies in reading, writing, and math and improve preparedness for degree applicable courses through developing skills in reading, writing, math, and information competency across the curriculum and throughout the college.
  4. Improve processes, services, curriculum, and instructional design to ensure equivalent student outcomes for alternative modalities and locations (i.e., off campus sites, distance education, etc.).
  5. Revise or develop new courses, programs and services based on assessment of emerging community needs.
  6. Improve staff processes for all classifications including hiring, orientation, mentoring, customer service, training, evaluation, and exit processes, with attention to the selection and retention of staff that reflect the diversity of our students and community.
  7. Engage the college community in the process of ongoing institutional evaluation and continuous improvement, in the analysis and review of data, and in ongoing activities related to accreditation.
  8. Identify and respond to the needs of the college community that is growing increasingly diverse in terms of demographics and culture.
  9. Deliver programs and services that demonstrate a commitment to learner-centered education and training and institutional effectiveness through continuous process improvement.

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**Spring Flex 2010 Schedule**

**Wednesday, January 13, 2010**

**Technology Workshops**

<b>EPorts</b> 9:00am – 10:30am LRC141	<b>Google Apps</b> 10:30am – 12:00pm LRC141	<b>Adobe Acrobat</b> 1:00pm – 2:30pm LRC141	<b>Ingeniux</b> 1:00pm – 2:30pm TEC103	<b>Manila</b> 3:00pm – 4:30pm LRC141
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**Flex Thursday, January 14, 2010**

**Moming Flex Workshops**

9:00am – 12:00pm	Taking a Look at What Works in Supporting Student Success BUS238	Meditation and Stress Relief NG110	Flexibility of the Brain LRC105	Create a Unique Tote Bag RHS262	D2L Mini-Series LRC141	
9:00am – 11:00am	Orchestrating Positive Outcomes in Emergencies RHS229	Equity Training for the Hiring Process RHN264	Psychology of War/Violence BUS 203	Who Are Our Students? BUS 143	Creating an Active Learning Environment BUS 107	
9:00am – 10:30am	iClickers in the Classroom: Incorporating the iClickers Response Card BUS236	MAC Based Training TEC109				
9:00am – 10:00am	Learning About the Counseling Intranet BUS237					
10:00am – 12:00pm	Assessing SLOS Throughout Student Services BUS223	Historical Tour of the SCC Campus LRC307 Special Collections Room				
10:00am – 11:30am	Life Cycles: The Care and Feeding of the Caregivers BUS 225					
10:30am – 12:00pm	Shots Fired: Surviving a Campus Shooting Event RHN258	Nutrition That's Delicious And GOOD For You RHS261	Understanding Community College Budget BUS222	A Million Ways to Spell Success RHS222		
11:00am – 12:30pm	Tour The New SCC West Sacramento Center W. Sac Center					

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## **Flex Thursday, January 14, 2010**

### **Afterschool Flex Workshops**

12:00pm – 2:00pm	Mirrors of Privilege: Making Whiteness Visible RHN258						
12:00pm – 1:00pm	What We Learned at the CMC3 Conference SOG119	Brown Bag Discussion: Faculty Professional Development Leaves CAC Conference Room					
1:00pm – 3:00pm	Traveling the Açore Islands CAC						
1:00pm – 2:30pm	SCC Grant Writing RHS222	Integrating Technology into Your Course work with D2L and Web Devices LRC141	EXCEL BUS219	Ingeniux Training TEC103	The Student Discipline Process BUS223	Careers on the Verge of a Nervous Breakdown BUS 107	"Question Time" LRC119
1:00pm – 2:00pm	Engagement and Achievement: Student Perceptions of Life at SCC – What Are Students Saying BUS203	DSPS Training for Counselors RHS229	Using BSI Student Instructional Assistants Effectively RHS172				
2:00pm – 4:00pm	Everything Your Mother Never Told You about Fitting Clothes RHS262	Bookmarks in Your Pocket: Delicious and Beyond TEC101					
2:00pm – 3:30pm	Challenging Behaviors, Challenging Times BUS229	Prerequisites for Chemistry BUS237	The Nutrition Prescription BUS 236				
2:00pm – 3:00pm	Monkey Business: Designing and Implementing Surveys with Survey Monkey BUS 222	PILOT is Taking Off in the Library LRC220	Strategies and Challenges of Maintaining Student Engagement for a Three Hour Class BUS 238				
2:30pm – 4:00pm	CDI Advisory Committee Update RHN258	Infusing Basic Skills Into All Curricula BUS225	Academic Freedom BUS 107				
3:00pm – 4:30pm	Tour The New SCC West Sacramento Center W. Sac Center						
3:30pm – 4:30pm	What It Means To You: Budget Cuts RHS229						
4:00pm – 7:00pm	HOP on Over to Allied Health! Mohr Hall						
6:00pm – 8:00pm	Traveling the Açore Islands CAC						

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**FRIDAY**  
**January 15, 2010**

**CELEBRATION OF EXCELLENCE/ CONTINENTAL BREAKFAST- CITY CAFÉ**  
**7:30am**

**CONVOCATION - AUDITORIUM**  
**9:00am - 10:15am**

**SEXUAL HARASSMENT PREVENTION TRAINING (Locations: TBA)**  
**10:30am - 11:30am**

**DIVISION MEETINGS**  
**Check with Division Office for Exact Places and Times**

## Empowerment & Engagement

### Technology Workshops

Wednesday, January 14, 2010

Where Noted: These workshops are available virtually\*

**Title:** ePorts (May Attend Virtually – See Below \* for Instructions. *(back to schedule)*  
**Login:** <http://saccity.acrobat.com/melissa>.)

**Presenter(s):** Melissa Green

**Time:** 9:00am – 10:30am

**Location:** IRC 141

**College Goal:** Staff Processes

**Day/Date:** Wednesday, January 13, 2010

In its short and dynamic history, the ePortfolio has rapidly moved from the status of simple paperless portfolio to sophisticated ePortfolio Management Systems and now social software. Today, the explosion of new social practices emerging from the use of new media, such as social networks and what is commonly referred as Web 2.0, tends to blur the frontiers of ePortfolios. Come to this workshop for an overview of this exciting technology. Our campus and your department will want to discuss ePortfolio options and develop a common ePortfolio standard for students, faculty and committee portfolios. \* Can't attend in person? Join this workshop via the Internet - <http://saccity.acrobat.com/melissa>.

**Title:** Google Apps for Education (May Attend Virtually – See Below \* for Instructions.  
**Login:** <http://saccity.acrobat.com/jory>) *(back to schedule)*

**Presenter(s):** Jory Hadsell

**Time:** 10:30am – 12:00pm

**Location:** IRC 141

**College Goal:** Staff Processes

**Day/Date:** Wednesday, January 13, 2010

Want simple to use help creating and sharing websites, surveys and virtually any kind of document? This workshop will provide an overview of Google Apps, a free suite of hosted communication and collaboration applications designed for schools and universities. IIRCCD is currently in the process of finalizing the legal requirements necessary for deploying this technology District-wide.

