

COLLEGE OF
MARIN
Partners on the Journey

Spring Flex Descriptions
January 11-15, 2016

Flex activities are open to all faculty and staff. All faculty have a Flex requirement based on teaching load. Details and the Flex Verification Form can be found on the Professional Development Webpage.

Monday, January 11

<p>Presenters: Patricia Hulin, Jason Dunn, & Nathan Castillo</p> <p>10 a.m. - 1:30 p.m. FA 121</p> <p>*PD Themes: TL, SS, TT, IE</p>	<p style="text-align: center;">Art Activity **COM Foundry: Hands on Metal Casting Two-part Vessels</p> <p>Metal casting was a huge hit during fall Flex, and it's back again with some new and improved techniques. This time, you will be able to make a vessel shape using two-part sand molds. You'll be able to show off your creativity as you shape the vessel and carve designs.</p> <p>The session will begin with an introductory slide lecture and instruction session before the work begins. Our talented art faculty will be on hand to guide and help throughout the process. Once the design is completed, you can watch the experts pour the aluminum, break out the molds, and cut off gating. You'll be able to take home your finished piece when you leave.</p> <p>This activity will demonstrate the confluence of: organization, safety in materials handling, and sciences like physics or chemistry in studio art. A donation of \$5 is requested to cover materials.</p> <p>Space is limited. RSVP to PHulin@marin.edu and include "Hands on Metal Casting RSVP" in the subject line. Tea and snacks provided.</p>
<p>Presenters: Stacey Lince & Kathleen Smyth</p> <p>10 a.m. – 12 noon SMN 130</p> <p>*PD Themes: TL, SS, TT</p>	<p style="text-align: center;">**Advanced Moodle: Features & Gradebook</p> <p>Are you ready to take your Moodle course to the next level? Join us for a productive workshop where we will explore advanced Moodle features including applications for streamlining communication, course community building, and ADA compliance. We will also spend a significant amount of time reviewing the gradebook.</p> <p>During the second hour, faculty will have the opportunity to engage in hands-on guided practice. Prior to the workshop, we recommend faculty members currently using Moodle to import course content into their new course shells.</p> <p>Space is limited. RSVP to SLince@marin.edu and include "Advanced Moodle RSVP" in the subject line.</p>

<p>Presenters: Ron Owen & Bradee Birkhimer</p> <p>This session will be repeated multiple times on Monday and Tuesday for your convenience.</p> <p>10 - 11 a.m. 2 – 3 p.m., & 4 – 5 p.m. AC 239</p> <p>*PD Themes: EE</p>	<p style="text-align: center;">Saving for Your Future: 403(b) and 457(b) Retirement Plans</p> <p>Planning for retirement is something we all know we should be doing, but we often put it off because it seems overwhelming. An easy first step is to take advantage of the 403(b) and 457(b) retirement plans sponsored by COM. At this session, presented by Ron Owen, COM Benefits Analyst, and Bradee Birkhimer, with Tax Deferred Solutions (TDS), you will learn about the benefits of employer sponsored 403(b) and 457(b) plans and how to set them up. Topics will include:</p> <ul style="list-style-type: none"> • Why plan for retirement? • Review of state pensions • Retirement income gap • Maximum annual contribution limits • Types of retirement plans available <p>Per IRS regulations, every employee must receive “meaningful notice” of the district’s plan and their rights to participate in the plan.</p>
<p>Presenter: Melody Creel</p> <p>10:30 a.m. – 12 noon SMN 132</p> <p>*PD Themes: TT, IE</p>	<p style="text-align: center;">**Using COM Data Dashboard for Program Review</p> <p>Is your department due for a program review? If so, this is your chance to learn how to access the information you will need via COM’s Data Dashboard. The dashboard allows employees to access student information including demographics, enrollment, course success, and retention rates derived from information entered into the Banner system.</p> <p>Space is limited. RSVP to MCreel@marin.edu and include “Data Dashboard RSVP” in the subject line.</p>
<p>Presenters: Sarah Frye, Yolanda Bellisimo, Cara Kreit, Sara McKinnon, & Susan Rahman</p> <p>11 a.m. - 12 noon AC 240</p> <p>*PD Themes: IE</p>	<p style="text-align: center;">Accreditation Self Evaluation Q&A</p> <p>Want to learn more about the accreditation self-evaluation process? This session will begin with an overview of the process, including who’s involved, an explanation of the components of the self-evaluation document, a timeline leading up to the site visit in March 2017, information on how faculty can become involved, implications of the recent Board of Governors’ decision, and helpful resources. Faculty will then have the opportunity to ask questions of the Standards Committee Faculty Co-Chairs and Steering Task Force Faculty Co-Chair. This session is open to all faculty - those participating on Standards Committees and those unfamiliar with accreditation. We hope to have a rich conversation including many perspectives from around campus to help foster ownership in this important process!</p>

