SANTA ANA COLLEGE
Professional Development

PROFESSIONAL DEVELOPMENT WEEK Schedule
(formerly Flex Week)
Fall 2018

You are welcome and encouraged to attend any of the workshops offered. Check back daily for room changes etc.

◊ **Classified Staff** can either walk in or register for workshops on the Professional Development (PD) registration page unless it states otherwise in the description.

◊ **Faculty** register on the Faculty Tracking System through WebAdvisor, **view this manual for further instructions.**

Below are the icons for the six workshop strands:

	Canvas
	Distance Education/ Online Educational Resources
	Guided Pathways
	Health & Wellness
	SLOs & Best Instructional Practices
	Student Support & College Info

Please complete this **Survey** using the corresponding **four-digit number** for each workshop you attend. We need your feedback!

SANTA ANA COLLEGE
Professional Development
Monday, August 20, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1150		Intro to Canvas	Learn how to access, log on, and navigate through Canvas; available Canvas help, support, and training; and configure your Canvas settings and preferences. Bring a flash drive containing a profile picture in JPEG or GIF format to the workshop.	DE Staff	8:00 am - 9:00 am	A-213
1130		Communication in Canvas	Learn how to communicate with students using the Announcement, Discussion, and Message tools in Canvas. You will learn how to create, edit and participate using these tools in a course.	DE Staff	9:00 am - 10:00 am	A-213
1707		Hands On LaunchBoard: CCC Tools for Program Improvement	Learn how to find data about high school pathways to your program, program milestones and success, and employment outcomes for your students. Session includes information about most commonly needed data and practice with LaunchBoard tools.	Susana Cardenas	9:00 am - 10:00 am	A-209
1810		Taking your Students' Research Skills to the Next Level	Are your students having trouble finding quality articles for their research assignments? The librarians at SAC teach finding articles workshops where students learn to use library databases and evaluate sources, and it's now available online in Canvas! Come learn about the workshops and best practices for incorporating the workshop into your class.	Luis Pedroza, Jaki King & Susan Hoang	9:30 am - 10:30 am	L-112-1
1712		Workplace Ergonomics	Easy tips for arranging your work space and stretching and positioning your body for optimal comfort. Avoid back, neck, wrist and eye problems!	Michelle Parolise	10:00 am - 10:30 am	T-210
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	10:00 am - 11:00 am	A-215
1190		SAC Template & Add Content in Canvas	Familiarize yourself with the SAC Canvas Course Template, and how to use it. Learn how to add and edit a page, the Canvas Syllabus, and upload course files. Bring a flash drive containing a PDF copy of your course syllabus to the workshop.	DE Staff	10:00 am - 11:00 am	A-213

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Survey #	Strand	Workshop	Description	Presenter	Time	Room
1724		Team Up! You Create Video Welcome Message/SAC	SAC TV faculty will tape you in the TV Studio with proper lighting and cameras as you create an inviting welcome message for your online courses. **RSVP by Thursday, August 16 to taylor_michael2@sac.edu** to reserve a ten-minute time slot and receive a template for designing your message. Limited spaces available. Workshop on uploading and captioning your video is available on August 22 from 1-2PM.	Michael Taylor & Michael Dermody	10:00 am - 11:00 am	Digital Media Center
1769		SacDays: Resources for Undocumented Students	Learn about financial aid, scholarships, and resources to use in order to successfully navigate through college and beyond.	Basti Lopez	10:45 am - 11:45 am	D-102
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	11:00 am - 12:00 pm	A-215
1708		High School to Community College Articulation: A Framework for Effective Practice	Walk through the process and requirements of creating articulation agreements that promote your CTE program and result in completed early college credit opportunities. Learn how to set up agreements with high schools and ROPs and the benefits of connecting with the K-12 system to promote student success and completion.	Raquel Requena Ramirez	11:00 am - 12:30 pm	A-209
1821		What All College Employees Need to Know about Financial Aid	• Financial Aid and the new state funding formula • Where does Financial Aid come from? • Who gets Financial Aid? • How students can apply for Financial Aid • Other ways SAC helps students in need	Robert Manson	12:00 pm - 1:00 pm	A-205
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	1:00 pm - 2:00 pm	A-215
1140		Gradebook Set Up and Grading in Canvas	Learn how to add grade columns by creating assignment, organize assignments using assignment groups, and how to configure and organize the gradebook.	DE Staff	1:00 pm - 2:00 pm	A-213

