Saddleback College Welcome Back
Breakfast and Social
For all faculty, staff, and management.
Hosted by Dr. Tod A. Burnett, President, Saddleback College
Cafeteria
SSC 212

9:30 am
Excellence in Teaching and Learning: Faculty Mentor Program Panel
To gain greater insights into how faculty can help faculty with best teaching practices, please join us for the panel discussion on the Saddleback College Faculty Mentor Program. Experienced faculty mentors will share what they have learned from their experiences as mentors, including some key tips on how to improve classroom instruction and design. This panel will discuss the benefits of participating in the mentoring program and how you might get involved either as a faculty mentor or mentee for Spring 2014.
Presented by Kathryn Damm, Institute of Teaching and Learning, SBS, and panel members TBA
BGS 232

10:30 am
Joey Sellers and Jazz Studies Students Post Breakfast Jam
Joey Sellers and Jazz Studies students perform jazz and American standards and demonstrate the difference between “free” and structured improvisation.
Presented by Joey Sellers, FAMT and Jazz Studies Students
Fine Arts Courtyard (or FA 103 if raining)

Institute for Teaching and Learning (ITL) Open House
Come see the Institute for Teaching and Learning (BGS 249). Check out our growing library of great reading resources for all faculty. Find out about upcoming spring workshops, the faculty book club, our faculty mentor program, learning communities, and more. ITL and CIDDE will offer a fabulous line-up of workshops and activities for Spring 2014. Please join us to learn more about these great opportunities.
Presented by Kathryn Damm, SBS; Claire Cesareo, SBS, Institute for Teaching and Learning, and Valerie Senior, CIDDE; Faculty Center for Instructional Design & Distance Education
BGS 249
ITL/CIDDE

11:00 am noon
Noodle Tools for Faculty
You’ve probably heard of NoodleTools, an academic research platform available to Saddleback students, but did you know that there are tons of features available for faculty? Come learn how this powerful tool works and how you can successfully use it in your courses to develop note-taking, citation, and collaborative writing skills in your students.
Presented by Lydia Welhan and Ana Maria Cobos; OELR
LRC 314

11:00 am noon
Panel Discussion on The Professional Development Practicum for Basic Skills Instructors
This panel presentation will share the work of the Professional Development Practicum for Basic Skills Instructors, a new program generated by the English Department. The Practicum seeks to strengthen teaching skills such as classroom management, the creation of effective activities, and the ability to command attention in an environment where distractions abound. Today’s presentation will cover the purpose of the practicum, the impact it is having on pedagogy, and the broader implications for all faculty who teach basic skills courses.
Presented by Rachel Langille, LA; Carol Ziehm, LA; Bruce Gilman, Ph.D., LA; and Shellie Banga, Ph.D., LA
BGS 253

11:30 am noon
Gearing up for Full Accreditation Study–2016
Saddleback College is less than a year away from gearing up to begin our 6 Year Accreditation Report. We need to begin planning within that time: faculty, classified colleagues, administrators (District and College) need to be identified who wish to pitch in on this work. Needed: team members and researchers for each of the current 4 standards, writers or co-writers for each standard. Some folks who sign on need to attend Accreditation Institutes. Some State Academic Senate Plenary Sessions (1 in spring and 1 in the fall) usually have a couple of sessions on Accreditation. Please consider contributing to this critical project.
Presented by Bob Cosgrove, Ph.D., Past President of Academic Senate, and Kathy Werle, Ph.D., Vice President for Instruction, Saddleback College
BGS 235
Presentation will be videotaped
Overview Personal Safety, Emergency Preparedness and Active Shooter
General discussion and updates, faculty response to active shooter, campus emergency procedures and SC InformaCast telephone broadcast system. Includes general discussion of distressed, disruptive or threatening students, procedures and protocol, and Q & A.
Presented by Chris Wilkinson, Police Chief, Saddleback College

SharePoint for Committees
Overview of using the Saddleback College SharePoint for Shared Governance focusing on Committee participation.
Presented by Jan Mastrangelo, Application Specialist II, Technology Services

Cookies and Curriculum
Stop by for a sweet treat as we discuss strategies for writing stellar Course Outlines of Record (CORs) for new or revised courses. We’ll discuss best practices in curriculum and many of the obstacles involved with proposing new or revising existing curriculum.
Presented by Kris Leppien-Christensen, Ph.D., Former Chair, Curriculum

