### Fall In-Service Professional Development Program

**August 15 – 19, 2011**

**MONDAY, AUGUST 15, 2011**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>8:30 am</td>
<td>Saddleback College Welcome Back Breakfast and Social&lt;br&gt;For all faculty, staff, and management.&lt;br&gt;Hosted by Dr. Tod Burnett, President, Saddleback College</td>
<td>Cafeteria, SSC 212</td>
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<tr>
<td>10:00 am</td>
<td>Geek Report: Going Mobile&lt;br&gt;It’s clear that the trend toward mobile technology is active and unstoppable. How will this impact your classroom? How will it change the way we provide services to our students? How can we use mobile apps in an effective way to improve our lives and be more efficient? Please join us as we discuss these questions and talk about the plans we have to serve our students in a mobile world. We'll also give you a brief update and take questions on other district-wide technology issues.&lt;br&gt;Presented by Bob Bramucci, Vice Chancellor Technology &amp; Learning Services, SOCCCD and Jim Gaston, Associate Director/Information Technology, SOCCCD</td>
<td>BGS 254, Auditorium</td>
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<tr>
<td>10:00 am</td>
<td>Math Department Retreat&lt;br&gt;Presentation by Jeanne Smith, Ed.D., Professor, Mathematics, Science &amp; Engineering</td>
<td>SM 303</td>
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<td>10:00 am</td>
<td>Tribal and Feudal Identity in the Early Middle Ages&lt;br&gt;This presentation covers historical and literary aspects of the early medieval period. Includes color slides.&lt;br&gt;Presented by Paul Polloczek, Ph.D., Associate Professor, Liberal Arts</td>
<td>BGS 200</td>
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<td>11:30 am</td>
<td>Let Us Help You Market Your Program&lt;br&gt;The college’s communications and marketing department is here to help faculty and staff market their programs and this session will highlight several tools that are at your disposal. You will find out how the updated Communications and Identity Guide can help you to create material that utilizes the power of the Saddleback College brand. The correct process for getting graphic design work completed in a timely manner will also be reviewed. The workshop will also detail the department’s consulting services, including ways to improve your webpage, Search Engine Optimization (SEO), and how to take advantage of social media.&lt;br&gt;Presented by the Office of Public Information &amp; Marketing, and the Marketing and Graphics Department</td>
<td>BGS 252</td>
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<td>noon</td>
<td>Tech Review/Course Outline of Record&lt;br&gt;This presentation will provide an overview of the Tech Review process, which is required for all new courses and already existing courses every 2 or 5 years depending on the program. Special attention will be given to the Course Outline of Record &amp; include an extended discussion on the Methods of Evaluation section.&lt;br&gt;Presented by Kris Leppien-Christensen, Ph.D., Professor of Psychology, Social &amp; Behavioral Sciences, and Curriculum Co-Chair</td>
<td>BGS 250</td>
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<tr>
<td>12:30 pm</td>
<td>Community Education And You!&lt;br&gt;Have you visited the Community Education building? Do you ever wonder what types of programs Community Education offers and how you can get involved? Attend this informative presentation to find out what Community Ed. is, and how you, too, can become a Community Education Presenter. Also learn how working together we can spark the interest of the Community to draw more students into your classes.&lt;br&gt;Presented by Estella Castillo-Garrison, Director of Community Education</td>
<td>BGS 253</td>
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<tr>
<td>1:00 pm</td>
<td>Registrar Review</td>
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<td>This session is geared for first time faculty to learn the online</td>
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<td>processes regarding grades, rosters, APCs. It will also serve as a</td>
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<td>review for veteran teachers (full and part time).</td>
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<td>Presented by Joyce Semanik, Admissions &amp; Records Registrar</td>
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<td>1:00 pm</td>
<td>Department Chairs Meeting</td>
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<td>All department chairs will meet with Don Busché for announcements,</td>
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<td>information sharing, and Q&amp;A.</td>
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<td>Claire Cesareo-Silva will discuss implementation of TracDat for SLO</td>
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<td>reporting.</td>
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<td>Presented by Don Busché, Ed.D., Acting Vice-President for Instruction,</td>
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<td>Saddleback College</td>
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<td>2:30 pm</td>
<td>Distance Education Committee – Lessons from the Online Educator Program</td>
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<td>Come join the DE Committee and recent recipients of the Online Program</td>
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<td>Skills Award to hear about participants’ experiences in the program</td>
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<td>and to discuss strategies for increasing innovation in our online</td>
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<td>offerings.</td>
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<td>Presented by Claire Cesareo-Silva, Distance &amp; Online Education</td>
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<td>Committee Chair</td>
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<td>3:00 pm</td>
<td>Sexual Harassment Prevention Training for Faculty and Staff</td>
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<td>Join us for this exciting and informative workshop where we will</td>
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<td>examine the different types and patterns of sexual harassment, how</td>
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<td>incidents should be investigated and best resolved, and legal</td>
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<td>liability issues. Participants will have an opportunity to discuss</td>
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<td>the issues on an interactive basis.</td>
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<td>Particular emphasis will be placed on learning to create a framework</td>
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<td>for effective detection and prevention of inappropriate behaviors,</td>
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<td>maintaining harassment-free educational and work environments, and</td>
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<td>learning about the District’s Harassment policy and complaint</td>
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<td>procedures. By understanding our roles, we can all work together to</td>
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<td>reinforce the message that sexual harassment will not be tolerated</td>
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<td>within our District. We’ll have some fun giveaways – you won’t want</td>
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<td>to miss this!</td>
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<td>Presented by Ric Ottaiano, Attorney, Lynberg &amp; Watkins;</td>
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<td>Ettie Graham, Assistant Director, Human Resources, SOCCCD</td>
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<td>5:00 pm</td>
<td>TUESDAY, AUGUST 16, 2011</td>
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**South Orange County Community College District Continental Breakfast and Networking**

