SCC Leading Through Change
Spring 2013 Flex

Working Together • Pursuing Excellence • Inspiring Achievement
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SCC: LEADING THROUGH CHANGE

INTRODUCTION

The initiative theme for Staff Development during the period from fall 2012 through spring 2013 is “SCC- Leading through Change” with a focus on the implementation of the Student Success Act. This phrase holds multiple meanings during this period of transformation in the community college movement. Sacramento City College is a part of a system of community colleges that is seeing change from a number of directions – there are financial constraints that challenge our ability to fulfill our multiple missions, there are calls for accountability that reaffirm our commitment to student success, and our students are needing more support and direction in order to achieve their college goals. With the passage of Proposition 30, Sacramento City College has the opportunity to lead even as these challenges are set before us. Additionally, SCC is an acknowledged leader in both the district and in community colleges in general. Our faculty, staff, and administrators are taking responsibility to stay committed to our college values: working together, pursuing excellence, and inspiring achievement. In pursuing those values, SCC is making the changes that lead to the fulfillment of college goals and our mission to serve our students and community.

Elaine Ador
Joanie Mitchell
Norman Lorenz
Clare Murphy
Tamanna Khatun
Sharon Terry
Husham Haroun

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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 typically hold flex workshops devoted to technology and special topics on Wednesday. For spring 2013, on Wednesday, we are also featuring a special flex trip to Año Nuevo to view elephant seals. On Thursday, we hold workshops of general interest. Fridays are dedicated to Convocation and division/department gatherings. We hope these offerings will inspire our 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 17, 2013 and Friday, January 18, 2013. Beverages, sandwiches & pre-packaged salads will be available.

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.

College Goals / AB1725 / SB1456 Staff Development Flex workshops are designed to assist the college community in meeting college goals, the topics addressed in AB1725, and SB1456, the California Community Colleges Student Success Task Force Recommendations.

SACRAMENTO CITY COLLEGE GOALS FOR 2012-2013 ARE: SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student educational goals. 

Strategies:
A1. Promote the engagement and success of all students, with a special emphasis on first-year students who are transitioning to college.
A2. Review courses, programs and services and modify as needed to enhance student achievement.
A3. Provide students with the tools and resources that they need to plan and carry out their education, complete degrees and certificates, and/or transfer.
A4. Improve basic skills competencies in reading, writing, math, and information competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.
A5. Deliver services, curriculum, and instruction that result in equivalent student outcomes for all modalities and locations.
A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.
A7. Implement practices and activities that reduce achievement gaps in student success.
A8. Assess student learning at the course, program, and institutional levels and use those assessments to make appropriate changes that support student achievement.
A9. Implement a formal college-wide plan to increase the completion of degrees and certificates across the college.
SCC: LEADING THROUGH CHANGE
Flex Days Information

SCC Goal B: Align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.

**Strategies:**

B1. Revise or develop courses, programs, schedules and services based on assessment of emerging community needs and available college resources.
B2. Use quantitative and qualitative data to identify strategies which improve enrollment management processes.
B3. Explore and create multiple ways to disseminate information to students in order to engage them with learning in the college community.
B4. Support “front door” policies and practices that assist students with the transition to college.
B5. Maintain the quality and effectiveness of the physical plant in order to support access and success for students (i.e. modernization, TAP improvements, equipment purchases, etc.).
B6. Expand interactions with community and industry partners in order to increase student opportunities for experiences that help them transition to careers (career exploration, completion of licenses, internships, etc.)
B7. Provide students with clear pathways to goal completion.

SCC Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.

**Strategies:**

C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.
C2. Build and maintain an effective staff that reflects the diversity of our students and community.
C3. Promote health, wellness and safety throughout the institution.
C4. Utilize quantitative and qualitative data to help guide decision-making throughout the institution.
C5. Increase the effectiveness of communication both within the college and between the college and the external community.
C6. Continue to exercise transparent and fiscally sound financial management.
C7. Encourage collegiality, connection, and participatory decision-making at the college.

**AB1725**
AB1725 is a 1988 State Assembly Bill that introduced a number of reforms to California’s Community College System, including the requirement of collegial consultation in specified areas of institutional decision making and an expanded role for the academic senate.

**SB1456: CALIFORNIA COMMUNITY COLLEGES STUDENT SUCCESS TASK FORCE**
Recommendation 1: Increase College and Career Readiness
Recommendation 2: Strengthen Support for Entering Students
Recommendation 3: Incentivize Successful Student Behavior
Recommendation 4: Align Course Offerings to Meet Student Needs
Recommendation 5: Improve the Education of Basic Skills Students
Recommendation 6: Revitalize and Re-Envision Professional Development
Recommendation 7: Enable Efficient Statewide Leadership and Increase Coordination among Colleges.
Recommendation 8: Align Resources with Student Success Recommendations
In order for The Staff Resource Center to make its programming more readily available to the college community, we have created a webpage listing videotaped presentations so that workshops can be viewed anytime, anyplace. The webpage URL is:
http://www.scc.losrios.edu/FacultyStaff/Staff_Resource_Center/Flex_Workshops_on_the_Web_(New).htm

The workshops that we will be presenting are those which lend themselves to videotaping - workshops with speakers and PowerPoint presentations will be available; workshops with a lot of audience interaction that cannot be captured will not. The workshops will be ordered by college goal, original workshop title, presenter, and date. If you want flex credit for "attending" a workshop virtually, please submit the evaluation form, (available at the bottom of the web page), to the Staff Resource Center via email (stafres@losrios.edu) or print and send via intercampus mail it to LR-106. Also, please note the workshop title and original date for your flex attendance forms. We will be using the evaluation form in lieu of a sign-in sheet. Failure to send us the evaluation form will make it impossible for us to confirm attendance with your dean for flex reporting requirements.

In order to view these online videos, you must have Adobe Flash Player installed on your computer. For a free download, please click here.