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Survey #	Strand	Workshop	Description	Presenter	Time	Room
1725		Team Up! You Create Video Welcome Message/SAC	SAC TV faculty will tape you in the TV Studio with proper lighting and cameras as you create an inviting welcome message for your online courses. **RSVP by Thursday, August 16 to** taylor_michael2@sac.edu to reserve a ten-minute time slot and receive a template for designing your message. Limited spaces available. Workshop on uploading and captioning your video is available on August 22 from 1-2PM.	Michael Taylor & Michael Dermody	1:00 pm - 2:00 pm	Digital Media Center
1723		Vocal Health Workshop	Tips and exercises for caring for your voice. Individual consultation available as time permits.	Elliott Jones	1:00 pm - 2:00 pm	C-207
1300		Helping Students Understand Changes with Assessment & Placement	This is an introduction to Assembly Bill 705 and how it is systemically changing Assessment and placement practices across all community colleges. Come learn about why and how AB705 will change our practices at SAC so you can help direct students.	Maria Aguilar Beltran	1:15 pm - 2:15 pm	D-102
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	2:00 pm - 3:00 pm	A-215
1776		SacDays: Excel & Money Management	Learn basic Excel formulas and tips to help you manage money. Create a simple to complex budget using addition, subtraction and multiplication formulas. Use short cuts to copy formulas fast and view the results to see how your money is spent. Use these tools to help you be proactive versus reactive for purchases and take control of your money.	Jackie Strobel	2:30 pm - 3:30 pm	D-306
1713		Workplace Ergonomics	Easy tips for arranging your work space and stretching and positioning your body for optimal comfort. Avoid back, neck, wrist and eye problems!	Michelle Parolise	3:00 pm - 3:30 pm	T-210
1826		Creating Accessible Documents	Attend a DSPS sponsored training to learn the importance of creating an accessible document, laws that govern accessibility, and simple steps to create accessible PDFs, Word documents, PowerPoints and more.	Angela Tran	Canceled	

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Monday, August 20, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1815		Supporting and Accommodating Students with Disabilities	Find out what Disabled Students Program and Services (DSPS) is all about! Learn how you can refer students to DSPS and what accommodations and services are available. Find out about learning disability assessment available to students. Get answers to questions about the laws and guidelines which govern DSPS services. Learn about various types of disabilities, best practices, and how you can assist students in attaining their goals.	Louise Janus & Mark Turner	4:00 pm - 5:00 pm	A-130
1160		Online Degree Pathway Roundup	Online Degree Pathway students are introduced to their online pathway faculty and tips for how to be successful online.	DE Staff	4:00 pm - 6:00 pm	A-106
1715		Orientation for New Adjunct Faculty	Welcome to SAC! Learn tips for a smooth and successful 1st week & 1st semester. Includes campus forms, add/drop procedures, syllabus design and activities to engage and motivate students.	Mary Huebsch & Jennifer Giddings-Aggleton	5:30 pm - 7:00 pm	A-209

