

STUDENT SUCCESS BEGINS WITH YOU!

Saddleback College - Fall 2000 Faculty Flex/In-Service and Professional Development Program Scheduled Activities

Time Flex Number	Event Day	Location Of Event
<u>Monday, August 14, 2000</u>		
8a - 9a #900F	Continental breakfast and networking OCTFCU (Orange County Teachers' Federal Credit Union) will have an information booth.	McKinney Theatre
9a - 11a #901F	Opening remarks <i>Dr. Cedric Sampson, Chancellor</i> South Orange County Community College District Promoting student success: challenges and changes <i>Anne E. Mulder, Ph.D.</i> Director of Development Nova Southeastern University	McKinney Theatre
11:30a - 1p #902F	Faculty Association luncheon	Saddleback College Cafeteria
1p - 2p #100F	Windows 98 update <i>Kathy Constance</i> All campus computers now have Windows 98 instead of Windows 95. This session will focus on what is different.	ITC Hands-On
1p - 2:30p #101F	Meeting for title III 2000-2001 pilot project participants <i>Ana Maria Cobos</i> Congratulations for the 10 faculty selected as Title III Pilot Project participants for the 2000-2001 academic year! This meeting is designed to introduce pilot project faculty to key people involved with the Title III grant, give an overview and an update of Title III, give an overview and an update of Title III, and provide information about the opportunities and responsibilities that come with grant participation. Equally, if not more importantly, this meeting provides an opportunity for pilot project faculty to share expectations, plans, concerns and hopes relating to their projects with each other.	BGS 208
1p - 3p #102F	Distance education, instructional, and other printed materials for students with disabilities <i>Randy Anderson</i> The Chancellor's Office has published two documents as a result of investigations by the Office of Civil Rights and the passing of AB422. These have implications for administrators, faculty, librarians, bookstore managers, discrimination compliance officers, and high technology and disabilities specialists. A summary of these documents will be presented with discussion related to developing a strategic approach to implementation at Saddleback College	BGS 203

1p - 4p #103F	New full-time faculty orientation, session 1 <i>Don Busche and Maureen Smith</i>	AGB Conference Room
3p - 4p #104F	Hiring policy and equal employment opportunity guidelines <i>Lee Haggerty</i> The District will hire several new faculty members within the next few years and there is an increasing need for everyone serving on the hiring committees to understand the hiring procedures and the District's responsibilities under the EEOC Guidelines. This session will serve the purpose of meeting these requirements.	BGS 208
4p - 5:30p #903F	Saddleback College Academic Senate reception to welcome new full-time faculty Please join with the Academic Senate in welcoming our new full-time faculty members.	Student Lounge SSC
<u>Tuesday, August 15, 2000</u>		
9a - 11a #105F	Technology in our classrooms: practice, potential, pitfalls <i>Loma Hopkins, Diane Pestolesi, Richard White, Julie Dennis-Hlad, Patrizia Boen, Nancy Bessette, Dorina Iacino-Tan, Ana Maria Cobos</i> Ten faculty explored the use of technology in their classes as part of the 1999-2000 Title III Pilot Projects grant. In this session, several of these faculty members will demonstrate and/or discuss some technology-assisted classroom activities that "worked" for them and their students, followed by some personal perspectives (based on their pilot project experience) on the "potential" and "pitfalls" of teaching with technology. Join the discussion and add your "two cents"!	BGS 203
9a - 11a #106F	Helping the Saddleback student get from here to there with information technology <i>Bob Froehlich, Bob Jacobsen, and Miki Mikolajczak</i> These counselors will present a demonstration of the current use of information technology in the Counseling Department. Included will be: Counselor information web page, Transfer Center web page, Transfer Student web page, Articulation Office web page, On-line student advising, the ASSIST web site as a tool for curriculum development and academic advisement for transfer students, and how UC Pathways, CSU Mentor, and AICCU's web pages aid our transfer students in their planning.	BGS 208
10a - 12 n #107F	Meeting of fall semester distance education (DE) instructors <i>Don Busche</i> Topics include: teaching via DE, communication with students via DE, meeting curriculum requirements, instructor's responsibilities, online support, web page supplements, and instructor resources.	BGS 212
11a - 12 n #108F	Disruptive student behavior <i>Vern Hodge</i> A review of faculty rights and responsibilities and student rights and responsibilities relating to Board Policy, ADA, Constitutional Law and Due Process as well as the Ed Code.	BGS 207