Title: The Dear Colleague Letter: Title IX
Presenter(s): Julia Jolly, AVP, Instruction and Equity/Title IX Officer
J.P. Sherry, District General Counsel
Location: LRC 105
College Goal(s): Improve Staff Processes
Day/Date: Thursday, November 10, 2011 (Original)
On October 26, 2010, the US Department of Education’s Office for Civil Rights issued the Dear Colleague letter (DCL) to all educational institutions. The DCL reminds colleges and universities that they have the same obligations as K-12 under the anti-discrimination statutes. Title IX protects students in connection with “all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school’s facilities, or elsewhere.” Please Join Us & Learn about Your Responsibility.

Title: Working with Students with Disabilities: Tips for College Faculty and Staff
Presenter(s): Gwyneth Tracy, Coordinator of Disability Services & Programs for Students
Location: LRC 105
College Goal(s): Improve Staff Processes
Day/Date: Thursday, February 24, 2011 (Original)
5% of SCC students have identified themselves as having a visible or invisible disability with Disability Services & Programs for Students.

78% of those students have invisible disabilities.

It is statistically likely that 10% of the students at SCC have a disability, but have not requested DSPS services.

You will encounter a student with a disability at some point during your career here at SCC, whether or not it has been diagnosed or accepted by the student. Join Dr. Gwyneth Tracy, Coordinator of Disability Services & Programs for Students as she addresses a variety of issues to consider when working with students with disabilities, including the types of populations SCC serves and their challenges, accommodations, success of students with disabilities, and the role of faculty and staff in supporting academic achievement of students with disabilities.
Know When to Hold 'Em, Know When to Fold 'Em: Managing Add and Drops

Kim Goff
Mary Turner

LRC 105

Improve Staff Processes

Tuesday, February 22, 2011 (Original Workshop Date)

Come to this workshop for information essential to accurately maintaining your class roster in the face of new policies. Kim Goff and Mary Turner will discuss:

- Add/Drop/Re-Admit
- Petitions
- Wait Lists
- Student Fee Payment
- E-Services
- Instructor Responsibilities
- Financial Aid Implications
- New Forms
- . . . and more

Supporting Students with Asperger Syndrome: Tips for College Faculty & Staff

Gwyneth Tracy, Ed.D., Coordinator of Disability Services and Programs for Students

LRC 105

Improve Staff Processes

Tuesday, November 2, 2010 (Original Workshop Date)

People with Asperger Syndrome can show a wide range of behaviors and social skills. This workshop will provide an introduction to Asperger’s and offer ideas on how to support and enrich the lives of students with Asperger Syndrome.

Communicating Effectively In Tense Situations

Lori Petite, Elaine Ader, Valerie Cox

LRC 105

Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement

C3. Promote health, wellness and safety throughout the institution.

C4. Encourage collegiality, connection, and participatory decision-making at the college.

Thursday, August 23, 2012 (Original Workshop Date)

What do you do when a student or community member is disruptive in a learning or service environment? The Student Standard of Conduct may say that it is prohibited but that may not help in the moment. Talk with a Communications Professor, Police Captain, and Student Discipline Officer about techniques to use in these situations and the procedures/protections that you have.
Title: Achieving Academic Honesty
Presenter(s) 
Elaine Ader 
Lynne Giovannetti 
Sue Chen
Location: LRC 121
College Goal(s): 
Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
A1. Promote the engagement and success of all students, with a special emphasis on first-year students who are transitioning to college.
A2. Review courses, programs and services and modify as needed to enhance student achievement.
A3. Provide students with the tools and resources that they need to plan and carry out their education, complete degrees and certificates, and/or transfer.
A4. Improve basic skills competencies in reading, writing, math, and information competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.

Day/Date: Thursday, August 23, 2012 (Original Workshop Date)
How do we define and promote academic honesty for our students? What resources does the college have to support you in promoting academic honesty and what are the processes when cheating occurs? Please join us in what should be a lively discussion of the issues and practices around promoting academic honesty.

Title: Ending the Blockade on Gaza and Sexual Harassment in the Military
Presenter(s) 
Colonel Ann Wright
Location: CAC
College Goal(s): 
Other Activities determined to be related to educational and professional development pursuant to criteria established by the board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.

Day/Date: Tuesday, October 9, 2012 (Original Workshop Date)
Colonel Ann Wright speaks about the experiences of women in the military, and her activism for rights for Palestinians in the Gaza Strip.

Title: Early Alert System - Getting Students Needed Support
Presenter(s) 
Elaine Ader 
David Rasul 
Ginnie Gessford 
Deborah Knowles
Location: Cove (LRC 128)
College Goal(s): 
Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.

Day/Date: Thursday, October 4, 2012 (Original Workshop Date)
How can you assist when a student in your class or who is seeking a service needs help? SCC’s Early Alert system, using SARS Alert has been implemented to provide a way to connect with a student who needs additional support. Please attend and learn how the system works and about the assistance that is available once issues have been identified. To use this resource, go to: http://sarsalert.scc.losrios.edu/SARSAlert/Login.aspx?ReturnUrl=%2fsarsalert%2fInfoScreen.aspx
### March 16, 2013

**Featured & Technology Workshops**

<table>
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<tr>
<th>Time</th>
<th>Workshop</th>
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<tbody>
<tr>
<td>9:00am – 8:00pm</td>
<td>Año Nuevo's Elephant Seals</td>
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<td><em>Meet Outside Operations</em></td>
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<tr>
<td>9:00am - 12:00pm</td>
<td>D2L Advanced: Twitter, Rubrics, &amp; Web Based Video Production</td>
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<td>LRC141</td>
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<tr>
<td>12:00pm – 3:00pm</td>
<td>The Effective “Meeting”</td>
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<td>BUS223</td>
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### March 17, 2013

