# School & Department Meetings

## School of Arts, Humanities, Communications, and Telecommunications

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>1:00 pm – 3:00 pm</td>
<td>School Meeting (Flex# 74071)</td>
<td>B-103 &amp; B-104</td>
</tr>
<tr>
<td>August 30</td>
<td>4:00 pm – 7:00 pm</td>
<td>Dance Faculty Meeting (Flex# 74447)</td>
<td>Off-Campus</td>
</tr>
<tr>
<td>August 14</td>
<td>3:30 pm – 4:30 pm</td>
<td>Speech Only Department Meeting (Flex# 74022)</td>
<td>C-101</td>
</tr>
<tr>
<td>August 14</td>
<td>9:00 am – 12:00 pm</td>
<td>English &amp; Humanities Department Meeting (Flex# 74036)</td>
<td>B-103</td>
</tr>
<tr>
<td>August 9</td>
<td>9:00 am – 1:00 pm</td>
<td>Scoring of 2012-13 SLOs (Flex# 74311)</td>
<td>TBD</td>
</tr>
<tr>
<td>August 15</td>
<td>4:00 pm – 5:30 pm</td>
<td>ESOL Fall Meeting (Flex# 74307)</td>
<td>L-112</td>
</tr>
<tr>
<td>August 14</td>
<td>3:30 pm – 4:30 pm</td>
<td>Language Department Meeting (Flex# 74310)</td>
<td>R-109</td>
</tr>
<tr>
<td>August 15</td>
<td>3:30 pm – 5:00 pm</td>
<td>Radio TV Film Journalism Department Meeting (Flex# 74021)</td>
<td>Saville Theatre</td>
</tr>
<tr>
<td>August 13</td>
<td>12:00 pm – 4:00 pm</td>
<td>Visual and Performing Arts Department Meeting (Flex# 74032)</td>
<td>R-301</td>
</tr>
</tbody>
</table>

## School of Behavioral & Social Sciences and Consumer & Family Studies

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>1:30 pm – 2:00 pm</td>
<td>School Meeting (Flex# 74037)</td>
<td>MS-162</td>
</tr>
<tr>
<td>August 14</td>
<td>3:30 pm – 4:30 pm</td>
<td>Behavioral Sciences Department Meeting (Flex# 74023)</td>
<td>MS-540</td>
</tr>
<tr>
<td>August 14</td>
<td>3:30 pm – 4:30 pm</td>
<td>Black Studies Department Meeting (Flex# 74033)</td>
<td>MS-440G</td>
</tr>
<tr>
<td>August 16</td>
<td>12:00 pm – 2:00 pm</td>
<td>Chicano Studies Department Meeting (Flex# 74039)</td>
<td>MS-440</td>
</tr>
<tr>
<td>August 14</td>
<td>4:00 pm – 5:30 pm</td>
<td>Child Development Department Meeting (Flex# 74030)</td>
<td>T-327</td>
</tr>
<tr>
<td>August 14</td>
<td>3:30 pm – 4:30 pm</td>
<td>History &amp; Political Science Department Meeting (Flex# 74038)</td>
<td>MS-465</td>
</tr>
</tbody>
</table>

## School of Business, Information Technology, and Cosmetology

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>1:30 pm – 3:30 pm</td>
<td>School Meeting (Flex# 74329)</td>
<td>V-201</td>
</tr>
<tr>
<td>August 14</td>
<td>3:45 pm – 4:30 pm</td>
<td>Business Studies Department Meeting (Flex# 74330)</td>
<td>V-201</td>
</tr>
<tr>
<td>August 14</td>
<td>3:45 pm – 4:30 pm</td>
<td>Business &amp; Computer Systems Department Meeting (Flex# 74331)</td>
<td>T-330A</td>
</tr>
</tbody>
</table>

