

Saddleback College In-Service Program Spring 2004

Faculty Flex/In-Service and Professional Development Program of Scheduled Activities

Time Flex Number	Event Day	Location Of Event
	<u>Tuesday, January 6, 2004</u>	
8:30 – 9:00 a #900S (.5 hours)	Continental Breakfast and Networking	McKinney Theatre
9:00 - 11:30 a #901S (2.5 hours)	<p>Chancellor’s Opening Session <i>Presided By: Dr. Raghu P. Mathur, Chancellor South Orange County Community College District</i></p> <p>This session will provide district faculty and staff an update on key district and college issues. Join Chancellor Mathur, Deputy Chancellor Poertner, Vice Chancellor Tom Anderson, President Dixie Bullock, President Glenn Roquemore and IT Director Allan MacDougall as they provide insight into a variety of important topics such as developments at Advanced Education and Technology Park (ATEP) at Tustin, funding, Chancellor’s Coordinating Council, Educational Services Coordinating Council, re-engineering of business services and human resources functions, future plans for facilities at Saddleback College and Irvine Valley College and leading edge technology for educators. Come, learn and stay informed on major developments in these and other areas of interest in the SOCCCD.</p> <p><i>Faculty, administrators, managers and classified staff are invited to attend the Chancellor’s Opening Session.</i></p>	McKinney Theatre
12:00 n – 2:00 p #902S (2 hours)	<p>SOCCCD Faculty Association Luncheon <i>President: Mike Merrifield Facilitator: Lee Haggerty</i></p> <p>Meet the Faculty Association Negotiating Team</p>	Saddleback College Cafeteria Area SSC

<p>1:30 – 3:00 p #201S (1.5 hours)</p>	<p>Employee Voice 2003 Survey Briefing <i>Cathy Hasson, Director of Research Planning and Grants</i> <i>Ana María Cobos, Chair, Self-study</i></p> <p>The Employee Voice, 2003, a college-wide employee perception study, was administered in fall 2003 in preparation for the October 2004 WASC accreditation reaffirmation visit. This session will present a summary of the survey findings and how these relate to planning agenda items in the College’s self-study.</p>	<p>AGB 107</p>
<p>2:00 – 3:00 p #202S (1 hour)</p>	<p>Blackboard</p> <p>Blackboard 5.5 has been upgraded to version 6.0. Join Kathy and Valerie to find out what enhancements have been made to the web-based course content management system.</p>	<p>ITC</p>
<p>3:00 – 4:00 p #203S (1 hour)</p>	<p>eBooks* <i>Ana María Cobos, Librarian</i></p> <p>Love’em or hate’em, computers are here to stay. Electronically delivered journals and magazines are now a well entrenched part of every day student research. Now electronic books (eBooks) are on the horizon for use by students and staff at Saddleback College. For a presentation on how eBooks work and how your students might use them, join Ana María for a get acquainted session.</p> <p><i>*This project is made possible by a generous grant from the College Foundation.</i></p>	<p>Library 216</p>
<p>3:00 – 4:00 p #204S (1 hour)</p>	<p>Ergonomics <i>Keenan & Associates</i></p> <p><i>Webster’s</i> defines ergonomics as “an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely.” The purpose of this program is to identify and manage workplace ergonomic exposures. Employees with potential or recognized work-related ergonomic exposures will receive training on the SOCCCD ergonomic program and the basic methods they can employ to reduce and control their ergonomic exposures.</p>	<p>BGS 115</p>

Time Flex Number	Event Day	Location Of Event
<u>Wednesday, January 7, 2004</u>		
8:00 –9:45 a	<p>Classified Staff Breakfast Provided by the Associated Student Government and Saddleback College Cafeteria</p> <p>College Progress and Plans <i>Dixie Bullock, President, Saddleback College</i></p> <p>Classified Senate Issues and Goals <i>Leslie Humphrey, President of Classified Senate</i></p> <p>Parking permits will be available...so bring your checkbook.</p>	Saddleback College Cafeteria SSC
9:00 – 10:30 a #205S (1.5 hours)	<p>Bloodborne Pathogens <i>Keenan & Associates</i></p> <p>This session will familiarize attendees with the District’s program to promote safe work practices in an effort to reduce occupational exposure, including, but not limited to, Hepatitis Viruses B and C (HBV and HCV) and Human Immunodeficiency Virus (HIV) via potentially contaminated blood and other bodily fluids (bloodborne pathogens) as outlined in California Code of Regulations (CCR) Title 8 Section 5193.</p>	BGS 115
9:00 – 10:30 a #206S (1.5 hours)	<p>Work Based Learning <i>Susan Coleman, Coordinator of Career Education at OCC</i> <i>Marge Nielsen, Career Placement Officer, Business Instructor</i></p> <p>Students need help learning the skills and knowledge required to find a meaningful career. Susan Coleman and Marge Nielsen will present resources and activities that don’t need any time, money or development that will help faculty integrate relevant workplace skills into their courses. The workshop will be “hands on” in the Center For Career and Life Development computer lab.</p> <p><i>This presentation is limited to 20 individuals. Please contact Marge Nielsen to reserve a place: 582-4278, or e-mail her at mnielsen@saddleback.edu</i></p>	Career Center SSC 140

