

Professional Development Schedule

Ventura College Fall 2015

(Flexible Calendar – The purpose of the flexible calendar program is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” Title 5, Section 55720. This was formerly known as FLEX WEEK)

Friday, August 7, 2015

8:00 am – 1:00 pm

- **New Classified Staff Orientation**, MCW 312

Monday, August 10, 2015

8:30 a.m. - 2:00 p.m.

- **New Full-Time Faculty Orientation**, LRC 136 Training Studio (Open to new full-time faculty only)

9:00 a.m. – 10:00 a.m.

- **SEIU Update** (Olivia Long) Campus Center Conference Room

10:00 a.m. - 11 a.m.

- **10 Ways Everyone Can Help Support Student Success** – RP Group Six Factors research and recommendations (For Classified Staff) (Pamela Yeagley) Campus Center Conference Room

11:00 - Noon.

- **Advanced Microsoft Office** (Grant Jones) MCW 205

2:30 p.m. – 4:00 p.m.

- **Adobe Products for You and the LRC Training Studio Updates** (Sharon Oxford and Matthew Moore) LRC 136 Training Studio

Tuesday, August 11, 2015

8:00 a.m. - 5:00 p.m.

- **Nursing Faculty Curriculum Revision Retreat** (Nursing Faculty Only) HSC 211

9:00 a.m. - 12:00 p.m.

- **Want to Learn to Sew?** (Abra Flores) Ever wondered where the amazing costumes for our VC shows are built? Come meet the brilliant and talented Abra Flores in her PAC shop. In this hands-on session, she will show participants how she teaches students to use the sewing machines and some basic stitching and hemming techniques. VC Costume Shop room 224, only 10 spaces available. Please email Abra to reserve your spot. aflores@vcccd.edu, subject line: Flex week C-shop workshop.

9:00 a.m. - 10:00 a.m.

- **Veterans in the Classroom** (Perry Martin) Veterans' Center

9:00 a.m. – 12:00 p.m.

- **OEI Online Student Success Workshop—Canvas, NetTutor and the VC Pilot Plan** (Special Guest Barbara Illowsky, Anita Crawley OEI Leadership Team, Andrea Horigan, Matthew Moore, Sharon Oxford) LRC 136 Training Studio Lunch is provided. Please RSVP for an adequate headcount: <http://goo.gl/forms/z7hmmON8KC>

The Online Education Initiative is currently providing pilot colleges with various services, including free online tutoring using NetTutor, Basic skills embedded support using open education resources, and Quest for Online Success, a readiness for online learning program. Join us in this workshop to learn how to integrate these services into your online course. This will be a hands-on workshop. Bring your laptop or use one from the Training Studio. Come prepared to work and have fun.

The session begins with a group discussion about how online faculty can identify when students are having difficulties and intervene before it is too late. You will then be taken on a tour of online service, along with suggested instructional strategies for using these resources throughout the semester. Then, we will work together to embed these support modules directly into your online courses and assignments.

9:00 a.m. - 12:00 p.m.

- **Learn How to Update YOUR Website with Drupal Training** – (Victory Kitamura) SCI 226 (Reservation required. Please RSVP at vkitamura@vcccd.edu)

10:00 a.m. - 11:00 a.m.

- **The Ventura College Oral History Project: Using CAPS TV's Video Resources for Class & Club Projects** (Colleen Coffey, Michael Ward) LRC 129

12:00 p.m. - 1:00 p.m.

- **Lunch & Learn Learning Communities Mixer** (Lunch coordinated by the Learning Communities Committee) Campus Center Conference Room

1:00 p.m. - 2:00 p.m.

- **How to Create an E-Portfolio** (Sharon Oxford) LRC 136 Training Studio
- **D2I – Web Enhancing Your Classroom** (Matthew Moore) LRC 132 Staff Resource Center
- **Degree Works – Making an Education Plan** (Corey Wendt) Campus Center Conference Room

2:00 p.m. - 3:00 p.m.