Blackboard– News You Can Use
Calling all Blackboard users. Add this session to your calendar to find out how changes and updates to Blackboard will affect you. Discover tricks to make the Retention Center help improve student success. Share your experiences, favorite tools and work-arounds. Join the conversation!
Presented by the CIDDE Team; the Faculty Center for Instructional Design & Distance Education

Make Your Program Review Work for You!
Don’t want your program review to sit in cyberspace without being read? Then come learn how to position your program for success as the budget development cycle approaches. This presentation will include a demonstration of the new resource allocation request submission in TracDat and a discussion of tips on how to get your hard work to pay off! Bring a copy of your most recent program review or a working draft. This is a hands-on session.
Presented by Claire Cesareo, EPA Coordinator; Heidi Ochoa, PR/AUR Coordinator; and June Millovich, SLO/AUO Coordinator

Social Media & Apps for Educators
"We don't have a choice on whether we DO social media, the question is how well we DO it." - Erik Qualman
This session addresses how faculty and staff can use some of the most current forms of social media, apps, and productivity sites to enhance their courses and better connect with their students in an ever-evolving technological college experience.
Presented by Rebecca Knapp, Bus. Sci. and Econ. & Workforce Dev.

Strategic Planning Update
This presentation will provide the college community with the latest information on the development of the new strategic plan for 2014-20. Come and hear the latest information on the development of goals and objectives. Information will also be provided on the college timeline for completing the new plan.
Presented by Caroline Durdella, Ph.D., Director Planning, Research, & Accreditation

Responding to Distressed, Disruptive, or Threatening Students: A Faculty Guide
Training will focus on establishing expectations for student behavior and conduct in the learning environment. Guidelines for managing distressed, disruptive and threatening students as well as disciplinary process will be discussed. You will learn how to refer students to Counseling Services and the Crisis Intervention Center.
Presented by Jeanne Harris-Caldwell, Director, Student Health Center

STRS Made Easy; Unlocking the Power of your CalSTRS Pension
Do you want to fully understand the important role your CalSTRS pension will play in your retirement and how it will be coordinated with your other financial resources? We will identify specific planning strategies that will help you maximize your potential pension benefit and overall retirement income. Additionally, we will address how Social Security is impacted by your CalSTRS pension and how to build a retirement plan that works for you.
Presented by Gene Bowan, Financial Advisor, Zuk Financial Group

