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Introduction

The 2009-2010 Flex theme and Staff Resource Center’s new two year initiative is ‘Empowerment and Engagement’. The Initiative highlights the call for all of us to come together in community to do all we can to engage and empower one another to be our best selves. Being and feeling connected to the mission, values and goals of Sacramento City College are critical if each person is to become empowered to think, behave, take action, and control work and decision making in autonomous ways. Over the next two years, the new Staff Resource Center Empowerment & Engagement Coordinator will be bringing the campus workshops and resources designed to develop a sense of empowerment. It is our hope that all stakeholders believe they can make a difference by having the freedom to be themselves and to do what they think is necessary to get the job done. We believe that faculty, staff and students will engage and connect when they feel a sense of community, see their involvement and issues as relevant and worth their time, and view the process and organizational climate of participation as open and supportive of their right to have a voice in the process. Campus engagement and empowerment efforts seek to address multiple levels of the college environment while developing mutual respect, understanding, trust and open communication.

In this upcoming academic school year, let us renew our commitment to be more involved and engaged in the process of living the College’s goals, values and mission. Let us seek opportunities to discover the more interesting and exciting components of our work. And let us be empowered by allowing ourselves to be more authentic, honest, and creative in the way we serve our students and work together within this community.

Elaine Ader
Holly Piscopo

Gerri Scott
Joanie Mitchell

Lisa Gunderson
Amber Escotto

Sharon Terry
Sandy Vue
### 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 Fall, 2009, we continue this tradition and on Wednesday, August 19, 2009, SCC will offer several up to date technology workshops. Additionally, we have planned a special Wednesday presentation on Culturally and Linguistically Responsive Instruction. The Thursday, August 20th, schedule includes general interest workshops as well as the District-wide Math Day workshop series. Friday, August 21st will be dedicated to Convocation 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, August 20, 2009 and Friday, August 21, 2009. Beverages, sandwiches & pre-packaged salads will be available. Additionally, continental breakfast will be provided for the college 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 http://www.scc.losrios.edu/documents/StaffResourceCenter/FlexObRevFall2009.pdf. 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. 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 accreditation self-study process and in comprehensive unit based self evaluation.
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 institutional effectiveness through continuous process improvement.
Culturally & Linguistically Responsive Instruction: Powerful Pedagogy for Transforming Instructional Practice and Advancing Learning in Standard English Learners
Dr. Noma LeMoine

Morning Session: 8:30am - 11:30am in the Student Center (back to schedule)
The morning session is designed to help educators shift paradigms and build new schemas for more effectively educating underachieving students. Participants will become knowledgeable about issues of language variation in Standard English Learners - the lowest performing population in America - and explore how culturally and linguistically responsive instructional methodologies can eliminate disparities in educational outcomes for these students. Participants will gain an understanding of the language and cultural differences in Standard English Learners and the impact these cultural and linguistic variations have on academic success. Participants will reflect on the model of deficit beliefs, attitudes, and perceptions that surround Standard English Learners and other students of color and begin to see their differences as strengths that can serve as scaffolds for accessing rigorous core curricula.

Afternoon Session: 1:00pm - 4:00pm in the Student Center (back to schedule)
The interactive afternoon session will further develop the work already started at SCC in developing techniques and practices which highlight culturally and linguistically responsive instructional strategies. These strategies build on the language, learning styles, and experiences of Standard English Learners (SELS) and serve as powerful pedagogy for scaffolding their access to rigorous, standards-based curricula. Participants will become knowledgeable of culturally relevant and responsive pedagogy that promotes learning in SELs. Participants will become familiar with research-based instructional strategies and techniques that support language and literacy acquisition and learning in Standard English Learners. Participants will engage in intensive dialogue around the application of culturally responsive teaching strategies. The second half is designed for faculty members really interested and committed to increasing their own cultural and linguistic proficiency and developing new classroom practices.

One or both sessions may be attended. To register, please email the Staff Resource Center at stafres@sc.losrios.edu, which can be found in the Outlook Web Address Book under SCC-Staff Resource Center. In your email, please indicate whether you will be attending the morning or afternoon or both sessions.
**Continental Breakfast** 8:00am-9:00am in RS158 (Math Lounge) - Coffee, tea, juice, muffins provided for math day participants.

**Curriculum and SOCRATES** 9:00am-12:00pm in RS 171 (Ginni May, Karen Kunimura) - The new SCC Curriculum Handbook will be presented. Participants will engage in a hands-on activity using SOCRATES, the LRCCD curriculum management system. This workshop is for faculty who are preparing to submit curriculum proposals in the near future, for curriculum committee members (current and new), and for all who wish to have a better understanding of the curriculum process.

**Misleading Graphs** 9:00am-9:50am in RS 172 (Mark Harbison, SCC) - We will discuss examples of deceptive graphs and charts that newspapers and magazines tend to use to distort true distances. Every well-informed student should be aware of misleading graphs. Accessible to faculty of all disciplines.

**Drum Rhythms, Chords, Musical Scales, And Musical Tones** 9:00am-9:50am in RS 173 (Mark Webster, SCC) - Drum rhythms, chords, musical scales, and musical tones contain mathematics within them. The mathematics level varies from fractions to Fibonacci series to sums of sine waves, to Fourier transforms. These aspects of music will be demonstrated using microphones, singing and whistling as well as computer graphics.