MacKinney Theatre Courtyard

8:00 am  
Take the opportunity to meet old friends and make new ones over breakfast.
Hosted by Gary L. Poertner, Chancellor

8:45 am  
**Chancellor’s Opening Session**
Presented by Gary L. Poertner, Chancellor
~ South Orange County Community College District ~
Faculty, administrators, managers and classified staff are invited and encouraged to attend the Chancellor’s Opening Session

11:00 am  
**SOCCCD Faculty Association Luncheon**
Cafeteria

1:00 pm  
The Faculty Association Negotiating Team, led by Chief Negotiator Lee Haggerty, will present the new proposed faculty contract, which will be up for a ratification vote by Faculty Association Membership during the following week. The specific provisions of the proposed contract will be presented and explained.
Hosted by Lewis Long, President, and Lee Haggerty, Chief Negotiator, SOCCCD Faculty Association

1:30 pm  
**CalSTRS Workshop “CalSTRS Fundamentals”**
Cafeteria

3:00 pm  
Beginning your retirement planning in earnest? This ½ hour workshop gives you the essentials of CalSTRS membership and helps you learn about your benefits as the foundation of a personal financial plan.
Presented by Teddi Lorch, District Director Human Resources, SOCCCD, in coordination with Gail Rothman, Benefits Counselor, California Teachers’ State Retirement System

1:30 pm  
**Getting the Most Out of Your College Experience**
BGS 254 Auditorium

3:00 pm  
Dr. Boyd has coached students on career strategy and resume writing for over 20 years. In this session, he will share his knowledge and will discuss techniques he has successfully used to energize students and get them motivated to develop a strategy of personal reinvention from the start of their education as well as getting them to take ownership of their career planning.
Presented by Dr. Thomas Boyd, Dean, School of Bus. & Management, Kaplan University, FL
Sponsored by Business Sci. & Economic and Workforce Development

3:00 pm  
**Grants 101**
BGS 235

Come learn about the grant process from start to finish. We will cover various grant funding sources including federal agencies, state agencies and private foundations; proposal development, acceptance, implementation and close-out; and roles and responsibilities of project directors and the grants office at every phase.
Presented by Cathy Arreguin and Beth Rubins, Grants Analysts, Office of Planning, Research & Grants
### Academic Calendar Committee Meeting

The meeting is for current and potential 2011 - 2012 committee members to discuss current and ongoing calendar issues.

Presented by Jenny Langrell, Associate Professor/Librarian, Online Education and Learning Resources

### President’s Faculty Breakfast

8:30 am - 10:30 am

Come and enjoy a hearty breakfast and meet all of our new full-time faculty members. President Burnett will provide a comprehensive update and discuss key issues impacting the college over the coming year.

Hosted by Dr. Tod Burnett, President, Saddleback College

~ College parking permits will be sold during this session. ~

### Accreditation Progress; Draft Report

10:30 am - noon

Please join us to hear a report regarding our progress on helping our Board of Trustees and District office members correct concerns the ACCJC reported to us last January, and to hear from the team who is writing this progress report.