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SANTA ANA COLLEGE
Professional Development
Tuesday, August 21, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1140		Intro to Canvas	Learn how to access, log on, and navigate through Canvas; available Canvas help, support, and training; and configure your Canvas settings and preferences. Bring a flash drive containing a profile picture in JPEG or GIF format to the workshop.	DE Staff	8:00 am - 9:00 am	A-213
1736		FERPA	The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Find out what steps to take with your records to ensure that you are in compliance with this law.	Ali Fahmy	8:30 am - 9:30 am	A-207
1790		Vet Net Ally Training	The Vet Net Ally training educates members of the college community on topics affecting Veteran students, fosters a supportive campus atmosphere and establishes a network of visible allies for veterans. Includes lunch. **Please RSVP to (714) 564-6050 by Thursday, August 16.**	Brenda Estrada	9:00 am - 1:00 pm	D-304
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	9:00 am - 10:00 am	A-215
1130		Communication in Canvas	Learn how to communicate with students using the Announcement, Discussion, and Message tools in Canvas. You will learn how to create, edit and participate using these tools in a course.	DE Staff	9:00 am - 10:00 am	A-213
1798		Math 83 – Training for New and Experienced Instructors	This workshop is for new instructors of Math 83 and those who want a refresher of the course. Workshop explains Math Redesign, course structure and content, and effective instructional strategies. If you are looking for a refresher, stop by anytime between 9AM-12PM.	Martin Romero & Rachel Lui	9:00 am - 12:00 pm	H-107
1803		Calculus Summit - Fall 2018	An ongoing discussion of all issues relating to the Calculus sequence (Math 180/185/280), including the Math Department's philosophy and goals, OER, departmental final exams, etc., as they relate to Calculus courses.	Ken Sill	10:00 - 11:30 am	H-109

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SANTA ANA COLLEGE
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Tuesday, August 21, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1833		MLA Workshops for English 061X: Faculty Training	Training for English faculty who plan to teach the English 061X MLA workshops in the Learning Center. This training will cover training on all three workshops (Basic MLA Format, MLA for Works Cited, MLA for In-Text Citations) and is required for anyone who plans to teach the workshops in Fall 2018.	Dana Bassett & Sara Kelley	10:00 am - 11:00 am	I-201
1190		SAC Template & Add Content in Canvas	Familiarize yourself with the SAC Canvas Course Template, and how to use it. Learn how to add and edit a page, the Canvas Syllabus, and upload course files. Bring a flash drive containing a PDF copy of your course syllabus to the workshop.	DE Staff	10:00 am - 11:00 am	A-213
1737		Using Student Achievement Data to Improve your Program	Learn how to access and disaggregate achievement data so that you can improve outcomes for your department courses and program. This workshop is of particular interest to departments that are completing Quadrennial Program Review reports in 2018-19.	Janice Love & George Sweeny	10:00 am - 11:00 am	A-207
1728		Guided Pathways Demystified & Introduction to Program Mapping	Clear program maps are central to the Guided Pathways model. Department chairs, faculty, classified staff, managers and students are all invited to learn about how we can create program maps that will include specific course sequences, progress milestones, and program learning outcomes that will lead students to program completion, jobs, and higher education.	Fernando Ortiz, Merari Weber, & Rochelle Zook	10:00 am - 12:00 pm	D-101
1738		Dashboard Drop-In Lab	Hands on support with accessing and interpreting data for your courses and program.	SAC Research Department	11:00 am - 12:00 pm	A-207
1795		Easy Video Creation Basics (Hands-on)	Get started creating your own videos quickly and easily with required captioning! This session will discuss why and when to use videos in your course, provide a show-and-tell on how to get started, introduce the online Video Creation Course with reference handouts and video instruction and give you time to try out an easy screen-capture tool! Bring your laptop (optional).	Jaki King & Cherylee Kushida	11:00 am - 12:00 pm	A-206

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Survey #	Strand	Workshop	Description	Presenter	Time	Room
1140		Gradebook Set Up and Grading in Canvas	Learn how to add grade columns by creating assignment, organize assignments using assignment groups, and how to configure and organize the gradebook.	DE Staff	11:00 am - 12:00 pm	A-213
1816		Supporting and Accommodating Students with Disabilities	Find out what Disabled Students Program and Services (DSPS) is all about! Learn how you can refer students to DSPS and what accommodations and services are available. Find out about learning disability assessment available to students. Get answers to questions about the laws and guidelines which govern DSPS services. Learn about various types of disabilities, best practices, and how you can assist students in attaining their goals.	Louise Janus & Mark Turner	11:00 am - 12:00 pm	A-130
1802		Teaching Math Online	Explore the new research ideas on mathematics learning and student mindsets that can transform students' experiences with math. This workshop is interactive and include various thinking tasks to promote active engagement - such as reflecting on videos, designing lessons, and discussing ideas with peers.	Mike Everett	11:30 am - 1:00 pm	H-104
1739		SLOs 101	Course for beginners. Everything you always wanted to know about SLO assessment but were afraid to ask. What's the difference between outcomes and objectives? How many SLOs are we supposed to develop and how many do we assess? What is the relationship between SLOs and PLOs? How can the measurement of student learning impact what I do in the classroom tomorrow? The workshop is designed for new as well as seasoned SLO practitioners.	Jarek Janio	12:15 pm - 1:45 pm	A-207
1796		Make your Syllabus Accessible (Hands-on)	Learn accessibility basics for Word, where to find accessibility how-to documents and online Accessibility course, and use this hands-on time to make your syllabi accessible! Leave with fully accessible syllabi and confidence in using Word for Accessibility! Bring: Any syllabi (in a Microsoft Word Format)	Jaki King & Annie Knight	1:00 pm - 2:00 pm	A-206