**Thursday Morning Flex Workshops**

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<th>Time</th>
<th>Workshop</th>
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<tbody>
<tr>
<td>9:00am – 3:00pm</td>
<td>Course and SLO Review (ESL Department Specific) RHN229</td>
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<tr>
<td>9:00am – 11:00am</td>
<td>Equity Training for Hiring Committees</td>
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<td>RHN264</td>
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<tr>
<td>9:00am – 10:30am</td>
<td>Course SLO Assessment: A “Working” Workshop</td>
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<td>LRC105</td>
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<tr>
<td>9:00am – 10:00am</td>
<td>Pami’s Practical Technology Tips</td>
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<td>LRC220</td>
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<tr>
<td>10:00am – 11:30am</td>
<td>College 2 Career: Assisting Autistic/Intellectual Disabilities</td>
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<td>RHN228</td>
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<tr>
<td>10:00am – 11:00am</td>
<td>Maintaining Student Engagement Online</td>
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<td>BUS104</td>
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<tr>
<td>10:00am – 11:00am</td>
<td>The Universal Classroom – Imagine Students in Charge of Their Own Learning</td>
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<td>PAC105</td>
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<tr>
<td>10:30am – 12:00pm</td>
<td>Common Goals: How Instruction and Student Services Can Work Together</td>
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<td>LRC105</td>
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<tr>
<td>11:00am – 12:00pm</td>
<td>Practical Tips for Student Success in D2L</td>
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<td>LRC220</td>
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<tr>
<td>11:30am – 12:30pm</td>
<td>Habits of Mind: Helping Students Become Part of the Culture of Scholarships</td>
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<td>RHN258</td>
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<td>ProLo Assessment Q&amp;A</td>
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<td>LRC105</td>
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### Thursday Afternoon Flex Workshops

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<thead>
<tr>
<th>Time</th>
<th>Workshop</th>
<th>Location</th>
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<tbody>
<tr>
<td>12:00pm – 1:00pm</td>
<td>Math Instructor and SIA Meeting</td>
<td>RHS172</td>
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<tr>
<td>1:00pm – 3:00pm</td>
<td><strong>Leading the Way: Innovations for Today's Students</strong> CANCELLED</td>
<td>MOH21</td>
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<tr>
<td>1:00pm – 2:30pm</td>
<td>LiveBinders in the Classroom</td>
<td>BUS204</td>
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<tr>
<td>1:00pm – 3:00pm</td>
<td>Study Table: A Strategy to Increase Student Success</td>
<td>RHS273</td>
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<tr>
<td>1:00pm – 2:00pm</td>
<td>What Happens in Sacramento Never Stays in Sacramento</td>
<td>RHS228</td>
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<td>2:00pm – 3:30pm</td>
<td>Safe Space-LGBT Training For College Employees</td>
<td>RHS263</td>
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<td>2:00pm – 3:00pm</td>
<td>CCSSE 2012 Results: Indicators of Student Engagement</td>
<td>RHN258</td>
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<tr>
<td>3:00pm – 4:30pm</td>
<td>Making Powerful Presentations Using Prezi</td>
<td>BUS204</td>
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<td>4:00pm – 5:30pm</td>
<td>Cross fit --- Anyone Can Do It... Really</td>
<td>Hughes Stadium</td>
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### Focused Highlights During the Semester

**Spring 2013**

**January:** Semester-Long Book Group – "College Fear Factors"

**February:**
- Black History Month
- Reading Strategies
- Instructional Pedagogies
- Mandatory Matriculation

**March:** National Women’s Month

**April:** Asian / Pacific Islander Month

**May:** Health and Fitness

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Spring 2013
CONVOCATION
Implementing Student Success
Friday, January 18, 2013
Continental Breakfast ~ City Café ~ 7:30am
Celebration of Excellence Program ~ City Café ~ 7:45am
Convocation Program ~ Performing Arts Center ~ 8:45am
SCC Student Success Showcase ~ Student Center/City Café ~ 10:30am

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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>9:00am</td>
<td>Opening Remarks, Welcome &amp; Introductions</td>
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<td>Norman Lorenz, Coordinator Staff Resource Center</td>
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<td>Kathryn Jeffery, President</td>
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<td>Taylor Valmores, SAC President</td>
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<td>Jake Kattan, Classified Senate President</td>
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<td>Virginia May, Academic Senate President</td>
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<td>Mary Leland, Senior Leadership Team Chair</td>
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<td>9:30am</td>
<td>President Kathryn Jeffery, Introduction of Trustee Pamela Haynes</td>
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<td>Trustee Pamela Haynes</td>
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<td>Chancellor, Brian King</td>
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<td>10:00am</td>
<td>Mr ProLo: All About Student Success</td>
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<td>Norman Lorenz, Coordinator</td>
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<td>Luther Hanson, Producer</td>
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<td>Martha Goff, Writer</td>
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<td>Clare Murphy, Student Performer</td>
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<td>Julianna Hess, Student Performer</td>
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<td>Travis Dunbar, Student Performer</td>
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<td>Lincoln Taylor, Student Performer</td>
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<td>Jessica Smooth, Student Performer</td>
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<td>Coleman Daniel, Student Performer</td>
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<td>Elliot Herzer, Student Performer</td>
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<td>10:30am</td>
<td>SCC Student Success Showcase ~ Student Center/City Café</td>
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<td>+11 Resources</td>
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<td>Administrative Services</td>
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<td>Allied Health Learning Community</td>
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<td>Applied Apparel Studies Program</td>
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<td>Business Dept.</td>
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<td>Counseling/HCD</td>
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<td>DSPS</td>
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<td>Early Childhood Education/Family Consumer Science</td>
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<td>Electronics</td>
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<td>English, English Learners, Reading &amp; Journalism</td>
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<td>Flight Technology</td>
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<td>Graphic Communication</td>
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<td>History/Political Science</td>
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<td>ISEP</td>
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<td>Learning Center &amp; Tutoring Center</td>
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<td>Mathematics &amp; Statistics</td>
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<td>MESA</td>
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<td>PRIE-Planning</td>
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<td>SLO Subcommittee</td>
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<td>Student Leadership and Development</td>
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<td>Student Services</td>
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<td>Work Experience and Internship Program</td>
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<td>Writing Center</td>
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Wednesday, January 16, 2013