## School of Engineering & Technologies, Mathematics, Sciences, and Nursing

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>1:30 pm – 3:00 pm</td>
<td>School Meeting (Flex# 74034)</td>
<td>V-101</td>
</tr>
<tr>
<td>August 6</td>
<td>4:00 pm – 6:00 pm</td>
<td>AGRI faculty &amp; staff fall planning meeting and orientation (Flex# 74265)</td>
<td>Off-Campus</td>
</tr>
<tr>
<td>August 16</td>
<td>9:00 am – 10:00 am</td>
<td>Integrating Sustainable Business practices (Flex# 74266)</td>
<td>R-109</td>
</tr>
<tr>
<td>August 30</td>
<td>5:30 pm – 8:30 pm</td>
<td>AIRE Faculty Meeting (Flex# 74699)</td>
<td>Spaghetti Factory, 275 5th Ave, SD</td>
</tr>
<tr>
<td>August 14</td>
<td>3:30 pm – 4:30 pm</td>
<td>Engineering &amp; Technologies Department Meeting (Flex# 74024)</td>
<td>T-214</td>
</tr>
<tr>
<td>August 14</td>
<td>3:30 pm – 5:30 pm</td>
<td>Life Sciences Department Meeting (Flex# 74031)</td>
<td>A-210</td>
</tr>
<tr>
<td>August 13</td>
<td>9:00 am – 11:00 am</td>
<td>Math Department MyMathLab Pearson Presentation (Flex# 74373)</td>
<td>MS-354</td>
</tr>
<tr>
<td>August 14</td>
<td>9:00 am – 11:30 am</td>
<td>Mathematics Department Meeting (Flex# 74028)</td>
<td>MS-354</td>
</tr>
<tr>
<td>August 16</td>
<td>1:00 pm – 3:00 pm</td>
<td>Joint Math Workshop between SDCCD/SDUSD, Common Core Standards and Curriculum Development (Flex# 74252)</td>
<td>MS-354</td>
</tr>
<tr>
<td>August 12</td>
<td>9:00 am – 12:00 pm</td>
<td>Nursing Department: Pearson “the Neighborhood” Training (Flex# 74444)</td>
<td>V-306</td>
</tr>
<tr>
<td>August 12</td>
<td>1:00 pm – 3:00 pm</td>
<td>Nursing Department: ACEN Preparation (Flex# 74445)</td>
<td>V-308</td>
</tr>
<tr>
<td>August 14</td>
<td>3:30 pm – 5:00 pm</td>
<td>Physical Sciences Department Meeting (Flex# 74020)</td>
<td>M-205</td>
</tr>
</tbody>
</table>

## School of Health, Exercise Science, and Athletics

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6</td>
<td>12:00 pm – 2:00 pm</td>
<td>School of Health, Exercise Science and Athletic Meeting: CONTRACT faculty only (Flex# 74306)</td>
<td>D-102</td>
</tr>
<tr>
<td>August 14</td>
<td>12:00 pm – 1:30 pm</td>
<td>Health and Exercise Science Health Meeting (Flex# 74026)</td>
<td>HW-206</td>
</tr>
<tr>
<td>August 14</td>
<td>1:30 pm – 3:00 pm</td>
<td>Health and Exercise Science Department Meeting (Flex# 74027)</td>
<td>HW-206</td>
</tr>
<tr>
<td>August 14</td>
<td>3:00 pm – 4:30 pm</td>
<td>Health and Exercise Science Athletic Meeting (Flex# 74025)</td>
<td>HW-206</td>
</tr>
</tbody>
</table>

## School of Student Development

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>1:30 pm – 3:00 pm</td>
<td>Personal Growth School Meeting (Flex# 74029)</td>
<td>D-104</td>
</tr>
</tbody>
</table>

For a more updated version of this flyer, please refer to [http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar](http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar).

Last updated: 8/28/2013
Ongoing Flex Workshops: 07/01/2013 – 05/01/2014

Online Faculty Training & Certification: Part 1 - Essential Fundamentals (Modules 1 & 2) (Flex# 74009)

Six Parts Required in Sequence - Part 1 of 6
Provides the foundation for online courses that meet State and Federal Distance Education regulations and WASC Accreditation quality requirements. Prepares instructors to implement the requirements into their online instruction.
Objectives: After completing Part 1, faculty will be able to:
1. Identify the resources available at SDCCD to support online course design and development
2. Identify multiple ways to obtain technical support
3. Describe WASC accreditation standards for online instruction
4. Identify strategies to promote online academic integrity and student authentication.
5. Identify communication strategies that fulfill the requirement of “regular effective contact” in an online class
6. Describe the accessibility guidelines of Section 508 of the Rehabilitation Act
7. Describe the SDCCD Copyright Guidelines
8. Explain how to implement requirements of U.S. Department of Education for reporting First and Last Date of Attendance
9. Ensure all publisher material used in their courses meets the California Education Code regulations regarding instructional materials fees