The Google Apps components being considered at IIRCCD include:

- **Google Calendar:** Students can organize their schedules and share events and calendars with others.
- **Google Docs:** Share documents, spreadsheets, and presentations creating shared storage space. Collaborate in real-time with your team or with your whole school. You can publish final documents to the entire world, too.
- **Google Sites:** Work together to keep related documents, web content and other information in one place, on one site.

Can't attend in person? Join this workshop via the Internet -- <http://saccity.acrobat.com/jory>

**Title:** Adobe Acrobat (May Attend Virtually – See Below \* for Instructions.  
**Login:** <http://saccity.acrobat.com/melissa>) *(back to schedule)*

**Presenter(s):** Melissa Green

**Time:** 1:00pm – 2:30pm

**Location:** IRC 141

**College Goal:** Staff Processes

**Day/Date:** Wednesday, January 13, 2010

Acrobat documents are easy to upload into your D2L courses. Easily create an Adobe PDF file from any document, from paper scans, and from web sites. Convert Microsoft Office files to Adobe PDF with one click. Convert and combine handouts, study guides, presentations, images and other documents into one compact Adobe PDF file. Use Acrobat Pro to distribute PDFs. Your students can add highlights, notes and voice comments to PDF documents. \* Can't attend in person? Join this workshop via the Internet – <http://saccity.acrobat.com/melissa>

## Empowerment & Engagement

### Technology Workshops

Wednesday, January 13, 2010

Some Workshops May Be Available Via Internet\*

**Title:** Ingeniux Training (*back to schedule*)  
**Presenter(s):** Quinn Nakano  
**Time:** 1:00pm – 2:30pm  
**Location:** TEC103  
**College Goal:** Staff Processes  
**Day/Date:** Wednesday, January 13, 2010

Ingeniux is a Content Management System (CMS) used to manage content on the web. It allows users who have no knowledge of creating web pages to create and maintain web pages. Templates have been created which make it easy to create new pages. In this workshop you will learn how to convert current web pages to this new system as well as create new pages. You will also learn how to upload media and images and insert links for use on your page. Pre-registration is required for this workshop. Please pre-register for this workshop via phone or email (X2176, X2001, or [staffres@losrios.edu](mailto:staffres@losrios.edu)) no later than January 7, 2010.

**Title:** Manila (*May Attend Virtually – See Below \* for Instructions.*)  
**Presenter(s):** Login: <http://saccity.acrobat.com/melissa> (*back to schedule*)  
**Time:** Melissa Green  
**Location:** 3:00pm – 4:30pm  
**College Goal:** LRC141  
**Day/Date:** Staff Processes  
Wednesday, January 13, 2010

Pre-Registration Required. Manila is an alternative website creation software used at SCC. If you can surf the web, you can maintain your campus website using Manila. Your time is valuable and you have important information that should be on the web. At this introductory Manila session, you will learn the features of Manila, how to create or modify your website, and how Manila supports team editors for division and service unit staff. Please bring content information to start or add to your website. Please pre-register. Walk-ins will be accepted. Can't attend in person? Join this workshop via the Internet – <http://saccity.acrobat.com/melissa>

### \*How to Virtually Attend Workshops

To remotely participate in the workshops which are available virtually, you will need:

- A computer with an Internet connection
- Speakers,
- Free Adobe Flash player installed.

Please point your web browser to <http://saccity.acrobat.com/jory> or <http://saccity.acrobat.com/melissa> and select "Log In as Guest" and enter your name. The meeting room will open and you will be able to hear the presenters and see their computer screen. Please log in 5 minutes before the start of the workshop. You can test your computer now to see that you can see and hear the online classroom.

### Upcoming Technology Workshops for Spring Semester

- Online Institute, June 1 through 4 (4-Day Intensive Online & D2L Training).
- We will continue our 50-Minute D2L Training Series Spring Semester by adding sessions on Discussion Boards, Quizzes and Virtual Classroom Management.
- The Web 2.0 Conference will be in April where faculty come together to explore cutting edge interactive online tools.
- Faculty have expressed interest in Audio Tools and we are developing workshops in Audacity, audio conferencing and audio feedback.



*Empowerment & Engagement*  
**Thursday Morning, January 14, 2010**  
**Flex Workshops**

**Title:** Taking A Look At What Works In Supporting Student Success *(back to schedule)*  
**Presenter(s):** Ed Stupka  
**Time:** 9:00am - 12:00pm  
**Location:** BUS238  
**College Goal:** Success of First Year Students  
Basic Skills  
Process Improvement  
**Day/Date:** Thursday, January 14, 2010

This 3 hour workshop has 3 components: 1) A brief examination of the key factors that support student success, 2) Participants develop brief presentations on ideas, techniques, or strategies they use to support student success. 3) Participants share what works for them. A wrap-up session rounds out the workshop with the presenter sharing two powerful ideas with universal application across the curriculum.

**Title:** Creating an Active Learning Environment *(back to schedule)*  
**Presenter(s):** Adrienne King  
Angie Lambert  
Shantra Muther  
Holly Piscopo  
Debbie Van Sickle  
Carmen Villanueva  
Ginnie Gessford  
**Time:** 9:00am - 11:00am  
**Location:** BUS107  
**College Goal:** Instructional Improvement  
Learner-Centered Education  
**Day/Date:** Thursday, January 14, 2010

"Active Learning" is, in short, anything that students do in a classroom other than merely passively listening to an instructor's lecture. This workshop will give you some hands-on experience participating in active learning activities, as well as, using technology to enhance learning in your classroom. Everyone is welcome.

**Title:** Meditation and Stress Relief *(back to schedule)*  
**Presenter(s):** Vina Parmar  
**Time:** 9:00am - 12:00pm  
**Location:** NG110  
**College Goal:** AB1725  
**Day/Date:** Thursday, January 14, 2010

Meditation and yoga have been found to be effective tools in re-establishing inner balance, clarity and peace of mind. The IAM Meditation Technique offers an integration of gentle yoga exercise with an effective and easy-to-practice meditation technique that can be comfortably performed by anyone in just 20 minutes per day. Benefits include:

- Reduce stress and anxiety
- Increase energy
- Improve relationships
- Reduce anger and frustration
- Improve health and well-being
- Increase productivity and efficiency, and more

IAM Meditation Technique was created by Amma, an internationally recognized humanitarian and spiritual teacher. Come and learn effective tools to resolve everyday problems by tapping the mind's inherent power.

*Empowerment & Engagement*  
**Thursday Morning, January 14, 2010**  
**Flex Workshops**

**Title:** Flexibility Of The Brain (*back to schedule*)  
**Presenter(s):** Chris Tromborg  
Alan Keys  
**Time:** 9:00am – 11:00am  
**Location:** IRC 105  
**College Goal:** Promote Engagement and Success of First Year Students  
**Day/Date:** Thursday, January 14, 2010

The Brain Fitness Program is based on the brain's ability to change and adapt, even rewire itself. In the past two years, a team of scientists has developed computer-based stimulus sets that drive beneficial chemical, physical and functional changes in the brain. Dr. Michael Merzenich of the University of California and his colleagues shared their scientifically based set of brain exercises in this life-altering program. Come to this workshop to see the Brain Fitness video, hear a lecture on the topic, and have a discussion with your colleagues.