<p>10:00 – 11:00 a #903S (1 hour)</p>	<p>Curriculum Committee/GE <i>Howard Adams, HS/HS/EI, Chair, Curriculum Committee</i></p> <p>Come by for an update on the implementation of Information Competency requirements for the Associate Degrees.</p>	<p>AGB 107</p>
<p>10:30 – 11:30 a #207S (1 hour)</p>	<p>Retired Faculty – Sharing Experiences</p> <p>This is a great opportunity to chat with several retired Saddleback College instructors. Come to find out how they are enjoying retirement. Ask questions of the experts - those have "been there, done that" in terms of having left full-time employment. What have they been doing? Do they wish they had worked longer? Did an incentive plan play a role in their decision to retire? Would they have planned differently in terms of finances? Do they regret their decision to retire? Do their significant others regret their decision? How have they kept in touch with other retirees, if at all? This will be a very informal give and take, designed to benefit current staff, especially those contemplating retirement sooner rather than later. Our scheduled guests will be Joanne Bennett, Duane Cain, Bob Jacobsen, Jim Lindblad and others we are still seeking.</p>	<p>BGS 208</p>
<p>10:30 a – 12:00 n #208S (1.5 hours)</p>	<p>Honors Board <i>Carolyn Kuykendall, Chair, Honors Board</i></p> <p>Honors courses span many academic disciplines and are fully transferable. Although Honors electives cross the curriculum, the program provides a strong core in English composition and the humanities. Students may elect to participate in Honors classes that fit their interests or may choose to complete the program in its entirety. Among other items to be discussed at this meeting of the Honors Board is the search for an instructor to teach the core Honors course, Humanities 10a, 10b in the 165+ student program.</p>	<p>Library 112</p>
<p>11:00 a – 12:00 n #209S (1 hour)</p>	<p>MySite Update – Add Permission Codes <i>Jim Gaston, Applications Project Manager</i></p> <p>Come to this session to see and discuss the latest enhancements to MySite for faculty and students. Witness a presentation on the new Add Permission Code (APC) system which will affect all faculty. This system will eventually replace the paper slips used to grant students permission to add a class after it begins. APC is being piloted this semester and will be available to all faculty starting in Summer 2004. Join Jim so he can hear your feedback on this important new service.</p>	<p>ITC</p>

<p>12:00 n – 1:00 p #210S (1 hour)</p>	<p>Civil War Era Fashion <i>Andralee Hayes, Library Assistant</i></p> <p>A Library Assistant since 1988, Andralee Hayes and her husband enjoy Civil War re-enacting. One of Andralee’s many side interests has become creating women’s fashion and appointments from the American Civil War era. With extensive experience in authentic period era dressmaking, Andralee will discuss not only how and why clothing was made as it was, but also the rules of etiquette that women followed in selecting and wearing late 19th century fashions.</p>	<p>BGS 208</p>
<p>12:00 n – 1:00 p #211S (1 hour)</p>	<p>Attention to Retention <i>Doug Barr, Mariana DeSaracho, Pete Espinosa, Counselors/Professors, Applied Psychology</i></p> <p>This is an opportunity for faculty to share personal ideas and strategies that enhance student retention in their classes. Bring YOUR suggestions on what you do to retain students, OR simply attend to steal ideas from your colleagues. Workshop facilitators will bring ideas and suggestions, but the focus of the session will be a round table discussion by all attendees.</p>	<p>BGS 207</p>
<p>12:30 – 2:30 p #212S (2 hours)</p>	<p>Blue Shield Education and Plan Overview <i>Vickie West, Presenter from Driver Alliant</i></p> <p>Attend this brief overview of your Blue Shield Medical Plan. Blue Shield representatives will be on hand to answer your questions and help you to become an educated consumer when it comes to your medical benefits.</p>	<p>BGS 210</p>
<p>1:00 – 2:00 p #213S (1 hour)</p>	<p>National Archives & Records Administration <i>Paul Wormser, Presenter</i></p> <p>The National Archives & Records Administration is America’s national record keeper. Paul Wormser is an archivist at the Laguna Niguel branch of NARA. He will talk about the wealth of information available in the National Archives in general, and the Laguna Niguel branch in particular: census reports, arriving passenger lists, naturalization records, military personnel records, documents relating to Native Californians, and more.</p>	<p>BGS 115</p>
<p>1:00 – 2:30 p #214S (1.5 hours)</p>	<p>Vital FACCC’s for Tenure-tracks <i>Lyndon Marie Thomson, FACCC Field Director</i></p> <p>She will present information of interest especially to tenured track and first-five year faculty. The levels of local, state and national faculty associations and available memberships can be confusing. Lyndon will help clear the haze and enable new teachers to successfully navigate the “system”.</p>	<p>BGS 207</p>

