


# Fall 2009 Staff Development Calendar

## San Diego City College

### Flex Sessions from A-Z to Meet Your Training Needs

The Flex Committee Welcomes all to the 2009-10 Academic Year. The following Flex Sessions are available to all Campus Faculty, Staff, and Administrators.


### Monday August 17th

9:00 – 11:30 A.M.	54361	T-213	<b>My Math Lab Presentation</b> Mathematics Department Presentation on My Math Lab	Carlos de la Lama
8:30- 12:00 P.M. 	54493	D 121-B	<b>2009 Chairs Academy</b>	Mary Benard Nancy Crispen



### Tuesday August 18<sup>th</sup>

8:30 – 10:30 A.M.	54444	T-301	<b>New Features using MS Word</b> Explore the new features of Microsoft Word 2007 and use these features to enhance your syllabus and other documents.	Rose La Muraglia
10:30 – 12:00 P.M.	54446	T-301	<b>New Features using MS Excel</b> Use Excel to create an electronic grade book.	Rose La Muraglia
1:00 – 2:00 P.M.	54463	T-331A	<b>Academic Computing Services: What you need to know!</b> Al Cordeiro will discuss the various services available in the Computer Labs and the software available in our campus computer laboratories.	Al Cordeiro
1:00 – 3:00 P.M.	54448	T-301	<b>New Features using MS Power Point</b>	Rose La Muraglia
1:00-3:00 P.M.	54479	B-202	<b>Meditation Demystified: A session on meditation to learn about meditation and how we can use it to help our everyday lives.</b>	Jeff Zlotnik Leslie Easton
5:30-8:30 P.M.	54369	ECC 169	<b>Fall 2009 ECC and Off-Campus Programs Faculty Meeting</b>	Jeanie M. Tyler


## Wednesday August 19<sup>th</sup>

8:00 – 10:00 A.M.	54457	T-331	<b>SLO Updates</b>	Dotti Cordell & Berta Harris
9:00 – 10:30 A.M.	54461	S- Building	<b>Cosmetology Open House Session 1:</b> Experience the services of Cosmetology students. Attendees will have a choice from a manicure, pedicure, or hairstyle to experience the high quality of our Cosmetology services.	Sylvia Leon
9:00-12:00 P.M.	54465	T-301	<b>My IT Lab Training</b> It Department Training on Myitlab	Rose LaMuraglia
9:00-11:00 A.M.	54305	M-104	<b>Mathematics Department Meeting</b>	Carlos De La Lama
9:00 – 12:00 P.M.	54304	D-121	<b>English Department Meeting</b>	Cathy Harlow
10:00 – 12:00 P.M.	54459	T-331	<b>TASKSTREAM Training</b> Training on the Student Learning Outcomes Applications. A representative from each department needs to attend a TASKSTREAM Session	Dotti Cordell, Berta Harris & Jeff Harmon
10:30 – 12:00 P.M.	54462	S- Building	<b>Cosmetology Open House Session 2:</b> Experience the services of Cosmetology students. Attendees will have a choice from a manicure, pedicure, or hairstyle to experience the high quality of our Cosmetology services.	Sylvia Leon
<b>12:00 – 1:30 P.M.</b> 	54360	T-213	<b>Study Skills Presentation</b> (Presentation for the Mathematics Department)	Allan Bass & Carlos De La Lama
1:00 – 2:00 P.M.	Rooms TBA		<b>School Meetings</b>	
2:00-4:00 P.M.	Rooms TBA		<b>Department Meetings (not English and Math)</b>	