**Title:** Create A Unique Tote Bag (*back to schedule*)  
**Presenter(s):** Lynne Giovanetti  
Susan Zimlich  
**Time:** 9:00am – 12:00pm  
**Location:** RHS262  
**College Goal:** AB1725  
**Day/Date:** Thursday, January 14, 2010

Experience what our students experience. SCC offers several professional technical programs. This workshop will provide insight into the experiences of students enrolled in our Fashion Design and Production Program. Emerging careers in this high growth industry require “state of the art” training. Fabrics will be provided for an interesting design of a tote bag. Using quilt, piecing, color and sewing, you will design your own, one-of-a-kind tote bag. **Pre-registration required.**

**Title:** D2L Mini-Series (May Attend Virtually – See Page 9 above\* for Instructions.  
**Login:** <http://saccity.acrobats.com/jory>) (*back to schedule*)  
**Presenter(s):** Jory Hadsell  
Melissa Green  
**Time:** David Martin  
**Location:** 9:00am – 12:00pm  
**College Goal:** IRC 141  
**Day/Date:** Process Improvement  
Thursday, January 14, 2010

This 3 hour workshop consists of three 50 minute segments. You may attend one or all. Components are:

**Do-It-Yourself: Creating D2L Class Sites**

- setting up development (sandbox) courses
- setting up individual classes with automatic student enrollments
- combining multiple class sections and student enrollments into one D2L class

**Save a Tiee: Post Your Syllabus and Handouts in D2L**

- setting up simple navigation for students
- uploading and organizing your content
- making your course site visible to students

**Getting Ready for Next Semester: Copying Course Content**

- copying individual items versus all content at once
- resetting the homepage and navigation bar
- updating content settings

*Empowerment & Engagement*  
**Thursday Morning, January 14, 2010**  
**Flex Workshops**

**Title:** Orchestrating Positive Outcomes in Emergencies (*back to schedule*)  
**Presenter(s):** Wendy Gomez  
Jeff Christian  
**Time:** 9:00am - 11:00am  
**Location:** RHS229  
**College Goal:** Process Improvement  
**Day/Date:** Thursday, January 14, 2010

This workshop is designed by Health Services to assist in the management of common medical issues experienced in the classroom and on campus. The presentation includes when to call, who to call, and what to do while you are waiting for medical assistance. Health issues to be covered include basic first aid, fainting incidences, seizure s, diabetic emergencies, and other common medical conditions. Join us! It will be fun, interactive and informative.

**Title:** Equity Training for the Hiring Process (*back to schedule*)  
**Presenter(s):** Julia Jolly  
Kathy Taylor  
**Time:** 9:00am - 11:00am  
**Location:** RHN264  
**College Goal:** Staff Processes  
**Day/Date:** Thursday, January 14, 2010

This two hour training prepares equity representatives to serve on hiring committees for all constituency groups. The training additionally serves as a forum for input from the campus community on the hiring processes and how they can be improved.

**Title:** Psychology of War and Violence (*back to schedule*)  
**Presenter(s):** Tom Bruce  
**Time:** 9:00am - 11:00am  
**Location:** BUS203  
**College Goal:** Promote Engagement And Success Of First-Year Students  
**Day/Date:** Thursday, January 14, 2010

Many of the students at this college have not lived at a time when the US was either not at war or faced the imminent possibility of war. From Freud to contemporary behaviorists, psychologists have attempted to explain the tendency of the human species to kill its own kind in large numbers. This workshop will explore current understandings of this phenomenon with a focus on whether the human is hardwired for collective violence or whether war represents the final choice.

**Title:** Who Are Our Students? (*back to schedule*)  
**Presenter(s):** Michael Poindexter  
**Time:** 9:00am - 11:00am  
**Location:** BUS143  
**College Goal:** Enrollment Management  
**Day/Date:** Thursday, January 14, 2010

The workshop will take a look at the demographic make-up of the students who attend SCC. Attendees will have an opportunity to become aware of the following data:

- Age, gender, ethnicity
- Student load characteristics of first-time students
- High school graduates
- Public high school participation rates
- Basic Skills
- Retention
- Persistence

Be part of a discussion to help identify strategies and next steps in helping students be successful.

*Empowerment & Engagement*  
**Thursday Morning, January 14, 2010**  
**Flex Workshops**

**Title:** iClickers in the Classroom: Incorporating the iClicker Response Card  
*(back to schedule)*  
**Presenter(s):** Dominic Cerri  
Stuart Graybill  
**Time:** 9:00am – 10:30am  
**Location:** BUS236  
**College Goal:** Instructional improvement  
**Day/Date:** Thursday, January 14, 2010

This workshop will provide an update on the iClicker response card system and how we have been using it in instructional delivery. iClickers allow students to respond electronically to questions posed by instructors. Students immediately discover if they understand a concept, and instructors immediately discover if they are effectively teaching a concept. Attendees will leave this workshop understanding how to incorporate this exciting technology into their instruction, and how to order clickers for the Spring semester.

**Title:** MAC Based Training *(back to schedule)*  
**Presenter(s):** Thomas Cappelletti  
**Time:** 9:00am – 10:30am  
**Location:** TEC109  
**College Goal:** Staff Processes  
**Day/Date:** Thursday, January 14, 2010

In this workshop you will learn how easy it is to use your MAC in the SCC environment. Tom (a former Apple trainer and author of "Intro. to Mac" used by the Apple Stores) will show you how to simply perform the tasks you do most often, like browsing the web, checking email, and working with Microsoft Office files, all in the most secure, cross-platform environment.

Topics to include:

- Understanding the simple, yet powerful Mac OS.
- Anatomy of a Mac, PC to Mac, and Mac Basics.
- Managing your multiple mail accounts including your Los Rios mail.
- Software updates, synchronization, and file management.
- Working with calendars, web browsers, and chat features.
- Managing photos, music, and other assets with included software.
- Getting additional help at SCC and online.

Other questions will also be entertained. If you sign up for this workshop and have specific training needs, please call X2176.

**Title:** Learning About the Counseling Intranet *(back to schedule)*  
**Presenter(s):** Jane Woo  
**Time:** 9:00am – 10:00am  
**Location:** BUS237  
**College Goal:** Staff Processes  
**Day/Date:** Thursday, January 14, 2010

This workshop is designed for counselors and adjuncts who would like a hands-on guided tour of the Counselor INTRA web site. There are many new features and helpful tools available to assist you when you meet with students. Some of the topics to be covered include general education information, articulation agreements with UC and CSU campuses, private/independent institutions, best practices for evaluating transcripts from institutions outside of Los Rios, and much more. Time will be available for a Q & A session so bring all your questions.

