



## CREATING A COMMUNITY OF BELONGING

**Flex activities are open to all faculty and staff.**

Please register for all Flex sessions at ProLearning, your personalized professional learning site. Simply log into MyCOM, and choose ProLearning from the list of applications on the left side of your screen. From this site, you can view a calendar of Flex events, register for (REQUEST) sessions, find online training, view your professional learning transcript, and more.

All faculty have a Flex professional learning obligation based on teaching load and number of Flex days. Flex guidelines and additional information can be found on the professional learning webpage at:

[www1.marin.edu/professional-learning](http://www1.marin.edu/professional-learning)

# PRE-FLEX WEEK SESSIONS – TUESDAY, JANUARY 8

We are offering these CalSTRS and CalPERS workshops before the hustle and bustle of spring semester and before Flex Week, so that you can spend dedicated time learning about and understanding your retirement benefits.

<p><b>AC 240</b> <b>9 am – 11 am</b></p> <p><b>Presenter:</b> <b>Vickie Holden</b> CalSTRS Representative</p> <p><b>EE</b></p>	<p><b>CalSTRS: My Retirement Benefits</b> <b>California State Teachers' Retirement System</b></p> <p>We get it. Planning for retirement is probably not at the top of your to-do list right now. That's why we created this workshop—to give you the information and tools you need now within a quick two-hour timeframe.</p> <p>In this interactive workshop, you'll learn:</p> <ul style="list-style-type: none"><li>• How to calculate your CalSTRS monthly retirement benefit</li><li>• How to calculate your retirement income gap and ways you can bridge it</li><li>• The steps to take now to increase your retirement benefit</li><li>• And more.</li></ul> <p>You're encouraged to bring your questions.</p>
<p><b>AC 240</b> <b>1 pm – 3 pm</b></p> <p><b>Presenter:</b> <b>Sarah Hutchinson</b> CalPERS Representative</p> <p><b>EE</b></p>	<p><b>CalPERS: Planning Your Retirement</b></p> <p>The California Public Employees' Retirement System (CalPERS) provides retirement benefits to classified employees and administrators. This session is for members nearing retirement. Learn what steps to take before that important day. Subjects include how your retirement is calculated, your retirement payment options, the importance of having a power of attorney on file, CalPERS health benefits, and more.</p> <p>RSVP to Ron Owen at <a href="mailto:rowen@marin.edu">rowen@marin.edu</a> and he will send you information about how to enroll in the class online at CalPERS.</p>

## PROFESSIONAL DEVELOPMENT THEMES

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|---------------------------------------|--|
| <b>EE</b> Employee Excellence         | <b>SLO</b> Student Learning Objectives |
| <b>EQ</b> Equity                      | <b>SS</b> Student Success              |
| <b>IE</b> Institutional Effectiveness | <b>TL</b> Teaching and Learning        |
|                                       | <b>TT</b> Technology Training          |

## MONDAY, JANUARY 14

<p><b>AC 238</b> <b>9 am – noon</b></p> <p>Presenters: COM Faculty and Staff</p> <p><b>TL, SS, EE</b></p>	<p><b>New Faculty Orientation</b></p> <p>Are you new to teaching at COM? If so, welcome! We're glad to have you as part of our faculty. We want to give you the support and information you need to be successful, so please join us for this orientation session. You will meet other new faculty and learn important information about COM policies and procedures to help ensure that you are ready for the first day of classes and beyond.</p>
<p><b>AC 240</b> <b>10:30 am – noon</b></p> <p>Presenter: Teresa Perales</p> <p><b>SS, EE, EQ</b></p>	<p><b>Safer Spaces: A Proactive Approach to Supporting LGBTQ+ Students</b></p> <p>This workshop introduces terminology and the full diversity of lesbian, gay, bisexual, transgender and gender non-conforming. We will explore how our students' intersectional identities impact their experiences and needs and focus on how to proactively advocate and build safer and supportive spaces, not only at the College of Marin but also in our larger communities.</p>
<p><b>AC 114</b> <b>1 pm – 2:30 pm</b></p> <p>Presenter: Stacey Lince</p> <p><b>TL, SS, TT, EE</b></p>	<p><b>Canvas: Getting Started &amp; Best Practices</b></p> <p>In this session, you will learn about course design strategies and tips to help students easily access your course materials from day one.</p> <p>Topics will include:</p> <ul style="list-style-type: none"><li>• Designing a course homepage</li><li>• Adding content and activities</li><li>• Module and course organization</li></ul> <p>If you have not done so already, please join our Canvas Instructor Resource course prior to the meeting at <a href="http://marin.instructure.com/enroll/64CW69">http://marin.instructure.com/enroll/64CW69</a></p> <p>To attend via Zoom Meeting: Meeting URL: <a href="https://cccconfer.zoom.us/j/6150737926">https://cccconfer.zoom.us/j/6150737926</a> Join by Telephone: +1 669 900 6833 or +1 646 876 9923 Meeting ID: 615 073 7926</p>
<p><b>AC 240</b> <b>1 pm – 2 pm</b></p> <p>Presenters: Katheryn Horton Beth Pratt</p> <p><b>TL, SS, IE</b></p>	<p><b>Building a Strong Workforce: Staff &amp; Faculty Call to Action</b></p> <p>Great things are happening in our career and technical education (CTE) programs. Join Katheryn Horton and Beth Pratt as they share information about regional and local projects they are working on with \$1 million in new workforce money for COM every year.</p> <p>You will also learn:</p> <ul style="list-style-type: none"><li>• How to talk to your students about Career Pathways</li><li>• Hot job markets for CTE students</li><li>• How strong workforce funds are producing "more and better" CTE at COM.</li></ul>

