**Professional Development Week Schedule**

**Ventura College Fall 2016**

**(Check schedule daily subject to change. Revised on 7-25-16)**

**Monday, August 8 – Tuesday, August 16, 2016**  
(Professional Development Week previously known as Flexible Calendar Week– The purpose of this professional development programming is to provide time for faculty and staff to participate in development activities that are related to “staff, student, and instructional improvement” Title 5, Section 55720.)

***Professional Development for Classified Staff***

**Monday, August 8, 2016**

**8:00 am – 2:00 pm**

**New Classified Staff Orientation, MCW 312**

**Tuesday, August 9, 2016**

**11:30 am – 1:30 pm**

**Classified Mingle and Lunch with the President and Vice Presidents**, Guthrie Hall

**Wednesday, August 10, 2016**

**9:00 am – 10:00 am**

**Microsoft Outlook Training** (Grant Jones)

Come and learn more about your Microsoft Outlook software. We will give tips and tricks to improve your use of the calendar function, organize email, setup a signature etc.… We will also answer any questions that you might have regarding this software tool. ASC 130

**10:15 am – 11:15 am**

**SEIU Update –** (Facilitated by Olivia Long, Chief Sidnam)

SEIU general update, contract re-opener, available to answer questions… CCCR

**11:30 am – 12:30 pm**

**Classified Senate Meeting** CCCR

**1:00 pm – 2:00 pm**

**Understanding Robert’s Rules of Order and Brown Act** (Facilitated by Alex Kolesnik, Pamela Yeagley) CCCR

**2:15 pm – 3:15 pm**

**Event Planning on Campus**

You’ve been asked to schedule a meeting/presentation/forum/game/fundraiser. Sounds simple, right? Will you submit this as a web request through EMS or as a Facilities Rental request through the Civic Center? When is proof of insurance required? And what about FOOD?? Join us for a (potentially) entertaining 30 minutes while learning the answers to all of your event/EMS questions.(Facilitated by Sue Royer, Joe Esquivel)CCCR

**3:30 pm – 4:30 pm.**

**Classified Serving on Shared Governance Committees. How can I get involved and what does that mean? How can I be an active and valued committee member**? (Facilitated by Pamela Yeagley, Dan Kumpf ) CCCR

**Thursday, August 11, 2016**

***A day of orientations for the new faculty, insights into instructional technology to serve you and our students, and building a greater campus community for all.***

**9:00 am – 12 p.m.**

**Drupal Training for Website Content Management of VC Website**

This training will cover Drupal, the software used for website content management for the Ventura College website.   Topics include editing existing webpages, adding images and documents, creating new pages and updating navigation.

This training is intended for employees who will be designated by management to update content on the Ventura College website.  The VC website is not for instructional use and not for use to supplement online learning. Please RSVP with Victory Kitamura, [vkitamura@vcccd.edu](mailto:vkitamura@vcccd.edu), before the class.   Also feel free to send any questions regarding class. **SCI 106**

**9:00 am – 10:00 am**

**How to Transfer To A University from a Community College (**Marian Carrasco Nungaray) Transfer Center

Did you know that at Ventura College, 69% of all students want to transfer to a university?  Our Transfer Center is committed to the education and success of our transferring students.  Come meet and learn about our transfer services and resources available for students and faculty.   This workshop will cover the transfer process and student’s options for transfer to public, independent, and out-of-state universities.  Bring your questions, we have answers!!

**9:00 a.m. – 1:00 pm**

**New Full Time Faculty Orientation Session Part 1 of a 2 part set of Flex Week sessions:**

Thursday, August 11th from 9 a.m. to 1 p.m. in CCCR and

Monday, August 15th from 9 a.m. to 1 p.m. in CCCR

Hosted by the Vice President of Student Learning Office, New Faculty Orientation is packed with critical information, resources and support for new faculty entering the Ventura College system. The two-day and ongoing event offers presentations on our learning management system, college procedures, professional development opportunities, tenure, tips on navigating the College system, advice on tapping resources to support teaching and student success, and key introductions to College contacts and sources. New Full Time Faculty Orientation offerings are planned to continue throughout the year with the New Faculty Experience and networking events designed to ensure a successful start to a rewarding career at Ventura College. All new full time faculty are required to attend this. (Facilitated by Vice President Kim Hoffman, Nathan Cole, and Tania DeClerck) **CCCR**

**10:00 am – 11:00 am**

Tai Chi (Facilitated by Clifton Gore) **Outside on lawn between LRC and Science Building**

