



PROFESSIONAL DEVELOPMENT WORKSHOPS

SPRING FLEX 2012

To enroll please contact Dianne Freeman at 714-564-6763 or freeman_dianne@sac.edu

WORKSHOPS	DESCRIPTION	PRESENTER	DATE	TIME	LOCATION
Faculty Dept. Chair Meeting	Spring Dept.Chair Mtg: Review/revise DC Resource Guide. Discussion of DC job description, resources, best practice, equivalency process	John Zarske	Tuesday January 17	9:00am to 11:30am	The Spot
Blackboard Orientation	Learn how to use Blackboard to post your syllabus and handouts, plus more!	Cherylee Kushida	Wednesday, January 18	8:00am to 10:00am	A 101
Blackboard Orientation	Learn how to use Blackboard to post your syllabus and handouts, plus more!	Cherylee Kushida	Thursday, January 19	3:30pm to 5:30pm	A 108
Blackboard Gradebook	Use the Grade Center in Blackboard to have your grades available to your students 24/7. (Must have attended Blackboard Orientation)	Cherylee Kushida	Wednesday January 18	1:00pm to 2:30pm	A 101
Blackboard Assessment	Create tests and surveys and use Blackboard's assignment submittal feature. (Must have attended Blackboard Orientation)	Cherylee Kushida	Thursday, January 19	10:00am to 11:30am	A 101
CurricUNET Review and Training	Essential review and training for full-time SAC faculty who revise or create courses.	Anh-Phuong Tran	Thursday, January 19	9:00am to 11:00am	A 108
CurricUNET Training	Essential training for full-time SAC faculty who revise or create programs.	Anh-Phuong Tran	Friday, January 20	9:00am to 11:00am	A 108
SharePoint – Faculty/Dept. Web Page Creations	First time or refresh on creating your website in the new SharePoint environment	Vincent Nunez	Tuesday January 17	9:00am to 10:30am	A 101
SharePoint – Faculty/Dept. Web Page Creations	First time or refresh on creating your website in the new SharePoint environment	Joe Pacino	Tuesday January 17	2:00pm to 3:30pm	A 101
SharePoint – Faculty/Dept. Web Page Creations	First time or refresh on creating your website in the new SharePoint environment	Joe Pacino	Wednesday, January 18	2:30pm to 4:00pm	A 101
SBDC/YEP Small Business Development Center/Youth Entrepreneurship Program	Overview of resources available through the SBDC. Faculty/student benefits from grants for curriculum dev. and programming for 18-27 yr. old participants in YEP	Leila Mozaffari Maricela Sandoval	Friday January 20	9:00am to 10:30 am	A 130

Dealing with Students in an Emergency	This class is designed to help you assist your students during a fire or earthquake.	Don Mahany James Wooley	Thursday January 19	1:00pm to 2:30pm	A 128
CCC Confer	Learn to set up synchronous meetings – PowerPoint presentations/Webinars and save for classroom use	Joe Pacino	Wednesday January 18	10:00am to 11:30am	A 112
Camtasia	Use Camtasia to develop mini-lectures, demonstrations/tutorials using screen capture/audio/video recordings with captioning	Joe Pacino	Tuesday January 17	10:30am to 12:00pm	A 112
General Divisional & Departmental Activities	TBA Div./Dept. See your Division or Department for time and locations.	TBA Div./Dept.	T-W-TH-F	TBA Div./Dept.	TBA Div./Dept.