**How Many Pentagons Are There On A Soccer Ball?** 10:00am-10:50am in RS 173 (Norman Walker, SCC) - Euler’s formula can be generalized to non-connected graphs as well as graphs of non-convex polytopes and polyhedra and to graphs in higher dimensions. There will be some hands-on examples of drawing graphs and using Euler’s formula for graphs drawn in a lane, on a sphere, and on a torus. Accessible to faculty from all disciplines.

**Demonstration Of Technology Used In Distance Education** 10:00am-10:50am in RS 172 (Debbie VanSickle, SCC) - Technologies that can be used in distance education including Lecture Scribe will be demonstrated, others will be discussed. Please bring ideas as well as technology formats that have worked for you. This talk is applicable to faculty of all disciplines. Open to all faculty including those who have not taught distance education courses.

**Using Mathematica Inside And Outside The Classroom** (Part I) 11:00am-11:50am in RS 173 (Deb Bryant, SCC) - Web based examples and applications will be presented along with information about licensing and associated costs. Participants are encouraged to share experiences they have had using Mathematica. (NOTE: Part II of this session, a Mathematica demonstration presented by a software rep will be held on Thursday, October 1, 2009, at noon.)

**Using Statistics To Know The “Unknowable” In Disease Screening Problems** 11:00am-11:50am in RS 172 (Dr. Michelle Norris, CSUS) - Screening humans and animals for a multitude of diseases is common practice in modern medicine. Unfortunately, many tests are imperfect. Statistical methods exist to quantify the performance of screening tests. Discussion will include goals and challenges of diagnostic screening, longitudinal diagnostic screening, and Markov Chain Monte Carlo.

**Math Day Lunch** 12:00pm-1:00pm in the Student Center - Lunch provided for Math Day participants with RSVP. Donations requested.

**Applications Of Linear Algebra** 1:00pm-2:30pm in Student Center (Dr. David Ziegler, CSUS) - Applications of linear algebra will be discussed including those in signal processing and other related fields. Dr. Ziegler is a dynamic and interesting speaker. Please join us for our Math Day featured presentation!

**Math Day Reception** 2:30pm-3:30pm in RS158 (Math Lounge) - Meet math faculty from other colleges and districts and share ideas and classroom practices that have worked for you. Informal discussion format. Light refreshments provided.
# Empowerment & Engagement

## Fall Flex 2009 Schedule

### Wednesday, August 19, 2009

#### Technology Workshops

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>9:00am – 10:30am</td>
<td>Gradebook – Turning Your Class Roster into Excel</td>
<td>LR141</td>
</tr>
<tr>
<td>10:30am – 12:00pm</td>
<td>Desire2Learn Early Adopters Drop-in</td>
<td>LR141</td>
</tr>
<tr>
<td>1:00pm – 2:30pm</td>
<td>Adobe Acrobat</td>
<td>LR141</td>
</tr>
<tr>
<td>3:00pm – 4:30pm</td>
<td>Get Ready, Get Set, Get D2L! Newbies Welcome!</td>
<td>LR105</td>
</tr>
</tbody>
</table>

### Wednesday, August 19, 2009

#### Culturally & Linguistically Responsive Instruction:

*Powerful Pedagogy for Transforming Instructional Practice and Advancing Learning in Standard English Learners*

<table>
<thead>
<tr>
<th>Session</th>
<th>Topic</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Session</td>
<td>Student Center</td>
<td></td>
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<tr>
<td>8:30-11:30am</td>
<td>Student Center</td>
<td></td>
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<tr>
<td>Afternoon Session</td>
<td>Student Center</td>
<td></td>
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<tr>
<td>1:00-4:00pm</td>
<td>Student Center</td>
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</tbody>
</table>