	<p>The community college professorate is changing as we speak. New teachers especially will face new challenges, not the least of which will be the future of the STRS retirement system. All interested persons are welcome to this free presentation. Feel free to bring your lunch.</p>	
<p>1:00 – 2:30 p #215S (1.5 hours)</p>	<p>Northwest Mutual Long Term Care</p> <p>All employees and their spouses are invited to attend this special free informational workshop on long-term care. The California Community College Commission on Athletics (COA) is presenting the workshop, which will feature experts from the long-term care industry. Feel free to bring a lunch. Prizes will be awarded, including a luncheon for two at the Balboa Bay Club in Newport Beach. For more information, contact Saddleback Athletic Director Tony Lipold at 582-4490 or the COA office in Sacramento at (916) 444-1600.</p>	<p>Cafeteria Area</p>
<p>2:00 – 4:00 p #216S (2 hours)</p>	<p>Academic Senate <i>Carmen Dominguez, President, Academic Senate</i></p> <p>Attendees will hear general information about the current status and future development of the College's self-study, the student and staff satisfaction surveys, and preparations for the accreditation team visit in October 2004. A meeting with the committee members of the four self-study standards will follow the general presentation.</p>	<p>AGB 107</p>
<p>2:30 – 3:30 p #217S (1 hour)</p>	<p>Emerging Technologies Affecting Higher Education <i>Allan MacDougall, Director, Information Technology, Program Analysis</i></p> <p>This session will present information regarding information technology developments currently underway that have the potential of impacting higher education. The material will be derived from the latest publications and current consulting sources and relate to some of the newest development in IT based services within the district.</p>	<p>BGS 210</p>

Time Flex Number	Event Day	Location Of Event
Thursday, January 8, 2004		
8:45 – 11:00 a #904S (2.25 hours)	President’s Breakfast Provided by the Associated Student Government and Saddleback College Cafeteria College Progress and Plans <i>Dixie Bullock, President, Saddleback College</i> Academic Issues <i>Carmen Dominguez, President, Academic Senate</i> Parking permits will be available...so bring your checkbook.	SSC Cafeteria
11:00 a – 12:30 p #218S (1.5 hours)	Jeopardy <i>Tom Weisrock, Host</i> Test your ‘college knowledge’ and general savvy against teams from the Faculty, College Administration, and District Administration.	SM 313
DIVISION & DEPARTMENT MEETINGS		
12:30 – 1:30 p #905S (1 hour)	Combined Fine Arts, Physical Education & Athletics Division Meetings <i>Rocky Cifone, Dean</i>	McKinney Theatre
12:30 – 2:30 p #906S (2 hours)	Emeritus Department Meeting <i>Sandy Marzilli, Director</i> Lunch will be served.	Cafeteria
12:30 – 2:00 p #907S (1.5 hours)	Health Science & Human Services & Emeritus Institute Division Meeting <i>Kathleen Winston, Dean</i> 2:30 – 4:00 p – Nursing – S1 4:00 – 5:00 p – Department Chair Meeting – N4	N 4
1:30 – 2:30 p #908S (1 hour)	Lifetime Fitness Center <i>Jan Duquette, PE Department Chair</i> Orientation for PE 189 Instructors only	PE 600