- **Turnitin and Smarthinking Tutoring Software** (Sharon Oxford) LRC 132 Staff Resource Center
- **Implementing Google Docs in Your Classroom** (Matthew Moore) LRC 136 Training Studio
- **CCC Transfer Process-- What Faculty Need To Know** (Marian Carrasco Nungaray) Campus Center Conference Room

3:00 p.m. - 4:00 p.m.

- **PowerPoint in Online Classes—How to Turn Good into Great!** (Ann Bittl) MCW 216
- **Degrees and Certificates—State Approval and Submission Process** (Olivia Long, Debbie Newcomb, Michael Bowen) MCW 312
- **Lynda.com and the LRC Training Studio “Maker Space” for faculty** (Sharon Oxford and Matthew Moore) LRC 136 Training Studio

4:00 p.m. - 5:00 p.m.

- **D2L and Distance Education Open House** (Sharon Oxford, Matthew Moore) LRC 136 Training Studio

4:00 p.m. – 5:30 p.m.

- **Mandatory Curriculum Committee Member Training** (Michael Bowen, Olivia Long, and Nan Duangpun) Topics include roles and expectations of curriculum committee members, programs and courses, calendars and deadlines, Title 5 highlights, Brown Act, parliamentary procedure, Curriculum Institute highlights, and goal-setting. Please attend if you will be a curriculum committee representative

from your division for any part of the 2015-16 academic year. Division deans and other interested parties are also welcome to attend. MCW 312

5:00 p.m. - 6:00 p.m.

- **Web Enhancing Your Classroom** (Sharon Oxford, Matthew Moore) LRC 136 Training Studio

Wednesday, August 12, 2015

8:30 a.m. - 3:00 p.m.

- **CTE Faculty** (Karen Nicolas from Moorpark College) will be doing a CTE faculty training conference over 2-days (August 12 and August 13) from 8:30 a.m. – 3 p.m. Please refer to the CTE training handouts. 8 spaces are reserved for VC CTE faculty. Will be held at Oxnard College.

8:00 a.m. - 5:00 p.m.

- **Nursing Faculty Curriculum Revision Retreat** (Nursing Faculty Only) HSC 211 Please refer to the Nursing Faculty Handouts.

9:00 a.m. – 10:00 a.m.

- **Canon Copy Center Services**, Canon Copy Center Administration Building
- **Distance Learning: Techniques for Online Office Hours that Translate into Regular and Effective Contact** (Sharon Oxford, Matthew Moore) LRC 132 Staff Resource Center
- **Using Motivational Interviewing to Improve Student Success** (Lois Zsarnay) Campus Center Conference Room

10:00 a.m. – 11:00 a.m.

- **Assisting Long-term Language Learners and ESL Students** (Multilingual students)
(Karen Harrison) These students are in all of our classes ready or not. Discuss how to bridge the gap in transfer classes and what courses in the ESL/EngM Department can do to help out. Activities will be provided. LRC 114
- **Learning Communities Workshop—Practical Steps to Collaboration with Colleagues** (Jenna Garcia, Robert Porter) MCW 312
- **SLO Summative Evaluations—Making Scantron Work for You** (Andrea Horigan, Sharon Oxford) LRC 132

10:00 a.m. –11:30 a.m.

- **Learn SharePoint – Online Webinar** -This module focuses on the features and functionality of SharePoint Online that power collaboration with your peers and partners and allow you to share documents with external users.

Please note that this webinar is not a hands-on method of training. However, you will watch a live trainer give a virtual tour of these applications, and you will have the ability to type questions. You may wish to capture your notes and ideas on a notepad or text file. After the webinar, you will receive an email with a link to Microsoft video tutorials, how-to content, and FAQs. That email will also contain a link to a training evaluation. Your feedback is anonymous and extremely valuable to improving learning for your colleagues throughout the District. You can use LRC 132 Staff Resource Center to access webinar.