### Thursday, August 20, 2009

#### Math Day Workshops

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>8:00am – 9:00am</td>
<td>Continental Breakfast</td>
<td>RS158</td>
</tr>
<tr>
<td>9:00am – 12:00pm</td>
<td>Curriculum and SOCRATES</td>
<td>RS171</td>
</tr>
<tr>
<td>9:00am - 9:50am</td>
<td>Misleading Graphs</td>
<td>RS 172</td>
</tr>
<tr>
<td>10:00am – 10:50am</td>
<td>How Many Pentagons are There on a Soccer Ball?</td>
<td>RS173</td>
</tr>
<tr>
<td>11:00am – 11:50am</td>
<td>Using Statistics to Know the “Unknowable” in Disease Screening Problems</td>
<td>RS172</td>
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<tr>
<td>12:00pm – 1:00pm</td>
<td>Math Day Lunch</td>
<td>Student Center</td>
</tr>
<tr>
<td>1:00pm – 2:30pm</td>
<td>Applications of Linear Algebra</td>
<td>Student Center</td>
</tr>
</tbody>
</table>
| 2:30pm – 3:30pm   | Math Day Reception                                                    | RS Math Lounge | RS158
<table>
<thead>
<tr>
<th>Time</th>
<th>Workshop</th>
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</table>
| 8:00am – 3:30pm | Math Day  
See Individual Workshop Descriptions for Location                      |
| 8:00am – 9:30am | Data Collection and Process Control in the Community College Setting B203 |
| 8:00am – 9:00am | Institutional Research – Find out more about the “R” in PRIE B233        |
| 8:30am – 10:00am | Embodied Knowledge  
Main Auditorium Stage (A40)                                              |
| 8:30am – 10:30am | Update on Basic Skills Initiative B236                                    |
| 8:00am – 9:00am | Institutional Research – Find out more about the “R” in PRIE B233        |
| 9:00am – 12:00pm | Curriculum and SOCRATES RS171                                         |
| 9:00am – 11:00am | Who Are Our Students B237                                                |
| 10:00am – 11:30am | Using the Sacramento Bee as a Required Class Text B225                   |
| 10:00am – 12:00pm | 13 Reasons Why Students Fail RS228                                       |
| 10:30am – 12:00pm | Shots Fired: Surviving a Campus Shooting Event B236                      |
| 11:00am – 12:00pm | Financial Aid for Success B240                                           |
| 8:00am – 9:30am | Data Collection and Process Control in the Community College Setting B203 |
| 8:30am – 10:00am | Embodied Knowledge  
Main Auditorium Stage (A40)                                              |
| 8:30am – 10:30am | Update on Basic Skills Initiative B236                                    |
| 9:00am – 12:00pm | Curriculum and SOCRATES RS171                                         |
| 9:00am – 11:00am | Who Are Our Students B237                                                |
| 10:00am – 11:30am | Using the Sacramento Bee as a Required Class Text B225                   |
| 10:00am – 12:00pm | 13 Reasons Why Students Fail RS228                                       |
| 10:30am – 12:00pm | Shots Fired: Surviving a Campus Shooting Event B236                      |
| 11:00am – 12:00pm | Financial Aid for Success B240                                           |
## Afternoon Flex Workshops

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00pm – 2:00pm</td>
<td>Accreditation – Part 1: Explore the SCC Accreditation Self-Study – Brown Bag Discussion</td>
<td>RS228</td>
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<tr>
<td></td>
<td>Part 2: What’s in a Visit 1:00pm – 2:00pm</td>
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</tr>
<tr>
<td>12:00pm – 1:00pm</td>
<td>Brown Bag Discussion: Faculty Professional Development Leaves</td>
<td>RS229</td>
</tr>
<tr>
<td>1:00pm – 3:00pm</td>
<td>Fall Fashion Focus and Style</td>
<td>RS262</td>
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<tr>
<td>1:00pm – 2:30pm</td>
<td>“Question Time” with the VPs 1:00pm – 2:30pm</td>
<td>LR119</td>
</tr>
<tr>
<td>1:00pm – 2:00pm</td>
<td>Club Advisor Connection</td>
<td>RS273</td>
</tr>
<tr>
<td>1:30pm – 3:00pm</td>
<td>Ingeniux Training</td>
<td>T100</td>
</tr>
<tr>
<td>2:30pm – 4:00pm</td>
<td>Faculty Diversity Internship Program</td>
<td>RS271</td>
</tr>
<tr>
<td>2:30pm – 3:30pm</td>
<td>College Goals: What, Who, and How? RS270</td>
<td>RS270</td>
</tr>
<tr>
<td>3:00pm – 4:30pm</td>
<td>EXCEL B219</td>
<td></td>
</tr>
<tr>
<td>5:00pm – 8:00pm</td>
<td>New Adjunct Faculty Orientation How?</td>
<td>LR141/LR105</td>
</tr>
</tbody>
</table>

## CONVOCATION - AUDITORIUM
**Friday, August 21, 2009**
Continental Breakfast 7:30am City Café
9:00am - 12:00pm
Division Meetings: Check with Division Office for Exact Places and Times
Gradebook – Turning Your Class Roster into Excel (back to schedule)

Presenter(s): Melissa Green
Time: 9:00am - 10:30am
Location: LR141
College Goal: Staff Processes
Day/Date: Wednesday, August 19, 2009

At this hands-on workshop you will learn how to turn your roster into an EXCEL Gradebook which uses a template. This template is designed to work with the Online Roster and Grading System (https://inside.losrios.edu/~intranet/cgi/cgi-bin/intra/login.cgo?college=SCC). Once you create your Excel grade books they can be reused each semester by deleting current student names and pasting new students names. You can also set the semester start date. After downloading your class roster, you will learn to use the SCC EXCEL Grade book Template to prepare class rosters for tracking attendance, tracking assignments, and calculating grades. Information is available at http://web.scc.losrios.edu/instrdev/excelgradebook.

Desire2Learn Early Adopters Drop-In (back to schedule)

Presenter(s): Jory Hadsell
Melissa Green
Time: 10:30am - 12:00pm
Location: LR141
College Goal: Learner centered programs and services
Day/Date: Wednesday, August 19, 2009

This workshop provides drop-in lab support for faculty who are D2L early adopters and have participated in the SCC Desire2Learn Training Institute or other early adopter D2L training. Staff from SCC’s Digital Learning Center (Instructional Development & Distance Education) will be available to assist faculty early adopters with individual D2L course development issues. This drop-in session is not recommended for faculty who have not already received initial training in the D2L online learning environment.