<p>Presenter: Carmen Cheung</p> <p>12:45 – 5 p.m. AC 255</p> <p>*PD Themes: EE</p>	<p style="text-align: center;">**Retirement Planning Today: Financial Education</p> <p>If you are ready to move beyond the basics in your retirement planning, this session is for you. In this four-hour session, Carmen Cheung, Financial Advisor with MassMutual, will provide an in-depth look at the financial planning that is necessary now in preparation for retirement. Topics will include how to:</p> <ul style="list-style-type: none"> • Determine the amount of money you need to retire • Create your own goals for a successful retirement • Help eliminate debt and improve cash flow • Properly convert your IRA to a Roth IRA • Select the retirement plan distribution choice that is right for you • Plan your retirement income to preserve a comfortable standard of living • Transfer the risk of potential financial loss before or during retirement • Reduce or eliminate taxes, expenses, delays and legal challenges with estate planning <p>Registration is required. Participants who register by Monday, January 4 will receive a comprehensive retirement planning binder. RSVP to EColemanSmith@marin.edu and include “Retirement Planning Today RSVP” in the subject line.</p>
<p>Presenter: Christina Leimer</p> <p>1 – 2:30 p.m. AC 240</p> <p>*PD Themes: IE</p>	<p style="text-align: center;">Making Meetings Effective</p> <p>We have all been to meetings that seem to go off topic and accomplish little. However, meetings done well can provide a sense of accomplishment and inclusion and get necessary work done, an outcome that requires team effort. In this interactive session, you’ll learn strategies to make meetings productive and positive experiences. Examples and feedback from COM’s Participatory Governance Survey will serve as the basis for discussion.</p>
<p>Presenters: Sadika Sulaiman Hara & Dawn Cureton,</p> <p>3 – 4 p.m. AC 240</p> <p>*PD Themes: TL, SS</p>	<p style="text-align: center;">COM Care and Classroom Management: Tips and Tools</p> <p>COM Care is an outstanding early alert and intervention system to help better support our students. During this session, you will learn tips for effectively using this system, and you will use case studies to discuss ways to manage challenging classroom behaviors.</p>