DE Committee Meeting
Please join us for the first meeting of our Distance Education Committee for the spring 2014 semester.
We will discuss things happening in distance and online education at Saddleback College.
Presented by Jenny Langrell, Distance Education Committee Chair
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>The Distance Education Approval Process</td>
<td>BGS 253</td>
</tr>
<tr>
<td></td>
<td>Come by and learn about Saddleback’s distance education (DE) approval process.  We’ll discuss Title 5 and accreditation requirements as they pertain to distance education and identify strategies to ensure that your distance education proposals are approved without the need for revision. Pending changes to the DE approval process will also be discussed. Presented by Kris Leppien-Christensen, Ph.D., Former Chair, Curriculum</td>
<td></td>
</tr>
<tr>
<td>9:30 am</td>
<td>LRC Tutoring Services</td>
<td>LRC 212</td>
</tr>
<tr>
<td></td>
<td>This session will highlight some of the tutoring services available to students and faculty at the LRC. Learn more about PASS for student athletes, special study groups, embedded tutoring, faculty-led workshops and the other programs available free of charge for our students. Presented by Marina Aminy, LA; Christina Hinkle, SBS; and Patti Weekes, Director of Learning Assistance</td>
<td></td>
</tr>
<tr>
<td>9:30 am</td>
<td>New Human Resources/Financial System Software – What Faculty Want and Need to Know</td>
<td>BGS 252</td>
</tr>
<tr>
<td></td>
<td>The District is acquiring new Human Resources and Fiscal Software. Time, attendance and payroll information will be entered directly into the new system. Access to this system will be available via multiple vehicles to include your smartphone. Come and see how this new and exciting software will help you. Presented by Debra Fitzsimmons, Ph.D., Vice Chancellor of Business Services; David Bugay, Ph.D., Vice Chancellor Human Resources; and Carol Hilton, Vice President for Administrative Services</td>
<td></td>
</tr>
<tr>
<td>10:30 am</td>
<td>Snapshot on Statewide Student Success: a Closer Look at SB 1456</td>
<td>BGS 232</td>
</tr>
<tr>
<td></td>
<td>What are we doing to get ready for Fall 2013? Hear what Admissions &amp; Records, and Counseling/Matriculation are doing to get prepared for new state mandates. Presented by Jane Rosenkrans, Dean, Enrollment Services; Jerilyn Chuman, Dean, Couns. Svc.; David Francisco, Couns. Svc. &amp; Penny Skaff, Couns. Svc./Matriculation</td>
<td></td>
</tr>
<tr>
<td>11:30 am</td>
<td>SOCCCD Faculty Association Meeting &amp; Luncheon</td>
<td>Cafeteria</td>
</tr>
<tr>
<td></td>
<td>Negotiating Our Next Contract</td>
<td>SSC 212</td>
</tr>
<tr>
<td></td>
<td>Presented by Lewis Long, SOCCCDFA Chief Negotiator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hosted by Paula Jacobs, President; SOCCCD Faculty Association</td>
<td></td>
</tr>
<tr>
<td>1:00 pm</td>
<td>Demystifying CalSTRS</td>
<td>Cafeteria</td>
</tr>
<tr>
<td></td>
<td>Presented by Gail Rothman, CalSTRS Benefits Counselor, And Teddi Lorch, Executive Director, Human Resources &amp; Employer/Employee Relations, SOCCCD</td>
<td></td>
</tr>
<tr>
<td>2:00 pm</td>
<td>California Career Cafe Website</td>
<td>BGS 252</td>
</tr>
<tr>
<td></td>
<td>Extensive revisions have been made to the California Career Cafe Website (<a href="http://www.cacareercafe.com">www.cacareercafe.com</a>). This hands-on website engages students in the career exploration/preparation process at every stage of career development. Please join us for a new look at this 24/7 career center site and learn how to incorporate this website to help students in your classroom. Presented by Jennifer Golden and Carol Lerman, Transfer Center &amp; PACT Counselors</td>
<td></td>
</tr>
<tr>
<td>1:00 pm</td>
<td>iPad Idea Exchange</td>
<td>BGS 249</td>
</tr>
<tr>
<td></td>
<td>Share useful apps with other faculty, view demos of this semester's staff picks, and participate in round table discussions about mobile devices. Discover how you can take advantage of these great tools as learning devices, organizational &amp; time management tools and maybe even squeeze in a little fun. Presented by the CIDDE Team; the Faculty Center for Instructional Design &amp; Distance Education</td>
<td></td>
</tr>
<tr>
<td>2:00 pm</td>
<td>Composition Task Force</td>
<td>BGS 253</td>
</tr>
<tr>
<td></td>
<td>The Composition Task Force has posted on BlackBoard many of the essentials that an instructor needs to teach the revised English 200. At this presentation, we will introduce participants to these new materials—such as sample essay prompts, rubrics, sample student papers, syllabi templates—which instructors can then customize to fit their individual teaching styles. We will also discuss effective approaches to teaching English 200. Presented by Shellie Banga, Ph.D., Jack Beckham, Ph.D., and Bill Stevenson; LA</td>
<td></td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Saddleback College Academic Senate Spring General Meeting</td>
<td>AGB Conf.</td>
</tr>
<tr>
<td></td>
<td>Join us for the first meeting of the Spring Semester! We will be addressing our normal business items and providing updates on Student Success, budget impacts, committee structures within the district, efficiencies, smoking on campus, Curriculum concerns, and faculty involvement in campus emergency procedures. Hosted by the Academic Senate, Saddleback College</td>
<td></td>
</tr>
<tr>
<td>2:00 pm</td>
<td>Kognito &quot;At-Risk&quot; Gate Keeper Training</td>
<td>SSC 140</td>
</tr>
<tr>
<td></td>
<td>Counseling Services has launched an initiative to help support students’ mental health and maintain a healthy environment on campus. The goal of the program is to significantly increase the number of people in the college who are trained to identify, address and motivate help-seeking by students exhibiting signs of psychological distress including depression, anxiety, and thoughts of suicide. Presented by Maryam Azary, Psy.D., Couns. Svc.; and Mariana DeSaracho, Ph.D., Couns. Svc.</td>
<td></td>
</tr>
</tbody>
</table>
**Get to Know Your Saddleback Forensics Team: a Speech & Debate Team Showcase**
The Saddleback Forensics Team attends many 4-year and 2-year college level tournaments throughout California and across the nation. Our team is nationally recognized for our students’ competitive success, as well as our commitment to establishing a team culture that celebrates competition as an engagement that demands dedication, respect, and ethical behavior. During this flex session, we invite you to watch Saddleback student competitors perform a variety of award-winning speeches that have gained a reputation on the Speech & Debate circuit for stretching audiences’ imaginations/perceptions about the world.