11a - 12:30p #109F	Domestic violence and criminal justice <i>Loretta Tharpe and Rich Goodman</i> Domestic violence includes: myths vs. realities, factors that promote violence, characteristics of abusers, effects of battering, cues and indicating violence, developing a personal safety plan, and resources. The criminal justice side of domestic violence will be presented.	BGS 203
11a - 12:30p #110F	Partnership for excellence <i>Ana Maria Cobos, chair</i> This workshop will provide participants with the information and tools needed to submit a PFE proposal. The Saddleback College PFE Committee revised the structure of the program so that all projects will contribute to the College mission and goals, as well as meet the PFE system-wide goals. In addition, significant improvements were made to the proposal submission and evaluation process and procedures. An overview of the revised structure, process and procedures will be presented. Participants will receive a comprehensive guidebook on the program. Space is limited, so please register early via e-mail at acobos@saddleback.cc.ca.us or contact Ana Maria Cobos at #4542.	BGS 208
11a - 1p #904F	Carve a tile for fun! <i>Richard White</i> Carve a tile, which will then be glazed and fired. Slide show will begin session. Bring an old shirt, apron, or towel.	FA 209
12n - 1 p #111F	Office 2000 <i>Cathy Constance</i> All campus computers now have Office 2000 instead of Office 97. This session will focus on what is different.	ITC Hands-On
1p - 3p #112F	Emerging disabilities on campus: what you need to know <i>Randy Anderson</i> Discussion and video related to lesser known disabilities. Who is disabled? What considerations to course content and presentation must be made? How do we create a welcoming environment for students? What are student vs. faculty responsibilities? Review of ADHD, Chemical Sensitivity, Fibromyalgia, Panic Disorder, etc. as time permits-what is reasonable and what is not.	BGS 203
1p - 2:30p #113F	Alternative calendars <i>Patrizia Boen</i> Panel discussion with faculty from various community colleges where an alternative calendar is used. ASG will also present the preliminary results of the summer student survey. Members of all constituency groups are invited.	BGS 210
1p - 4p #114F	New full-time faculty orientation, session 2 <i>Don Busche and Maureen Smith</i>	AGB Conference Room
2p - 3:30p #115F	Freshman experience program at Santa Ana College <i>Todd Huck, John Acuna, Irene Malmgren</i> <i>Santa Ana College</i> Freshmen experience, learning communities and retention.	BGS 207

2p - 4p #116F	<p>University Access-commercially-prepared Internet courses <i>Jason Berthume</i></p> <p>Consider utilizing a commercially-prepared course, complete with training for faculty and student success. Course samples will be demonstrated. A representative will be available to answer your questions.</p>	BGS 208
<u>Wednesday, August 16, 2000</u>		
8a - 12 n #905F	<p>Classified staff breakfast</p> <p>College Progress and Plans <i>Dixie Bullock, President</i></p> <p>Classified Senate Issues and Goals <i>Linda Bashor</i></p>	Saddleback College Cafeteria
9a - 10p #906F	<p>Math department meeting</p> <p>Training and discussion of available statistics laboratory software.</p>	SM 348
9a - 4p #907F	Business Science division/department meetings	Harbor Lights Dana Point Harbor
9a - 4p #908F	Liberal Arts/Learning Resources division/department meetings	Rancho Capistrano
10a - 12a #117F	<p>Dreamweaver workshop <i>Kathy Constance, Valarie Stevens, Raul Gutierrez</i></p> <p>How can Dreamweaver enhance your web-based courses? Dreamweaver is a professional web site design software package. It will help build great-looking sites in record time with total control over the source HTML. It will allow you to manage site-wide content with a site map, global search and replace, and automatic link management.</p>	BGS 203
10a - 2p #909F	<p>Social and Behavioral Science division/department meetings training and information.</p> <p>Training and information.</p>	Rancho Capistrano
10a - 2p #910F	Advanced Technology and Applied Science division/department meetings	Rancho Capistrano
1p - 2:30p #911F	Health Sciences, Human Services, and Emeritus Institute division meeting	HS ANX 101
1p - 4p #912F	Division/department activities	TBA
2:30p - 4p #913F	Nursing faculty meeting	HS ANX 101
3p - 5p #914F	Continuation of Math department meeting	SM 348

