## 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>Sept. 7</td>
<td>12:00 pm - 4:00 pm</td>
<td>Dance Department: Fall Faculty and Student Dance Auditions   (Flex# 74466)</td>
<td>C-227, Dance Studio</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>Sept 7</td>
<td>9:00 am – 11:00 am</td>
<td>Biology Department: Flora of Florida Canyon (Flex# 74803)</td>
<td>Florida Canyon Nature Trails</td>
</tr>
<tr>
<td>Sept 27</td>
<td>4:00 pm – 6:00 pm</td>
<td>Life Science Department Meeting (Flex# 74354)</td>
<td>Off-Campus</td>
</tr>
<tr>
<td>Sept 13</td>
<td>9:30 am – 11:00 am</td>
<td>Math Adjunct Department Meeting (Flex# 74461)</td>
<td>MS-340</td>
</tr>
<tr>
<td>Sept 13</td>
<td>9:00 am – 11:00 am</td>
<td>Physical Sciences Department Meeting (Flex# 74804)</td>
<td>M-205</td>
</tr>
<tr>
<td>Sept 27</td>
<td>9:00 am – 11:00 am</td>
<td>Physical Sciences Department Meeting (Flex# 74805)</td>
<td>M-205</td>
</tr>
</tbody>
</table>

### SCHOOL OF HEALTH, EXERCISE SCIENCE, AND ATHLETICS

### 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: 9/20/2013
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: 9/20/2013
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
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: 9/20/2013
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.

Tuesday, September 3

World Cultures Event; Exploring Campus Services: A Panel Discussion (Flex# 74482)
V-101

Explore the campus services at San Diego City College. Health Services, Mental Health Counseling, Veteran & Military Resources, and EOPS will be presenting and open for a panel discussion.

Check out: http://sdcity.edu/CollegeServices/StudentSupportResources.aspx

Presented by San Diego’s City College World Cultures Department and Student Services Offices

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

Last updated: 9/20/2013
Friday, September 6

EEO Screening Committee Training (Flex# 74723)  
B-202

9:00 am  
1:00 pm

This EEO training is being offered at City College in preparation for the upcoming screening committee work. If you are not sure when your last training was, and when you need to renew your training, I have a record for City College employees so please contact me.

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 9am and remain for the full time period. Credit will only be given to participants who attend the full duration of the training (4 hours).

Thank you.

Presented by Edwin Hiel

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

Last updated: 9/20/2013
Friday, September 6

1:00 pm
Discover Your Strengths (Flex# 74698) R-109
3:00 pm
In this workshop you will learn to:
- Discover and maximize your talents
- Cultivate strategies to help you develop personally and professionally
- Recognize and appreciate the talents of others across disciplines
- Build teams that welcome, value, and leverage each member’s talents

Presented by Elva Salinas and Anna Rogers

Tuesday, September 10

9:40 am
World Cultures Event; Lecture – Empowerment through Travel (Flex# 74483) V-101
10:55 am
Come join the lecture provided by San Diego City College's World Cultures Department with Katie Rodda.

Topic: Students, Riley Brann and Michelle Preciado, Participants in Salzburg Global Citizenship Program: Empowerment through Travel

For more information, please contact Katie Rodda at krodda@sdccd.edu.

Presented by San Diego’s City College World Cultures Department and Professor Katie Rodda

Monday, September 16

12:45 pm
Amazing Ceramics of Korean & China and their Education (Flex# 74609) C-211
2:00 pm
This activity is a tour of the educational institute of Korea, China and individual artist. Ceramic Heritage Centers and Ceramic Industries.

For more information, please contact Yoonchung Kim at 619-388-3600.

Presented by Yoonchung Kim

Wednesday, September 18

12:45 pm
World Cultures Event; Constitutional Jeopardy (Flex# 74485) V-101
2:10 pm
This activity is presented by San Diego City College's World Cultures Department and Professor Sofia Laurein.

Topic: Constitutional Jeopardy

For more information, please contact Sofia Laurein at slaurein@sdccd.edu.

Presented by San Diego’s City College World Cultures Department and Professor Sofia Laurein

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

Last updated: 9/20/2013
City College
FLEX Calendar, September 2013

Tuesday, September 24

World Cultures Event; Tarantella! Spider Dance (Flex# 74486)
This activity is presented by San Diego City College's World Cultures Department and performer Alessandra Belloni.
Performance titled: Tarantella! Spider Dance
For more information, check out www.alessandrabelloni.com

Presented by San Diego's City College World Cultures Department and performer, Alessandra Belloni

Tuesday, September 24

Chancellor's Forum (Flex# 74276)
The Chancellor's Forum will include a 10 minute reception followed by a presentation and open forum on District issues & plans for the future. The Chancellor will have a PowerPoint presentation "SDCCD Progress and Plans" that will include an update on the District, City, Mesa, Miramar and Continuing Education, followed by a question and answer session.

Presented by Chancellor Carroll

Thursday, September 26

Live-Well Campus Meeting (Flex# 74885)
Campus wide meeting to discuss launching of Step Up To Live-Well Campus Campaign in partnership with County of San Diego Health and Human Services.
For more information, please contact Veronica Ortega at vortega@sdccd.edu.

Presented by Veronica Ortega

Monday, September 30

Eighth Annual SDCC International Book Fair: Zohreh Ghahremani (Flex# 74195)

Presented by Zohreh Ghahremani

Monday, September 30

Eighth Annual SDCC International Book Fair: Shadab Zeest Hashmi (Flex# 74196)
Shadab Zeest Hashmi, author of Kohl and Chalk, a book of exquisite poetry

Presented by Shadab Zeest Hashmi

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

Last updated: 9/20/2013
Monday, September 30

Eighth Annual SDCC International Book Fair: Session 1, So Say We All (Flex# 74197)

2:20 pm - 3:45 pm

Session 1: So Say We All contributors to *The Far East: Everything Just as it Is*, an anthology of stories from East County San Diego

*Presented by So Say We All contributors*

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: 9/20/2013