To get started, please contact ainthisa@sdccd.edu. For full details about the Online Faculty Training and Certification Program, please visit:
http://www.sdccdonline.net/faculty/training

Online Faculty Training & Certification: Part 2 - Online Teaching and Learning Environment (Modules 3 & 4) (Flex# 74010)

Six Parts Required in Sequence - Part 2 of 6
Examines the information that students need on the first day of instruction for online learning success. Covers the various ways of displaying the syllabus in Blackboard and other tools that can be used to keep students informed throughout the semester.
Objectives: After completing Part 2, faculty will be able to:
1. Describe how and when students access courses on Blackboard
2. Identify the basic navigational areas of Blackboard
3. Describe multiple factors that are critical to student success in online courses
4. Describe how to inform students using the following tools: Syllabus, Announcements, Calendar, Contacts, Retention Center, and Module Page
5. Create and/or add a syllabus to a Blackboard shell
6. Create an entry in the Calendar tool
7. Create an announcement
8. Change the course entry point
9. Create a Module Page

To get started, please contact ainthisa@sdccd.edu. For full details about the Online Faculty Training and Certification Program, please visit:
http://www.sdccdonline.net/faculty/training

For a more updated version of this flyer, please refer to http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar.

Last updated: 8/28/2013
Online Faculty Training & Certification: Part 3 - Communication and Collaboration (Module 5) (Flex# 74011)
Six Parts Required in Sequence - Part 3 of 6
Explores ways to implement the Title 5 requirement of regular, effective communication by using asynchronous and synchronous tools that will engage and motivate their students and demonstrate students' achievement of learning outcomes
Objectives: After completing Part 3, faculty will be able to:
1. Identify strategies for deciding when to use asynchronous versus synchronous tools
2. Describe their regular, effective communication plan
3. Send a message using the Messages tool on Blackboard
4. Describe how to interact with students using the following tools: Messages, Mail, Discussion Forums, Blogs, Journals, Wikis, Groups
5. Identify the synchronous collaboration tools available in Blackboard
6. Set up groups in their Blackboard course
7. Summarize and locate the Netiquette Guidelines to share with online students
To get started, please contact ainthisa@sdccd.edu. For full details about the Online Faculty Training and Certification Program, please visit:
http://www.sdccdonline.net/faculty/training

Online Faculty Training & Certification: Part 4 - Developing and Presenting Content (Module 6) (Flex# 74012)
Six Parts Required in Sequence - Part 4 of 6
Explores a variety of instructional content types and methods to structure and organize the materials and availability of the content
Objectives: After completing Part 4, faculty will be able to:
1. Give examples of how course content can be structured to support student learning
2. Design course content around learning outcomes and an audience analysis of learners
3. Name online support resources for students
4. Identify the kinds of content that can be added to their course
5. Describe techniques for making sure files are accessible to students
6. Add content to a content area in Blackboard
7. Locate and describe the purpose of the Content Collection tool
8. Explain what learning modules are and how they can be used to organize content
9. Explain how adaptive release can be used to control the availability of content
10. Summarize the options for adding video to their course
11. Search for and share Open Educational Resources (OER) relevant to their subject areas
To get started, please contact ainthisa@sdccd.edu. For full details about the Online Faculty Training and Certification Program, please visit:
http://www.sdccdonline.net/faculty/training

For a more updated version of this flyer, please refer to
http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar.
Last updated: 8/28/2013
Online Faculty Training & Certification: Part 5 - Monitoring Student Progress (Module 7) (Flex# 74013)

Six Parts Required in Sequence - Part 5 of 6
Covers the design of assignments for the online environment and the evaluation tools available

Objectives: After completing Part 5, faculty will be able to:

1. Identify various learner-centered activities for assessing online learners
2. Give examples of how course assignments can be structured to support student learning
3. Create a Blackboard assignment
4. Explain the importance of sending feedback to online students
5. Identify multiple ways that student feedback can be sent to students
6. Create an audio or video sample to establish social presence with online students
7. Locate and describe the purpose of Turnitin inside of Blackboard
8. Explain what portfolios are and how they can be used in their online course
9. Understand how to use the Retention Center to monitor student progress
10. Locate and explain the importance of the Course Reports tool and the Performance Dashboard

To get started, please contact ainthisa@sdccd.edu. For full details about the Online Faculty Training and Certification Program, please visit:
http://www.sdccdonline.net/faculty/training