# Thursday August 20<sup>th</sup>

9:00 – 12:00 P.M. 	54394	Saville Theatre	<b>Convocation</b> <ul style="list-style-type: none"> <li>• Greetings from Board of Trustees President Rich Grosch</li> <li>• Greetings from Chancellor Constance Carroll</li> <li>• Greetings from AFT Guild President Jim Mahler</li> <li>• Greetings from Academic Senate President Berta Harris</li> <li>• Greetings from Classified Senate President June Cressy</li> <li>• Recognition of Colleagues Achieving Tenure and Retirees by Mary Benard</li> <li>• Update on State of the College by President Burgess</li> <li>• Accreditation Update by Peter White and Roberta Alexander</li> <li>• Task Stream Demonstration by Berta Harris and Dottie Cordell</li> </ul>	President Burgess
<b>Lunch 12:00-1:00 PM</b> <b>President Burgess's Barbeque (Gorton Quad)</b>				
1:00 – 3:30 P.M.	54270	B-204	<b>Accreditation Update</b> This presentation will provide an overview of the Accreditation process, an update on the findings of the self-study so far, and a look at where the college may be making recommendations for improvements. Feedback from those who attend the presentation will be actively sought; questions, comments and suggestions will all be welcome. The discussion will be led by Roberta Alexander and Peter White, the self-study's co-chairs, and will include the faculty and administrator co-chairs of each of the self-study four major sections: mission and effectiveness; student learning programs and services; resources; and governance.	Roberta Alexander & Peter White
1:00 – 3:00 P.M.	54464	T-331	<b>MY Labs: Alternative to do more with less</b>	Belen Poltorak
2:00 – 4:00 P.M.	54450	R-109	<b>Audio Visual Services</b>	Sean Ryan
5:00-6:30 P.M.	54455	D-121B	<b>AFT Presentation for Adjunct Faculty</b> "Come learn what your legal rights are as an adjunct faculty member, especially during these tough economic times. We will also be presenting AFT membership benefit programs, and answering any questions you might have. Light refreshments will also be served."	Jim Mahler
5:30 – 7:00 P.M. 	54343	B-204	<b>Grading Essays and Giving Effective Feedback</b> Jan Jarrell will share with us the process of grading Essays and how to provide effective feedback to students.	Jan Jarrell
6:00 – 8:30 P.M.	54271	B-103	<b>Accreditation Update</b> This presentation will provide an overview of the Accreditation process, an update on the findings of the self-study so far, and a look at where the college may be making recommendations for improvements. Feedback from those who attend the presentation will be actively sought; questions, comments and suggestions will all be welcome. The discussion will be led by Roberta Alexander and Peter White, the self-study's co-chairs, and will include the faculty and administrator co-chairs of each of the self-study four major sections: mission and effectiveness; student learning programs and services; resources; and governance.	Roberta Alexander & Peter White

## Friday August 21<sup>st</sup>

8:00 – 10:00 A.M.	54456	T-331	<b>SLO Updates</b>	Dotti Cordell & Berta Harris
9:00 – 10:30 A.M.	54540	R-109	<b>Make Travel Simple:</b> Don Long, our AB1725 and Travel/Conference chair will share the tips and suggestion to simplify travel requests.	Don Long
				
10:00 – 12:00 P.M.	54460	T-331	<b>TASKSTREAM Training</b> Training on the Student Learning Outcomes Applications. A representative from each department needs to attend a TASKSTREAM Session	Dotti Cordell, Berta Harris & Jeff Harmon
10:00 – 12:00 P.M.	54368	R-109	<b>The Promising Syllabus:</b> Join Elva Salinas in an engaging presentation that will guide faculty in the development of a motivating syllabus.	Elva Salinas
10:00 – 12:00 P.M.	54413	D-102	<b>Back to School ESOL Meeting</b>	Jennifer Feyen
1:00 – 2:30 P.M	54454	B-202	<b>City College and High School Programs</b>	Salley Deaton & Lorri Oldham
2:00 – 4:00 P.M.	54451	R-109	<b>Audio Visual Services</b>	Sean Ryan
2:30 – 4:00 P.M.	54342	D-102	<b>Basic Skills Update</b>	Jan Jarell

Faculty must visit <https://faculty.sdccd.edu/facflex/facflexupdate.cfm?action=contract> to view, enroll, and receive Flex Credit for Flex Activities.