Thursday, August 17, 2000

<p>8:45a - 11a #915F</p>	<p>President's breakfast</p> <p>Funded by the Associated Student Government and Saddleback College Cafeteria and hosted by Sodexo Marriott <i>Parking permits will be available...so bring your checkbook.</i></p> <p>College Progress and Plans <i>Dixie Bullock, President</i></p> <p>Academic Issues <i>Patrizia Boen, Academic Senate President</i></p>	<p>Saddleback College Cafeteria</p>
<p>11a - 12 n #916F</p>	<p>COMMITTEE FAIR <i>Senate Committee Chairs</i></p> <p>According to contract, all faculty must serve on a committee for an average of one hour per week. This is an opportunity to talk to the committee chairs of the major campus committees in an effort to acquaint faculty with the goals and objectives of each committee, what they've done, when they meet, what the representation is like, etc.</p> <p>OCTFCU (Orange County Teachers' Federal Credit Union) will have an information booth.</p>	<p>Saddleback College Cafeteria</p>
<p>11:30a to 1p #917F</p>	<p>Tour of new strength training center in physical education <i>Mark McElroy</i></p> <p>Open house for the newly renovated Gaucho Strength Training Center. The Flex experience will include a tour of the facility, description of courses utilized in the facility, and the different lifts available.</p>	<p>GSTC (Old Racquetball Court)</p>
<p>11:30a - 12:30p #118F</p>	<p>Office 2000 update <i>Kathy Constance</i></p> <p>All campus computers now have Office 2000 instead of Office 97. This session will focus on what is different.</p>	<p>ITC</p> <p>Hands-On</p>
<p>12n - 1p #119F</p>	<p>MySite demonstration <i>Jim Gaston</i></p> <p>MySite is a web portal that will be available to all Saddleback students this semester. It provides a customized interface that allows them to access their class schedules, grades, transcripts, appoints, and class web sites. There is an announcement page listing campus events and it also includes links to the latest news, weather, and traffic. Check it out and see what your students will be talking about this semester!</p>	<p>BGS 208</p>

1p - 2:30p #918F	EOPS/Care & CalWorks open house <i>Juanita Baltiera and Susan Wright</i> The EOPS/Care and CalWORKS programs will host an open house to highlight the services that these two offices offer to all low-income, academically at-risk Saddleback College students. Faculty and staff will have an opportunity to learn about the full range of support services available for students and how to go about making referrals to these programs.	Counseling and Special Programs
2p - 4p #919F	Academic Senate meeting <i>Patrizia Boen, President Academic Senate</i> See agenda for details.	AGB Conference Room
2:30p - 4p #120F	Hiring policy and equal employment opportunity guidelines <i>Lee Haggarty</i> The District will hire several new faculty members within the next few years and there is an increasing need for everyone serving on the hiring committees to understand the hiring procedures and the District's responsibilities under the EEOC Guidelines. This session will serve the purpose of meeting these requirements.	BGS 207
2:30p to 3:30p #121F	VTEA update <i>Tricia Evans</i> The state has adopted a new VTEA plan. This session will highlight the important goals in that plan.	BGS 203
4p - 5p #920F	Stress relief: yoga for health and improved performance <i>Nancy Bessette</i> Take a yoga break. Learn some relaxing techniques you can share with your students . . . and use yourself!	PE 306
4p -5p #122F	Effective syllabi <i>Jane Horlings</i> Exchange of ideas on putting together effective syllabi. Each person should bring sufficient copies of their syllabi for distribution.	BGS 207
5:30 p to 10:00 pm #921F	Business Science Associate faculty and staff meetings	BGS 203
6p - 7p #922F	New associate faculty orientation <i>Don Busche and College administrators</i>	BGS 210
7p - 9p #923F	Associate faculty division/department activities	TBA
<u>Friday, August 17, 2000</u>		
8a to 12:30p #123F	Service learning project <i>Terri Whitt</i> What is service learning? It's a service in the community that is connected to actual classroom instruction for which the student	TBA