<p><b>Deedy Staff Lounge</b>  <b>2 pm – 4 pm</b></p> <p>Presenters:  Gina Cullen  Sofie Totapudi  Kristin Perrone  Rachel Klein</p> <p><b>SS, EQ</b></p>	<p><b>Coffee with Counselors, Tea with Transfer</b></p> <p>Come mingle and sip with counselors and transfer staff. This is your chance to learn more about the COM student experience outside of the classroom. We will provide information on what students need to consider when selecting classes, how the courses you teach fit into their larger academic goals, and how you can support students' transfer journey. This is also an opportunity to ask questions of the counseling/transfer department and share your ideas.</p>
<p><b>AC 229</b>  <b>2:30 pm – 4 pm</b></p> <p>Presenters:  Cari Torres-Benavides  Stacey Lince  Kathleen Smyth</p> <p><b>TL, SS, TT</b></p>	<p><b>Distance Education Faculty Meeting</b></p> <p>This is a mandatory meeting for DE faculty to receive important updates about online/hybrid learning, educational technology, accreditation standards, and COM DE policies.</p> <p>To attend via Zoom Meeting:  Meeting URL: <a href="https://cccconfer.zoom.us/j/6150737926">https://cccconfer.zoom.us/j/6150737926</a>  Join by Telephone: +1 669 900 6833 or +1 646 876 9923  Meeting ID: 615 073 7926</p>
<p><b>AC 240</b>  <b>2:30 pm – 4 pm</b></p> <p>Presenters:  Matthew Kent  Sadika Sulaiman  Hara</p> <p><b>IE</b></p>	<p><b>Student Conduct Hearing Panel Training</b></p> <p>This session is intended for faculty and administrators selected to serve on the Student Conduct Hearing Panel for the 2018-2019 academic year. The goal of this session is to prepare faculty and administrators to serve on a Student Conduct Hearing Panel. This session will cover the policies and procedures associated with Student Conduct Hearing Panels, mock panel exercises, and the Student Code of Conduct.</p>
<p><b>KTD Library</b>  <b>4:10 pm – 5 pm</b></p> <p>Presenters:  Sarah Frye  Dave Patterson</p> <p><b>IE, EE</b></p>	<p><b>What's New at the Library?</b></p> <p>Come learn what the library at the Kentfield campus has to offer! Chat with us, enjoy a snack, and learn about our resources and services including:</p> <ul style="list-style-type: none"> <li>• Information literacy instruction to build your students' research skills</li> <li>• Free access to The New York Times Online</li> <li>• Museum passes for you and your family that will save you lots of money</li> <li>• Thousands of free, downloadable audio books you can listen to any time</li> <li>• And much more.</li> </ul>