Adobe Acrobat (back to schedule)

Presenter(s): Melissa Green
Time: 1:00pm - 2:30pm
Location: LR141
College Goal: Staff Processes
Day/Date: Wednesday, August 19, 2009

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 proposals, presentations, images and other documents into one compact Adobe PDF file in a single step. Add headers, footers and watermarks. Use Acrobat to add printed and voice comments to documents.

Get Ready, Get Set, Get D2L! Newbies Welcome! (back to schedule)

Presenter(s): Jory Hadsell
Melissa Green
Time: 3:00pm - 4:30pm
Location: LR105
College Goal: Learner centered programs and services
Day/Date: Wednesday, August 19, 2009

An introductory workshop for faculty interested in Desire2Learn training. Desire2Learn is the new learning management system for Los Rios and Sacramento City College. This workshop presents an overview of the training opportunities and resources available to SCC faculty. Training includes opportunities for on-campus training workshops, facilitated online training, and department specific support and training. We cover how to request D2L development and “official” course sites, and other important changes affecting faculty teaching online, hybrid, or web-enhanced courses. If you’re planning on getting started with D2L, this is your starting point.
An open invitation to all Los Ríos Community College District faculty who teach Mathematics, Statistics, or Engineering. The aim of this workshop is better teaching through collaboration and professional development. The featured speaker is Dr. David Ziegler, California State University, Sacramento, whose topic will be “Applications of Linear Algebra.”

Other topics include:
- Curriculum and SOCRATES
- Misleading Graphs
- Drum Rhythms, Chords, Musical Scales, and Musical Tones
- How Many Pentagons Are There On A Soccer Ball?
- Demonstration of Technology Used in Distance Education
- Using Mathematica Inside and Outside the Classroom
- Using Statistics to Know the “Unknowable” in Disease Screening Problems

While these workshops focus on Mathematics topics, all faculty, staff, and managers are invited to participate. However, if you plan to attend the luncheon presentation with Dr. Ziegler, please RSVP not later than July 30, 2009 to Nanette Hart, SCC MSE Division Administrative Assistant, HartN@losrios.edu (916) 558-2202.

A general discussion of what is a system and how to improve the processes that make up a system, to include “red bead” demonstration, and a brief overview of improvement tools including, but not limited to, root cause discovery, fishbone diagrams, Pareto diagrams, brainstorming, data collection and statistical process control.

PRIE develops data on student success, enrollment, course offerings, college initiatives, pre-requisite validations, etc. Join us to find out more about the data developed by the PRIE office and how that research may be useful to you in your job. We especially invite new faculty and staff to join us and we promise an engaging workshop!
Empowerment & Engagement

Thursday Morning August 20, 2009
Flex Workshops

Title: Update on Basic Skills Initiative (back to schedule)
Presenter(s): Ginnie Gessford
Time: 8:30am - 10:30am
Location: B236
College Goal: Basic Skills
Day/Date: Thursday, August 20, 2009

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. During this session, we will look at the results of the Basic Skills Initiative Self-Assessment that was undertaken during the Spring, 2009 semester. The results of the self-survey will be used along with other data to develop a 2010-2011 action plan for the Initiative. Bring your ideas, join in the conversation, and help us develop a dynamic plan that will address the basic skills needs of Sacramento City College’s students.

Title: Embodied Knowledge (back to schedule)
Presenter(s): Angela-Dee Alforque
Time: 8:30am - 10:00am
Location: Main Auditorium Stage (A40)
College Goal: Engagement and success of first year students
Day/Date: Thursday, August 20, 2009

This fun, interactive movement workshop will use a variety of dance traditions to: 1) strengthen the intellectual-physical-spiritual balance in our everyday work, and 2) develop a heightened awareness of teaching, management and/or leadership styles. The workshop is open to all faculty, staff, and managers, inclusive of all genders, ages, abilities, and cultural backgrounds. Previous dance training is welcome but certainly not required. Participants should come dressed to have fun and move to live drumming (wear comfortable shoes - bare feet optional).

Title: Curriculum and SOCRATES (back to schedule)
Presenter(s): Ginni May
Karen Kunimura
Time: 9:00am - 12:00pm
Location: RS171
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009

The new SCC Curriculum Handbook will be presented. Participants will engage in a hands-on activity involving using SOCRATES, the LRCCD curriculum management system. This workshop is for faculty who are preparing to submit curriculum proposals in the near future, for curriculum committee members (current and new), and for all who wish to have a better understanding of the entire curriculum process.

Title: Pieced Quilting (back to schedule)
Presenter(s): Lynn Giovannetti
Sue Zimlich
Time: 9:00am - 12:00pm
Location: RS262
College Goal: AB1725
Day/Date: Thursday, August 20, 2009

What does sewing have in common with math? Come learn how to sew and see how the student learning outcomes in a sewing class mirror those in such subjects as math or engineering design technology. This will be a pieced sewing project. All materials will be provided. We will sew and quilt a potholder. Come and share your “new” passion for sewing. And – at the end – you will have a potholder!
Title: Who Are Our Students? (back to schedule)
Presenter(s): Michael Poindexter
Time: 9:00am - 11:00am
Location: B237
College Goal: Enrollment Management
Day/Date: Thursday, August 20, 2009
The workshop will take a look at the demographic make-up of the students who attend Sacramento City College. 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.