**10:00 am – 11:00 am**

**Crash Course in Safety**

Please join Lieutenant Burt Gutierrez and Susan Royer to learn what you can do to be prepared for any emergency, both at home and while on campus. Refreshments will be served. ☺ **MCW 312**

**11:00 am – 12:00 pm**

**How to write an SLO:** An overview of the curriculum process at Ventura College, How to write effective SLOs and Course Objectives, How to use Curricunet to enter your SLOs (Ryan Petitfils, Debbie Newcomb, Andrea Horigan) LRC 128

**11:00 am – 12:00 pm**

**OEI Update (Dean Gwendolyn Huddleston)**

OEI, the Online Education Initiative Pilot Program that Ventura College Participates in. Curious about what we are doing in the OEI Pilot Program? Join Dean of Distance Education, Gwendolyn Lewis Huddleston to learn about the latest on the OEI project. Learn about the top 20 classes that the State wants to share online to help in student completion. Learn about our trainings, our new support systems, Vericite, Net Tutor, Canvas Implementation, Financial Aid updates, ADA updates, Technical updates, and our time line for VC and all of the State Community College’s involvement. If you are a currently a successful online instructor with us you may want to get involved in teaching in the OEI project….

**12:00 pm – 1:15 pm**

**Lunch** (Lunch with VPs discussing Initiatives such as IPI goals and tasks for the new year) Guthrie Hall

**12:30 pm – 4:30 pm**

**CPR (Kelly Neel, R.N)**

Join nursing instructor, Kelly Neel, RN, and learn CPR! You can either attend for knowledge or for certification. Kelly will cover both adult CPR and choking and the use of the AED (the first 2.5 hours) and child/infant CPR (the last 1.5 hours). American heart Association Heartsaver CPR will be taught, if you’d like to attend, please reserve a space by contacting Kelly Neel at ext 1305 or [kelly\_neel2@vcccd.edu](mailto:kelly_neel2@vcccd.edu). This training is for college employees only not students. Class limit is 9. If less than 4 people sign up the class will be cancelled. TR 16

**1:30 pm – 3:00 pm**

**Workplace Bullying,** This work shop is for all faculty and staff. It will address what bullying looks like, how to recognize it, how to defend yourself against it, the harm it can cause for the overall work environment, other approaches to achieve one’s goals without resorting to bullying. (Judith Balcerzak author of Workplace Bullying, Clinical and Organizational Perspectives) ASC 150

**3:00 – 3:30 pm**

**Follow up discussion on how to diminish bullying on our campus.** (Facilitate follow up discussion Dan Kumpf) ASC 150

**3:00 pm – 5:00 pm**

**Curriculum Committee Member Training**

Topics include roles and expectations of curriculum committee members, programs and courses, calendars and deadlines, Title 5 and Curriculum Institute highlights, Brown Act, parliamentary procedure, and goal-setting. Please attend if you will be a curriculum committee representative from your division for any part of the 2016-17 academic year. (Facilitated by Michael Bowen, Katie Owashi, Ryan Petitfils) MCW-312

**3:00 pm – 4:00 pm**

**Distance Education Open House** What is distance education? How can I get my course approved to teach online? How is online teaching different than on campus teaching? Is distance education the right choice for me as an instructor? If you have questions like this please join us for a session about Distance Education at Ventura College. (Facilitated by Sharon Oxford and Matt Moore) LRC 136

**4:00 pm – 5:00 pm**

**Online LMS (Learning Management System) General Questions** All on campus classes for the Fall session have a LMS shell that instructors can use to post assignments, grades and content. Come and see what you can do with this tool. (Facilitated by Sharon Oxford and Matthew Moore) LRC 136

**4:00 pm – 5:00 pm**

**ALAS Grant** (Facilitated by Dean Gwendolyn Huddleston, Philip Clinton) LRC 136

**5:00 pm – 7:00 pm**

**New Part-Time Faculty Orientation** – Includes meet the president, faculty handbook, Copy Center Services, an introduction to Student Learning Outcomes, Student Services, Library and Tutoring, Online Tutoring, Teaching at Night, using the portal to print class rosters, find add codes, drop students and more.  Refreshments will be served.  (Facilitated by Michelle Millea and Phillip Clinton) SCI-226

**Friday, August 12, 2016**

***Bringing out the no fear artist in each of us.***

***Learning mindfulness in all we write, create, do, and share.***

***An afternoon of learning about our many services for our students***

***and Instructional Technology.***

**8:00 am – 5:00 pm**

**Nursing Curriculum Redesign Retreat**

**9:00 am – 10:00 am**

**Learn to do your own simple Graphic Design with CANVA! (Dina Pielate, Janeene Nagaoka)**

*Create your own awesome POSTERS, POSTCARDS, ONLINE ADS and more…*

Learn the basics of Canva for Work - a powerful tool that will enable YOU to create beautiful graphic design!