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Tuesday, August 21, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1834		MLA Workshops for English 061X: Faculty Training	Training for English faculty who plan to teach the English 061X MLA workshops in the Learning Center. This training will cover training on all three workshops (Basic MLA Format, MLA for Works Cited, MLA for In-Text Citations) and is required for anyone who plans to teach the workshops in Fall 2018.	Sara Kelley	1:00 pm - 2:00 pm	I-201
1180		Rubrics in Canvas	Learn how to find and align rubrics with assignments, discussions and quizzes; create course rubrics; add an SLO to a rubric; and grade using rubrics in Canvas.	DE Staff	1:00 pm - 2:00 pm	A-213
1735		Requesting a Conference	Step-by-step explanation of the SAC & RSCCD conference request process from securing conference funds to obtaining necessary approvals to turning in your conference summary and receipts.	Susana Cardenas & Mary Huebsch	1:00 pm - 2:30 pm	A-209
1766		Math N06 Discussion among Faculty	An interactive workshop on teaching Math N06 Basic College Math designed for current instructors teaching N06 and for faculty that might like to explore the course content and teaching strategies. Faculty will have ample time to review a sample course syllabus, become familiar with the N06 MyMathLab format, and have an opportunity to exchange ideas and teaching strategies.	Neal Rogers	1:30 pm - 3:00 pm	H-109
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	2:00 pm - 3:00 pm	A-213
1200		SLOs for Admin in Canvas	Deans and Department Chairs will learn how to create SLO's in Canvas for use by faculty, how to align SLO's with content, and access and download SLO reports in Canvas. **NOTE: Attendees must pre-register for this workshop by contacting the Distance Education Department at** DistEd@sac.edu	DE Staff	2:00 pm - 3:00 pm	A-215

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Survey #	Strand	Workshop	Description	Presenter	Time	Room
1758		SacDays: Quick Resume Design Tips & Tricks	Give students some simple tasks for developing their resume while traveling through their coursework. Tips will include integrating course outcomes, class projects and skills into a comprehensive 'snapshot' for their resume. Other tools such as Canvas will be introduce to assist with quick layout and easy graphics.	Stephanie Clark	2:30 pm - 3:30 pm	D-301
		SacDays: Appying For and Getting Financial Aid	Financial Aid Workshop	Shannon Muir	2:30 pm - 3:30 pm	D-105
1110		Canvas Course Copy	Learn how to copy course content from one Canvas course shell to another; use the date management tool; and use the Canvas Commons to update the SAC Canvas Course Template.	DE Staff	3:00 pm - 4:00 pm	A-213
1718		Flex Requirements & Flex Tracking System	Learn how to meet your flex obligation with SAC's Faculty Development Tracking System.	Mary Huebsch	3:00 pm - 4:00 pm	A-209
1793		Math OER with Canvas	Get help with setting up an OER course using Lumen OHM and integrating with Canvas.	Roy Shahbazian, Dahlia Vu, Krystal Meier, Kelly Nguyen	3:00 pm - 5:00 pm	H-108
1933		CWE (Cooperative Work Experience) (all CWE faculty)	Title V training for all faculty teaching CWE classes 2018-19. Document retention, CWE best practices, and Guided Pathways connections will be covered. In order for students to complete an unpaid/paid internship they need to/should be registered in a CWE class. This orientation is for all CWE faculty and will cover the best practices to prepare working students and interns to successfully complete the documentation required by Title V and for our current grants.	Theresa Hagelbarger	4:00 pm – 6:00 pm	A-108