	<p>receives course credit. College students perform community service that helps them with academic learning, personal growth, and increased civic responsibility.</p> <p>Get a taste and see if you would like to incorporate service learning into your class. Do this by participating, learning, and providing a service. Possible sites are Orange County Food Bank, Outreach Programs, or Soup Kitchens. Due to limited space, sign up early to participate by emailing twhitt@saddleback.cc.ca.us BY OR BEFORE AUGUST 11. We will start the morning at the Brigg in the Marina at 7:45 for a delicious hot breakfast and orientation. Transportation to the sites will be provided.</p>	
9a - 10:30a #924F	<p>Escape training for Foundation account holders <i>Susan Jones</i></p> <p>What is the balance in my Foundation account? This hands-on workshop is designed for faculty members who have established Foundation accounts. The session will include:</p> <ul style="list-style-type: none"> • How to access and read Escape reports • The required fiscal procedures for depositing funds and requesting expenditures from your Foundation account 	ITC Hands-On
9a - 12n #124F	<p>Take it to the Web <i>Patrizia Boen</i></p> <p>Hands-on, step-by-step workshop to assist you in putting your syllabus up on the course Web site. Bring your syllabus in Word format for one or more of your fall classes. We will teach you how to convert the Word document to HTML and post it to the Web site assigned to your ticket number. Due to limited space, sign up early to participate by e-mailing pboen@saddleback.cc.ca.us No HTML experience necessary; Word experience helpful. Not limited to DE courses.</p>	BGS 204 Hands-On
9a - 1p #925F	<p>Department chairs' meeting <i>Don Busche and College administrators</i></p> <p>This session is an opportunity for Saddleback's chairs, deans and administrators to meet, acknowledge, and support one another, through six activities:</p> <ul style="list-style-type: none"> • Discussing chair roles, duties, and responsibilities • Guiding faculty and students through the paper process • Recruiting, interviewing, mentoring and evaluating associate faculty • Constructing and filling class schedules • Using student services • Suggesting topics for future in-service meetings <p>Lunch will be included.</p>	BGS 203
10a - 12n #125F	<p>ASG awarded you \$-now how do you spend it? Connie McClain and David Placek</p> <p>Guidelines for completing and submitting the appropriate forms, recommendations for vendor selection, and complying with dates and timelines. (Emeritus Institute Faculty Only)</p>	SM 211
2:30p - 4:30p #926F	<p>Emeritus faculty meeting</p>	SM 313

	<p><i>Julie Bright</i></p> <p>Emeritus Institute faculty only.</p>	
<p>1p - 4p #126</p>	<p>Eduprise Follow up Training</p> <p>This workshop is for the fifteen faculty members who were selected last spring to be trained by Eduprise. This workshop is the first in a series that will take place throughout the fall semester. The workshops are designed to continue to assist and support the faculty in preparing their distance education courses for approval and scheduling.</p> <p>Note to Eduprise Faculty: Since this is a hands on workshop, you will be required to bring course materials with you. Watch for an email before the start of in-service that will provide further information.</p> <p>Please email your RSVP to Kathy Constance at kcanstance@saddleback.cc.ca.us</p>	<p>ITC</p> <p>Hands-On</p>