Click the link below to register for this Webinar! You have your choice of 2 sessions:

- **Wed, Aug 12 at 10:00-11:30am**
- **Wed, Aug 12 at 1:00-2:30pm**

<https://attendee.gotowebinar.com/rt/7193622262760955394>

Please note:

- After you register, you will receive the login information and an invitation for your calendar.
- Participation is limited to 100 lines. For any participants viewing the webinar in a group setting, only one participant should register.
- A minimum of 5 participants is required before the webinar can begin. Webinars without the minimum number of participants will be rescheduled.
- Plan to login to the webinar 5 minutes prior to the scheduled start time. Also, you should avoid running other programs during the webinar as this may cause technical difficulties during the session.
- You can use this link to test your connection before the session starts:
<https://www3.gotomeeting.com/join/406552062>. (This is NOT the link for the Training session, this is a test link only.)
- If you have any difficulty connecting to the audio, you can call in from a telephone. For instructions go to http://support.citrixonline.com/en_US/webinar/help_files/G2W060006?title=Audio+Help#VoIP

11:00 a.m. – 12:00 p.m.

- **An introduction to the Fitness Center for All Faculty and Staff** (Maureen Eliot)
- **Equity and the Classroom** (Kammy Algiers) How can faculty strive to be more equitable in the classroom? Join the conversation with the Faculty Academy on best teaching practices and how it relates to teaching more equitably. Guthrie Hall

12:00 p.m. -1:30 p.m.

- **Share FAIR!** This time is set aside for **instructors** to share ideas, and informally gather to discuss the upcoming semester. Campus Center Conference Room (Pizza)
- **Share FAIR!** This time is set aside for **classified staff** to share ideas, and informally gather to discuss the upcoming semester. Campus Center Cafeteria (Pizza)

- **Learning SharePoint – Online Webinar** -This module focuses on the features and functionality of SharePoint Online that power collaboration with your peers and partners and allow you to share documents with external users. Read information from 10 am – 11:30 am workshop.

12:30 pm. – 2:30 pm

- **AFT Local 1828--GENERAL MEMBERSHIP Meeting! You are invited! (Beatriz Herrera)**
Dear Faculty,
Welcome Back!
You are invited to AFT Local 1828's Annual Flex Week **Membership Meeting** on Wednesday, August 12, 2015. Please join us for an afternoon of great information, great comraderies', and delicious munchies from Ottavio's!

AFT will be providing an update on the 2014-2015 salary schedule; update on the State/District budget; discuss faculty priorities for the 2015-2016 contract reopener, and start the discussions on the **major contract negotiations for the 2016-2019**.

Date: Wednesday, August 12, 2015

Time: 12:30pm (will end by 2:30pm)

Location: Ottavio's Italian Restaurant, 1620 Ventura Blvd, Camarillo, CA 93010

Best,

Bea Herrera, AFT Acting President

1:30 pm – 3:00 pm

- **Mentoring at Ventura College**
Want a mentor? Want to be a mentor? Come one, come all-- faculty, staff, and administration. LRC 136 Training Studio

Faculty

If you are a new faculty member and need a mentor, or an experienced faculty member and would like to help, we'd love to pair you and support you.

Staff

If you'd like to partner with another staff member to learn new skills, or expand your own. Or, if you'd like to share your experience, we'd love to pair you and support you.

Administrators

If you'd like to be involved in bringing mentoring to your department or division, please come to this session. We will brainstorm how match and pair people for an improved job performance and sense of community.

4:00 p.m. – 5:00 p.m.

- **Basic Skills Classroom Strategies and Autism Awareness and You in Your Classroom** (Steve Turner) LRC 129

- **Free Apps and Tech for Instructors and Students** (Grant Jones, Sharon Oxford, and Matthew Moore) LRC 136 Training Studio

5:30 p.m. – 7:00 p.m.