Online Faculty Training & Certification: Part 6: Assessing Learning and Managing the Grade Center (Modules 8, 9, & 10) (Flex# 74014)

Six Parts Required in Sequence - Part 6 of 6
Covers options for creating test questions and deploying online tests. Provides an overview of the Grade Center features for storing and displaying grade information

Objectives: After completing Part 6, faculty will be able to:

1. Describe strategies for designing and setting up assessments to measure student learning outcomes
2. Identify best practices for online testing in Blackboard
3. Identify resources to share with students that assist with the technical aspects of online test-taking
4. Create and organize tests and questions
5. Set test availability options
6. Organize questions into pools
7. Import and export questions to and from tests, surveys, and pools
8. Grade tests on Blackboard
9. Describe how to access results from class surveys
10. Recognize the features and functions of the Grade Center
11. Create new columns and change the display of columns
12. Grade tests and assignments in the Grade Center
13. Create categories for Grade Center columns
14. Initiate contact with students through the Grade Center tool
15. Locate more tutorials and resources available for learning about the Grade Center
16. Describe how online instructors can identify areas for improving their courses from semester to semester
17. Explain how Blackboard shells are obtained and prepared with content
18. Archive a Blackboard course

To get started, please contact ainthisa@sdccd.edu. For full details about the Online Faculty Training and Certification Program, please visit:
http://www.sdccdonline.net/faculty/training

For a more updated version of this flyer, please refer to
http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar.

Last updated: 8/28/2013
City College
FLEX Calendar, August 2013

Ongoing Flex Workshops: 08/28/2013 – 05/30/2014

Gate Keeper Training and Suicide Prevention: At Risk (Flex# 74717)
This workshop can be accessed at the log-in page: http://ccc.kognito.com/

There is no longer an enrollment key needed to access the training.

For more information, please contact Abigail Burd at (619) 388-3556 or at aburd@sdccd.edu.

Gate Keeper Training and Suicide Prevention: Veterans on Campus (Flex# 74718)
This workshop can be accessed at the log-in page: http://ccc.kognito.com/

There is no longer an enrollment key needed to access the training.

For more information, please contact Abigail Burd at (619) 388-3556 or at aburd@sdccd.edu.

Gate Keeper Training and Suicide Prevention: LGBTQ on Campus (Flex# 74719)
This workshop can be accessed at the log-in page: http://ccc.kognito.com/

There is no longer an enrollment key needed to access the training.

For more information, please contact Abigail Burd at (619) 388-3556 or at aburd@sdccd.edu.

Monday, August 12

8:30 am
Chair’s Academy (Flex# 74001)  MS-140
12:00 pm
Chairs Academy for City College Department Chairs. Agenda will be provided at scheduled meeting.

Hosted by Randy Barnes, with assistance of Lydia Gonzales

Tuesday, August 13

5:30 pm
Fall 2013 All Adjunct Welcome (Flex# 74002)  MS-140
8:00 pm
Fall 2013 All Adjunct Welcome. Tentative agenda items include:

- Welcoming address from City College Interim President and Vice Presidents
- College updates provided by Program Directors and Academic Deans
- Update on Faculty Web Services
- Facilities Update
- Budget Update

Hosted by Jeanie Tyler

For a more updated version of this flyer, please refer to http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar.

Last updated: 8/28/2013
# City College

## FLEX Calendar, August 2013

### Wednesday, August 14

**TASK STREAM & Program Review and Planning (Flex# 74003)**

We have had to cancel this workshop at the current scheduled date and time. Please contact Berta Harris bharris@sdccd.edu or Dotti dcordell@sdccd.edu for individual appointments to work on Task Stream.

*Presented by Dottie Cordell and Berta Harris*

### Wednesday, August 14

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 am</td>
<td>Campus Safety, CRISIS RESPONSE (Flex# 74004)</td>
</tr>
<tr>
<td>1:00 pm</td>
<td>The San Diego Community College District Police Department invites our staff and faculty to a brief presentation regarding active shooters on campus along with a questions and answer portion.</td>
</tr>
<tr>
<td></td>
<td><em>Presented by Tony Gutierrez, Ed Headtke, and Campus Police</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 pm</td>
<td>Math and Social Science Building (Flex# 74015)</td>
</tr>
<tr>
<td>3:15 pm</td>
<td>A “fresh” review of MS building procedures followed by a panel of experts who will present important building safety information. This session is open to all faculty who have assignments in the MS building.</td>
</tr>
<tr>
<td></td>
<td><em>Presented by Lori Erreca</em></td>
</tr>
</tbody>
</table>

### Thursday, August 15

**Fall 2013 President's Convocation (Flex# 74005)**

Specific program details to come from the President's Office.