*Empowerment & Engagement*  
**Thursday Morning, January 14, 2010**  
**Flex Workshops**

**Title:** Assessing SLOs Throughout Student Services (*back to schedule*)  
**Presenter(s):** Richard Edich  
Gwyn Tracy  
Kim Beyrer  
Wendy Slobodnik  
Kim Goff  
Thomas Greene

**Time:** 10:00am – 12:00pm  
**Location:** BUS223  
**College Goal:** Institutional evaluation and continuous improvement  
**Day/Date:** Thursday, January 14, 2010

Six different areas within Student Services will present how they assessed at least one SLO, presenting the ir data, evaluation of that data, and improvements made. Presentation will also cover how this information was integrated into each area's unit plan and program review.

**Title:** Historical Tour of the SCC Campus (*back to schedule*)  
**Presenter(s):** Jack Halligan  
Pat Zuccaro  
**Time:** 10:00am – 12:00pm  
**Location:** Learning Resource Center Special Collections (LRC307)  
**College Goal:** Process Improvement  
**Day/Date:** Thursday, January 14, 2010

Learn about the history of SCC, beginning in 1916 by taking a campus tour. Included will be a history of the area. In addition to the tour, there will be an orientation to Special Collections. Wear good walking shoes.

**Title:** Life Cycles: The Care and Feeding of the Caregiver (*back to schedule*)  
**Presenter(s):** Barbara Gillogly (ARC Faculty)  
**Time:** 10:00am – 11:30am  
**Location:** BUS225  
**College Goal:** Responding to a Diverse College Community  
**Day/Date:** Thursday, January 14, 2010

Caregiving: Who is a caregiver? How is this a normative part of the life cycle? This workshop will focus on why taking care of the caregiver is so important and why it is vital to set and maintain boundaries.

**Title:** Shots Fired: Surviving A Campus Shooting Event (*back to schedule*)  
**Presenter(s):** Valerie Cox  
**Time:** 10:30am – 12:00pm  
**Location:** RHN258  
**College Goal:** Process Improvement  
**Day/Date:** Thursday, January 14, 2010

What have we learned in the wake of events like Columbine, Virginia Tech and most recently, Fort Hood? We've learned that we must be prepared for the reality of violent crime on college campuses and in our communities. Police officers are trained on how to respond, but what would you do? Come to this timely workshop to learn how to develop a survival mindset and how to take direct responsibility for your personal safety and that of our students.

*Empowerment & Engagement*  
**Thursday Morning, January 14, 2010**  
**Flex Workshops**

**Title:** Nutrition That Is Delicious AND Good For You(*back to schedule*)  
**Presenter(s):** Nadine Kirkpatrick  
Jessica Coppola  
John Polagruto  
**Time:** 10:30am – 12:00pm  
**Location:** RHS261  
**College Goal:** AB1725  
**Day/Date:** Thursday, January 14, 2010

During the first half of this workshop, we will cover some of the important concepts of nutrition. We will also discuss what it means to eat "healthy." The second half of this workshop will focus on the preparation of nutritious snacks and meals.

**Title:** Understanding the Community College Budget (*back to schedule*)  
**Presenter(s):** Dean Murakami, IRCFT President  
**Time:** 10:30am – 12:00pm  
**Location:** BUS222  
**College Goal:** Emerging Community Needs  
**Day/Date:** Thursday, January 14, 2010

IRCFT president, SCC IRCFT president, and SCC IRCFT campus representatives will be available to discuss the following budgetary issues:

- California State Budget And How It Has Impacted California Community Colleges
- Los Rios Community College District
- Full Time And Adjunct Faculty Salaries
- The Tombone Effect

**Title:** A Million Ways to Spell Success(*back to schedule*)  
**Presenter(s):** Marybeth Buechner  
Anne Danenberg  
**Time:** 10:30am – 12:00pm  
**Location:** RHS222  
**College Goal:** Institutional Evaluation and Continuous Improvement  
**Day/Date:** Thursday, January 14, 2010

How does the research office measure "student success"? What do those measures tell us about our students? How can you use that data? What does the term "student engagement" mean? How is it measured? Join us as we look at some ideas from educational research and some data from SCC students and discuss what it means in our offices and classrooms.

**Title:** Tour The New SCC West Sacramento Center! (*back to schedule*)  
**Presenter(s):** Debra Luff  
SCC West Sacramento Center staff  
**Time:** 11:00am – 12:30pm  
**Location:** W. Sac Center  
**College Goal:** Staff Processes  
**Day/Date:** Thursday, January 14, 2010

You are cordially invited to visit the brand new permanent home of the SCC West Sacramento, Center located at 1115 West Capitol Avenue. Come and join us to learn what the planned downtown hub for the City of West Sacramento will have to offer! You will also have an opportunity to tour the new Yolo County Library Branch adjacent to the center. Transportation is the responsibility of the participants. For driving directions from the Main Campus, please [click here](#).

*Empowerment & Engagement*  
**Thursday Afternoon/ Evening, January 14, 2010**  
**Flex Workshops**

**Title:** Mirrors of Privilege: Making Whiteness Visible *(back to schedule)*  
**Presenter(s):** Rhonda Rios-Kravitz  
**Time:** 12:00pm – 2:00pm  
**Location:** RHN258  
**College Goal:** Responding to a Diverse College Community  
**Day/Date:** Thursday, January 14, 2010

“Mirrors of Privilege: Making Whiteness Visible is a brilliant documentary and a must-see for all people who are interested in justice, spiritual growth and community making. It features the experiences of white women and men who have worked to gain insight into what it means to challenge notions of racism and white supremacy in the United States.” (Oregon State Library). At this workshop, there will be a screening of the 50 minute documentary followed by facilitated discussion.

**Title:** What We Learned at the CMC3 Conference *(back to schedule)*  
**Presenter(s):** Angelina Lambert  
**Time:** 12:00pm – 1:00pm  
**Location:** SOG119  
**College Goal:** Basic Skills  
Learner-Centered Education  
**Day/Date:** Thursday, January 14, 2010

Information from the fall conference of the California Mathematics Council of Community Colleges will be presented. There were a number of workshops addressing the needs of basic skills students as well as workshops addressing the use/incorporation of technology in math courses. New concepts and teaching strategies learned by those who attended will be shared.

**Title:** Brown Bag Discussion - Faculty Professional Development Leaves *(back to schedule)*  
**Presenter(s):** Mary Turner  
Linda Nuss  
**Time:** 12:00pm – 1:00pm  
**Location:** CAC Conference Room  
**College Goal:** Instructional Improvement  
Process Improvement  
**Day/Date:** Thursday, January 14, 2010

Have you always wanted to apply for a Sabbatical or Professional Development Leave? After a review of the IRCFT contractual language, participants will engage in an interactive discussion on the application and reporting requirements for faculty sabbaticals and professional development leaves. Previous leave recipients will be present to answer questions.

**Title:** Traveling the Açore Islands *(back to schedule)*  
**Presenter(s):** Monica Souza  
**Time:** 1:00pm – 3:00pm  
**Location:** Cultural Awareness Center  
**College Goal:** AB1725  
**Day/Date:** Thursday, January 14, 2010

Share the experience of traveling to four of the nine Açore Islands. You will find a harmonious convergence of majestic scenery and way of life that is both timeless and contemporary. The Açore Islands have gained the trust of visitors longing for a holiday that is safe and exciting, yet peaceful. The journey covers Terceira, Faial, Pico, São Miguel as well as Madeira.