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Tuesday, August 21, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1716		Orientation for New Adjunct Faculty	Welcome to SAC! Learn tips for a smooth and successful 1st week & 1st semester. Includes campus forms, add/drop procedures, syllabus design and activities to engage and motivate students.	Mary Huebsch & Jennifer Giddings-Aggleton	4:45 pm - 6:15 pm	A-209
1722		Project-Based Learning	Come to this interactive workshop to explore project-based learning (PBL) and discuss how to adapt PBL in any classroom. This evidence-based experience will enhance your instruction in the semesters to come!	Merari Weber	6:30 pm - 8:30 pm	A-207

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SANTA ANA COLLEGE
Professional Development
Wednesday, August 22, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1110		Canvas Course Copy	Learn how to copy course content from one Canvas course shell to another; use the date management tool; and use the Canvas Commons to update the SAC Canvas Course Template.	DE Staff	8:00 am - 9:00 am	A-213
1330		RSCCD Child Development and Education Retreat	All-day retreat for Child Development & Education faculty.	Michelle Hardy, Chantal Lamourelle, & Marygrace Funaoka	8:00 am – 4:00 pm	E-210
1730		Academic Senate Retreat	Academic Senate business meeting	Monica Zarske	9:00 am - 1:00 pm	A-210
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	9:00 am - 10:00 am	A-215
1844		Showcasing Our Support Centers	Come learn about how our Academic Support Centers assist students with reading, writing, mathematics, study skills, and discipline specific tutoring. Drop in counseling also available.	Academic Support Centers Coordinators	9:00 am - 10:00 am	D-307
1210		SLOs for Faculty in Canvas	Faculty will learn how to access and align department SLO's with content in their course, how to create their own course-level SLO's, and how to access SLO analytics in Canvas.	DE Staff	9:00 am - 10:00 am	A-213
1100		Attendance in Canvas	Learn how to set up and use Canvas Roll Call to take attendance in a class and generate student attendance reports.	DE Staff	10:00 am - 11:00 am	A-213
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	10:00 am - 11:00 am	A-215
1801		Math 083/084 Student Assistant Training	Training student assistants who will work in Math 083 and 084 classes in Fall 2017.	Martin Romero & Lisa McKowan-Bourguignon	10:00 am - 12:00 pm	H-105
1845		Book of the Year/now SAC Explores (Artificial Intelligence)	What is Artificial Intelligence? How is it affecting each of our lives? How does AI impact the subjects we teach and the majors and careers our students pursue? Artificial Intelligence has been selected as our first campus-wide topic to explore. Join the SAC Explores committee to discuss how we can integrate a discussion of AI into the educational experience at SAC.	Katharine Walczak, Melanie Mowrer, Matt Beyersdorf, Sara Kelley	10:00 am - 11:00 am	D-307