## TUESDAY, JANUARY 15

<p><b>SMN 106</b> <b>9 am – 11 am</b></p> <p>Presenter: Dianne O'Donnelley</p> <p><b>TL, EE</b></p>	<p><b>Kindness Rocks: Building COMMunity One Rock at a Time</b></p> <p>Tap into your creativity, build COMMunity with your colleagues, and learn firsthand how “one message at just the right moment can change someone’s entire day, outlook, life.” Dianne O’Donnelley will share information about the Kindness Rocks Project and offer painting ideas and tips, and then you can experience the peacefulness of creating painted rocks with simple designs, mandalas, or positive words. Afterwards, you can release the rocks around campus or other locations to surprise, delight, and even uplift the finders while you look for others. All skill levels welcome! Check out #MarinRocks on Facebook.</p> <p>Space is limited, so please register at ProLearning.</p>
<p><b>AC 255</b> <b>9 am – 10:30 am</b></p> <p>Presenters: Yolanda Bellisimo Rebecca Eikey, ASCCC</p> <p><b>TL, EE</b></p>	<p><b>Determining Minimum Qualifications for Faculty Hires</b></p> <p><i>All chairs/coordinators, deans, and directors should attend.</i></p> <p>This is part of the Department Chairs’ and Coordinators’ meeting, but it is open to all.</p> <p>Professor Rebecca Eikey, chair of the Standards and Practices Committee of the Academic Senate of California Community Colleges, will lead a training and discussion on how to determine minimum qualifications when hiring faculty. There will be time for questions and discussion.</p>
<p><b>AC 255</b> <b>10:30 am – 2 pm</b></p> <p>Facilitator: Jon Eldridge</p> <p><b>IE, EE, SS, EQ</b></p>	<p><b>Department Chairs’ and Coordinators’ Meeting</b></p> <p><i>All chairs/coordinators, deans, and directors should attend.</i></p> <p>This meeting will offer a concentrated, dedicated time for chairs and coordinators to discuss important topics for the semester. The information and discussion will be applicable to share at department meetings.</p> <p>Coffee, snacks, and lunch will be provided.</p>
<p><b>AC 240</b> <b>11 am – noon</b></p> <p>Presenter: Danila Musante</p> <p><b>EE</b></p>	<p><b>Self-care Advice from Behind the Couch</b></p> <p>Danila Musante, a licensed clinical psychologist, will discuss self-care during challenging times and provide an inside scoop on therapeutic services.</p>

**AC 240**  
**2:30 pm – 4:30 pm**

Presenters:  
Nikki Harris  
Mia Robertshaw

**TL, IE, EE, EQ**

**Screening Committee 101/EEO:  
Legal Requirements & Best Practices**

Serving on a search committee is a major responsibility and can have a huge impact on the future of the College. The State Chancellor's Office has issued training requirements that affect employees who want to serve on screening and/or selection committees. This interactive workshop meets the State Chancellor's Office requirement and includes a review and discussion of state and federal discrimination laws and Title V requirements, along with tips and techniques to document search committee activities.

After you complete this two-hour workshop, you will receive a certificate of completion that satisfies the training requirement to serve on a search committee.

**AC 114**  
**2:30 pm – 4 pm**

Presenters:  
Stacey Lince  
Kathleen Smyth

**SS, TL, TT**

**VoiceThread:  
Create, Communicate, Collaborate**

Are you ready to take your lectures to the next level? If so, you'll be glad to learn that COM has a site license for VoiceThread, a web-based platform that enables teachers and students to upload images, video, or documents; record audio, video, or text comments; and then invite others to record comments as well. Whether you teach online or face-to-face, attend this hands-on workshop to explore how to take your lectures and students' presentations (even art work) to a higher level. To learn more: <https://voicethread.com/>

To join via Zoom Meeting:

Meeting URL: <https://cccconfer.zoom.us/j/6150737926>

Join by Telephone: +1 669 900 6833 or +1 646 876 9923

Meeting ID: 615 073 7926

**AC 239**  
**2:30 pm – 3:30 pm**

Presenter:  
Johnny Campbell

**TL, IE, EE**

**The Organic Farm & You: Working together to  
Strengthen and Support Programs and Departments**

Come and find out how you can engage with the Indian Valley Organic Farm and Garden. This workshop will help faculty and staff find ways that they can use the farm to support their programs or departments. If you want to design a lesson that uses the farm in some way, come talk to us! If you want to have a team building activity for your department at the farm, come talk to us! We will be sharing some ways to engage with the farm, and we will have a discussion to hear your ideas about how the farm can support you and your programs.