**Descriptions: Wednesday Workshops**

**FEATURED FLEX OPPORTUNITY: AÑO NUEVO’S ELEPHANT SEALS**
9:00am – 8:00pm

David Wyatt, Steve James and Virginia Meyer are leading a visit to Año Nuevo State Reserve to view northern elephant seals on Wednesday, January 16, 2013. Each year in December, elephant seals visit the beaches of Año Nuevo to give birth, form harems and mate. Northern elephant seals were thought virtually extinct until rediscovered in the late 1800s off northern Baja California. They have since been protected by the Mexican and American governments and began establishing a breeding colony at Año Nuevo Island in 1955. Males of this amazing species can reach 15 feet in length and 2.5 tons! Alpha males will defend harems of many females during this time of the year.

We have the opportunity to view males as they battle for territory, females giving birth, and lots of elephant seals lounging on the beach. We will observe this phenomenon first hand in the company of a trained naturalist who will explain the history and natural history of this beautiful stretch of the California coast between Santa Cruz and Half Moon Bay. The 3-mile walking tour requires hiking over relatively flat terrain that includes dune areas and sometimes damp trails (it’s the coast!) Weather can be variable and the tours are given rain or shine. You can have your questions answered by contacting Steve James at 916-650-2776 or jamess@scc.losrios.edu or by checking the website at: http://www.parks.ca.gov/?page_id=1115.

The cost is $10 and includes transportation in SCC vans, parking, and the tour. We are limited to 21 spots. Please meet us in front of the Operations Office. We will make a stop for food and coffee along the way, and you can always bring a sack lunch. We will leave SCC at 9 in the morning and return to campus around 8 PM. A long day, but well worth it!

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Are you using D2L extensively? For every class? A site for every course? Learn how to add, incorporate, and implement Twitter in your D2L site to make educational information available to your students. Learn to add rubrics which will assist students in meeting learning outcomes. Finally, take the opportunity to learn how videos production through web-based systems can add dimension and depth to student learning. This 3 hour workshop is split into three parts. It will assist you to better utilize your D2L sites. Come learn with us!
The Effective "Meeting"
Patricia Harris-Jenkinson
Kelly Irwin
Chris Iwata
Anne Licciardi

12:00pm - 3:00pm
BUS223

SCC GOAL C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
C5. Increase the effectiveness of communication both within the college and between the college and the external community.
C7. Encourage collegiality, connection, and participatory decision-making at the college.

Whether you are "meeting" with one other person or a group, in an office, in a meeting room on the campus, in the community, or at home with your family, following certain strategies and principles can help your "meeting" run more smoothly and lead to the desired outcome. Designed for all members of the college community, this workshop will engage participants in the planning and execution of "meetings" using scenarios involving family members, students, colleagues, and supervisors. Share examples of winning strategies you've observed and those in need of improvement.

Preregistration is required. Lunch will be provided.
Course and SLO Review (ESL Department Specific)
Gabriella Nuttall
9:00am - 3:00pm
RHS262
SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
A2. Review courses, programs and services and modify as needed to enhance student achievement.
A4. Improve basic skills competencies in reading, writing, math, and information competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.
SCC Goal B: Align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.
B1. Revise or develop courses, programs, schedules and services based on assessment of emerging community needs and available college resources.

ESL, adjunct faculty volunteers, & full-time faculty will discuss fall semester course revisions in preparation for program review. The main focus will be on comparing SLOs and course topics to ensure skills and SLOs are sequenced correctly. In addition, the department will discuss ways to create new modules for lab classes in order to match specific co-requisite course SLOs.

Equity Training for Hiring Committees
Julia Jolly
Kathy Taylor
9:00am - 11:00am
RHN264
SCC Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.
C2. Build and maintain an effective staff that reflects the diversity of our students and community.
C5. Increase the effectiveness of communication both within the college and between the college and the external community.

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 hiring processes and how they can be improved.

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Title: Google Apps for Education
Presenter(s): Jeff Karlsen
Time: 9:00am - 11:00am
Location: LRC 141
College Goal(s): SCC Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.
C2. Build and maintain an effective staff that reflects the diversity of our students and community.
C5. Increase the effectiveness of communication both within the college and between the college and the external community.

Day/Date: Thursday, January 17, 2013

Google Apps for Education has come to Los Rios. This means that you, along with all your colleagues and students, can create and share documents, websites, calendars and more, using your Los Rios user name and password. Google Apps is optimized for collaboration, easy publication to the Web, and compatibility with mobile devices. Find out what you can and can’t do with Google Apps for Education, try out some of its collaborative features, and share ideas for using it in and out of the classroom. Feel free to bring your own device or use a computer in the classroom.

NOTE: This workshop will not address the student email transition in any depth. It will focus on the suite of tools available to Los Rios employees, which does not include Gmail.

Title: Course SLO Assessment: A “Working” Workshop
Presenter(s): Rick Woodmansee
Richard Erlich
Time: 9:00am - 10:30am
Location: LRC 105
College Goal(s): SCC Goal A: deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
A2. Review courses, programs and services and modify as needed to enhance student achievement.
A7. Implement practices and activities that reduce achievement gaps in student success.
A8. Assess student learning at the course, program, and institutional levels and use those assessments to make appropriate changes that support student achievement.

Day/Date: Thursday, January 17, 2013
This workshop will help faculty with the design and implementation of course SLO assessments. Topics will include 1) choosing priority SLOs for reporting, 2) identifying and modifying existing assessment methods, and 3) developing new assessments. Participants are encouraged to focus on courses up for SLO assessment reporting and to bring the printed SLOs from SOCRATES and any current assessment tools (e.g. exams, writing assignments, project assignments, performance assessments, rubrics). This workshop will allow faculty to shape SLO assessment efforts in a way that keeps student learning and success as the focus. Examples of how existing assessment methods have been modified for effective SLO assessment will be presented.