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Survey #	Strand	Workshop	Description	Presenter	Time	Room
		OTC18 Debrief	Sharing of Conference takeaways.	Cherylee Kushida	11:00 am – 12:00 pm	A-211
1830		Improving Engagement in your Classes through Reading	Do your students struggle with assigned textbook reading? Do you find yourself summarizing and lecturing on texts for students? Reading Apprenticeship (RA) is an instructional framework that helps students become aware of how and why they engage with texts across all disciplines, making them more motivated and critical thinkers. We'll be sharing examples of implementation from courses across different disciplines and discussing how RA also fits within a Guided Pathways framework.	Susan Hoang, Reyna Cummings, Annie Knight, Minhan Dinh-Mahavongtrakul	11:00 am - 12:00 pm	A-130
1140		Intro to Canvas	Learn how to access, log on, and navigate through Canvas; available Canvas help, support, and training; and configure your Canvas settings and preferences. Bring a flash drive containing a profile picture in JPEG or GIF format to the workshop.	DE Staff	11:00 am - 12:00 pm	A-213
1847		Captioning YouTube Videos	Now that you have created a video for your class, learn how to upload it and caption it on YouTube before you paste it into your Canvas course. We recommend creating a Google account (if you have Gmail then you already have a Google account) and then a channel in YouTube before attending the session. Also, it's important to be familiar with Canvas and how to paste URL links.	Joe Pacino	1:00 pm - 2:00 pm	A-206
1130		Communication in Canvas	Learn how to communicate with students using the Announcement, Discussion, and Message tools in Canvas. You will learn how to create, edit and participate using these tools in a course.	DE Staff	1:00 pm - 2:00 pm	A-215
1170		Canvas Quiz Basics	Learn the basics of creating, managing, and using quizzes and surveys in Canvas, including how to create quiz shells, options, create questions, add accommodations, and view student results.	DE Staff	1:00 pm - 2:00 pm	A-213

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Wednesday, August 22, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1822		Using SLOs to Improve Your Program	This workshop is designed to show how the Nursing Department at SAC uses TracDat for program improvement. We will discuss how Student Learning Outcome (SLO) assessment data can be analyzed to improve courses and programs. Closing of the assessment loop, link to the Resource Allocation Request, SLO assessment data disaggregation and meeting of the accreditation standards will also be discussed. This workshop is of particular interest to departments that are completing Quadrennial Program Review reports in 2018-19.	Jarek Janio & Mary Steckler	1:00 pm - 2:30 pm	A-207
1729		Guided Pathways Demystified & Introduction to Program Mapping	Clear program maps are central to the Guided Pathways model. Department chairs, faculty, classified staff, managers and students are all invited to learn about how we can create program maps that will include specific course sequences, progress milestones, and program learning outcomes that will lead students to program completion, jobs, and higher education.	Fernando Ortiz, Merari Weber, & Rochelle Zook	1:00 pm - 3:00 pm	A-210
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	2:00 pm - 3:00 pm	A-215
1190		SAC Template & Add Content in Canvas	Familiarize yourself with the SAC Canvas Course Template, and how to use it. Learn how to add and edit a page, the Canvas Syllabus, and upload course files. Bring a flash drive containing a PDF copy of your course syllabus to the workshop.	DE Staff	2:00 pm - 3:00 pm	A-213
1813		Club Advising	This workshop is intended to provide an overview of campus policies and procedures relating to and/or governing student organizations. Participants will explore the explicit and implied responsibilities of being a student organization advisor, develop strategies for fostering effective student leadership, and learn how to fill out forms for facilities reservation, check requests, and campus forms.	John Nguyen	2:00 pm - 3:30 pm	D-105
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	3:00 pm - 4:00 pm	A-215

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1140		Gradebook Set Up and Grading in Canvas	Learn how to add grade columns by creating assignment, organize assignments using assignment groups, and how to configure and organize the gradebook.	DE Staff	3:00 pm - 4:00 pm	A-213
1740		Survey Monkey	Create short surveys to get student feedback on your programs and activities.	Alex Claxton & Kevin Kawa	3:00 pm - 4:00 pm	A-207
1828		Techniques for STEM and Beyond	Come to learn about different ways to engage students in your material (STEM emphasis but definitely welcome to all!). From "instructor talk" to different teaching techniques to promote participation or data interpretation, this discussion oriented workshop is designed for us all to share what we do in the classroom to help bring students up to pace with material in a student-centered environment. Optional discussion follows the workshop.	Minhan Dinh-Mahavongtrakul	3:00 pm – 4:00 pm	R-228
1825		Creating Accessible Documents	Attend a DSPS sponsored training to learn the importance of creating an accessible document, laws that govern accessibility, built in accessibility tools in MS Word, simple steps in creating an accessible PDF, captioning programs and available SAC services, to include alt text for images and to create an accessible PowerPoint.	Angela Tran	Canceled	
1731		Flex Requirements & Flex Tracking System	Learn how to meet your flex obligation with SAC's Faculty Development Tracking System.	Mary Huebsch	4:30 pm - 5:30 pm	A-207
1744		Guided Pathways Forum for Adjunct Faculty	SAC Adjunct Faculty are critical to SAC student success. Learn about what Guided Pathways means for Santa Ana College and your role in this transformation of our college.	Fernando Ortiz	6:00 pm - 7:00 pm	A-210