Presented by Bob Cosgrove, President-Elect, Academic Senate, and Professor, Liberal Arts, and Don Busché, Ed.D., Acting Vice President for Instruction

### Rumors and Realities: Library Renovation

noon - 1:00 pm

What is going on with the Library? I heard it would re-open in time for Spring 2012 (Reality, we hope!). We heard a helipad is going to be on the roof (Rumor)... I heard the library is only on the third floor, what is on the other floors? Join us and we will fill you in on all the Rumors and Realities of the Library Renovation. It is going to be a great building!

Presented by Elizabeth Horan, Distance Learning Librarian; Ana Maria Cobos, Library Department Chair, Online Education and Learning Resources; and Dr. Kevin O’Connor, Dean, Liberal Arts

### Come and Visit the Transfer Center!

1:00 pm - 2:00 pm

Learn about our fall 2011 workshops, Transfer Day, College fairs, the TPP (Teacher Preparation Pipeline) program, PACT (Preparing for a Career In Teaching) activities, & participate in TRANSFER TALK! Refreshments will be provided.

Presented by Miki Mikolajczak and TEAM Transfer

### President’s Classified Staff Luncheon

1:00 pm - 2:00 pm

Come and enjoy a hearty lunch and meet all of our new classified staff members. President Burnett will provide a comprehensive update and discuss key issues impacting the college over the coming year.

Hosted by Dr. Tod Burnett, President, Saddleback College

~ College parking permits will be sold during this session. ~

### The World of Research

1:00 pm - 2:00 pm

This session will provide a general overview of research as a discipline, logistics regarding how the research office functions, how to effectively request information from the research office to best meet the needs of the requestor, examples of projects the office produces, and how to access resources related to research. There will be time for Q&A.

Presented by Shouka Torabi, Research Specialist, and Nicole Ortega, Research & Planning Analyst; Office of Research & Planning

### Elder Care

1:00 pm - 2:00 pm

An interactive group discussion among the facilitators and attendees regarding the various services, experiences, and challenges of providing and arranging care for one’s elders. This topic is a renewed discussion originally based on a 2007 sabbatical project. Resource materials will be provided.

Presented by Doug Barr, Counselor/Professor, Counseling Services & Special Programs, Ana Maria Cobos, Professor/Librarian, Online Education and Learning Resources, Loma Hopkins, Counselor/Professor, Division of Counseling Services & Special Programs, and Carol Ziehm, Professor, Liberal Arts

### Saddleback College Academic Senate Fall General Meeting

2:00 pm - 3:30 pm

Annual kickoff meeting. Welcome back & updates from the summer.

Hosted by the Academic Senate, Saddleback College
This presentation will identify, discuss, and provide solutions to the ten most common retirement planning mistakes made by school employees. With life expectancy ever increasing, chances are good that you and/or your spouse will live into your 90’s, making a 30+ year retirement a real possibility. The number one risk facing today’s and tomorrow’s retiree is the possibility that they will outlive their retirement savings. This is why comprehensive planning for your retirement is now more important than ever before. Will you be prepared for a financially secure retirement?

Presented by Gene Bowan, Financial Advisor, Zuk Financial Group

### New Faculty Reception

Come join us to welcome our new faculty colleagues. All faculty are invited to attend.

Hosted by the Academic Senate, Saddleback College

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**THURSDAY, AUGUST 18, 2011**

**8:00 am**

**New Full-Time Faculty Orientation; Saddleback College Academic Senate**

Learn about the important offices and key personnel on campus that will help you have a successful first year at Saddleback College. All new faculty are encouraged to attend.

Presented by Carmen Cortez Dominguez, DMA, Professor, Fine Arts and Media Technology; and Kim Stankovich, Assistant Professor, Fine Arts and Media Technology, and hosted by the Academic Senate

**8:30 am**

**Blackboard - News, Updates, & New Users Group – CORONA**

Join us to discuss the latest updates, upgrades, patches, fixes, and enhancements that took place over the summer to improve performance on Blackboard. Share helpful information with your colleagues and discuss important topics. See the new Blackboard Faculty Users Group, CORONA, ONLINE – so you can share info any time!

Presented by Valerie Senior, Vivian Nguyen & Thomas MacKenzie; Application Specialists, Center for Instructional Design and Distance Education, ciddelblock.blogspot.com

**9:30 am**

**“Let’s go tubing now – everybody’s learning how, come on into the CIDDE with me”**

Discover many of the free sites available to easily create videos for your classes. Learn how to generate avatars to dynamically communicate with your students. Find out how to create your own free faculty YouTube channel so you can post your own videos or use it as a fun learning tool for your classes. Master setting permissions for your target audience, using advanced tube tools and embedding the final productions in Blackboard.