Title: Equity Representative Training for Hiring Committees (back to schedule)
Presenter(s): Julia Jolly
Kathy Taylor
Time: 9:00am - 11:00am
Location: RN264
College Goal: Cultural Democracy/Proficiency
Day/Date: Thursday, August 20, 2009
This two-hour workshop is intended for classified staff, faculty, and administrators who wish to serve as Equity Representatives on hiring committees or who need to refresh their training. Equity representatives who are active on hiring committees, whether for full-time or part-time positions, need to be recertified every two years. This interactive session is facilitated by a power point presentation.

Title: MAC Based Computer Self-Help Workshop (back to schedule)
Presenter(s): IT Staff
Time: 9:00am - 11:00am
Location: T100
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009
This workshop is designed to help you use your computer in the SCC environment. Solutions to problems encountered during computer startup, using email, both Outlook and Outlook Web Access, and information about finding support will be provided by an SCC Information Technology staff person. Topics include:
• Logging on and off
• Checking email with Outlook and Outlook Web Access
• Using Entourage
• Changing passwords
• Deleting Email messages
• Customizing your Outlook inbox and using personal folders
• File Management and backing up your data
• Troubleshooting reasons computer won't boot
• Customizing your Desktop
• Calling the SCC Help line 2222 or Calling the DO Help line 3012.
Empowerment & Engagement

Thursday Morning August 20, 2009
Flex Workshops

Title: Orchestrating Positive Outcomes in Medical Emergencies (back to schedule)
Presenter(s): Jeff Christian
           Wendy Gomez
Time: 9:00am – 11:00am
Location: B222
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009
This workshop is designed by Health Services to assist in the management of common medical issues experienced in the classroom and 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, seizures, diabetic emergencies, and other common medical conditions. Come join us! It will be fun, interactive and informative.

Title: Gradebook – Turning Your Class Roster into Excel (back to schedule)
Presenter(s): Melissa Green
Time: 9:00am – 11:00am
Location: LR141
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009
At this hands-on workshop you will learn how to turn your roster into an EXCEL Gradebook which uses a template. This template is designed to work with the Online Roster and Grading System (https://inside.losrios.edu/~intranet/cgi/cgi-bin/intra/login.cgo?college=SCC). Once you create your Excel grade books they can be reused each semester by deleting current student names and pasting new students names. You can also set the semester start date. After downloading your class roster, you will learn to use the SCC EXCEL Grade book Template to prepare class rosters for tracking attendance, tracking assignments, and calculating grades. Information is available at http://web.scc.losrios.edu/instrdev/excelgradebook.

Title: Using the Sacramento Bee as a Required Class Text (back to schedule)
Presenter(s): Steve Passel
           Sacramento Bee Representatives
Time: 10:00am – 12:00pm
Location: B225
College Goal: Learner-Centered Programs and Services
Day/Date: Thursday, August 20, 2009
This is an opportunity to show faculty and students the instructional and educational benefits of using the Sac Bee as a classroom text. The focus will be two parts - the first from personal experience using the Bee in the classroom - the second from staff members of the Bee who will discuss the use of the Bee as a printed, as well as online educational resource.

Title: OUTLOOK: Effectively Managing Your Email (back to schedule)
Presenter(s): Augustine Chavez
Time: 10:00am – 12:00pm
Location: B203
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009
This workshop is designed to help you effectively manage your Outlook email account. Topics include:
• Organize your Inbox using colors, arrangements, flags, folders and favorites to organize your Inbox
• File your e-mail on your own computer - Moving e-mail from your inbox to personal folders
• Control your e-mail messages – Using e-mail formats and signatures to control the look of your e-mails
13 Reasons Why Students Fail

Presenter(s): Tim Loree
Time: 10:00am - 11:30am
Location: RS228
College Goal: Learner Centered Programs and Services
Day/Date: Thursday, August 20, 2009

A general discussion of the 13 reasons why students fail and posing the question, “What can we do about these 13 reasons students fail?”

Department SLO Assessment Plan Development

Presenter(s): Alan Keys, Faculty Research Coordinator
SLO Advisory Group Member
Time: 10:00am - 11:30am
Location: RS229
College Goal: Learner Centered Programs and Services
Day/Date: Thursday, August 20, 2009

This workshop will include both an update on how SLO assessment efforts are being shaped by departmental faculty for Instruction and Student Service areas AND a working session for department faculty who are designing their initial SLO assessment plan or updating an existing one. Discussion topics will include, but not be limited to how to 1) integrate existing classroom assessments with SLO assessments, 2) determine a flexible and sustainable assessment cycle, and 3) “roll up” ongoing SLO assessments with unit plans and program review.

BYOS: Bring your own SLOs… from core courses or courses of particular interest to your department.