Tuesday, January 12

<p>Presenters: Diversity & Equity Advisory Committee Members</p> <p>9 - 11 a.m. KTD Library Classroom</p> <p>*PD Themes: SS</p>	<p style="text-align: center;">Safe Space Training: Supporting LGBTIQQ Students</p> <p>Come and be part of an exciting program at COM to support lesbian, gay, bisexual, transgender, intersex, queer and questioning (LGBTIQQ) students. Safe Space training, which is based on similar programs at other colleges, universities and high schools, will give you basic information, vocabulary and tools to support the LGBT+ community in order to create a safe, supportive and equitable environment. No prior knowledge of the LGBTIQQ community is required: All are welcome. At the end of the session you can request a Safe Space placard to display in your work area as a signal to students that you are a trained ally. Our dream is that these Safe Space placards will be displayed in every corner of College of Marin, sending a message of support and inclusion to all students, staff and faculty.</p>
<p>Presenter: Patrick Ekoue-totou</p> <p>9 - 11 a.m. SMN 130</p> <p>*PD Themes: TT, TL, EE</p>	<p style="text-align: center;">Cyberspace: Awareness, Crimes, Protection, and You</p> <p>Most of us use cyberspace daily as a way to interact, exchange ideas, do business, play games, and more. These are all great things, but it is critical that we are aware of and understand security and privacy issues connected with cyberspace. In this session, Patrick Ekoue-totou, COM's Director of Information Technology, will discuss some of the most common issues related to social networking, Internet profiling, and protecting your privacy and how to mitigate them. Bring your questions.</p>
<p>Presenter: Stacey Lince & Kathleen Smyth</p> <p>10 a.m. – 12 noon SMN 132</p> <p>*PD Themes: TL, SS, TT</p>	<p style="text-align: center;">**Moodle Basics</p> <p>Are you new to Distance Education? Are you considering using Moodle to share course materials with your students? Perhaps, you need a refresher on Moodle features?</p> <p>Learn the basics in this workshop including: course design, best practices, an overview of available Moodle activities and features, and ADA compliance. You will also engage in hands-on practice with uploading files, creating assignments and discussions, and setting up gradebook.</p> <p>You should bring a flash drive containing course documents to upload such as a syllabus or articles. You may also choose to bring your own laptop.</p> <p>Space is limited. RSVP to SLince@marin.edu and include "Moodle Basics RSVP" in the subject line.</p>

<p>Presenter: Christina Leimer</p> <p>10 – 11:30 a.m. AC 238</p> <p>*PD Themes: IE, EE</p>	<p style="text-align: center;">Chairing Effective Meetings</p> <p>Common complaints about meetings are that they are too long, off-topic, nothing gets done, and voices are not heard. Good meetings are team efforts and everyone has a part, but the chairs’ role requires good facilitation skills and leadership. In this interactive session, you will learn strategies for chairing effective meetings, staying on track, and moving forward. Examples and feedback from COM’s Participatory Governance Survey will serve as the basis for discussion. Open to all.</p>
<p>Presenters: Ron Owen & Bradee Birkhimer</p> <p>This session will be repeated multiple times on Monday and Tuesday for your convenience.</p> <p>10 – 11 a.m. - IVC Bldg. 27, Room 116 1 - 2 p.m. & 3 - 4 p.m. AC 239</p> <p>*PD Themes: EE</p>	<p style="text-align: center;">Saving for Your Future: 403(b) and 457(b) Retirement Plans</p> <p>Planning for retirement is something we all know we should be doing, but we often put it off because it seems so hard or confusing. An easy first step is to take advantage of the 403(b) and 457(b) retirement plans sponsored by COM. At this session, presented by Ron Owen, COM Benefits Analyst, and Bradee Birkhimer, with Tax Deferred Solutions (TDS), you will learn about the benefits of employer sponsored 403(b) and 457(b) plans and how to set them up. Topics will include:</p> <ul style="list-style-type: none"> • Why plan for retirement? • Review of state pensions • Retirement income gap • Maximum annual contribution limits • Types of retirement plans available <p>Per IRS regulations, every employee must receive “meaningful notice” of the district’s plan and their rights to participate in the plan.</p>
<p>Presenter: Jon Eldridge</p> <p>noon – 2 p.m. AC 240</p> <p>*PD Themes: SS, IE, EE</p>	<p style="text-align: center;">Department Chairs’ Meeting</p> <p>Ready, set, go! It’s time to prepare for the new semester. This lunch meeting will include time to work collaboratively on program review and other items.</p>