Presented by Heidi Ochoa, Co-Director; Larry Radden, Co-Director; Shawn O’Rourke, Coach, and Lucas Ochoa, Coach; Speech Team, FAMT

**Honors Board Meeting**
Honors Board meeting of the semester to consider policies, curriculum, and scheduling. All faculty are welcome.
Presented by Alannah Rosenberg, Ph.D., Chair Honors Board

---

**THURSDAY, JANUARY 16, 2014**

8:00 am  
College President Dr. Tod A. Burnett and Academic Senate President Dan Walsh will provide a comprehensive update and discuss key issues impacting the college over the coming year.

**How To Complete Your Online Book Adoption**
You will learn how to send a confirmation to the Senior Administrator and we will answer any questions you might have about our online adoption system.

Presented by Mark Yetman, Assistant Bookstore Manager

**Presidents’ Faculty Breakfast**
Come to enjoy a hearty breakfast and learn what’s in store for the new semester.

Hosted by Dr. Tod A. Burnett, President, Saddleback College, and Dan Walsh, President, Academic Senate

**Geek Report– Can Games Help Our Students Succeed?**
At this session we will do our usual update on the District IT projects that impact faculty and students (and yes, waitlists are coming). Then we’ll talk about how game theory can impact higher education. You probably think that games are just trivial ways to have some fun and pass the time with little or no intrinsic value. But have you stopped to think about why students will spend hours transfixed on a video game when they can’t pay attention in class for more than a few minutes? What is it about the gaming world that captures their attention, and can we harness it to help our students succeed? Please join us for the fun and games!

Presented by Bob Bramucci, Ph.D., Vice Chancellor Technology & Learning Services, SOCCCD; and Jim Gaston, Director, IT – Academic Systems, SOCCCD

**Division and Department Meetings**
See pages 5 – 7 for complete schedule

---

**FRIDAY, JANUARY 17, 2014**

8:00 am  
College President Dr. Tod A. Burnett will provide a comprehensive update and discuss key issues impacting the college over the coming year, followed by a presentation by Jonathan Mooney.

**President’s Part-Time Faculty Dinner**
Come to enjoy a reception, dinner, and program, and meet other Associate faculty.

Hosted by Dr. Tod A. Burnett, President, Saddleback College

**AB540 Ally Training Project**
The AB540 Ally Training project, the workshop will focus on undocumented immigrant students. **Project Goals** include: • Create a welcoming and supportive campus climate for undocumented immigrant students • Increase faculty and staff knowledge and effectiveness about the needs, concerns and issues of immigrant students and their families • Educate faculty and staff about relevant immigration laws and related student issues and challenges. Participants will learn the following: What are the requirements for AB 540 and how does it impact the students? How do AB 540 students experience the campus? Which academic and out of the classroom practices show the most promise? What are DACA, the federal DREAM Act, and the California Dream Act? Presented by Dr. Elena Macias, Special Assistant to the President for Government, Legislative and Community Relations, CSULB; Jamie Johnson, Assistant Director & Academic Coordinator, CSULB Upward Bound Programs; Gloria Inzunza-Franco, Director-Special Projects, Assistant Vice President of Governmental & Community Relations, CSULB, and Sara Nieves-Lucas, Transfer Center Counselor, Advisor for ACLAMO
**The Program Approval Process**
The CCCCO has implemented a number of changes regarding the program approval that impact both the revision of existing programs and the approval of new programs. This presentation will present the updated CCCCO approval process for new and existing certificate and degree programs and is intended for both faculty who are writing the programs and the staff that are assisting in the process.

Presented by Kris Leppien-Christensen, Ph.D., Former Chair, Curriculum

**Hands-on! Brand New to Blackboard**
Twenty-two ways to begin using Blackboard. This session is perfect for anyone who has been interested in using Blackboard but is not sure where to start. ★ Sign-up necessary – only 20 seats available!

Sign up at: www.eventbrite.com/event/9243251815

Presented by the CIDDE Team; the Faculty Center for Instructional Design & Distance Education

**Department Chairs, Admins., & Administrators Meeting**
All department chairs, division deans, and division administrative assistants will meet with Kathy Werle who will share information about instruction-related issues.