1:00 – 3:00 p #909S (2 hours)	Liberal Arts/Learning Resources Division Meeting <i>Kevin O’Connor, Dean</i>	Library Main Floor Reference Desk Area
1:00 – 3:00 p #910S (2 hours)	Math, Science & Engineering Division Meeting <i>James R. Wright, Dean</i>	SM 129
1:00 – 4:00 p #911S (3 hours)	Advanced Technology & Applied Science Division Meeting <i>Don Taylor, Dean</i>	TAS 225
1:00 – 5:00 p #912S (4 hours)	Social & Behavioral Sciences Division Meeting <i>Patricia Flanigan, Dean</i> SBS Department/Program Breakout sessions All faculty are invited to attend.	BGS 306
2:00 – 3:00 p #913S (1 hour)	Fine Arts Department Breakouts <i>Rocky Cifone, Dean</i>	TBA
2:30 – 3:30 p #914S (1 hour)	Physical Education Department Meeting <i>Rocky Cifone, Dean</i>	PE 424
2:30 – 4:00 p #915SH (1.5 hours)	Health Sciences Nursing Faculty Meeting <i>Tammy Rice, Assistant Dean</i>	S 1
3:00 - 4:00 p #916S (1 hour)	Liberal Arts/Learning Resources Department Meetings <i>Kevin O’Connor, Dean</i> English Department Meeting – Reference Desk area ESL Department Meeting – LIB 217 Library Department Meeting – LIB 224 All faculty are invited to attend.	Library, Main Floor
3:00 – 4:00 p #917S (1 hour)	Math, Science & Engineering Department Meetings <i>James Wright, Dean</i>	TBA
3:30 – 6:00 p #918S (2.5 hours)	Athletic Department – Coaches’ Meeting <i>Tony Lipold, Assistant Dean/Athletic Director</i>	PE 501
4:00 – 5:00 p #919S (1 hour)	Heath Sciences & Human Services & Emeritus Institute Department Chairs Meeting <i>Kathleen Winston, Dean</i>	N 4

	ASSOCIATE FACULTY Division Activities	ROOM #
7:00 – 9:00 p #920S (2 hours)	Advanced Technology & Applied Science Division Meeting	TAS 225
7:00 – 9:00 p #921S (2 hours)	Health Science & Human Services Division Meeting	N 4
7:00 – 8:00 p #922S	Fine Arts & Physical Education & Athletics Division Meeting	FA 202
7:00 – 9:00 p #923S (2 hours)	Math, Science & Engineering Division Meeting	SM 309A

Time Flex Number	Event Day	Location Of Event
<u>Friday, January 9, 2004</u>		
8:00 - 9:30 a #219S (1.5 hours)	Safety in the Classroom, on Field Trips, and in the Laboratory <i>Jim Wright, Dean MSE</i> <i>Brian Wong, Keenan & Associates</i> Safety is not just for science instructors! Are you aware of your responsibilities for safety in the classrooms and labs? Classroom and lab safety is an issue that crosses all disciplines and should be of concern to all faculty. Join a representative of Keenan & Associates for a frank discussion of faculty responsibilities for student safety.	SM 129
8:00 – 9:30 a #220S (1.5 hours)	Program Review Committee <i>Randy Anderson, Chair</i> The Program Review Committee will provide an overview of the newly approved instructional program review process, the approved student services program review process, and discuss the duties, functions and timelines for this Academic Senate committee. The committee will be comprised of all shared governance groups. A student representative has been invited. All college administrators are encouraged and invited to attend.	AGB 107
9:30 – 11:30 a #221S (2 hours)	Accreditation <i>Ana María Cobos, Chair</i> This is an opportunity to gain information about the current status and future development of the college's self-study progress, the faculty and staff satisfaction survey, and preparations for the accreditation team visit in October 2004. A meeting of standard chairs will follow the general presentation.	AGB 107

<p>10:00 a – 12:00 n #222S (2 hours)</p>	<p>Golden Handshake – an Update <i>Mike Merrifield, President, SOCCCDFA</i></p> <p>Recent legislation has provided for a Golden Handshake for faculty. Learn more about the ins and outs of this opportunity, and ask questions of Tom Barrett and Jennifer Baker from CalSTRS and FACCC, respectively. Discussion will focus on the likely ebb and flow of forthcoming events in Sacramento, followed by the STRS Golden Handshake presentation.</p>	<p>McKinney Theatre</p>
<p>12:00 n – 2:00 p #223S (2 hours)</p>	<p>Estate Planning <i>Howard Gensler, SBS</i> <i>Attorney, Estate Planning</i></p> <p>Probate Courts cost tens of thousands of dollars and take over a year to get through. Don't let your estate get caught up needlessly in the court system. Learn how a trust and health appointment can not only avoid probate court, but also prevent the need for an expensive and burdensome court-monitored conservator. Related Medi-Cal, Estate Tax, and Income Tax issues will be addressed.</p>	<p>BGS 208</p>
<p>2:00 – 3:00 p #224S (1 hour)</p>	<p>Blackboard Platform</p> <p>This is a repeat of the January 6th session.</p>	<p>ITC</p>