## *Empowerment & Engagement*

Thursday Afternoon/ Evening, January 14, 2010

### Flex Workshops

**Title:** SCC Grant Writing (*back to schedule*)  
**Presenter(s):** Marybeth Buechner  
**Time:** 1:00pm - 2:30pm  
**Location:** RHS222  
**College Goal:** Institutional Evaluation And Continuous Improvement  
**Day/Date:** Thursday, January 14, 2010

How do I write a grant? Did you know that in fiscal year 2008-09 more than \$2,620,000 in grant funding was awarded to SCC? In these times of budget constraints, more people are considering pursuing grants in order to obtain funding for college projects. "Grant" us a little bit of your time to talk about how this works. If you're interested in writing a grant or just want to understand the grant-writing process at SCC please join us. Those new to grant-writing, folks with some grant-writing experience, and those amazing experts with many successful grants are all welcome. We'll share ideas and learn from one another.

**Title:** Integrating Technology Into Your Course Work With D2L And Web Devices (Pre-Registration Required) (*back to schedule*)  
**Presenter(s):** Norman Lorenz, M, Ed.  
**Time:** 1:00pm - 2:30pm  
**Location:** IRC 141  
**College Goal:** Process Improvement  
**Day/Date:** Thursday, January 14, 2010

This workshop will offer colleagues with the opportunity to view, understand and construct your own rubrics for student assignments such as discussion boards and drop box items. Further development will be explored in creating the use of electronic portfolios that students can use to collect regarding course work. One other fun item will be polling the class using a technology called Poll Everywhere. Bring your cell phone! We will work in a computer lab so that you can visualize the detail of the e-portfolios, construct your own rubric with your own courses and end class with a poll on how successful you thought the workshop was!

**Title:** EXCEL (*back to schedule*)  
**Presenter(s):** Lewis Bair  
**Time:** 1:00pm - 2:30pm  
**Location:** BUS219  
**College Goal:** Staff Processes  
**Day/Date:** Thursday, January 14, 2010

Have you been using Microsoft Excel but wondering whether you're doing it efficiently? Or wanting to learn more about specific ways in which you can use EXCEL to help you achieve your objectives? This session is designed to ensure that these needs are addressed. Please pre-register for this workshop (X21776, X2001, or [staffres@losrios.edu](mailto:staffres@losrios.edu)) and provide specific topics of interest to you. If you have no specific questions, you are still encouraged to attend the session.

**Title:** Ingeniux Training (Pre-Registration Required) (*back to schedule*)  
**Presenter(s):** Quinn Nakano  
**Time:** 1:00pm - 2:30pm  
**Location:** TEC 103  
**College Goal:** Staff Processes  
**Improvement of Instructional Design**  
**Day/Date:** Thursday, January 14, 2010

Ingeniux is a Content Management System (CMS) used to manage content on the web. It allows users who have no knowledge of creating web pages to create and maintain web pages. Templates have been created which make it easy to create new pages. In this workshop you will learn how to convert current web pages to this new system as well as create new pages. You will also learn how to upload media and images and Insert links for use on your page. Please pre-register for this workshop via phone or email (X2176, X2001, or [staffres@losrios.edu](mailto:staffres@losrios.edu)) not later than January 7, 2010.



## *Empowerment & Engagement*

Thursday Afternoon/ Evening, January 14, 2010

### **Flex Workshops**

**Title:** The Student Discipline Process (*back to schedule*)  
**Presenter(s):** Valerie Cox  
Elaine Ader  
**Time:** 1:00pm - 2:30pm  
**Location:** BUS223  
**College Goal:** Process Improvement  
**Day/Date:** Thursday, January 14, 2010

Come and hear tips, learn strategies, and have your questions answered on the following issues.

- Options for creating a safe & secure learning environment.
- What are the "rules" that define acceptable conduct?
- What options do faculty and staff have in working with students whose behavior is disruptive?
- How does the option of suspending students for two class sessions actually work?
- What college services are available to support students who are presenting disruptive behavior in classrooms and campus settings?
- How do you get police support?
- How do we prevent discipline problems?

This workshop will help faculty and staff understand student discipline procedures. In addition, this workshop will help faculty and staff avoid problems as well as feel comfortable about using the discipline process if the need arises.

**Title:** Careers on the Verge of a Nervous Breakdown (*back to schedule*)  
**Presenter(s):** Derrick Wydick  
**Time:** 1:00pm - 2:30pm  
**Location:** BUS107  
**College Goal:** Institutional Evaluation and Continuous Improvement  
Process improvement  
**Day/Date:** Thursday, January 14, 2010

Are you suffering from a severe case of "Non-Tenure-itis?" Have your adjunct classes been cut? Is it hard to find work in ANY college these days? Are you wondering—"What's *happening* to my *teaching career*???"

Things may be bad, but they will get better. You can survive the budget cuts today and plan for brighter futures as a potentially full-time faculty member. What can you do today to better your chances for tomorrow?

Join us for a workshop that is designed to assist part-time faculty and classified staff who are being reduced or downsized during the budget crunch. We will learn strategies on how to:

- Expand current job opportunities at Los Rios.
- Maintain positive contacts with our departments, even when we are not teaching.
- Engage in activities that put us "first in line" when the budget gets better.

**Title:** "Question Time" (*back to schedule*)  
**Presenter(s):** Bob Martelli  
Michael Poindexter  
**Time:** 1:00pm - 2:30pm  
**Location:** IRC 119  
**College Goal:** Institutional Evaluation and Continuous Improvement  
**Day/Date:** Thursday, January 14, 2010

Join Sacramento City College's Vice Presidents for, "Question Time" a "LIVE," "VIDEO TAPED," "INTERACTIVE," panel discussion about important initiatives happening at City College which will affect you. The VP's will provide information you need and will respond to questions from the audience.

*Empowerment & Engagement*  
**Thursday Afternoon/ Evening, January 14, 2010**  
**Flex Workshops**

**Title:** **Engagement and Achievement: Student Perceptions of Life at SCC – What Are Students Saying? (*back to schedule*)**

**Presenter(s):** **Dena Chubbic  
Ginnie Gessford**

**Time:** **1:00pm – 2:00pm**

**Location:** **BUS203**

**College Goal:** **Institutional Evaluation and Continuous Improvement  
Responding to a Diverse College Community**

**Day/ Date:** **Thursday, January 14, 2010**

Come join faculty from the PRIE committee to learn more about how our students perceive their experiences here at Sac City. Student answers to the CCSSE survey will be presented. You may be surprised!

