<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>School/Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 13</td>
<td>4:00 pm – 7:00 pm</td>
<td>Dance Faculty Meeting (Flex# 74470)</td>
<td>School of Arts, Humanities, Communications, and Telecommunications</td>
<td>Saville Theatre, Lobby</td>
</tr>
<tr>
<td>December 12</td>
<td>2:30 pm – 4:00 pm</td>
<td>English Department Meeting (Flex# 74917)</td>
<td></td>
<td>L-113</td>
</tr>
<tr>
<td>December 6</td>
<td>11:30 am – 2:30 pm</td>
<td>ESOL Final Grading Session (Flex# 74782)</td>
<td></td>
<td>L-106</td>
</tr>
</tbody>
</table>

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES AND CONSUMER & FAMILY STUDIES**

**SCHOOL OF BUSINESS, INFORMATION TECHNOLOGY, AND COSMETOLOGY**

**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>December 6</td>
<td>10:00 am – 11:00 am</td>
<td>Physical Sciences Department Meeting (Flex# 74809)</td>
<td>M-204</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>
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</thead>
<tbody>
<tr>
<td>December 9</td>
<td>5:00 pm – 6:30 pm</td>
<td>Athletic Department Meeting (Flex# 74271)</td>
<td>HW-206</td>
</tr>
<tr>
<td>December 6</td>
<td>8:00 am – 9:30 am</td>
<td>Health and Exercise Science Meeting (Flex# 74481)</td>
<td>HW-206</td>
</tr>
</tbody>
</table>

**SCHOOL OF STUDENT DEVELOPMENT**

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: 11/22/2013
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: 11/22/2013
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.sdccдонline.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.sdccдонline.net/faculty/training

For a more updated version of this flyer, please refer to
http://www.sdcity.edu/CollegeServices/FacultyStaffResources/InstructionalImprovementFlex/FallInservicedayFlexCalendar.
Last updated: 11/22/2013
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: 11/22/2013
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/](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/](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/](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.

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**Thursday, December 5**

**4th Bi-national Conference on Border Issues (Flex# 74499)**
Ms-162

9:00 am - 4:00 pm

This activity is presented by San Diego City College’s World Cultures Department and Professor Enrique Davalos.

Topic: Labor and Migration from a Trans-border Perspective.
For more information, check out binationalconferencia.org or email Enrique Davalos at edavalos@sdccd.edu

*Presented by San Diego City College’s World Cultures Department and Professor Enrique Davalos*
Friday, December 6

EEO Screening Committee Training (Flex# 74083)  
B-202

9:00 am
1:00 pm

The San Diego Community College District is committed to legal compliance, as well as to provide as much support as possible for screening committees to successfully navigate through the hiring process.

The California Code of Regulations, Title 5 and the SDCCD EEO Plan collectively require that all persons who are involved in the recruitment and screening/selection of personnel must be trained on equal employment opportunity (EEO) laws, regulations and policies as well as education on the benefits of workforce diversity and ways to eliminate bias from the hiring process.

Completion of the “EEO and Diversity Training for Screening/Selection Committees” qualifies you to serve in any capacity (on the screening/selection committee) for 3 years from the date of your training. If you anticipate participating on a District Screening Committee, in any capacity, you are encouraged to register for the training now. If you will be the chairperson of a screening committee in the near future, you will need to ensure that your committee members have received this training in advance of their service on your committee. Your efforts now will help avoid unnecessary delay to your committee since screening and interviewing cannot proceed until all committee members have completed this training.

For a list of all upcoming trainings, please check the HR website EEO/Diversity page under the “Training Schedule” tab at http://hr/eeo/eeoindex.cfm

To register for this training please email Edwin Hiel, ehiel@sdccd.edu. After you have registered, and a few days before the training date, Professor Hiel will email you a copy of the Screening Committee Responsibilities PowerPoint Presentation that has been developed by the HR Employment Office. Although there is some crossover, the live training that you register for will not cover the vast majority of the information contained in this PowerPoint, so please be sure to read it before you serve on the committee.

Please plan to arrive by 8am and remain for the full time period. Credit will only be given to participants who attend the full duration of the training (4 hours).

Presented by Edwin Hiel

Friday, December 6 – Saturday December 7

Dance Concert: “City Moves” (Flex# 74469)

"City Moves" is a student and faculty dance concert. The following dates and times are scheduled for this event:

December 6 at 8:00 pm
December 7 at 2:00 pm
December 7 at 8:00 pm

For more information, please contact Alicia Rincon at 619-388-3563 or email at arincon7@cox.net.

Presented by Alicia Rincon and Dance Department

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

Last updated: 11/22/2013
Tuesday, December 12

10:00am
Tuning Up Your Syllabus for Spring 2014 (Flex# 74905)  
Details of this activity to come. For more information, please contact Elva Salinas at esalinas@sdccd.edu.

Presented by Elva Salinas

12:00pm

City College
FLEX Calendar, December 2013

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

Last updated: 11/22/2013