- **New Part-Time Faculty Orientation** – Includes meet the president, faculty handbook, Canon Copy Center Services, SLOs 101, Student Services, Library and Tutoring, Online Tutoring, D2L, Teaching at Night (refreshments will be served) Campus Center Conference Room

Thursday, August 13, 2015

8:30 a.m. - 3:00 p.m.

- **CTE Faculty** (Karen Nicolas from Moorpark College) will be doing a CTE faculty training conference over 2-days (August 12 and August 13) from 8:30 a.m. – 3 p.m. Please refer to the CTE training handouts. 8 spaces are reserved for VC CTE faculty. Will be held at Oxnard College.

9:00 a.m. – 10:00 a.m.

- **Updates in the Career and Technical Education Field** (Kathleen Schrader, Celine Park) MCW 312
- **10 Ways Faculty Can Help Support Student Success** – RP Group Six Factors research and recommendations (For Faculty) (Pamela Yeagley) Campus Center Conference Room

10:00 a.m. – 11:00 a.m.

- **Online Mentoring/Model Online Class** (Philip Clinton, Nathan Cole, Andrea Horigan, Matthew Moore, Sharon Oxford) LRC 136 Training Studio
- **CANCELLED: Mini tennis clinic with Coach Nelson Emery.** Learn how friendly competition can raise a classroom's game. (at Tennis Courts)

11:00 a.m. – 12:00 pm

- **Lecture Capture** (Sharon Oxford and Matthew Moore) LRC 136 Training Studio
- **SLOs—Closing the Loop and a Bit about the Software (TracDat)** that Helps You Do It, (Andrea Horigan, Debbie Newcomb) LRC 129
- **Lync Phones** (Grant Jones) MCW 205
- **Equity Plan Open House-What we've done and where we are going with the Equity Plan** (Kammy Algiers) MCW 312

12:00 p.m. – 1:00 pm

- **D2L Open House** (Sharon Oxford, Matthew Moore) LRC 132 Staff Resource Center

12:00 p.m. – 1:30 pm

- **Achieving the Dream Discussion for Administrators** (Greg Gillespie and Guest Mentors) CCCR

12:00 p.m. - 1:00 p.m.

- **Lunch and Learn with the Educational Assistance Center (EAC)** (Patty Wendt) Cafeteria

Lunch (12-1) & Learn (12-4):

Who should attend?

- *Any faculty/staff who give information to students via technology
- *Any faculty/staff that requires students to access information via technology
- *Any faculty who teach online/hybrid classes

Accessibility on Campus and in the Classroom: The EAC (Educational Assistance Center) has presenter Gaier Dietrich discussing equal access on campus and in the classroom in regards accommodations (504) and accessibility (508). Instructors need to know that **all** instructional materials (PDF's, PowerPoints, podcasts, videos) need to be accessible, including all online information! Any information available to students must be in an accessible format. Please join us for lunch and conversation regarding this very important matter. Ensuring access must be an institutional commitment where accessibility is part of the standard workflow at Ventura College.

Gaeir Dietrich is the director of the High Tech Center Training Unit (HTCTU) of the California community colleges, and the system wide trainer for Section 508 compliance. Gaeir has served on the advisory boards for AHEAD, Bookshare, DIAGRAM Center, the Alternate Text Production Center (ATPC), and the Silicon Valley Independent Living Center (SVILC). In 2010-2011, she served as the chair for the national Advisory Commission on Accessible Instructional Materials (AIM) in Postsecondary Education. She is also a contributing author to Beyond the Americans with Disabilities Act, published by NASPA. Guthrie Hall

2:00 p.m. – 3:00 pm

- **CCC Transfer Process-- What Faculty Need To Know** (Marian Carrasco Nungaray) MCW 312
- **MISSIONIZE your existing events to MAXIMIZE your fundraising efforts!"**

"The VC Foundation staff will provide you with tools and the secrets of fundraising to incorporate into your department/program events.