**Title:** **DSPS Training for Counselors (*back to schedule*)**

**Presenter(s):** **Gwyneth Tracy**

**Time:** **1:00pm – 2:00pm**

**Location:** **RHS229**

**College Goal:** **Process Improvement**

**Day/ Date:** **Thursday, January 14, 2010**

The Disability Services and Programs for Students (DSPS) has seen dramatic cuts to its budget. This program serves over 1,600 students with only one full time counselor and one full time Learning Disability evaluator. The coordinator is a part time coordinator and a part time counselor. To that end, DSPS relies heavily on adjunct counselors and LD evaluators. The budget cuts have impacted the DSPS adjunct counseling so that the majority of next semester there will only be one counselor available for the 1,600 students. Although the bulk of our counseling work is based on the disability and the functional limitations and accommodations for the students, there is also a certain amount of traditional academic counseling that takes place. As we seek ways to continue services to students despite reduced counseling, we will partner more closely with general counseling. General counseling can support students with disabilities by developing education plans and addressing academic challenges, much as they support the general population. Guidance and considerations pertinent to students with disabilities will be provided to general counselors as they support DSPS.

**Title:** **Using BSI Student Instructional Assistants Effectively (*back to schedule*)**

**Presenter(s):** **Angela Lambert**

**Time:** **1:00pm – 2:00pm**

**Location:** **RHS172**

**College Goal:** **Basic Skills**

**Day/ Date:** **Thursday, January 14, 2010**

This workshop is for mathematic instructors who will be (or have been) using Student Instructional Assistants (SIAs) in their basic skills math courses. Best practices will be shared along with new ideas on how to effectively structure the time that the SIA spends in and out of the classroom.

*Empowerment & Engagement*  
**Thursday Afternoon/ Evening, January 14, 2010**  
**Flex Workshops**

**Title:** Everything Your Mother Never Told You About Fitting Clothes  
*(back to schedule)*  
**Presenter(s):** Lynne Giovannetti  
**Time:** 2:00pm – 4:00pm  
**Location:** RHS262  
**College Goal:** AB1725  
**Day/Date:** Thursday, January 14, 2010

SCC's Fashion Design and Production Program requires skills in several areas. Share the experiences of our students by attending this workshop where you will gain knowledge about one of the skills required of our students. This workshop is open to women who want to learn the importance of properly fitting clothing. The secrets are underneath. An informative discussion about clothing, style and fit.

**Title:** Bookmarks in Your Pocket: Delicious and Beyond *(back to schedule)*  
**Presenter(s):** Pam Posz  
Jeff Karlson  
**Time:** 2:00pm – 4:00pm  
**Location:** TEC 101  
**College Goal:** Staff Processes  
**Day/Date:** Thursday, January 14, 2010

Delicious and other social bookmarking sites allow you to access your bookmarks anywhere, share them, and discover new and interesting places on the Web. We will introduce participants to Delicious from the beginning, and include hands-on activities focusing on getting the most out of the site. We'll also explore similar services that offer fun and practical tools for maintaining and sharing your online life.

**Title:** Challenging Behaviors, Challenging Times *(back to schedule)*  
**Presenter(s):** Gwyn Tracy  
Nisha Beckhorn  
**Time:** 2:00pm- 3:30pm  
**Location:** BUS238  
**College Goal:** Process Improvement  
**Day/Date:** Thursday, January 14, 2010

This workshop will identify various disruptive behaviors that students sometimes exhibit in the classroom. An analysis of the behavior and a discussion as to how to address the behavior will follow each description. This is an interactive, group problem-solving workshop. Bring your most challenging experiences and your most creative solutions!

**Title:** Prerequisites for Chemistry *(back to schedule)*  
**Presenter(s):** Bruce Zenner  
**Time:** 2:00pm – 3:30pm  
**Location:** BUS237  
**College Goal:** Engagement and Success of First-Year Students  
**Day/Date:** Thursday, January 14, 2010

Significant changes have been made in the prerequisites for General Chemistry. This flex workshop will explore the impact of prerequisite requirements on student persistence and performance. Also there will be a discussion of the results of the changes and an opportunity to share experiences with other faculty who have prerequisites for their classes.

*Empowerment & Engagement*  
**Thursday Afternoon/ Evening, January 14, 2010**  
**Flex Workshops**

**Title:** The Nutrition Prescription *(back to schedule)*  
**Presenter(s):** Donald Forester, MD, CPE  
**Time:** 2:00pm – 3:30pm  
**Location:** BUS236  
**College Goal:** AB1725  
**Day/Date:** Thursday, January 14, 2010

This workshop reviews the science underlying the development of diabetes, coronary artery disease, cancer and obesity. Based on the theory of successful change in complex systems, the workshop proposes a process for avoiding and reversing these chronic diseases. The effects of the proposed changes on the environment and the avoidance of infectious disease are reviewed. The goal is to have the participants lead healthier and more productive personal and professional lives.

**Title:** Monkey Business: Designing and Implementing Surveys with Survey Monkey *(back to schedule)*  
**Presenter(s):** Rose Fasset  
Anne Danenberg  
**Time:** 2:00pm – 3:00pm  
**Location:** BUS222  
**College Goal:** Institutional Evaluation and Continuous Improvement  
**Day/Date:** Thursday, January 14, 2010

This workshop will demonstrate the simplicity and utility of SurveyMonkey to design, distribute, collect, and analyze surveys. Learn how to create a quick and easy survey. Learn a new way to record and analyze paper surveys. Learn to use your computer lab as a data-gathering center. Whether you're a do-it-yourselfer or someone who wants the PRIE office to administer your survey, this is a great way to see the possibilities for surveys of attitudes, satisfaction, SLOs, PLOs, etc.

**Title:** PILOT Is Taking Off in the Library! *(back to schedule)*  
**Presenter(s):** Sue Chen  
**Time:** 2:00pm – 3:00pm  
**Location:** LRC220  
**College Goal:** Basic Skills  
**Day/Date:** Thursday, January 14, 2010

Have you always wanted to bring your students to the library for orientations but never had the time? Now you have a brand new option - PILOT. PILOT is an online tutorial that teaches comprehensive information literacy skills. It consists of six self-contained modules:

- Selecting Sources
- Choosing Topics
- Searching LOIS
- Finding Articles
- Using the Web
- Citing Sources

It provides a self-grading test at the end of each module that allows you to monitor your students' progress effortlessly. Come on in to find out how PILOT works and how you can incorporate it into your curriculum.

*Empowerment & Engagement*  
Thursday Afternoon/ Evening, January 14, 2010  
Flex Workshops

**Title:** Strategies and Challenges of Maintaining Student Engagement for a Three Hour Class *(back to schedule)*

**Presenter(s):** Adrian Chevrux-Fitzhugh

**Time:** 2:00pm – 3:00pm

**Location:** BUS238

**College Goal:** Student Success

**Day/Date:** Thursday, January 14, 2010

Three hour classes provide unique challenges for instructors. In teaching a three hour class session, instructors must try a number of pedagogical approaches and classroom management tools to keep students engaged and focused through a longer class session. The goal of this workshop is to provide a forum for instructors to talk about the challenges inherent in a longer classroom session and to highlight classroom strategies that have been successful in promoting student engagement.