Changing Lanes: Moving from Part-Time to Full-Time College Employment

Presenter(s): Derrick Wydick
Time: 10:00am - 11:30am
Location: RS261
College Goal: Meeting emerging community needs
Day/Date: Thursday, August 20, 2009

Changing Lanes is a workshop designed to help community college employees compete for full-time teaching positions. With so few openings and so many applicants, we often need to hone our application skills, as well as learn some of the secrets to being competitive in the selection process. Special attention will be paid to preparing for the interview process, where we can learn to deal with our fear and master our presentation skills. This workshop is designed to foster a more diverse applicant pool for faculty positions in the community college system.

“Daddy Hunger” Film and Discussion

Presenter(s): Victoria Henderson
Time: 10:00am - 11:30am
Location: Cultural Awareness Center
College Goal: Meeting emerging community needs
Day/Date: Thursday, August 20, 2009

Some of our students have experienced life without a father. Come and learn about the impact of absent fathers in our community. “Daddy Hunger” is a film that looks into the lives of single mothers and fatherless children. This documentary addresses the problems and provides a solutions framework.
Empowerment & Engagement

Thursday Morning August 20, 2009

Flex Workshops

Title: Writing Across the Disciplines: When You Make Students Write, You Benefit Too (back to schedule)
Presenter(s): Susan Griffin, Kandace Knudsen
Time: 10:00am-11:30am
Location: LR147
College Goal: Basic Skills
Day/Date: Thursday, August 20, 2009

This workshop will address how to use Write to Learn assignments as well as more formal assignments to help faculty engage students and achieve course goals without increasing faculty workload.

Title: Shots Fired: Surviving a Campus Shooting Event (back to schedule)
Presenter(s): Valerie Cox, Brian Washington
Time: 10:30am – 12:00pm
Location: B236
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009

What have we learned in the wake of events like Columbine and Virginia Tech? We've learned that we must be prepared for the reality of violent crime on college campuses. 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 your students.

Title: The Performance Review Process (back to schedule)
Presenter(s): Annette Barfield
Time: 10:30am – 12:00pm
Location: RS263
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009

This presentation will be for all faculty regarding the Performance Review Process. Article 8 of the LRCFT/LRCCD contract will be the topic of discussion. LRCFT representatives will share information on the history and the intent of contract language as it pertains to the performance review process. This workshop is for individuals who would like a better understanding of their roles and responsibilities during their review process. This includes faculty undergoing review and faculty serving on the Peer Review Team.

Title: Desire2Learn Roundtable — Learn from the Pros! (back to schedule)
Presenter(s): Melissa Green, Jory Hadsell
Time: 10:30am – 12:00pm
Location: RS269
College Goal: Enrollment Management
Day/Date: Thursday, August 20, 2009

Whether you are just about to get started or have already been using D2L for your online, hybrid, or on-campus courses, there’s something to learn from this roundtable discussion. This facilitated discussion will include D2L “early adopters” who will share their strategies for creating courses in Desire2Learn. Faculty who are already D2L users will also share best practices and teaching tips. If you have been waiting to start using D2L, come and hear the stories of challenge and triumph from the trailblazers who have gone before you. Input from this discussion will be at the top of the training agenda for the D2L system during the semester.
Empowerment & Engagement

Thursday Morning August 20, 2009
Flex Workshops

Title: The Nutrition Prescription  (back to schedule)
Presenter(s): Donald Forester, BSCHE, MD, CPE
Time: 10:30am - 12:00pm
Location: RS270
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009

Dr. Forrester will present up-to-the-minute nutrition/health information—especially concerning Type 2 Diabetes/Coronary Artery Disease and Cancer. This will be a repeat of an SCC Health Day presentation.

Title: Guide to Proficiency Standards for ESL Compositions (back to schedule)
Presenter(s): Richard Cervin
Time: 10:30am - 12:00pm
Location: RS271
College Goal: Engagement and success of first year students
Day/Date: Thursday, August 20, 2009

The ESL Department has a Guide to Proficiency Standards for ESL Compositions which has recently been revised and updated. This presentation will introduce the new edition of the Guide, including the ESL Department’s standards for teaching and grading writing courses. ESL teachers, English teachers, and counselors are especially encouraged to attend, as well as any faculty who have a large number of English learners in their classes.

Title: Using Learning Styles in the Classroom (back to schedule)
Presenter(s): David Hagerty
Time: 10:30am - 12:00pm
Location: B143
College Goal: Learner-centered programs and services
Day/Date: Thursday, August 20, 2009

Many students, especially those enrolled in basic skills or introductory courses, struggle with learning the contents of their classes. In part this may be due to a discontinuity between their preferred learning style and the style in which information is presented. Lectures or textbooks may not be effective methods for them. This workshop will explore ways to present content in several modalities to improve student learning outcomes. Participants will apply the three learning styles (visual, auditory and kinesthetic) to their own teaching and lesson planning.
Empowerment & Engagement

Thursday Morning August 20, 2009
Flex Workshops

Title: Financial Aid For Success (back to schedule)
Presenter(s): Dimitry Proshak
Time: 11:00am - 12:00pm
Location: B240
College Goal: Learner-centered programs and services
Day/Date: Thursday, August 20, 2009

This workshop will provide a summary of all that financial aid has to offer and will focus on new and emerging needs in our communities, how financial aid can help, and encourage our staff to actively participate in our students’ success.