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SANTA ANA COLLEGE
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Thursday, August 23, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
		Guided Pathways Information Booth	Want to learn about what Guided Pathways means for Santa Ana College? Join us in this college-wide effort and get your questions answered at the Guided Pathways Information Booth.	Various Presenters	9:00 am - 12:00 pm	near Nealley Library
1170		Canvas Quiz Basics	Learn the basics of creating, managing, and using quizzes and surveys in Canvas, including how to create quiz shells, options, create questions, add accommodations, and view student results.	DE Staff	8:00 am - 9:00 am	A-213
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	9:00 am - 10:00 am	A-215
1180		Rubrics in Canvas	Learn how to find and align rubrics with assignments, discussions and quizzes; create course rubrics; add an SLO to a rubric; and grade using rubrics in Canvas.	DE Staff	9:00 am - 10:00 am	A-213
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	10:00 am - 11:00 am	A-215
1210		SLOs for Faculty in Canvas	Faculty will learn how to access and align department SLO's with content in their course, how to create their own course-level SLO's, and how to access SLO analytics in Canvas.	DE Staff	10:00 am - 11:00 am	A-213
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	11:00 am - 12:00 pm	A-215
1110		Canvas Course Copy	Learn how to copy course content from one Canvas course shell to another; use the date management tool; and use the Canvas Commons to update the SAC Canvas Course Template.	DE Staff	1:00 pm - 2:00 pm	A-213
1320		What's New at SAC to Protect You and Students?	What's New at SAC to Protect You & Students? Attend this Safety & Security workshop and learn best steps for being aware and prepared in the event of a safety emergency. Also reviewed: guidelines for student conduct, new locking system, incident reporting, services from SAC Safety & Security & more. Get your questions answered!	Lt. Baker & Sgt. Wert	1:00 pm - 2:00 pm	A-130

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Thursday, August 23, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1741		SLOs and TracDat	Get ready to keep track of your student learning data with one of the most user-friendly tools available: Nuventive. Improve, formerly known as TracDat. We will practice logging in to the database, data entry, tracking of the assessments, generating of the reports and informing students and other faculty members about student learning. The workshop is for those who would like to jump on the band wagon of assessment of student learning and institutional improvement. See you all there!	Jarek Janio	1:00 pm - 2:30 pm	A-207
1310		English 101X Workshop for English Faculty	This is a workshop and information session for full-time English faculty to discuss AB705 regulations and the new English 101X curriculum.	Rachel Sosta	1:30 pm - 2:30 pm	A-210
1140		Intro to Canvas	Learn how to access, log on, and navigate through Canvas; available Canvas help, support, and training; and configure your Canvas settings and preferences. Bring a flash drive containing a profile picture in JPEG or GIF format to the workshop.	DE Staff	2:00 pm - 3:00 pm	A-213
1814		Club Advising	This workshop is intended to provide an overview of campus policies and procedures relating to and/or governing student organizations. Participants will explore the explicit and implied responsibilities of being a student organization advisor, develop strategies for fostering effective student leadership, and learn how to fill out forms for facilities reservation, check requests, and campus forms.	John Nguyen	2:00 pm - 3:30 pm	D-105
1100		Attendance in Canvas	Learn how to set up and use Canvas Roll Call to take attendance in a class and generate student attendance reports.	DE Staff	3:00 pm - 4:00 pm	A-213
1130		Communication in Canvas	Learn how to communicate with students using the Announcement, Discussion, and Message tools in Canvas. You will learn how to create, edit and participate using these tools in a course.	DE Staff	3:00 pm - 4:00 pm	A-215
1832		Best Practices in SLO Assessment	Interested in assessment tools to improve teaching practice? Learn how to tackle student learning assessment; how to make it meaningful to faculty and students; how to link SLO assessment to improvement of instruction and finally, how to link SLO assessment to resource allocation requests (RAR). Learn the differences and similarities between different types of assessments, rubrics, surveys, publishers' tests, online assessments, and portfolios.	Jarek Janio	3:00 pm - 4:30 pm	A-207