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Medical Emergencies on Campus
Jeff Christian
Wendy Gomez
9:00am - 10:30am
RHN229

SCC Goal A: deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
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A4. Improve basic skills competencies in reading, writing, math, and information competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.

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B1. Revise or develop courses, programs, schedules and services based on assessment of emerging community needs and available college resources.

SCC Goal C: improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.

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, seizures, diabetic emergencies, and other common medical conditions. Come join us! It will be fun, interactive and informative.

Pam's Practical Technology Tips
Pamela Posz
9:00am - 10:00am
LRC220

Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.

Do you feel overwhelmed by all of the different technological applications that have become popular in the past few years? Pinterest, Facebook, Twitter, Google+, Tumblr, Pandora and YouTube are just a few of the options that have become particularly popular. Pamela Posz will present practical tips on using a few of these technologies to help you be more effective at home and at work and to suggest ways to keep up with what's new.
SCC Leading Through Change

Thursday, January 17, 2013

Descriptions: Thursday Morning Workshops

Title: College 2 Career: Assisting Autistic/Intellectual Disabilities
Presenter(s): Tanseem Sah
Time: 10:00am - 11:30am
Location: RHN228

SCC Goal A: deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
A1. Promote the engagement and success of all students, with a special emphasis on first-year students who are transitioning to college.
A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.
A7. Implement practices and activities that reduce achievement gaps in student success.
A8. Assess student learning at the course, program, and institutional levels and use those assessments to make appropriate changes that support student achievement.

SCC Goal B: Align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.
B3. Explore and create multiple ways to disseminate information to students in order to engage them with learning in the college community.
B4. Support “front door” policies and practices that assist students with the transition to college.
B6. Expand interactions with community and industry partners in order to increase student opportunities for experiences that help them transition to careers (career exploration, completion of licenses, internships, etc.)
B7. Provide students with clear pathways to goal completion.

SCC Goal C: improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.

Thursday, January 17, 2013

This is a workshop designed to provide attendees knowledge of the College 2 Career program, the students in the program, and the role of the education coach each student is assigned to and works with throughout the semester. Teachers will learn how to work with our students and collaborate with the College 2 Career Coordinator and education coaches in ensuring success. The education coaches will be present to provide information from their experiences and answer any questions.
**Fundraising 101 for Faculty, Staff and Administrators**  
Mary Leland  
10:00am - 11:30am  
RHN208

SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.

A3. Provide students with the tools and resources that they need to plan and carry out their education, complete degrees and certificates, and/or transfer

SCC Goal B: align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.

B1. Revise or develop courses, programs, schedules and services based on assessment of emerging community needs and available college resources

B4. Support “front door” policies and practices that assist students with the transition to college.

B5. Maintain the quality and effectiveness of the physical plant in order to support access and success for students (i.e. modernization, TAP improvements, equipment purchases, etc.).

SCC Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.

C5. Increase the effectiveness of communication both within the college and between the college and the external community.

C6. Continue to exercise transparent and fiscally sound financial management.

Thursday, January 17

A fundraising overview for all areas of the college that may include identifying potential donors, cultivation of donors, solicitation and stewardship. Topics will touch on SCC Foundation policies and procedures in gift acceptance, gift classification, restricted vs. unrestricted gifts and the naming policy.
Maintaining Student Engagement Online
Debra Crumpton
10:00am - 11:00am
BUS104

SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student educational goals.
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A3. Provide students with the tools and resources that they need to plan and carry out their education, complete degrees and certificates, and/or transfer.
A4. Improve basic skills competencies in reading, writing, math, and information competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.
A5. Deliver services, curriculum, and instruction that result in equivalent student outcomes for all modalities and locations.
A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.
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C2. Build and maintain an effective staff that reflects the diversity of our students and community.
C7. Encourage collegiality, connection, and participatory decision-making at the college.

Without student engagement there is no learning (Gilardi, S. & Guglielmettu, 2011; Saenz et al., 2011). Among the different components that define student engagement, interaction between and among students and between students and faculty are key. Creating and facilitating relevant, ongoing, substantive interaction is uniquely challenging in the online environment.

This interactive, high energy workshop offers some strategies for effectively overcoming this challenge and creating an environment that promotes quality instruction and substantive student engagement. The strategies are geared at keeping communication inside the Desire2Learn (D2L) classroom.

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Basic Skills Initiative Update

Holly Piscopo

10:00am - 11:00am

RHS271

SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.

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A4. Improve basic skills competencies in reading, writing, math, and information competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.

A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.

Thursday, January 17, 2013

The Academic Senate for California Community Colleges regularly trains faculty, staff, and administrators around the state on institutional, counseling, and pedagogical methods proven to help improve success for basic skills students. Research has also demonstrated that these methods are successful for all students. Attending this workshop will update you on the progress of the Basic Skills Initiative here at Sacramento City College, as well as what's happening in our state.

Best Practices for Math 28 Lab Instruction

Angie Lambert

10:00am - 11:00am

RHS172

SCC GOAL A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.

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A5. Deliver services, curriculum, and instruction that result in equivalent student outcomes for all modalities and locations.

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B7. Provide students with clear pathways to goal completion.

SCC Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.

C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.

Thursday, January 17, 2013

Topics will range from planning activities and preparing students for tests to making the lab-time meaningful to the course grade.
Thursday, January 17, 2013

**Descriptions: Thursday Morning Workshops**

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<thead>
<tr>
<th>Title:</th>
<th>The Universal Classroom - Imagine Students in Charge of their own Learning</th>
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<tbody>
<tr>
<td>Presenter(s):</td>
<td>Norman Lorenz</td>
</tr>
<tr>
<td>Time:</td>
<td>10:30am - 12:00pm</td>
</tr>
<tr>
<td>Location:</td>
<td>PAC 105</td>
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</table>

**SCC Goal A:** Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student educational goals.

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A7. Implement practices and activities that reduce achievement gaps in student success.