Title: Inside SCC (back to schedule)
Presenter(s): Elaine Ader
Quinn Nakano
Time: 11:00am - 12:00pm
Location: B237
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009

Come to this workshop to get an update on the website developed to support SCC faculty and staff. The presentation includes a comprehensive tour of “Inside SCC,” which has information on Planning/Research, Instruction, Student Services, Administrative Services, Information Technology, Staff Development, Governance and more. Learn how to navigate through the website. Provide suggestions on additional content that should be added.

Title: Our College, Our Mission (back to schedule)
Presenter(s): Marybeth Buechner
Time: 11:00am - 12:00pm
Location: B238
College Goal: Learner-centered programs and services
Day/Date: Thursday, August 20, 2009 (Please RSVP)

The Merriam-Webster online dictionary defines “mission” as (among other things) “a body of persons sent to perform a service or carry on an activity” or “a pre-established and often self-imposed objective or purpose.” Sacramento City College has a Mission Statement that describes who we are and what we do. Join us as we look over some data about our college and our students and discuss what this means for our “mission.”
Empowerment & Engagement

Thursday Afternoon August 20, 2009
Flex Workshops

Title: Accreditation - Parts 1 and 2 (back to schedule)
Presenter(s): Kelly Irwin, Cathy Chenu-Campbell, Anne Licciardi, Elaine Ader
Time: 12:00pm – 2:00pm
Location: RS228
College Goal: Accreditation
Day/Date: Thursday, August 20, 2009

Part 1: Explore the SCC Accreditation Self Study - Brown Bag Discussion: Find out what we said about ourselves as we prepare for the accreditation site visit October 13-16. What did we say for the four standards of mission and institutional effectiveness; student learning programs and services; resources; and governance? What evidence did we cite? What planning agenda items did we set for ourselves to accomplish? The accreditation tri-chairs will be reviewing the self-study with the college community. iClickers will be used to “test” your knowledge. (1 hour)

Part 2: What’s in a Visit?: The accreditation site visit will be from October 13 through October 16. Find out what happens during a site visit and how we can prepare to ensure that the visit is a great experience both for us and for the team. (1 hour)

Title: Brown Bag Discussion -- Faculty Professional Development Leaves (back to schedule)
Presenter(s): Mary Turner, Linda Nuss
Time: 12:00pm – 1:00pm
Location: RS229
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009

Have you always wanted to apply for a Sabbatical or Professional Development Leave? These leaves provide faculty with release time from regular duties to enable them to respond to changing educational conditions and student needs. Members of the Professional Standards Committee will review the LRCFT contractual language and the leave application process. A panel of leave recipients will discuss how their leaves allowed them to complete their projects as well as share insights into the application process.

Title: Fall Fashion Focus and Style (back to schedule)
Presenter(s): Lynn Giovanetti
Time: 1:00pm - 3:00pm
Location: RS262
College Goal: AB1725
Day/Date: Thursday, August 20, 2009

Do you want to know what colors and textures are coming in for Fall? Come learn how to pick colors to look good on you. It’s time to dress for success!
Title: "Question Time" *(back to schedule)*
Presenter(s): Bob Martinelli  
John Ruden  
Michael Poindexter
Time: 1:00pm – 2:30pm  
Location: LR119  
College Goal: Staff Processes  
Day/Date: Thursday, August 20, 2009
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 VPs will provide information you need and will respond to questions from the audience.

Title: PC Based Computer Self-Help Workshop *(back to schedule)*
Presenter(s): IT Staff
Time: 1:00pm – 2:30pm
Location: LR141
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009
This workshop is designed to help you use your computer in the SCC environment. Solutions to problems encountered during computer startup, using email, and accessing Outlook and Outlook Web Access, as well as information about finding support will be provided by an SCC Information Technology staff person.
Topics include:
• Logging on and off  
• Checking email with Outlook and Outlook Web Access  
• Changing passwords  
• Deleting Email messages  
• Customizing your Outlook inbox and using personal folders  
• File Management and backing up your data  
• Troubleshooting reasons computer won’t boot  
• Customizing your Desktop  
• Calling the SCC Help line 2222 or Calling the DO Help line 3012

Title: Oregon State University’s Doctorate Degree in Education - Community College Leadership *(back to Schedule)*
Presenter(s): Darlene Russ - EFT  
Gwyneth Tracy  
Richard Erlich
Times: Two Sessions: 1:00pm - 2:30pm & 2:30pm - 4:00pm
Location: B225
College Goal: Improvement of Teaching
Day/Date: Thursday, August 20, 2009
Darlene will present information to faculty and managers interested in pursuing their Ph.D. or Ed.D. in Education with a focus on Community College Leadership that is designed for working professionals at Oregon State University. Gwyn Tracy completed her doctorate at this program and Richard Erlich is currently finishing his doctorate. Interested faculty will learn what the program offers and how to apply.
Empowerment & Engagement

Thursday Afternoon August 20, 2009

Flex Workshops

Title: Establishing an English Major Mentorship Program  (back to schedule)
Presenter(s): Steve Cirrone
Time: 1:00pm - 2:30pm
Location: RS237
College Goal: Meeting emerging community needs
Day/Date: Thursday, August 20, 2009

This workshop will provide interested English faculty the opportunity to discuss ideas about the English Major Mentorship Program which will be researched and implemented during the 2009-2010 academic year. This is directly related to the Type B sabbatical awarded for Fall, 2009, and faculty input at the start of the research component of the project is welcomed.