Presented by Kathy Werle, Ph.D., Vice President for Instruction, Saddleback College

**403b/457b Supplemental Retirement Plan Workshop**
SchoolsFirst Federal Credit Union, who is our District’s Third Party Administrator for tax advantaged retirement plans, will be conducting a valuable retirement planning workshop where you will be able to learn more about the features and benefits of the supplemental retirement plan options available to you as a school employee. Don’t miss this opportunity to learn how you can supplement your pension with the goal of having a comfortable retirement!

Presented by Adam Jacoby, SchoolsFirst FCU Retirement Advisor

**Ice Breakers to Create a Class Culture**
Ice breakers help establish a positive environment and provide an opportunity for students to get to know one another and the instructor. Both are critical to the retention and success of students. This session will be as fun as it will be useful to harvest ice breaker and introduction activities to help build the culture in your classes, as well as set the community tone for the duration of the semester.

Presented by Rebecca Knapp, Bus. Sci. and Econ. & Workforce Dev.

**President’s Classified Staff Luncheon**
Come to enjoy a hearty lunch and learn what’s in store for the new semester. President Burnett will provide a comprehensive overview of the college and discuss key issues impacting the college over the coming year.

Hosted by Dr. Tod A. Burnett, President, Saddleback College

---

### DIVISION & DEPARTMENT MEETINGS

**Advanced Technology & Applied Science**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16</td>
<td>1:00 – 3:00 pm</td>
<td>TAS 228</td>
<td>Division Meeting (FT)</td>
</tr>
<tr>
<td>January 16</td>
<td></td>
<td></td>
<td>Department Meetings</td>
</tr>
<tr>
<td></td>
<td>5:00 – 6:00 pm</td>
<td>TAS 207</td>
<td>ARCH/DR/MFG Meeting</td>
</tr>
<tr>
<td></td>
<td>3:00 – 4:30 pm</td>
<td>TAS 124</td>
<td>AUTO Meeting</td>
</tr>
<tr>
<td></td>
<td>3:00 – 4:00 pm</td>
<td>TAS 220</td>
<td>ET/CMT Meeting</td>
</tr>
<tr>
<td></td>
<td>3:00 – 5:00 pm</td>
<td>BGS 104</td>
<td>FASH Meeting</td>
</tr>
<tr>
<td></td>
<td>4:00 – 6:00 pm</td>
<td>VIL 3-03</td>
<td>FN Meeting</td>
</tr>
<tr>
<td></td>
<td>5:00 – 6:30 pm</td>
<td>TAS 108</td>
<td>GD/GC Meeting</td>
</tr>
<tr>
<td></td>
<td>3:00 – 4:30 pm</td>
<td>TAS 228</td>
<td>HORT Meeting</td>
</tr>
<tr>
<td></td>
<td>7:00 – 9:00 pm</td>
<td></td>
<td>Part-time Faculty Meeting</td>
</tr>
</tbody>
</table>

**Business Science and Economic & Workforce Development**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16</td>
<td>12:30 – 3:00 pm</td>
<td>BGS 201</td>
<td>CIM Dept. Meeting</td>
</tr>
<tr>
<td>January 16</td>
<td>3:00 – 4:30 pm</td>
<td>BGS 232</td>
<td>Division Meeting (FT &amp; PT)</td>
</tr>
<tr>
<td>January 16</td>
<td>6:30 – 8:30 pm</td>
<td>BGS 201</td>
<td>BUS Dept. Meeting</td>
</tr>
<tr>
<td>January 17</td>
<td>11:30 – 1:30 pm</td>
<td>BGS 201</td>
<td>ACCT Dept. Meeting</td>
</tr>
<tr>
<td>January 18</td>
<td>1:00 – 4:00 pm</td>
<td>BGS 201</td>
<td>RE Dept. Meeting</td>
</tr>
</tbody>
</table>

**Counseling Services**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16</td>
<td>8:30 – 5:00 pm</td>
<td>Off campus</td>
<td>Division Retreat</td>
</tr>
</tbody>
</table>
Emeritus Institute
January 16 noon – 1:30 pm
January 16 2:00 – 4:00 pm

Department Chairs Meeting
Division Meeting (FT & PT)

