



# PROFESSIONAL DEVELOPMENT WORKSHOPS

**SPRING FLEX 2014**

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

WORKSHOPS	DESCRIPTION	PRESENTER	DATE	TIME	LOCATION
<b>Safety and Emergency</b>	This class is designed to help you assist your students during any campus emergency	Don Mahany James Wooley	Monday Feb. 3	10am to 11 am	A130
<b>Hazards Communication Training</b>	OSHA recently modified its Hazard Communication Standard (HCS) to conform to the UN's Globally Harmonized System of Classification and Labeling of Chemicals (GHS). If you work with chemicals on a regular basis, you are required to attend this training. Departments requiring training include: Art, Biology, Chemistry, Maintenance, Auto/Diesel, Welding & Manufacturing	Don Maus	Monday Feb. 3	11am to 11:30am	A130
<b>Blackboard Basics</b>	Learn how to use Blackboard to post your syllabus and handouts, plus more!	Distance Education	Monday Feb. 3	12:30pm to 2pm	A108
<b>Directed Learning Activities</b>	This workshop will focus on how Directed Learning Activities completed by your student in the SAC Learning Center can be used to enhance your course. We will discuss elements of an effective DLA, and you will be given a template so you can create your own DLAs.	Katharine Walczak	Monday Feb. 3	1pm to 2pm	D307
<b>Scholarship Readers: Master our Online System</b>	Discover useful tips on how to navigate the online SAC Scholarship Application Process with specific emphasis on candidate selection. Tips for log-on access and opportunities for increasing efficiency with scholarship screening will be presented. Opportunity to get your scholarship application questions answered.	Peggy Card-Grovela Catherine Emley	Monday Feb.3	1pm to 2pm	A211
<b>Bb Grade Center</b>	Use the Grade Center in Blackboard to have your grades available to your students 24/7. (Must have attended or have knowledge of Bb Basics)	Distance Education	Monday Feb.3	2pm to 3pm	A108

<b>Blackboard Basics</b>	Learn how to use Blackboard to post your syllabus and handouts, plus more!	Distance Education	Tuesday Feb. 4	8:30am to 10am	A108
<b>Camtasia Studio</b>	Give your students the opportunity to review important concepts at their own pace by recording your computer screen and mouse movements while you narrate your visual presentation. Add graphical overlays such as arrows, circles, text boxes to highlight and emphasize specific areas of the screen. These tutorials can be uploaded to the SAC Media Server for student viewing from home on their computer, or on their iPad anytime, anywhere.	Joe Pacino	Tuesday Feb. 4	9am to 10:30am	A112
<b>Dept Chair EEO Training</b>		SAC Academic Senate	Tuesday Feb.4	9am to 11am	The Spot (U-102)
<b>Bb Grade Center</b>	Use the Grade Center in Blackboard to have your grades available to your students 24/7. (Must have attended or have knowledge of Bb Basics)	Distance Education	Tuesday Feb. 4	10am to 11am	A108
<b>Bb Assessments</b>	Create tests and surveys and use Blackboard's assignment submittal feature. (Must have attended or have knowledge of Bb Basics)	Distance Education	Tuesday Feb.4	11am to 12pm	A108
<b>YouTube Captioning</b>	How to caption and edit captioning for videos that you have created in YouTube to use as a learning tool in your course.	John Russo	Tuesday Feb.4	10am to 11am	A104
<b>Bb Interactive Tools</b>	Make your course Interactive with Discussion Boards, Blogs, Journals, Wiki's and Chat	Distance Education	Tuesday Feb.4	1pm to 2pm	A108
<b>When in Doubt – Freelance</b>	Come learn about SAC courses and resources available to help your students join the workforce through freelance opportunities. Become a leader in the effort to get your student working before they find a job!	Maricela Sandoval	Tuesday Feb.4	4pm to 5pm	A203
<b>Camtasia Relay</b>	Use Camtasia Relay to easily develop mini-lectures, demonstrations/tutorials using screen capture/audio/video recordings with captioning.	Joe Pacino	Wednesday Feb.5	9am to 10:30am	A112
<b>SAC/SCC Academic Senate Retreat</b>		SAC/SCC Academic Senates	Wednesday Feb.5	9am to 12pm	The Spot (U-102)
<b>Bb Interactive Tools</b>	Make your course Interactive with Discussion Boards, Blogs, Journals, Wiki's and Chat	Distance Education	Wednesday Feb.5	10am to 11am	A108