**Title:** Cultural Democracy Initiative Update *(back to schedule)*

**Presenter(s):** Sheri Patton  
CDI Advisory Committee

**Time:** 2:30pm – 4:00pm

**Location:** RHN258

**College Goal:** Responding to a Diverse College Community

**Day/Date:** Thursday, January 14, 2010

“Cultural Democracy” as a philosophical principle seeks to empower students to expand their capacity to define themselves as active participants in the world rather than passive observers. The Cultural Democracy Initiative supports the values, mission and vision of Sacramento City College by promoting broader awareness, examination, and application of the District’s policies and commitments to advancing high standards for achieving the goals of equity, diversity and pluralism. The current plan is to establish a CDI Advisory Committee which will include representatives from each of the college constituency groups (faculty, classified, administrative, student) and at least one representative from designated Campus Standing and Non-Standing Committees to be determined by the college president such as Curriculum, Student Equity, Staff Equity & Diversity, Staff Development, PRIE, and Matriculation. At this workshop, participants will plan CDI activities for Spring 2010.

**Title:** Infusing Basic Skills Into All Curricula *(back to schedule)*

**Presenter(s):** Michael Poindexter (Student Services), Angelina Lambert (Math)  
Jim Collins (Chemistry)  
Adrienne King (Reading)  
Ginnie Gessford (Basic Skills)

**Time:** 2:30pm – 4:00pm

**Location:** BUS225

**College Goal:** Basic Skills

**Day/Date:** Thursday, January 14, 2010

This workshop will discuss the importance of infusing Basic Skills into all curricula. Presenters will discuss SCC student demographics and demonstrate how instructors have integrated writing into Math, Chemistry, Reading, and Writing courses. Participants will also have an opportunity to engage in a real life class experience in using these techniques.

## *Empowerment & Engagement*

Thursday Afternoon/ Evening, January 14, 2010

### **Flex Workshops**

**Title:** Academic Freedom *(back to schedule)*

**Presenter(s):** Anne te Barfield

Robert Perrone

Faculty Panel

**Time:** 2:30pm - 4:00pm

**Location:** BUS107

**College Goal:** Process Improvement

**Day/Date:** Thursday, January 14, 2010

This workshop will feature a panel of guests and give participants an opportunity to learn about academic freedom in the Los Rios Community College District. There will be a special emphasis on the ever changing culture in the classroom. This workshop will also provide an opportunity to discuss the many challenges that faculty face in the classroom and offer proven solutions.

**Title:** Tour The New SCC West Sacramento Center! *(back to schedule)*

**Presenter(s):** Debra Luff

SCC West Sacramento Center staff

**Time:** 3:00pm - 4:30pm

**Location:** W. Sac Center

**College Goal:** Staff Processes

**Day/Date:** Thursday, January 14, 2010

You are cordially invited to visit the brand new permanent home of the SCC West Sacramento, center located at 1115 West Capitol Avenue. Come and join us to learn what the planned downtown hub for the City of West Sacramento will have to offer! You will also have an opportunity to tour the new Yolo County Library Branch adjacent to the center. Transportation is the responsibility of the participants. For driving directions from the Main Campus, please [click here](#).

**Title:** What It Means To You: Budget Cuts *(back to schedule)*

**Presenter(s):** Gwyn Tracy

Anita Sanders

**Time:** 3:30pm - 4:30pm

**Location:** RHS229

**College Goal:** Responding to a Diverse College Community

Emerging Community Needs

**Day/Date:** Thursday, January 14, 2010

Imagine budget cuts impacting an entire cultural group. This could be an ethnic group, a religious group or a gender group. In this case, the group crosses all of those entities- it is the community of students with disabilities. This workshop will describe the need and effort for the campus to embrace accommodating students with disabilities. Creative solutions, impacts in the classroom, challenges to students, and the opportunity to truly integrate accommodations for students with disabilities will be discussed.

**Title:** HOP on Over to Allied Health! *(back to schedule)*

**Presenter(s):** Allied Health faculty, staff and students

**Time:** 4:00pm - 7:00pm

**Location:** Mohr Hall

**College Goal:** Emerging Community Needs

**Day/Date:** Thursday, January 14, 2010

This is an opportunity for all faculty, staff and students to come and learn about the new and exciting things going on in our Allied Health programs. Learn about the strategies we have implemented through the HOPE Center to recruit and prepare students and address the critical shortage of health care providers in the state of California. Come join us between 4:00pm and 7:00pm for refreshments and interactive demos put on by our students! See our clinical simulations in action, get your blood pressure checked, and test your balance on the Wii.

## *Empowerment & Engagement*

**Thursday Afternoon/ Evening, January 14, 2010**

**Flex Workshops**

**Title:** Traveling the Açore Islands *(back to schedule)*  
**Presenter(s):** Monica Souza  
**Time:** 6:00pm – 8:00pm  
**Location:** Cultural Awareness Center  
**College Goal:** AB1725  
**Day/Date:** Thursday, January 14, 2010

Share the experience of traveling to four of the nine Açore Islands. You will find a harmonious convergence of majestic scenery and way of life that is both timeless and contemporary. The Açore Islands have gained the trust of visitors longing for a holiday that is safe and exciting, yet peaceful. The journey covers Terceira, Faial, Pico, São Miguel as well as Madeira.

## *Empowerment & Engagement*

### **F l e x F a c t s**

*(back to schedule)*

Usually Flex Days are at the beginning of each semester. They include one or more days of workshops and one day of convocation and division/department gatherings each semester.

#### **What is a Flex obligation?**

All full-time and many adjunct faculty have a Flex obligation. Your Flex obligation is the total number of hours you must spend participating in professional development activities. Your tentative Course Schedule (TCS) states your Flex obligation.

#### **Full-Time Faculty**

You have a minimum obligation of six hours per Flex Day, for a total of 12 hours. If you teach an overload class held on the same day as a Flex Day, you have an additional Flex obligation equaling the total number of hours you would have taught. Your Flex obligation must be completed within the academic year, July 1 to June 30. Adjunct Faculty Please review your TCS to see if you have a flex obligation.

#### **Adjunct Faculty**

Please review your TCS to see if you have a flex obligation. Only those adjuncts with full term classes where part or all of the class meets on a Thursday or Friday will have a flex obligation. For those adjunct who meet the flex obligation criteria, the minimum Flex obligation is the total number of hours you would have taught class on Flex Days. You must complete your Flex obligation within the semester of your contract.

#### **Are Flex Days mandatory?**

Attendance at convocations and division/department gatherings that follow convocation (campus priority days) are mandated for full-time faculty only. For all other staff, attendance is encouraged but not mandatory. The rest of the Flex Days program is optional. Full-time and adjunct faculty can use other Flex Days activities to complete their Flex obligations if they wish.

Flex obligations can also be fulfilled by attending workshops coordinated or sponsored by the Staff Resource Center during the semester and/or by participation in an Individual Professional Development Activity. These must be attended outside of regular working hours.

#### **What counts as an Individual Professional Development Activity?**

An Individual Professional Development Activity is an activity which addresses an instructional improvement need and cannot be accomplished within normal working times. It should be above and beyond normal duties and responsibilities as outlined in board policy and collective bargaining agreements.