*Hosted by President*

### Thursday, August 15

**Student Voices: Faculty Inquiry Workshop (Flex# 74006)**

This workshop will take an in-depth look at the Faculty Inquiry Program featured during convocation. Come prepared to discuss the thing that is puzzling you the most in your role as faculty, counselors, staff or administrators. You will work in collaboration with students to solve some of the problems that baffle us. Faculty Inquiry Projects support the evaluation of pedagogy and institutional practices by engaging directly with students. Join us to explore FIG projects in greater detail, connect more deeply with students and begin to develop your own inquiry project in your area of expertise. This work will lead to the development of new practices that will result in meaningful change. We highly encourage you to bring your students with you!

*Presented by Elva Salinas*

---

For a more updated version of this flyer, please refer to

[http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar](http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar)

*Last updated: 8/28/2013*
City College
FLEX Calendar, August 2013

Thursday, August 15

4:30 pm
AFT: Campus Safety Panel (Flex# 74017)
In order to provide a safe and secure learning and working environment to every student, faculty member, staff and visitor to our campuses, we need to work together to establish a base of knowledge as well as create effective policies and procedures to assist those in crisis situations. Join our panel to discuss ways to improve the positive and safe learning environment at your campus.

Presented by AFT member Panel

B-202

6:00 pm
AFT: Adjunct Faculty Meeting (Flex# 74018)
Session especially for adjunct faculty to help them better understand their workplace and their legal rights. Catered dinner with information about membership benefits, the role of the union, and college resources to make working easier!

Presented by Jim Mahler, AFT President, AFT President, and Executive Council Members

Student Dining Area

Thursday, August 15

6:00 pm
Importance of First Day of Class in Preventing Disruptive Behavior (Flex# 74019)
This presentation will focus on identifying and preventing disruptive behavior from the first day of class, and how to handle disruptive behavior in class as it is happening and after. We will discuss the importance of what the teacher present on the first day of class, what the students expect to be covered, and how they perceive that information. We will discuss the importance of the instructor’s understanding of the students’ cultural and behavioral differences. We will define disruptive behavior, how to prevent it, how to handle it, and its consequences.

Presented by Salvador Gonzalez and Laurence Choest

R-112

Friday, August 16

10:00 am
Faculty Web Services (Flex# 74007)
The room has been changed to B-202. Updated 08/16/2013
Major changes have been made to Faculty Web Services. This presentation will go over these changes in detail and explain the new requirements for faculty reporting of absences and attendance.

Presented by Catrina Hixon

B-202

Friday, August 16

9:30 am
Importance of First Day of Class in Preventing Disruptive Behavior (Flex# 74019)
This presentation will focus on identifying and preventing disruptive behavior from the first day of class, and how to handle disruptive behavior in class as it is happening and after. We will discuss the importance of what the teacher present on the first day of class, what the students expect to be covered, and how they perceive that information. We will discuss the importance of the instructor’s understanding of the students’ cultural and behavioral differences. We will define disruptive behavior, how to prevent it, how to handle it, and its consequences.

Presented by Salvador Gonzalez and Laurence Choest

R-112

For a more updated version of this flyer, please refer to http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar.
Last updated: 8/28/2013
Friday, August 16

Breaking the Barriers between Classroom and Community (Flex# 74008)

11:00 am
12:30 pm

Maximize your cultural capital! Learn to design integrative assignments that will connect students’ classroom learning to the cultural resources of our campus and community. Programs and institutions such as World Cultures, the International Book Fair, the La Jolla Playhouse, San Diego Repertory Theatre, the City College Bi-national Border Conference, Chicano Park, and Balboa Park can function as powerful assets for developing contextualized learning and promoting deeper critical thinking. Participants will develop integrative assignments that capitalize on diverse student experiences by linking them to the cultural resources. You will receive handouts, sample assignments, program schedules, and instructions (in hard copy and electronic form) on how to obtain discount tickets for you and your students to the La Jolla Playhouse.

Presented by Elva Salinas