Canva for Work is an online web-based program that takes the guess work out of designing a flier, poster, web graphic and more.

You’ll have access to custom Ventura College templates, VC logos and colors, an extensive photo library and much more. MCE 125

**9:00 am – 10:00 am**

**Distance Education Open House** What is distance education? How can I get my course approved to teach online? How is online teaching different than on campus teaching? Is distance education the right choice for me as an instructor? If you have questions like this please join us for a session about Distance Education at Ventura College. (Facilitated by Sharon Oxford, Matthew Moore) LRC 136

**9:30 am – 10:30 am**

**Meet and Greet the Counseling Leaders on the Ventura College campus.** Learn about their important services for our students. Guthrie Hall

**10:00 am – 11:00 am**

**LMS Online Gradebook:** Organize your online gradebook, learn how to link assignments, grade and provide effective feedback to students. (Facilitated by Sharon Oxford and Matt Moore) LRC 136

**10:00 – 11:00 am**

**How to “close the loop” on SLOs.** Learn what all SLO department leaders need to know.(Facilitated by Debbie Newcomb, Andrea Horigan) LRC 128

**10:00 am – 11:00 am**

**Tai Chi Outside** (Clifton Gore) On lawn between LRC and Science Building

**11:00 am – 12 pm**

**Let's Get Dirty!**

Stress Release Through Clay: Transform Your Aggression Into Art, (Facilitated by Jenchi Wu) SAB Ceramic Lab

**11:00 am – 12 pm**

**Advising Student Organizations at Ventura College: Helping Your Students Learn Outside of the Classroom (**Rick Trevino)

When students create successful Student Organizations, with the direction & nurturing of an Advisor, that’s where the magic happens.  Students who are involved in Student Organizations feel more connected to campus and add value to their educational experience.  During this engaging workshop, faculty/staff will participate in conversations focused on how to help our students learn through co-curricular involvement.  Come meet with experienced Advisors about best practices and hear about some of the exciting changes in the Student Activities Office.  CCCR

**12:00 pm – 1:00 pm**

**Lunch with our new Student Services VP and Student Services Dean,** Getting to know you. **(Guthrie Hall)**

**1:00 pm – 2:00 pm**

**Distance Education Open House** (Sharon Oxford, Matthew Moore) What is distance education? How can I get my course approved to teach online? How is online teaching different than on campus teaching? Is distance education the right choice for me as an instructor? If you have questions like this please join us for a session about Distance Education at Ventura College. (Facilitated by Andrea Horigan, Gwendolyn Lewis Huddleston, Sharon Oxford, and Matt Moore) LRC 136

**1:00 pm – 2:00 pm**

**What does Equity mean to you?**

Though the State Chancellor’s office has given us parameters to use on the Equity Plan, the word “Equity” can have different **meanings for different members of a campus community**. Let’s have a discussion on what Equity means toyou: How do you incorporate equitable practices in your daily interactions on campus? How does equity lead to student success and retention? Our different perspectives and layers of understanding can guide our efforts in becoming an equity-minded college. (Facilitated by Kammy Algiers) MCW 312

**2:00 pm – 3:00 pm**

**Adaptive Technology you can use too for Enhancing your Student Learning** 'Assistive Technology tools to enhance your students learning, featuring voice recognition, multi-sensory screen readers, engaging websites and idea mapping software.' (Facilitated by Steve Turner)LRC 130

**2:00 pm – 3:00 pm**

**Welcome to Canvas** Join us for a tour of your new LMS (learning management system.) As we move away from Desire to Learn and toward Canvas you might have some questions. Join us for a brief history of the change to Canvas, what it can do for you, and where we are going with Canvas**.** (Facilitated by Sharon Oxford, Matt Moore, and Gwendolyn Lewis Huddleston)LRC 136

**2:00 pm – 3:00 pm**

**Rubrics Made Easy** (Facilitated by Debbie Newcomb, Andrea Horigan) LRC 128

**3:00 pm – 4:00 pm**

**DE Canvas Instructors** (Sharon Oxford, Matthew) Using Canvas this Fall for your DE class? Let’s go over some tools commonly used in the CMS system. Bring your questions and share your ideas. Try to stump the DE Team. We are ready and will provide prizes for the best questions and best ideas! LRC 136

**3:00 pm – 4:30 pm**

**Department Chair Training,** (Facilitated by the Vice Presidents)MCW 312

**Monday, August 15, 2016**

***The latest in Faculty Updates, Preparing for potential Conflict, Learning the latest news about Instructional and Student Services Technology***

**9:00 am – 10:00 am**

**When Conflict Happens—What Do I DO??**

*Do you know:* What to do when “A SITUATION” occurs with a student in your classroom or office? The rights of the instructor and the rights of the student? What our code of conduct says?