<p>Presenter: Becky Reetz</p> <p>1 – 2 p.m. AC 241</p> <p>*PD Themes: SS, IE</p>	<p style="text-align: center;">EOPS & CalWORKS: Helping Low-Income Students Succeed</p> <p>The EOPS and CalWORKS programs provide comprehensive support to low-income students who start below college level math and/or English. These are students who we often believe are the least likely to succeed because they have so many obstacles to overcome. However, EOPS and CalWORKS students reach their educational goals at more than twice the rate of the general student population. Come and learn more about why students in these programs are so successful and how you can help promote these programs.</p>
<p>Presenters: COM Staff & Faculty</p> <p>2 – 4 p.m. AC 238</p> <p>*PD Themes: TL, IE, EE</p>	<p style="text-align: center;">New Faculty Orientation</p> <p>Are you new to teaching at COM? If so, please join us for this important orientation session. You will meet other new faculty and learn important information about COM policies and procedures to help ensure that you are ready for the first day of classes and beyond.</p>
<p>Presenter: Sven Jones</p> <p>2 – 3 p.m. AC 237</p> <p>*PD Themes: SS, IE</p>	<p style="text-align: center;">Student Accessibility Services: Student Accommodations & Rights</p> <p>What rights do students with disabilities have? How can we successfully meet unique needs of students in the classroom and on campus?</p> <p>These are big questions with important implications. In this session, Sven Jones, Director of SAS, will provide an overview of disabilities law, policy, access, and accommodation for students. He will also discuss the issues related to students who are transitioning between the high school “disabilities support” model to the college “equal access” model.</p>

Wednesday, January 13

Mandatory Flex Day for Full-time Faculty

<p>8 - 8:45 a.m. Performing Arts Lobby</p>	<p style="text-align: center;">Continental Breakfast</p> <p>Coffee, tea, and light refreshments will be served.</p>
<p>9 - 11 a.m. James Dunn Theatre</p> <p>*PD Themes: TL, SS, IE</p>	<p style="text-align: center;">Spring Convocation</p> <p>Come join your friends and colleagues for Convocation as we kick off the new year.</p>
<p>11:15 a.m. – 12 noon AC 255</p> <p>*PD Themes: SS, IE</p>	<p style="text-align: center;">Post-Convocation Session</p> <p>Learn more about issues and ideas presented at convocation and have a chance to share your views.</p>
<p>12 – 1:30 p.m. Cafeteria</p> <p>*PD Themes: IE</p>	<p style="text-align: center;">United Professors of Marin (UPM) Meeting</p> <p>New this semester – This session will be allowed for Flex credit.</p>
<p>1:30 - 3:30 p.m.</p> <p>*PD Themes: SS, TL, IE</p>	<p style="text-align: center;">Department Meetings</p> <p>Check with your department for meeting location.</p>
<p>Presenter: Jon Eldridge</p> <p>2:30 - 3:30 p.m. AC 255</p> <p>*PD Themes: SS, IE, EE</p>	<p style="text-align: center;">Student Services/Student Learning Staff Meeting</p> <p>This all-staff meeting will include important information for the spring term. All classified staff and managers are encouraged to attend.</p>
<p>Presenter: Cari Torres-Benavides</p> <p>3:30 – 4:30 p.m. AC 303</p>	<p style="text-align: center;">Joint Instructional Specialist/English Meeting</p> <p>This is a joint meeting between College Skills and English faculty and their instructional specialists.</p>

Thursday, January 14

<p>Presenters: 3CSN Trainers</p> <p>8:30 a.m. – 3 p.m. AC 255</p> <p>*PD Themes: SS, TL</p>	<p style="text-align: center;">**Reading Apprenticeship</p> <p>It is common to hear faculty from across the disciplines and levels lament that “our students can’t read.” Many of us assign reading with the presumption that students will not be able to “get through it” on their own and have devised various methods for helping students “get” the content without actually comprehending it. Sometimes, we even give up on having students read much at all.</p> <p>Reading Apprenticeship™ advocates a different view of students’ capacity as readers, thinkers, and learners, one that is a compelling and powerful approach. Rather than bemoan students’ inadequate preparation for academic work, RA helps faculty from all disciplines learn how to build on students’ underestimated strengths as readers and problem solvers and create instructional opportunities for “apprenticing” students into discipline-specific academic literacies.</p> <p><i>This training is provided by 3CSN, the California Community Success Network. We anticipate having colleagues from other Bay Area community colleges in attendance, so this will be a great opportunity to network and find out what others are doing. Please bring a sample article or text from your discipline. More information on RA is available at http://ra.3csn.org/</i></p> <p>Light breakfast and lunch included. Breakfast begins at 8:30 a.m. Session begins at 9 a.m.</p> <p>Registration is required. To register, go to https://racollegeofmarins16.eventbrite.com or email BPatel@marin.edu by Friday, January 8 and put “Reading Apprenticeship RSVP” in the subject line.</p>
<p>Presenters: Company Representatives</p> <p>10 a.m. – 1 p.m. SMN 213</p> <p>*PD Themes: SS, TL, TT</p>	<p style="text-align: center;">Pyxis Training for Nursing Faculty</p> <p>Nursing faculty can contact Lisa at LLaScala@marin.edu for more details about this training.</p>