Title: Club Advisor Connection  (back to schedule)
Presenter(s): Lee Miguel
Time: 1:00pm - 2:00pm
Location: RS273
College Goal: Engagement and success of first year students
Day/Date: Thursday, August 20, 2009

If you are a club advisor, or just interested, this is the workshop for you! Come prepared to connect with fellow advisors and share ideas. We will also talk about the many changes affecting clubs, discuss needs for the fall semester, and identify other ways we can connect for success. Special topics will include club web pages and other informational outlets, food handling safety guidelines, event planning, evaluations, and more. Please contact Lee Miguel at 558-2382 or miguell@scc.losrios.edu for more information.

Title: Ingeniux Training  (back to schedule)
Presenter(s): Quinn Nakano
Rose Fassett
Laurie Christenson
Time: 1:30pm - 3:00pm
Location: T100
College Goal: Staff Processes
Day/Date: Thursday, August 20, 2009 (Pre-Registration Required)

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 in order to create accounts. Register by calling X2176 or emailing temys@scc.losrios.edu.
Title: Faculty Diversity Internship Program (back to Schedule)
Presenter(s): Dolly Green, Director, Human Resources and Employee Relations, LRCCD
Mellonie Richardson, Training and Professional Development Specialist, LRCCD
Carl Sjovold
Time: 2:30pm – 4:30pm
Location: RS271
College Goal: Cultural democracy / proficiency
Day/Date: Thursday, August 20, 2009
Would you like to be involved in training the next generation of community college faculty? If so, sign up as a mentor for the district’s Faculty Diversity Internship Program (FDIP). Founded in 1989, this innovative program gives interns the opportunity to work with Los Rios faculty and to learn more about careers in the community college system. The FDIP has a very good record of success in placing its graduates in the community college system. Individuals who have served as mentors for the FDIP also say that it’s a lot of fun. If you would like to learn how to get involved as a mentor, please join us for this exciting workshop.

Title: College Goals: What, Who, and How? (back to Schedule)
Presenter(s): Marybeth Buechner
Time: 2:30pm – 3:30pm
Location: RS270
College Goal: Learner-centered programs and services
Day/Date: Thursday, August 20, 2009
As you probably know well, Sacramento City College has a set of stated goals that are reviewed each year. How do these goals relate to teaching and learning in the classroom? What do they have to do with how Student Services work? What data is available that relates to the goals? How does our planning process work with the goal statements? If you are interested in any of these questions join us for an overview of planning and goals.

Title: Students with Disabilities in Your Classroom (back to Schedule)
Presenter(s): Gwyneth Tracy
Nisha Beckhorn
Time: 2:30pm – 3:30pm
Location: RS269
College Goal: Meeting emerging community needs
Day/Date: Thursday, August 20, 2009
It is estimated that every class section at SCC has at least one student with a disability. Some classes seem to attract more students with disabilities than others, such as students with psych challenges are drawn to the psych classes, students with mobility challenges are interested in computer science classes, etc. Some of this is due to the vocational aspirations related to their disability and accommodation needs. How can we best support our students who may or may not be diagnosed, yet clearly need accommodations? How can we ensure that academic standards are not compromised, yet the needs of the students are met”? How might accommodations impact your teaching style? These questions and discussion of how to work with students with disabilities will be addressed in an informal session. Bring your questions!

Title: Excel (back to Schedule)
Presenter: Lewis Bair
Time: 3:00pm – 4:30pm
Location: B219
College Goal: Staff Processes

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 insure that these needs are addressed. Please pre-register for this workshop (X2176, X2001, or stafres@losrios.edu) and provide specific topics you would like to tackle. If you have no specific questions, you are still encouraged to attend the session.
Welcome to our new adjunct faculty! This event will provide an overview of the resources available to you at SCC. It includes a tour of the Learning Resource Center, a discussion of how to refer students to appropriate services, and a visit by a union representative. Additionally, from 5:00pm - 6:00pm, Melissa Green, Instructional Development Coordinator, will provide a mini-workshop called Intranet/Grade Roster that demonstrates how to access your grade rosters from the intranet.
**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. 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**

Your 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 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.

**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.
<table>
<thead>
<tr>
<th>Division/Department</th>
<th>Day/Date</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Advanced Technology Division</td>
<td>Friday, August 21, 2009 or Saturday, August 22, 2009</td>
<td>8/21/09 = 1:00pm</td>
<td>8/21/09 = CM108</td>
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<tr>
<td>Cosmetology</td>
<td>Friday, August 21, 2009</td>
<td>2:15pm - 3:15pm</td>
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<td>Photography</td>
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<td>Aeronautics</td>
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<td>Humanities and Fine Arts Departments</td>
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<td>Science and Allied Health Division</td>
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