#### **An appropriate Individual Professional Development Activity should:**

- Occur during weekends or vacation holidays or otherwise outside normal working times.
- Be something that is normally not done because it is too difficult to find the time, or the equipment, or to get people together.
- Address some critical assignment-related need such as subject-matter updating, new teaching methods, major revision of class room materials, major curriculum review, new matriculation or retention strategies development, articulation with other departments on campus or with transfer institutions, or organizational development needs.
- Foster professional growth through participation in conferences, seminars, workshops, research, publishing, or in advising students or faculty, including office hours by adjunct faculty in which students are advised or instructed.

#### **An appropriate Individual Professional Development Activity should not:**

- Require being excused from class, office hours, etc.
- Be a repeat of an activity such as a department meeting regularly scheduled during the normal work week
- Include any part of routine day-to-day activities, such as paper grading, term-paper reading, test construction, interview or standing committees, textbook examination, or preparation of lecture notes.
- Be anything for which remuneration could be received.



## *Empowerment & Engagement*

### **F l e x   F a c t s**

*(back to schedule)*

#### **How can you suggest or present a Flex workshop?**

About halfway through each semester, the Staff Resource Center distributes Flex Day workshop proposal forms to all staff. These are used to plan the next Flex Days' program. This is your opportunity to suggest a workshop that would interest you or to offer a workshop that you think would interest your colleagues.

If you present a workshop you can earn extra Flex credit towards your Flex obligations. When workshops are led by one or more people, each person can earn two hours of Flex credit for each hour of presentation. If you spend more than one hour in preparation, you may receive additional Flex credit.

During the semester, faculty who lead workshops sponsored or coordinated by the Staff Resource Center can earn the same Flex credit as a Flex Days' Presenter.

#### **What is the process for documenting the fulfillment of your Flex Obligation?**

Flex Attendance Record forms are distributed to Division Offices. Forms are also available in the Staff Resource Center and on the Center's website.

**Sacramento City College**  
**FLEX ATTENDANCE RECORD - Spring, 2010**  
**Due April 17, 2010**

*(back to top)*

Name

Division/Department

Phone

**Spring, 2010 Flex Obligation**

**Full-Time Faculty**

Flex Obligation per TCS:

Thursday = 6

Friday = 6

Overload =

Total Obligation =

**Adjunct Faculty**

Please look at your TCS for your Flex obligation and enter number of hours in space below.

Total Obligation =

<b>DATE</b>	<b>Spring, 2010 Flex Program Activities</b> Please list activities you attended. (Friday, January 15, 2010 is a mandatory Flex day for full-time faculty.)	<b>Hours</b>

<b>DATE</b>	<b>Staff Resource Center Spring, 2010 Workshops</b> When attended outside your regular work day, SRC Workshops can be used to fulfill a Flex Obligation.	<b>Hours</b>

<b>DATE</b>	<b>Individual Professional Development Activities</b> A description of each activity is required. Use the space provided below to list activity. On the back of this form (or page 2 of web version) describe the activity and how it contributes to your professional development.	<b>Hours</b>

By signing below, I certify that I have completed or will complete, all of the professional development activities listed above.

Faculty Member  Employee ID  Date

**Please turn this form in to your Division Office not later than April 17, 2010 and make a copy for your files. Your Division keeps records of your Flex attendance. Any questions should be referred to your Dean.**

Dean's Signature  Date

**Sacramento City College  
FLEX ATTENDANCE RECORD  
Spring, 2010**

<b>Name</b>			
<b>Division/Department</b>		<b>Phone</b>	

**INDIVIDUAL PROFESSIONAL DEVELOPMENT ACTIVITIES**

**CRITERIA**

An appropriate Individual Professional Development Activity (IPDA) is above and beyond normal faculty duties and responsibilities as outlined in Board Policy and collective bargaining agreements.

An appropriate IPDA should address an instructional improvement need. Examples include the following:

- An activity which normally is not done because it is difficult to find the time, or the equipment, or to get people together.
- An activity which addresses some critical assignment-related need such as subject matter updating, new teaching methods, revision of classroom materials, or major curriculum review.
- Other critical assignment-related needs might include development of new matriculation or retention strategies, or articulation with other Departments on campus or with transfer institutions.
- An activity which fosters professional growth through participation in, or attendance at, conferences, workshops, research publishing, or advising students or faculty.

**Note to Full-time Faculty**

By the end of the academic year, your "Total Flex Hours Completed" should be equal to, or greater than, "Your Flex Obligation."

**Note to Adjunct Faculty**

You must complete your Flex Obligation within the semester you are obligated.

**DESCRIPTIONS**

Please provide a description of each IPDA that you listed on the Flex Attendance Record. Attach supporting documentation if you wish.

**Individual Professional Development Activity (IPDA) #1**

How does this activity contribute to your professional development?

Please have your Department Chair or colleague sign below before submitting this form to your Division Dean. The State requires that there be faculty agreement or approval of all activities performed in-lieu of Flex Program attendance.

Faculty or Department Chair's Signature

Date

Number of IPDA Hours Approved


## Directions to SCC West Sacramento Center

### From I-5/CA 99 Northbound

- North on I-5/CA 99
- Exit I-80 West/San Francisco
- Merge onto US-50 West
- Exit Jefferson Boulevard
- Right on Jefferson Boulevard
- Right on Merkley Avenue
- Left into the SCC parking lot entrance

### From I-5/CA 99 Southbound

- South on I-5S/CA-99S toward Sacramento/Los Angeles
- Take the I-80BR West exit towards San Francisco
- Merge onto US-50 West/Capital City Freeway
- Take the Jefferson Boulevard exit
- Right on Jefferson Boulevard
- Right on Merkley Avenue
- Left into the SCC parking lot entrance

### From I-80 Eastbound

- East on I-80E
- Merge onto US-50 East/Capital City Freeway
- Take the Jefferson Boulevard exit
- Left on Jefferson Boulevard
- Right on Merkley Avenue
- Left into the SCC parking lot entrance

### From I-80 Westbound

- West on I-80
- Merge onto US-50 East/Capital City Freeway
- Take the Jefferson Boulevard exit
- Left on Jefferson Boulevard
- Right on Merkley Avenue
- Left into the SCC parking lot entrance

### From Downtown Sacramento

- Traveling West on Capitol Mall or L Street -cross Tower Br.
- Continue on CA-275
- Exit Jefferson Boulevard
- Right on Jefferson Boulevard
- Right on Merkley Avenue
- Left into the SCC parking lot entrance

**SCC West Sacramento Center**  
**1115 West Capitol Avenue**  
**West Sacramento, CA 95691**  
**(916)375-5511**

Parking Available  
after 5pm

West Sacramento  
City Hall

West Capitol Avenue

Jefferson Blvd.



West Sacramento  
Center

Community  
Center

Parking Lot  
C

Yolo Bus Stop

Merkley Avenue

This portion of Merkley Avenue will be CLOSED until July 2010.

Parking Lot  
A  
LRCCD Permit  
Only - Faculty,  
Staff & Students

Arthur F. Turner Library

Merkley Avenue

Entrance to the  
Parking Lot

Onstreet Parking Available:  
West Capitol Avenue - 2 hours  
Merkley Avenue - 2 hours