<p>Presenters: Michelle Pilati, Rio Hondo College, Cari Torres-Benavides, Stacey Lince, & Kathleen Smyth</p> <p>1 - 3 p.m. FH 120 – New Room</p> <p>*PD Themes: SS, TL</p>	<p align="center">**Distance Education Workshop</p> <p align="center">Important: This workshop is required for DE faculty.</p> <p>Faculty interested in teaching hybrid or online courses are also encouraged to attend. The workshop will focus on the state of COM's Distance Education Program, the goals of Distance Education across the California Community College system, and the Online Education Initiative. Lunch will be served.</p> <p>RSVP is required. RSVP to Slince@marin.edu no later than Monday, January 11. Please put "Distance Education RSVP" in the subject line. Please include any dietary restrictions in your RSVP.</p>
<p>Presenter: Jamie Deneris</p> <p>1 – 3 p.m. AC 240</p> <p>*PD Themes: TL, IE</p>	<p align="center">Drought, Black Death, and You: Infectious Disease and Climate Change in California</p> <p>Due to alterations in local weather, the spectrum of infectious disease in California is widening and changing. In this session, you will learn about and discuss the ecology of infectious disease, current conditions in California, and predictions for the future of the state.</p> <p>Take away: Yes, you can contract plague in California.</p>
<p>Presenters: Bonnie Borenstein, Laurie Ordin, Deborah Graham, & Nadia Sanko</p> <p>3:10 - 5 – AC 238</p>	<p align="center">UPM Contract 101: Wages Benefits, and Rights</p> <p>Do you have questions about your contract? Do you understand the differences between working in a collective bargaining environment and working in a non-union one? Do you know your grievance rights? Bring your questions and concerns and members from the UPM Executive Council will address them. Refreshments provided.</p> <p>Stay in touch, stay informed, stay involved.</p>
<p>Presenters: Walter Turner, Rinetta Early, Troy Stevenson, & Tonya Hersch</p> <p>3:10 – 4 p.m. AC 239</p> <p>*PD Themes: TL, SS</p>	<p align="center">Building Umoja at COM</p> <p>The Umoja Project is a California Community Colleges based consortium of schools and learning pedagogies dedicated to enhancing the cultural education experiences of students and to improve levels of success, retention, and transfer of African Americans and other students. In this session, you will learn about the progress of the Umoja Project at COM and how all of us, faculty, staff, and the administration, can build a strong Umoja program at COM to support the success of our students.</p>