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Survey #	Strand	Workshop	Description	Presenter	Time	Room
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	4:00 pm - 5:00 pm	A-215
1190		SAC Template & Add Content in Canvas	Familiarize yourself with the SAC Canvas Course Template, and how to use it. Learn how to add and edit a page, the Canvas Syllabus, and upload course files. Bring a flash drive containing a PDF copy of your course syllabus to the workshop.	DE Staff	4:00 pm - 5:00 pm	A-213
1824		Math 084 Refresher/Best Practices Share	Whether you are teaching Math 084 for the first time or the tenth time, this workshop is for you. You can ask questions about the model or the technology, share your experiences and learn about the best practices others are using to help our students succeed.	Lisa Mckowan-Bouguignon	4:00 pm - 5:30 pm	H-105
1800		Math 83 ALEKS/Refresher Workshop	ALEKS is an essential tool for student success in Math 83; it is important that all Math 83 instructors know how to support their students with this math learning system. This is an opportunity for Math 83 Instructors to review how to best implement ALEKS in their Math 83 classroom. Additionally, we will share instructional "best" practices that support student learning. Food and Beverage will be provided.	Martin Romero & Rachel Lui	4:00 pm - 5:30 pm	H-107
1120		Canvas Open Lab	Get your questions answered while you work on your own course in a friendly lab environment.	DE Staff	5:00 pm - 6:00 pm	A-215
1140		Gradebook Set Up and Grading in Canvas	Learn how to add grade columns by creating assignment, organize assignments using assignment groups, and how to configure and organize the gradebook.	DE Staff	5:00 pm - 6:00 pm	A-213
1818		Math OER with Canvas (evening)	Get help with setting up an OER course using Lumen OHM and integrating with Canvas.	Roy Shahbazian, Justin Tolentino, Amit Mishal, & Vu Phan	3:30 pm - 5:30 pm	H-108

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SANTA ANA COLLEGE
Professional Development
Friday, August 24, 2018 Workshops

Survey #	Strand	Workshop	Description	Presenter	Time	Room
1917		Convocation	Registration begins at 7:30 am. Convocation activities begin with Welcome from President Linda Rose.	President Linda Rose	8:00 am - 9:15 am	Phillips Hall
1220		Classified Staff Guided Pathways Institute	Three 30 minute sessions: Guided Pathways 101, Classified Staff Guided Pathways Forum, The "Why" of Guided Pathways at SAC.	Fernando Ortiz	9:30 am - 11:00 am	D-105
1918		Guided Pathways Faculty Breakout for Program Mapping	Department faculty will have an opportunity to work on program maps for their respective programs. Department chairs will receive a program map template prior to the session to facilitate the work. Guided Pathways leadership team members and academic counselors will be available to assist faculty.	Fernando Ortiz	9:30 am - 11:30 am	Cook Gym G-105

Online Professional Development Week Workshops

Survey #	Workshop	Description	Web Address
1849	Online Security Training from the Technology Center	The Technology Center, which is sponsored by the Chancellor's Office, offers security training at no cost for all of our employees (with an .EDU email address.) Sign up for access to the 30 online modules at California Community Colleges training link. The videos are very effective and short. It takes approximately 1½ hours to view all of the modules. To receive 3 hours of flex credit for this training, send the certificate you receive upon completing the modules and passing all quizzes to professionaldevelopment@sac.edu.	Online Security Training from the Technology Center Link
1900	Kognito	Online training simulations about suicide prevention, helping students you are worried about, and creating a supportive environment for veterans and LGBTQ students. Flex credit available for each of the following Kognito training: Student Veterans, LGBTQ and Psychological Distress training.	Kognito
	Professional Learning Network	Online training library of 4,000+ courses taught by industry experts, with more added every week. Courses are designed for all levels of learners and you can watch at any time.	Professional Learning Network

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