A8. Assess student learning at the course, program, and institutional levels.

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B7. Provide students with clear pathways to goal completion.

Thursday, January 17, 2013

This workshop provides a look at instructional styles that include the flipped classroom, and the use of the Montessori pedagogical principles with implications for the community College Student Success Rate. Practical exercises will be offered that can be implemented into your course content and instructional practice.
Actions for Personal Health and Wellness:” Preventing and Reversing Chronic Conditions
Donald Forrester, MD
10:30am - 12:00pm
LRC 121

SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student educational goals.

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Goal B: Align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.

B1. Revise or develop courses, programs, schedules and services based on assessment of emerging community needs and available college resources.

Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.

C3. Promote health, wellness and safety throughout the institution.

C4. Utilize quantitative and qualitative data to help guide decision-making throughout the institution.

C6. Continue to exercise transparent and fiscally sound financial management.

Thursday, January 17, 2013

The workshop reviews the science behind the most significant and common medical conditions including heart disease, diabetes, obesity, high blood pressure, cancer, dementia and autoimmune disorders. Dr. Forrester provides recommendations for individuals for improved nutrition and exercise and discusses common myths and misinformation confronting today’s citizens.

Common Goals: How Instruction and Student Services Can Work Together
Richard Brich
Rick Woodmansee
10:30am - 11:30am
LRC 105

SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.

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SCC Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.

C5. Increase the effectiveness of communication both within the college and between the college and the external community.

C7. Encourage collegiality, connection, and participatory decision-making at the college.

Thursday, January 17, 2013

Based upon common Institutional Learning Outcomes, Instruction and Student Services have a great opportunity to partner and discuss ways of working together in achieving common student learning outcomes. This discussion-based workshop will help facilitate this conversation with practical ideas.
Day/Date: Thursday, January 17, 2013

If you’ve ever wondered how to fill out a unit plan form, why you need to do so, or where the information goes after you put it on the form, come join us. Marybeth Buechner will go over the whats, hows, and whys of unit planning. We’ll discuss how unit plans fit into the overall planning system at SCC. We’ll talk about how unit plans are processed at the department, division, and CSA levels and how information from those plans is used by IT, Facilities, and others.

Title: Practical Tips for Student Success in D2L
Presenter(s): Pamela Posz
Time: 11:00am - 12:00pm
Location: LRC 220

Do your students get lost in D2L? This flex activity will guide you through some practical ways to help your students navigate our online learning system.

Pamela Posz teaches an online class and has found a few specific ways to help her students navigate D2L and be more successful.

This activity will be valuable to anyone who is using D2L for their classes. Basic knowledge of D2L is recommended for this session.
What we Learned at the CMC^3 Conference

Joe Phillips
11:00am - 12:00pm
RHS172

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A4. Improve basic skills competencies in reading, writing, math, and information competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.

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C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.

Participants who attended The California Mathematics Conference for Community Colleges in December, 2012 return to share information and ideas. Workshops are offered in topics from basic skills to calculus and statistics. Presenters will share the latest teaching strategies, successful programs, and content information.
Thursday, January 17, 2013

Descriptions: Thursday Morning Workshops

Title: Student Created Visual Presentations in the Cloud
Presenter(s): Dyon Pease
Time: 11:00am - 12:00pm
Location: BUS204

SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student educational goals.
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Thursday, January 17, 2013

In this workshop you will explore the possibility of using web-based, free, easy to use screen capturing video software for virtual student presentations. Encouraging students to use Cloud-based technology to create virtual presentations prepares them for the technologically advanced workplace of today. Learn how presentations can be easily shared with the class via D2L, YouTube, or with a link. We will also discuss the Pecha Kucha presentation method to keep presentations short, to the point, and interesting. Finally, time will be spent brainstorming ways to use this technology in your classes.
SCC Leading Through Change

Thursday, January 17, 2013

Descriptions: Thursday Morning Workshops

**Title:** Habits of Mind: Helping Students Become Part of the Culture of Scholarships
**Presenter(s):** Marybeth Beuchner
**Time:** 11:30am - 12:30pm
**Location:** RHN258

**College Goal(s):**

SCC Goal A: deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.

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C4. Utilize quantitative and qualitative data to help guide decision-making throughout the institution.

C7. Encourage collegiality, connection, and participatory decision-making at the college.

Day/Date:

Thursday, January 17, 2013

“A Habit of Mind” means having a disposition toward behaving intelligently when confronted with problems the answers to which are not immediately known (Arthur L. Costa and Bena Kallick). Examples include striving for accuracy, questioning and problem posing, applying past knowledge to new situations, and communicating with clarity and precision. Sacramento City College is part of a community of practice that asks "How can we encourage our students to use the habits of mind that lead to effective learning?" and "How can we tell if they are doing this?". Join us to talk about these and related questions. We will provide some resources related to measuring students' habits of mind. You provide your great ideas and wisdom about teaching and learning.

**Title:** ProLO Assessment Q&A
**Presenter(s):** Rick Woodmansee
**Time:** 11:30am - 12:30pm
**Location:** LRC105

**College Goal(s):**

SCC Goal A: deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.

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Day/Date:

Thursday, January 17, 2013

At SCC, Student Learning Outcomes at the program level are called ProLOs. SCC departments regularly assess student progress toward achieving these outcomes to identify gaps in student learning and make appropriate improvements to program requirements and/or course content. This workshop will focus on departments with at least one instructional program (degree and/or certificate). Several departments currently in program review will bring results and/or questions from their ProLO assessments. Assessment results will be shared; questions will be answered. Members of all departments are invited to participate in the discussion. Participants can expect to come away with effective tools that give insight into student learning.