Friday, January 15

<p>Presenters: David King & Meg Pasquel</p> <p>9 a.m. - noon AC 238</p> <p>*PD Themes: TL, SS</p>	<p style="text-align: center;">English/College Skills Effective Practices: Exit Skills</p> <p>Calling all College Skills and English Faculty: Join your colleagues in establishing exit skills across the English composition sequence. This is a chance for faculty to collaborate and discuss core values and goals for each course in the sequence. This work will serve as a foundation for upcoming assessment and placement changes, course outline revisions, and “norming” workshops.</p>
<p>Presenter: Alisa Klinger</p> <p>10 a.m. – 12 noon KTD Library Classroom</p> <p>*PD Themes: TL, SS, TT, EE</p>	<p style="text-align: center;">**Go Green with Turnitin</p> <p>Are you tired of filling out forms for Reprographics, schlepping handouts to and from class, and pasting swatches of student work into Google to find their original sources? Why not go green by uploading your handouts to Turnitin?</p> <p>Turnitin software has been integrated into Moodle to enhance academic honesty and facilitate assessment. Learn how to set up electronic submissions for your face-to-face, hybrid, and online course assignments. This session will also show you how to use the originality (plagiarism) checker and grading-marking features in Turnitin. Either email yourself a course assignment or bring one on a flash drive to use for the workshop portion of the presentation, along with your MyCOM log on information. The first hour covers how to go green with Turnitin and the second hour is a hands-on workshop for you to create and assess assignments with Turnitin. More information about Turnitin can be found at www.turnitin.com</p> <p>Space is limited. RSVP to aklinger@marin.edu and put “Go Green with Turnitin RSVP” in the subject line.</p>
<p>Presenters: Alexio Perez & Melinda Molloy</p> <p>10 - 11 a.m. AC 239</p> <p>*PD Themes: TL</p>	<p style="text-align: center;">SecureAll Orientation</p> <p>Opening doors with a fob sounds simple enough, but there’s really much more to the SecureAll electronic lock system. In this orientation, you will get an overview of the locking system, an update on the next phase of installation, and live demonstration of door features. It is important to understand these features to avoid unnecessary lockdowns and to help with simple trouble shooting. There will be time for Q&A.</p>

<p>Presenter: Patrick Ekoue-totou</p> <p>11 a.m. – 12 noon SMN 130</p> <p>*PD Themes: TT, TL, EE</p>	<p style="text-align: center;">COM Technology Updates: Tips, Tricks, & Office 365</p> <p>Here’s your chance to learn more about some of the new applications and platforms that have been introduced into the COM technology environment including Office365 applications, Citrix remote desktop, the new MyCOM portal, teleconferencing tools, mobility, and training options. Bring your questions.</p>
<p>Presenters: A Joe Ritchie & David King</p> <p>1-3 p.m. LC 35</p> <p>*PD Themes: TL, IE</p>	<p style="text-align: center;">Curriculum Revision & Development: Drop-in Workshop</p> <p>Need some help on program or course development? Planning to submit an existing or new course for articulation? Drop by and members of the Curriculum Committee will assist you in the process. Bring your questions, your ideas, and your outlines to work on.</p>
<p>Presenters: Nicole Cruz & Shook Chung</p> <p>1 – 3 p.m. AC 240</p> <p>*PD Themes: IE, EE</p>	<p style="text-align: center;">Facebook for COM Departments</p> <p>Learn how to set up a Facebook account exclusively for your department use and build out your page to promote your services or academic departments.</p>
<p>Presenters: Beth Patel & Dave Patterson</p> <p>1-2 p.m. AC 238</p> <p>*PD Themes: IE, EE</p>	<p style="text-align: center;">How Do You Q? Tips & Feedback about Using Dr. Q in the Classroom</p> <p>In the fall we kicked off our new COMmon Read with the inspiring memoir, <i>Becoming Dr. Q: My Journey from Migrant Farm Worker to Brain Surgeon</i>. There are many ways to incorporate this book into your class, from using short videos, a chapter, an excerpt, or even a single quote to start a discussion. If you used <i>Dr. Q</i> in the fall, please come and share your experience. Everyone will leave with some new ideas for using <i>Dr. Q</i> in the classroom.</p>
<p>Presenters: Karen Koenig</p> <p>2 – 3 p.m. AC 239</p> <p>*PD Themes: TL</p>	<p style="text-align: center;">Engaging Students with Interactive Classroom Activities</p> <p>Are you stuck in a lecture rut? Do you want to increase student engagement? If so, join Karen Koenig and learn about some great tools to add to your teaching toolbox. Karen’s quick and easy ideas will take students from passive to active and can be adapted for any discipline.</p>