

FACULTY INSTITUTE

Flex Week August 15 – 19, 2011

Monday August 15, 2011

8:00 am – 12 Noon

District Orientation/District Offices/ Boardroom/ Judy Chitlik

- Welcome by Chancellor and College Presidents
- Payroll Process
- HR Orientation
- Schools First Credit Union
- Benefits
- Tour of District Office

2:00 pm – 4:00 pm **A214**

Home Campus/College Vice-Presidents and Academic Senate Presidents will staff

- College Mission & Goals **VPAA/VPSS**
- Review of Course Syllabus/Course Outlines **John Zarske/Ray Hicks**
- Homework: Create and bring Course Syllabus to Tuesday a.m. meeting
- Student Demographics by Area (John Hernandez/Sara Lundquist/Nga Pham) **Sara**
- DSPS-How to Handle DSPS Students (John Hernandez / Sara Lundquist will staff)

Tuesday August 16, 2011

9:00 am – 12 Noon **A214**

Home Campus/Vice-Presidents of Academic Affairs and Student Services with Academic Senate Presidents will staff

- Campus Tour – Vice-President/Academic Affairs **and VPSS**
- Review Critique Course Syllabi (Department Chairs. Deans and veteran faculty as appropriate) **John Zarske/Ray Hicks**
- First Day Expectations **Sylvia Turner/Faculty Member TBD**
- A & R: Access rosters, grades **Mark Liang**
 - How to add & drop students/policies and procedures
 - Wait Lists
- How to access Outlook mail, voicemail, and Web advisor **Cherylee Kushida**
- Safety Issues **James Wooley-Switch to afternoon session**

2:00 pm – 4:00 pm **A214**

Home Campus/ Vice Presidents of Academic Affairs and Student Services and Academic Senate Presidents will staff

- Classroom/Student Management **Carol Comeau/Loy Nashua/Faculty TBD**
 - Disruptive Students
 - Keeping Students focused/maintaining classroom decorum
 - Setting Expectations for student behavior and interaction
- Student Learning Outcomes (SLO)

Wednesday August 17, 2011

Academic Senate Presidents will forward location information **Ray Hicks**

11:00 am – 2:00 pm

Academic Senate Retreat

Thursday August 18, 2011

Vice-Presidents of Academic Affairs and Students Services will provide specific time and location information from Division Deans

Department Meetings (TBD by specific Departments)

Friday August 19, 2011

Academic and Student Services Vice-Presidents will provide specific information

Convocation

Division Faculty Meetings (TBD by specific Divisions)

September Meetings

Friday, September 9, 2011 9 a.m.-12Noon

District Offices/Boardroom

John Didion, Judy Chitlik, FARSCCD

- Tenure Review Process
- Self-Evaluation
- Goals for 4 years
- FARSCCD Benefits
 - Banked Leave
 - Sabbaticals
 - All Statutory Leaves

Friday, September 23, 2011 9 a.m.-12NOON **A214**

Hold For Academic Session

October Meetings

Friday, October 14, 2011 9 a.m.-12Noon **A214**

Home Campus/ John Hernandez and Sara Lundquist will staff **Sara**

Student Services

- Counseling
- DSPS
- Veterans
- Overview of Student Support Services

Friday, October 28, 2011 9 a.m.-12Noon **A214**
Hold for Academic Session

November Meetings

Friday, November 4, 2011 9 a.m.-12NOON **A214**

Home Campus/ Vice-Presidents of Academic Affairs will staff

Instructional Support Services

- Library **Luis Pedroza**
- Academic Success Centers **Carol Comeau**
- Writing Centers **Shelly Jaffray**
- Math Centers **Carol Comeau**
- Science Centers **Carol Comeau**

Basic Skills **Mary Huebsch/VPAA/VPSS**

- Relationship to all disciplines
- BSI overview

Friday, November 18, 2011 9 a.m.-12NOON **A214**
Hold for Academic Session

December Meeting

Friday, December 2, 2011 9 a.m.-12NOON **A214**

Home Campus/ Vice-Presidents of Student Services will staff

Admissions and Records **Mark Liang**

- Turning in Grades
- End of Semester Debrief **VPAA/VPSS**

Flex Week January 17 – January 20, 2012

Tuesday

January 17, 2012 **A214**

This needs to be scheduled with specific information. New faculty will attend with regular faculty

Safety/Disaster Preparedness Training **James Wooley**

Wednesday

January 18, 2012 A214

Academic Senate Presidents will provide specific information

Joint Session of the Academic Senates / TBD at a College Campus

- Participating Governance
- Schools First Credit Union

Thursday

January 19, 2012

*Academic and Student Services Vice-Presidents will provide specific information from
Division Deans*

Department Meetings (TBD by specific Departments)

Friday

January 20, 2012

Academic and Student Services Vice-Presidents will provide specific information

Back to School/ Convocation at Home Campus

February 2012 Meetings

Friday, February 10, 2012 9 a.m.-12NOON A214

*Home Campus/ Vice-President of Academic Affairs// President of Academic Senate
Curriculum Chair/ Bonnie Jaros/Dean of Institutional Effectiveness/ Academic Senate
Presidents/ Staff Development Committees*

SLO – Assessment Bonnie Jaros/Mary Huebsch

- Best Practices
- Student Success

Friday, February 24, 9a.m.-12NOON A214

Hold for Academic Session

March 2012 Meeting

Friday, March 9, 2012 9a.m.-12NOON A214

Vice-Presidents of Academic Affairs will staff

On-line/Distance Education Cherylee Kushida

- Learning Management Systems
- Using Technology in the Classroom
(Cherylee Kushida/SAC and Scott James/SCC)

April 2012 Meetings:

Friday, April 13, 2012 9 a.m.-12NOON

District Offices/ Boardroom/ John Didion and Judy Chitlik

Credit Union/CalSTRS

- Review of FARSCCD Benefits
- Medical/Dental
- Life Insurance Benefits
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Friday, April 27, 2012

Hold for Academic Session

May 2012 Meeting

May 4, 2012 *We need to decide how we want to do this session*

End of the Year Debrief/Evaluation