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Title: Math Instructor and SIA Meeting  
Presenter(s): Angie Lambert, Debbie Van Sickle  
Time: 12:00pm - 1:00pm  
Location: RHS172  

College Goal(s):  
SCC GOAL A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education. 
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A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.  
A8. Assess student learning at the course, program, and institutional levels and use those assessments to make appropriate changes that support student achievement.  
B2. Use quantitative and qualitative data to identify strategies which improve enrollment management processes.  

SCC GOAL C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.  
C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.  

Day/Date: Thursday, January 17, 2013  
This workshop is the first of two meetings for Math Department instructors and their Student Instructional Assistants. Topics to be discussed will include best practices, data collecting and tracking and a checklist of requirements for the semester. Time will be given for individual course planning.
Join us for an interactive session detailing two cutting edge programs at Sacramento City College. These programs are a win/win for students and faculty. The Disability Services & Programs for Students and Occupational Therapy Assistant (OTA) programs have joined together to provide services to students with autism spectrum disorder (ASD). While receiving fieldwork credit, OTA students provide one-on-one support with practical guidance for anxiety reducing techniques, organization and focus and follow through- all typical challenges for those on the autism spectrum. The OTA students gain experience working with behaviors and social skills that assist the ASD student to be more comfortable and successful as a college student. Another aspect of this session includes an exploration of everyday sensory experiences, those which influence each of us regardless of who we are. Take this opportunity to learn about sensory preferences and reactions and how these experiences affect functioning in everyday environments. Participants will be able to complete their own sensory profile. Information will also be provided about a pioneering class new to Los Rios: AH 126- Sensation and Daily Life: Strategies for Success .
SCC Leading Through Change

Thursday, January 17, 2013

Descriptions: Thursday Afternoon Workshops

Title: LiveBinders in the Classroom
Presenter(s): Lauri Smedley
Time: 1:00pm - 2:30pm
Location: BUS204
College Goal(s):

- SCC Goal B: align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.
- B3. Explore and create multiple ways to disseminate information to students in order to engage them with learning in the college community.
- SCC Goal C: improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
- C7. Encourage collegiality, connection, and participatory decision-making at the college.

Day/Date:

LiveBinders allows anyone to compile all of their online resources into one online package that may be privately held or shared with others. Avail yourself of the free LiveBinders that others have already created relative to your subject area or other areas of interest. Learn how to create your own LiveBinders and share it with your students. Get ideas about how to assign LiveBinders as a final project for students. LiveBinders is a free and powerful tool that can be used inside and outside of the class environment.

Title: Study Table: A Strategy to Increase Student Success
Presenter(s): Holly Piscopo
Time: 1:00pm - 2:00pm
Location: RHS273
College Goal(s):

- SCC Goal A: deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
- A1. Promote the engagement and success of all students, with a special emphasis on first-year students who are transitioning to college.
- A3. Provide students with the tools and resources that they need to plan and carry out their education, complete degrees and certificates, and/or transfer.
- A4. Improve basic skills competencies in reading, writing, math, and information competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.
- A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.
- A7. Implement practices and activities that reduce achievement gaps in student success.

Day/Date:

Remember "study hall" in high school? This workshop focuses on a strategy called "Study Table." Study Table is a strategy used by faculty members to provide study help and support for students in their classes. Study Table promotes regular studying and active learning, while also building a community of scholarship and successful habits of mind. Let's talk about this strategy as a way to support our students when they leave the classroom. Resource materials will be given FREE to participants in this session.

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Title: Using “Starboards”
Presenter(s): Jacek Kozikowski
Time: 1:00pm - 2:30pm
Location: DTC112
College Goal(s):
SCC Goal A: deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.

Day/Date: Thursday, January 17, 2013
Most of the classrooms in Davis have Starboards (interactive white boards). Learn the basics that will allow you to use the Starboard. Save your notes for students to use later; use your notes on the white board as links that let you search the Web; format and reformat your notes so students can see the relationships among ideas.

Title: What Happens in Sacramento Never Stays in Sacramento
Presenter(s): Troy Myers
Time: 1:00pm - 2:00pm
Location: RHS228
College Goal(s):
Other Activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.

Day/Date: Thursday, January 17, 2013
Join Troy Myers, SCC English faculty and a member of the Faculty Association for California Community College’s Legislation and Advocacy Team for a brief discussion of current legislative issues impacting community colleges and a primer on how any faculty member can be involved in important political advocacy by giving just a few minutes a month.
Title: Safe Space-LGBT Training for the Psychology Dept.
Presenter(s): Derrick Wydick, Tom Cappalletti
Time: 1:00pm - 2:00pm
Location: RHS 269

College Goal(s):
SCC GOAL A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
A1. Promote the engagement and success of all students, with a special emphasis on first-year students who are transitioning to college.
A2. Review courses, programs and services and modify as needed to enhance student achievement.
A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.
A7. Implement practices and activities that reduce achievement gaps in student success.
SCC GOAL B: Align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.
B1. Revise or develop courses, programs, schedules and services based on assessment of emerging community needs and available college resources.
B4. Support “front door” policies and practices that assist students with the transition to college.
SCC GOAL C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.
C2. Build and maintain an effective staff that reflects the diversity of our students and community.
C3. Promote health, wellness and safety throughout the institution.

Day/Date: Thursday, January 17, 2013

The SCC Safe Space workshop is a cultural and sociological presentation in working with LGBT students at SCC. Originally designed as an anti-bullying campaign, Safe Space includes ideas, vocabulary and cultural viewpoints of lesbian, gay, bisexual and transgender students, in an effort to make our SCC campus more LGBT-competent and friendly. People attending the Safe Space workshop will learn about:
--language and terminology important to the LGBT community
--diversity in the LGBT community
--transgender information and support services
--understanding our bias and supporting students.