Fine Arts & Media Technology
January 16 1:30 – 2:30 pm
January 16 2:30 – 3:30 pm

Division Meeting (FT & PT)
Department Meetings
Art Meeting for all Faculty & Staff
Art History Meeting
CTVR Meeting for all Faculty & Staff
Music Meeting for all Faculty & Staff
Photo Meeting for all Faculty & Staff
Speech Meeting for FT & PT Faculty
Theatre Meeting for all Faculty & Staff

Health Science & Human Services
January 15 9:00 – 11:30 am
January 16 12:15 – 1:30 pm
January 16 2:00 – 4:30 pm

Nursing Dept. Meeting
Department Chairs Meeting & Lunch
HSHS Division Meeting (FT & PT)

Kinesiology & Athletics
January 16 3:00 – 5:00 pm
January 16 1:00 – 3:00 pm
January 16 3:00 – 5:00 pm
January 17 noon – 2:00 pm
January 17 2:00 – 6:00 pm

Dance Department Meeting
Division Meeting (FT)
Coaches Meeting
Department Chairs Meeting
Kinesiology & Athletics Division Social

Liberal Arts
January 16 noon – 1:00 pm
January 16 1:00 – 3:00 pm
January 16 10:00 – noon
3:00 – 5:30 pm
3:00 – 5:00 pm
3:00 – 4:30 pm
3:00 – 4:30 pm
3:00 – 5:00 pm
3:00 – 4:30 pm

Division Luncheon
Division Meeting (FT & PT)
Department Meetings (FT & PT)
English
ESL
International Languages
Journalism
Philosophy/Humanities
Reading
English SLO Assessment

Mathematics, Science & Engineering
January 16 12:30 – 2:30 pm
January 16 2:30 – 4:00 pm
2:30 – 4:00 pm
3:30 – 5:00 pm
2:30 – 4:00 pm
2:30 – 4:00 pm
2:30-3:30 & 4:30-5:30
January 16 3:30 – 4:30 pm
January 16 6:15 – 7:00 pm
January 16 7:00 – 8:00 pm
January 16 8:00 – 9:00 pm

Division Meeting
Department Meetings
Astronomy/Physics
Chemistry
Computer Science
Geology/ Marine Science
Mathematics
Biological Sciences

Division Meeting
Biography Meeting – Part-Time Faculty
Math Meeting – Part-Time Faculty
Division Meeting – Part-Time Faculty
Chem. Meeting – Part-Time Faculty
Online Education & Learning Resources
January 16 1:00 – 3:00 pm Division Luncheon and Meeting LRC 212
January 16 3:00 – 4:30 pm Library Department Meeting LRC 337

Social & Behavioral Sciences
January 16 noon – 3:00 pm Division Luncheon (FT & PT) and Division Meeting BGS 340
January 16 3:00 – 4:00 pm Anthropology Meeting – FT & PT Faculty BGS 340
January 16 3:00 – 4:00 pm Economics Meeting – FT & PT Faculty BGS 343
January 16 3:00 – 4:00 pm Psychology Meeting – FT & PT Faculty BGS 328
January 16 3:00 – 4:00 pm Sociology/Gerontology Meeting – FT & PT Faculty BGS 339

Transfer, Career, and Special Programs: no meetings in Flex Week
✦ TBA: Please contact division office, department chairs, or this online schedule closer to Flex Week for location and time.

FLEX INFORMATION & LINKS
➤ Online Reporting of Flex Hours: www.saddleback.edu/asenate/inservice/spring

NOTE: Flex activities take place primarily on the Saddleback College Campus. Campus maps, showing parking lots are online at: www.saddleback.edu/maps/.

Parking permits are required at all times, all days. Information on parking and parking permits is at: www.saddleback.edu/police/parking.

Parking permits can be purchased at the Campus Safety office.

Faculty who wish to attend an activity not part of the in-service week activities must submit a Flex Activity Reporting Form to the Academic Senate Office. You can access the form online on the college website under Faculty & Staff; Flex Program/In-Service. The single form is used for reporting nearly all activities. There is no pre-approval form; you simply report your hours on one sheet. ☑ Don’t forget to get your division flex rep to sign this. E-signatures are OK!

If you have questions about the flex program, check out the single-page Flex FAQ. It’s on the flex website, along with the somewhat longer, Flex Program Handbook.

☑ Note that the following events will be videotaped, and you may watch these independently for flex credit: Accreditation (Tuesday), Student Success (Wednesday), the Geek Report (Thursday), and the Speaker at the Part Time Faculty Dinner (Thursday).