Presented by Valerie Senior, Vivian Nguyen & Thomas MacKenzie; Application Specialists, Center for Instructional Design and Distance Education, ciddelblock.blogspot.com

**10:00 am**

**Introduction to TracDat**

TracDat is our new software program for the maintenance of SLOs and assessment data. This session will provide an overview of the program, and outline our plan for complete implementation by the end of 2011-2012. Highly recommended for Department Chairs!

Presented by Claire Cesareo-Silva, Educational Planning & Assessment Chair

**10:00 am**

**Student-Centered Services; the Health Center and the Crisis Team**

Learn about the services offered by the Health Center and the Crisis Intervention team. What do you do when a student experiences a psychological crisis, or becomes disruptive in the classroom? Learn your role, and how the Health Center assists.

Presented by Monica Nelson, Acting Director, Student Health Center and Maryam Azary Dehkordi, Counselor, Counseling Services & Special Programs

**10:30 am**

**Information Security in the SOCCCD**

This presentation will present current information security projects within the District. Additionally, the role of faculty and staff in protecting online information of faculty, staff, and students will be discussed.

Presented by Jeff Dorsz, Telecommunication and Network Security Manager, SOCCCD

**11:00 am**

**Wright and Wong: Safety in the Classroom, in the Laboratory and on Field Trips**

Overview of how to maintain a safe environment in various instructional venues. The audience will become familiar with actual case histories dealing with safety issues, and learn about the outcomes of such events.

Presented by Brian Wong, Keenan and Associates and Dr. James Wright, Dean, Math, Science and Engineering
11:00 am  Learning and Readjustment Needs of Veterans Returning from Iraq and Afghanistan  
Socioeducational backgrounds and learning needs of Veterans returning from Iraq and Afghanistan are different from other students. Learn about this growing population on our campus, their “hidden” learning needs and strengths, and critical but simple ways you can contribute to retention and success.
There will also be an introduction to the Saddleback College VETS Program. www.saddleback.edu/vets/ 
Presented by Loma Hopkins, Professor/Counselor; Terence Nelson, Assistant Dean, Counseling Services & Special Programs, and Veterans Education and Transition Services Director; Student Panel

11:00 am  Annual Employee Benefits Health Fair  
Cafeteria

11:00 am  President’s Part-Time Faculty Dinner  
Cafeteria

FRIDAY, AUGUST 19, 2011

9:00 am  Counseling Services and Special Programs Division Planning Session  
TBA

10:00 am  Administrative Assistant Round Table and ASG Budget Training  
SSC 211C

11:00 am  Seven Paths, Seven Projects Leading to Student Success  
BGS 232

11:00 am  Club Adviser Orientation  
SSC 211C

1:00 pm  New Full-Time Faculty Orientation, South Orange County Community College District  
Cafeteria

 noon  Division and Department Meetings  
TBA

5:00 pm  President’s Part-Time Faculty Dinner  
SSC 212
### Advanced Technology & Applied Science
- **August 18**
  - 1:00 – 3:00 pm Division Meeting
  - 7:00 – 9:00 pm Part-time Faculty Meeting

### Business Science & Economic and Workforce Development
- **August 18**
  - 1:00 – 2:00 pm CIM Dept. Meeting
  - 2:00 – 3:00 pm Division Meeting
  - 3:00 – 6:00 pm BUS Dept. Meeting
  - 11:30 – 1:30 pm ACCT Dept. Meeting

For RE department; contact Martin Welc for date, time, location.

### Emeritus Institute
- **August 19**
  - noon – 1:00 pm Division Luncheon
  - 1:00 – 3:00 pm Division Meeting
  - 3:00 – 4:00 pm Department Chairs Meeting

### Fine Arts & Media Technology
- **August 18**
  - 1:30 – 2:30 pm Division Meeting
  - 2:30 – 3:30 pm Department Meetings

### Health Science & Human Services
- **August 18**
  - 10:00 – noon Nursing Department Meeting
  - 12:15 – 1:30 pm HSHS Department Chairs Meeting
  - 2:00 – 3:30 pm HSHS Division Meeting
  - 3:45 – 5:00 pm HSHS Division Reception

### Kinesiology & Athletics
- **August 18**
  - noon – 1:00 pm Division Luncheon
  - 1:00 – 3:00 pm Division Meeting
  - 3:00 – 5:00 pm Coaches Meeting
  - 5:00 – 7:00 pm Division Social
  - 10:00 – 11:00 am Associate Faculty Meeting