Meet the VC Behavior Intervention Care Team (BICT). This important group’s mission is to help Ventura College work through conflict. Ask questions and learn about our campus approach to conflict solutions. (Facilitated by Mary Jones) MCW 312

**9:00 am – 1:00 pm**

**New Full Time Faculty Orientation Session Part 2 of 2 Flex Week Sessions:**

Hosted by the Vice President of Student Learning Office, New Faculty Orientation is packed with critical information, resources and support for new faculty entering the Ventura College system. The two-day and ongoing event offers presentations on our learning management system, college procedures, professional development opportunities, tenure, tips on navigating the College system, advice on tapping resources to support teaching and student success, and key introductions to College contacts and sources. New Full Time Faculty Orientation offerings are planned to continue throughout the year with the New Faculty Experience and networking events designed to ensure a successful start to a rewarding career at Ventura College. All new full time faculty are required to attend this. (Facilitated by Vice President Kim Hoffman, Nathan Cole, and Tania DeClerck) CCCR

**9:00 am – 10:00 am**

**Revise your SLOs and simplify assessments** (Facilitated by Debbie Newcomb, Andrea Horigan) LRC 128

**10:00 am – 11:00 am**

**Disability Accommodations 101**

Patty Wendt, EAC Coordinator, will be discussing the campus obligations and the faculty member’s obligations in regards to disability accommodations.  Come and have your questions answered from Educational Assistance Center (EAC) faculty. (Facilitated by Patty Wendt) EAC Center

**10:00 am – 11:00 am**

**Ventura College Library News!** This 50 min presentation will cover everything that the Library has to offer for you and your classes.  Learn what programs, services and activities that the Library has to meet your needs and that support student success.  A free puppy will be given award to every attendee!!!! (Not really, but please do show up) Location – Meet at the Library Reference Desk (Facilitated by Peter H. Sezzi) 2nd floor of the LRC

**11:00 am – 12:00 pm**

**Writing Across the Curriculum**

This workshop will review the importance of writing competently to obtain positions in today’s job market. Research shows that “32 million adults in the U.S. can’t read, and 19 percent of these adults are high school graduates. “Additionally, “Nearly three out of four eight-and-12th grade students cannot write proficiently. (NAEP, 2012)

In Career Technical Education (CTE) Programs where students often obtain a job right after completing a certificate or degree, it is paramount that they graduate at a literacy rate that will govern them employable.

This workshop gives faculty hands on curriculum implementation ideas for the classroom to increase writing awareness. Please bring some sample course outlines and syllabi of courses you would like to have reviewed, and possibility, add additional writing.(Facilitated by Gina La Monica) LRC 128

**11:00 am – 12:00 pm**

**Ventura College and the Online Education Initiative (OEI):** Join us to learn about the latest Distance Education developments in this state wide California Community Colleges initiative. Ventura as one of eight full launch colleges is actively involved in piloting new online programs such as online test proctoring, an alternative tool to Turn it In, online success tools for students, and online tutoring. You do not have to be a distance education instructor to become involved in pilot testing these state of the art tools for your student’s success. We will also discuss the planning timelines of this initiative, how the admissions and financial aid will work in this student exchange program and recent data on online learning. (Facilitated by Gwendolyn Lewis Huddleston)LRC 136

**12:00 pm – 1:00 pm**

**Lunch and Learning the critical information of Title IX** (Facilitated by Lynn Wright and Team) Guthrie Hall

**1:00 pm – 2:00 pm**

**Web Enhancing Your Course in Canvas** Would you like to be one of the first instructors to web enhance an on campus course in Canvas? Join us for the basics, register to get a canvas practice shell, and start designing your Spring 2017 on campus course today. (Facilitated by Sharon Oxford, Matthew Moore) LRC 136