The Foundation has developed the *Development-in-a-Box* concept for faculty and staff to use as a resource and guide with easy fundraising techniques.

We want to help YOU raise money for YOUR programs! Please join us!", Campus Center Conference Room

2:00 p.m. – 3:30 pm

- **Achieving the Dream Discussion for Classified Staff** (Greg Gillespie with Guest Mentors) MCW 110

4:00 p.m. – 6:00 p.m.

- **Achieving the Dream Discussion for Academic Senate and Faculty** (Greg Gillespie and Guest Mentors) Guthrie Hall
- **CTE New Faculty Orientation** (Invitation Only) MCW 312

5:00 p.m. – 6:00 p.m.

- **Teaching at Night** (Campus Police, Gwendolyn Huddleston) Learn about the Night Dean, Department Chairs, Deans, Registrar, Class Roster Access, Calling in Sick, and more. Campus Center Conference Room

6:00 p.m. – 7:00 p.m.

- **Canon Copy Services**, Canon Copy Center in Administration Building
- **Overview of Turnitin, Smarthinking and Informational Scantron Use** (Sharon Oxford) LRC 132

6:00 p.m. – 8:00 p.m.

- **Santa Paula East Campus Open House** (Tim Harrison) 957 Faulkner Road #106, Santa Paula, 93060

**Mandatory Flex Day
Campus Forum
Friday, August 14, 2015**

8:15 a.m.	Continental Breakfast in front of PAC
8:45-8:50	Begin Meeting – Welcome by College President, Dr. Greg Gillespie
8:50-9:00	“Who Evacuates Where”, Mary Jones, Coordinator, Student Health Center
9:00-9:05	Comments by ASVC President, Joanna Kraus
9:05-9:15	Classified Senate Introduction of New Employees and Announcements by Classified Staff Senate President Peder Nielsen
9:15-9:30	Academic Senate Introduction of New Employees and Announcements by Faculty Senate President, Alex Kolesnik
9:35-9:45	Ventura College Foundation – Executive Director – Norbert Tan
9:45-10:00	Break
10:00-11:30	“Achieving the Dream – Ventura College”, Dr. Kay McClenney and Dr. Mark Figueroa
11:30-Noon	Summary/Questions and Answers, Dr. Greg Gillespie
Noon-12:10	Welcome, Chancellor Dr. Bernie Luskin
12:15	Lunch – Campus Center Cafeteria

1:30 p.m. – 3:00 p.m. Division Meetings

Locations:

- Kinesiology, Athletics & Off Site Programs: HSC 120 Lecture Hall
- Career & Technical Education: MCW 113
- Communications, Institutional Effectiveness, English & Learning Resources: LRC 205
- Math & Sciences: SCI 313
- Student Services: Guthrie Hall
- Social Sciences, Behavioral Sciences, Humanities: MCW 110

3:40 p.m. – 5:00 p.m. Department Meeting

Locations:

- Kinesiology, Athletics & Off Site Programs: HSC 120 Lecture Hall
- Career & Technical Education: MCW-113
 - Business MCE-335
 - Child Development MCW-113
 - Criminal Justice CRC-102
 - Nursing & Allied Health HSC-211
 - Paramedic Studies HSC-201
 - Technology ECT-107

- Communications and Learning Resources:
 - Communication Studies, LRC 128
 - Languages, LRC 129
 - English, LRC 205
 - Learning Resource Center Staff and Faculty, Tutoring Room

- Math & Sciences:
 - Anthropology MCE-225
 - Chemistry SCI-222
 - Geosciences SCI-120
 - Life Sciences MCW-312
 - Math SCI-332/333
 - Physics/AST/ENGR SCI-118

- Social Science & Humanities:
 - Sociology, Human Services, Philosophy, Psychology: MCW 201
 - History, Political Science, Economics, Chicano Studies, International Studies: MCW 203
 - Fine Art: CRC 201
 - Music, Theater, Dance: PAC 117