### Liberal Arts
- **August 18**
  - 9:00 – noon English Department Meeting
  - noon – 1:00 pm Division Luncheon
  - 1:00 – 3:00 pm Division Meeting (Full-time & Part-Time)
  - 3:00 – 4:30 pm Department Meetings

### Mathematics, Science & Engineering
- **August 18**
  - 12:30 – 2:30 pm Division Meeting & “APeel Luncheon” Award
  - 2:30 – 4:30 pm Department Meetings
    - Astronomy/Physics
    - Chemistry
    - Computer Science
    - Geology/Marine Science
    - Mathematics

- **August 18**
  - 3:30 – 4:30 pm Part-time Biology Faculty Meeting
  - 4:30 – 6:30 pm Full-time Biology Faculty Meeting
  - 7:00 – 8:00 pm Division Meeting for Part-time Faculty
  - 8:00 – 9:00 pm Mathematics Meeting for Part-time Faculty

### Online Education & Learning Resources
- **August 18**
  - 1:00 – 3:00 pm Division Meeting & Luncheon
  - 3:00 – 4:00 pm Division Area Meetings

### Social & Behavioral Sciences
- **August 18**
  - noon – 1:00 pm Division Luncheon (Full-time & Part-Time)
  - 1:00 – 3:30 pm Division Meeting (FT & PT)
You are encouraged to drop in and make a brief visit to these important offices on campus for 0.25 hour flex credit each. This is particularly valuable to newer faculty! For this activity, you visit the office, say hello and learn a thing or two—and then initial your name on the roster for credit. There is no formal presentation; you are just visiting these offices briefly.

You do not sign up for credit for these online; it is done in-person only. Be sure you initial the roster! You may visit as many offices as you wish, but it must be done during Flex Week (August 15-19), and at the days and times shown here. A campus map, showing the location of these offices is found at: [www.saddleback.edu/maps/](http://www.saddleback.edu/maps/).

AGB = Administration and Governance Building; CC= Classroom Cluster; CDC = Child Development Center; SSC = Student Services Center; VIL= Village Classrooms

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<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Contact Personnel</th>
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<tr>
<td>M, W, Th, F</td>
<td>8 – 11 am</td>
<td>Foundation Office</td>
<td>Dave Jenkin, Director; Nancy Cho, Program Specialist</td>
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<tr>
<td>M</td>
<td>9 – 11 am</td>
<td>Child Development Center</td>
<td>Lisa Cavallaro, Director; Wes Thomas, Sr. Child Development Specialist</td>
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<td>M</td>
<td>9 – 11 am &amp;</td>
<td>Extended Opportunity Programs &amp; Services</td>
<td>Maria Paniagua, EOPS Specialist; Teresa Camacho, Sr. Admin Asst.; Lori Parra, EOPS Specialist</td>
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<td>M</td>
<td>9 – 11 am &amp;</td>
<td>Student Financial Assistance &amp; Scholarship Office</td>
<td>Christian Alvarado, Director of Financial Aid; Javier Williams, Financial Aid Specialist; Dennis Stachelski, Financial Aid Specialist</td>
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<td>M, W, Th, F</td>
<td>10 – 11 am</td>
<td>Library Circulation – Reserves</td>
<td>Debbie Armstrong, Library Technician; Vannie Pham, Library Assistant II; Kian Farshidpour, Library Assist. I</td>
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<td>M, W</td>
<td>10 – noon</td>
<td>Learning Assistance Program (LAP)</td>
<td>Patti Weekes, Director of Learning Assistance; Amy Worthington, Instructional Assistant; Clyde Gailer, Lab Technician, Computers</td>
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<tr>
<td>M, W</td>
<td>noon – 2 pm</td>
<td>Reading Lab</td>
<td>Cheryl Altman, Reading Lab Coordinator; Janet Bagwell, Co-Chair, Reading Dept.; Irene Renault, Co-Chair, Reading Dept.</td>
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<td>M, W, Th, F</td>
<td>1 – 2 pm</td>
<td>Student Health Center</td>
<td>Monica Nelson, Director Student Health Center; Lurdes Ricketts, Senior Health Office Assistant</td>
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<td>W</td>
<td>1 – 3 pm</td>
<td>Admissions &amp; Records</td>
<td>Jane Rosenkrans, Director; Joyce Semanik, Registrar; Lurdes Casillas, Office Manager</td>
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<td>Th</td>
<td>10 – 11 am</td>
<td>Academic Senate /Flexible Calendar Office</td>
<td>Jeanise Bartiromo, Administrative Assistant</td>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
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