**1:00 pm – 2:00 pm**

**Welcome to your VC Fitness Center!** Attend a one hour orientation of the usage of the VC fitness center and weight room as part of your personal VC wellness program" (Facilitated by Maureen Newton-Eliot)Gym fitness Center

**1:00 pm – 2:00 pm**

**How to Transfer To A University from a Community College (**Marian Carrasco Nungaray) Transfer Center

Did you know that at Ventura College, 69% of all students want to transfer to a university?  Our Transfer Center is committed to the education and success of our transferring students.  Come meet and learn about our transfer services and resources available for students and faculty.   This workshop will cover the transfer process and student’s options for transfer to public, independent, and out-of-state universities.  Bring your questions, we have answers!!   Transfer Center

**2:00 pm – 3:00 p.m.**

**AFT will be presenting a Workshop on Tenure** (Article 11).  All tenure candidates and tenure committee members are invited to attend.  It is designed for newly hired and for those currently going through tenure and their committees. The focus is to understand the various components of the tenure process such the selection of members, timeline for the evaluation, post-evaluation meetings, self-appraisal, committee evaluation ratings, forms to be completed etc. (Facilitated by AFT Representatives)MCW 110

**2:00 pm – 3:00 pm**

**Distance Education Open House** What is distance education? How can I get my course approved to teach online? How is online teaching different than on campus teaching? Is distance education the right choice for me as an instructor? If you have questions like this please join us for a session about Distance Education at Ventura College. (Facilitated by Sharon Oxford, Matthew) LRC 136

**2:00 pm – 3:00 pm**

**Using Canvas to assess SLOs** (Facilitated by Debbie Newcomb, Andrea Horigan) LRC 128

**3:00 pm – 4:00 pm**

**Scantron** Learn how to use the schools test scoring system technology. Learn how to get detailed reports about your tests for the scorecards that can be used for SLO’s. All attendees will receive a free gift. (Facilitated by Sharon Oxford)LRC 132

**3:00 p.m. – 4:30 pm.**

**Making Decisions and Facilitating Effective Meetings at Ventura College** (Facilitated by Alex Kolesnik, Peder Nielsen, Damien Pena, and Gwendolyn Lewis Huddleston) CCCR

**6:00 p.m. – 8:00 p.m.**

**Santa Paula East Campus Open House** and orientation dinner (Facilitated by Dean Tim Harrison and Sabrina Canola) **957 Faulkner Road #106, Santa Paula, 93060**

**All College Day**

**Campus Forum**

**Tuesday, August 16, 2016**

**8:15 a.m. – 4:30 p.m.**

**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 ???**

**9:00-9:05 Comments by ASVC President,**

**9:05-9:15 Classified Senate Introduction of New Employees and**

**Announcements by Classified Staff Senate President**

**Pamela Yeagley**

**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 ???**

**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:**

* Athletics, Health, Kinesiology, Performing Arts, & off Campus Programs: HSC 120 Lecture Hall
* Workforce & Economic Development: MCW 113
* English & Math: LRC 205
* Library, Learning Resources, Communications: Tutoring Center
* Sciences: SCI 313
* Student Services: Guthrie Hall
* Visual Arts, Behavioral & Social Sciences, Modern Languages: ASC 150

**3:10 p.m. – 4:30 p.m. Department Meeting**

**Locations:**

* Athletics, Health, Kinesiology: HSC 120 Lecture Hall
* Music, Theater, Dance: PAC 117
* Workforce & Economic Development:  MCW-113
  + Business: MCE-335
  + Child Development: MCW-113
  + Criminal Justice: CRC-102
  + Basic & Reserve Training: MCE 122
  + Nursing & Allied Health: HSC-211
  + EMT & Paramedic Studies: HSC-201
  + Auto Technology/Diesel Tech: ECT-108
  + Construction & Manufacturing Technology: ECT 7
  + Applied Sciences/Technology: ECT 6

* English and Math:
  + Math/Computer Science: SCI 222
  + Communication Studies: LRC 128
  + English, ESL: LRC 205
  + Library, Learning Resource Communications Staff and Faculty: Tutoring Room

* Sciences:
  + Anthropology: MCE-225
  + Chemistry: SCI-107
  + Geosciences/Agriculture: SCI-116
  + Life Sciences: MCW-312
  + Physics/ENGR: SCI-227

* Social Science & Humanities:
  + Sociology, Human Services, Philosophy, Psychology: MCW 201
  + History, Political Science, Economics, Chicano Studies, International Studies: MCW 203
  + Fine Art: CRC 201
  + Modern Languages: LRC 114