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SCC Leading Through Change

Thursday, January 17, 2013

Descriptions: Thursday Afternoon Workshops

Title: Safe Space-LGBT Training for College Employees
Presenter(s): Derrick Wydick, Tom Cappalletti
Time: 2:00pm - 3:30pm
Location: RHS263

SCC GOAL A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
A1. Promote the engagement and success of all students, with a special emphasis on first-year students who are transitioning to college.
A2. Review courses, programs and services and modify as needed to enhance student achievement.
A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.
A7. Implement practices and activities that reduce achievement gaps in student success.

SCC GOAL B: Align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.
B1. Revise or develop courses, programs, schedules and services based on assessment of emerging community needs and available college resources.
B4. Support “front door” policies and practices that assist students with the transition to college.

SCC GOAL C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.
C2. Build and maintain an effective staff that reflects the diversity of our students and community.
C3. Promote health, wellness and safety throughout the institution.

Day/Date: Thursday, January 17, 2013

The SCC Safe Space workshop is a cultural and sociological presentation in working with LGBT students at SCC. Originally designed as an anti-bullying campaign, Safe Space includes ideas, vocabulary and cultural viewpoints of lesbian, gay, bisexual and transgender students, in an effort to make our SCC campus more LGBT-competent and friendly. People attending the Safe Space workshop will learn about:
--language and terminology important to the LGBT community
--diversity in the LGBT community
--transgender information and support services
--understanding our bias and supporting students.

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Thursday, January 17, 2013

Descriptions: Thursday Afternoon Workshops

Title: CCSSE 2012 Results: Indicators of Student Engagement
Presenter(s): Marybeth Beuchner, Anne Danenberg
Time: 2:00pm - 3:00pm
Location: RHN258
College Goal(s): SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student education.
A1. Promote the engagement and success of all students, with a special emphasis on first-year students who are transitioning to college.
A3. Provide students with the tools and resources that they need to plan and carry out their education, complete degrees and certificates, and/or transfer.
SCC Goal B: align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.
B2. Use quantitative and qualitative data to identify strategies which improve enrollment management processes.
B4. Support “front door” policies and practices that assist students with the transition to college.
SCC Goal C: improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
C4. Utilize quantitative and qualitative data to help guide decision-making throughout the institution.
C7. Encourage collegiality, connection, and participatory decision-making at the college.

Join us to discuss what the Community College of Student Engagement tells us about our students. The indicators from the survey don't provide direct answers about student engagement but they are valuable in helping us define the questions we may want to ask. If you are interested in how students use or value college services, how they view their work in the classroom, and how they feel about interactions with faculty, staff and other students you'll enjoy the discussion.

Title: Making Powerful Presentations Using Prezi
Presenter(s): Lauri Smedley
Time: 3:00pm - 4:30pm
Location: BUS204
College Goal(s): SCC Goal B: align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.
B3. Explore and create multiple ways to disseminate information to students in order to engage them with learning in the college community.
SCC Goal C: improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.
C7. Encourage collegiality, connection, and participatory decision-making at the college.

Prezi is a free, dynamic online alternative to PowerPoint. Participants will sign up for a Prezi account & learn how to create a Prezi from scratch. Topics will include importing PP Presentations to Prezi, adding video, presenting, and sharing Prezis with others.

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Descriptive: Thursday Afternoon Workshops

**Title:** Cross Fit --- Anyone Can Do It... Really  
**Presenter(s):** Kelly Irwin, Ashu Mishra, Daniel Kwong  
**Time:** 4:00pm - 5:00pm  
**Location:** Hughes Stadium (SOG214 will be the rain location)  
**College Goal(s):** Other Activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.

**Day/Date:** Thursday, January 17, 2013  

What is Cross Fit? The definition is “Constantly varied, high-intensity, functional movements.” What does that mean? Come join us and find out at today’s WOD (work out of the day). You will learn a little about Cross Fit and actually participate in a work out. Don’t be scared -- there are modifications for every age and fitness level. You CAN do it. Wear non-restrictive workout clothes and bring WATER and a towel. Keep an eye out for possible location change if weather is bad.
FLEX FACTS

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 per semester. 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. 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 adjuncts 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 (Individual… 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 classroom 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.

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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.

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.
# Flex Obligation Form

Sacramento City College  
**FLEX ATTENDANCE RECORD - Spring, 2013**  
Due April 15, 2013

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Department</th>
<th>Phone</th>
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## Spring, 2013 Flex Obligation

<table>
<thead>
<tr>
<th>Full-Time Faculty</th>
<th>Adjunct Faculty</th>
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<tbody>
<tr>
<td><strong>Flex Obligation per TCS:</strong></td>
<td><strong>Please look at your TCS for your Flex obligation and enter number of hours in space below.</strong></td>
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<td>Thursday = 6</td>
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<td>Friday = 6</td>
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<td>Overload =</td>
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<td><strong>Total Obligation</strong> =</td>
<td><strong>Total Obligation</strong> =</td>
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## Spring, 2013 Flex Program Activities

<table>
<thead>
<tr>
<th>DATE</th>
<th>Please list activities you attended. (Friday, January 19, 2013 is a mandatory Flex day for full-time faculty.)</th>
<th>Hours</th>
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## Staff Resource Center Spring, 2013 Workshops

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<th>DATE</th>
<th>When attended outside your regular work day, SRC Workshops can be used to fulfill a Flex Obligation.</th>
<th>Hours</th>
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## Individual Professional Development Activities

<table>
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<tr>
<th>DATE</th>
<th>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.</th>
<th>Hours</th>
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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 Spring, 2013, 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: ____________
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 with 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.

<table>
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<tr>
<th>Individual Professional Development Activity (IPDA) #1</th>
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<tbody>
<tr>
<td>How does this activity contribute to your professional development?</td>
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</table>

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.

<table>
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<tr>
<th>Faculty or Department Chair’s Signature</th>
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<tr>
<td>Date</td>
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<td>Number of IPDA Hours Approved</td>
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