<b>Chemical Hygiene Training</b>	This session is for all employees who work in the science labs. In this OSHA compliant training session we will review the district's Chemical Hygiene Plan and provide you with information needed to use hazardous chemicals safely including: basic protective measures, emergency procedures, who's responsible for what, the difference between MSDS/SDS, etc	Don Maus Crystal Jenkins Kathy Takahashi	Wednesday Feb.5	10am to 11:30am	I-101
<b>Accessibility</b>	Accessibility basics for the classroom and on Blackboard	Maria Aguilar Beltran	Wednesday Feb.5	11am to 12pm	A108
<b>SAC Department Chairs</b>		Academic Senate	Wednesday Feb.5	12pm to 3pm	The Spot (U-102)
<b>Disaster Survival Skills</b>	Learn the latest techniques to survive a disaster including: emergency first aid, water/utility control, where to get safe drinking water, what to put in emergency kits and a lot more. This is a fun and engaging class that could save your life.	Wayne Bennett Retired Fire Captain	Wednesday Feb.5	1pm to 2pm	D-101
<b>Blackboard Basics</b>	Learn how to use Blackboard to post your syllabus and handouts, plus more!	Distance Education	Wednesday Feb.5	1:30pm to 3pm	A108
<b>Student Conduct and Resources Available to You</b>	This session addresses student behavior and highlights resources available to you to foster a better environment of learning and safety.	Loy Nashua Phi Loan Le James Wooley	Wednesday Feb.5	2pm to 3pm	A205
<b>Bb Assessments</b>	Create tests and surveys and use Blackboard's assignment submittal feature. (Must have attended or have knowledge of Bb Basics)	Distance Education	Wednesday Feb.5	3pm to 4pm	A108
<b>Common Core and Santa Ana Unified</b>	Common Core is a new state standard in English and Math for K-12. An understanding of this standard will enable faculty to anticipate the skill sets that incoming freshman will possess. The presenter will define and highlight aspects of this standard.	James Prothero Marissa Hernandez	Thursday Feb.6	4pm to 5pm	D106
<b>Blackboard Basics</b>	Learn how to use Blackboard to post your syllabus and handouts, plus more!	Distance Education	Thursday Feb.6	4pm to 5:30pm	A108
<b>Pre-Convocation Welcome</b>		General	Friday Feb.7	8am to 8:30am	Phillips Hall
<b>Convocation</b>		Dr. Erlinda Martinez	Friday Feb.7	8:30am to 10am	Phillips Hall

**WORKSHOP:** Chemical Hygiene Trg.  
**PRESENTERS:** Don Maus, Crystal Jenkins, Kathy Takahashi  
**DATE:** Wed., Feb 5  
**TIME:** 10am to 11:30am  
**LOCATION:** I-101

	NAME	SIGN IN
1	Daria Estrada-Smith	Daria Smith
2	Conrad Valdez	Conrad Valdez
3	Claire Coyne	Claire Coyne
4	Yanwei Cai	Yanwei Cai
5	Ted Yamada	Ted Yamada
6	Jennie Beltran	Jennie Beltran
7	Phyllis Steele	Phyllis Steele
8	MICHAEL SNIERZAK	Michael Snierzak
9	Jill Hagan	Jill Hagan
10	Bill Edwards	Bill Edwards
11	LISA VISCO	Lisa Visco
12	Mark On	Mark On
13	NHAN DAN NGUYEN	Nhan Dan Nguyen
14	William Nguyen	William Nguyen
15	Cindy Pratt	Cindy Pratt
16	Ted YAMADA	Ted Yamada
17	Denise Hatakayane	Denise Hatakayane
18	Leslie Wood-Rogers	Leslie Wood-Rogers
19	Jorge Lopez	Jorge Lopez
20	San. Khong	San. Khong
21	Diane Morales	Diane Morales
22	Paul Hughes	Paul Hughes
23		
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