# WEDNESDAY, JANUARY 16

## Mandatory Flex Day for Full-time Faculty

<b>Performing Arts Lobby</b> 8 am – 8:45 am	<b>Continental Breakfast</b> Coffee, tea, and light refreshments will be served.
<b>James Dunn Theatre</b> 9 am – 11 am	<b>Convocation</b> Welcome Back! Join your friends and colleagues as we celebrate the new year and hear important updates and information about the College. <b>Keynote Speaker</b> <b>Joe Feldman, author of <i>Grading for Equity</i></b> Joe Feldman has worked in education at the local and national levels for over 20 years as a teacher, principal, and district administrator. In this presentation, he will discuss the importance of equity and the role that all employees - in and out of the classroom - can play in creating an equitable environment. Then, he will highlight issues of assessment and grading. This lively and informative presentation will be of interest whether you are a faculty member and want to better assess your students or you are in a support role and want to understand how issues of equity and grading impact students. For more information: <a href="http://gradingforequity.org">gradingforequity.org</a>
<b>James Dunn Theatre</b> 11:10 am – noon	<b>Post-Convocation Session</b> <b>An In-Depth Look at <i>Grading for Equity</i></b> During this session, Joe Feldman will dig deeper into grading for equity and will invite faculty to examine their assessment practices to ensure accurate, bias-resistant, and motivational grading. This session will target faculty, but all are invited to stay and learn.
<b>Cafeteria</b> Noon – 1:30 pm	<b>United Professors of Marin (UPM) Meeting</b>
1:30 pm – 3:30 pm	<b>Department Meetings</b> Check with your department for meeting location.
<b>Deedy Staff Lounge</b> 3:30 pm – 4:30 pm  Presenters: Sadika Sulaiman Hara Tea Perales	<b>Faculty/Staff of Color Mixer</b> Building off the Marin Education Alliance project - Marin Educators for Equity, we are inviting faculty and staff of color to connect and share their experiences, expand their network, and build community with other educators of color.

## THURSDAY, JANUARY 17

<p><b>Umoja Village</b> <b>LC 136</b> <b>10 am – noon</b></p> <p>Presenters: Bonnie Borenstein Walter Turner Larry Adelman</p> <p><b>TL, SS, EQ</b></p>	<p><b>How Do We Talk about Race?</b></p> <p>Ask 10 students “What is race?” and you’ll likely get 10 different answers. Few issues are as fraught with so many myths and misconceptions.</p> <p>Join California Newsreel’s Larry Adelman, the award-winning Executive Producer of the film series “Race: The Power of Illusion,” and COM professors Walter Turner and Bonnie Borenstein in a workshop and discussion about how to talk about human variation, the idea of race, and distinctions between race and racism. The workshop will offer some interactive exercises and introduction of a new website based on the film series, developed by U.C. Berkeley’s Haas Institute for a Fair and Inclusive Society.</p> <p>Faculty of all disciplines will find useful tools for developing assignments and information to help them navigate discussions about race and racism with students, in and out of the classroom, and ideas to assist in their pedagogical practices.</p>
<p><b>FA 121</b> <b>10 am – noon</b></p> <p>Presenters: Patricia Hulin Elisabeth Doerman Makerspace Panel</p> <p><b>TL, SS, EQ</b></p>	<p><b>Copper Enameling Using Laser Cut Stencils: Incorporating New Technologies into Existing Curriculum</b></p> <p>We are all encouraged to incorporate new technology into our teaching. This activity is an example on how we may augment our existing projects without the new medium overwhelming the existing curriculum, facilities and our students. In this workshop, we will attempt to merge old school with new school by melting colorful enamel designs onto copper forms using a kiln at 1350°F and torches. The designs will be made from stencils cut by our laser cutter. Traditionally these stencils would be painstakingly cut by hand, but the laser can produce detailed intricate patterns quickly and cleanly in a few minutes.</p> <p>Space is limited, so please register at ProLearning.</p>
<p><b>AC 249</b> <b>10 am – noon</b></p> <p>Facilitator: Cheo Massion</p> <p><b>TL, SS, IE</b></p>	<p><b>ESLN Faculty Workshop</b></p> <p>ESLN faculty will meet and discuss important issues for the department. We will brainstorm and discuss ideas and decisions for improving retention of students, persistence through the sequence, and other key aspects of providing the best possible ESL sequence from beginning to intermediate levels.</p>

<p><b>AC 114</b> <b>10 am – 11:30 am</b></p> <p>Presenter: Stacey Lince</p> <p><b>TL, SS, TT, EE</b></p>	<p><b>Canvas: Getting Started &amp; Best Practices</b></p> <p>In this session, you will learn about course design strategies and tips to help students easily access your course materials from day one.</p> <p>Topics will include:</p> <ul style="list-style-type: none"> <li>• Designing a course homepage</li> <li>• Adding content and activities</li> <li>• Module and course organization</li> </ul> <p>If you have not done so already, please join our Canvas Instructor Resource course prior to the meeting at <a href="http://marin.instructure.com/enroll/64CW69">http://marin.instructure.com/enroll/64CW69</a></p> <p>To attend via Zoom Meeting: Meeting URL: <a href="https://cccconfer.zoom.us/j/6150737926">https://cccconfer.zoom.us/j/6150737926</a> Join by Telephone: +1 669 900 6833 or +1 646 876 9923 Meeting ID: 615 073 7926</p>
<p><b>AC 239</b> <b>12:10 pm – 1:30 pm</b></p> <p>Presenters: Susan Rahman James Glapa-Grossklag, Dean, College of the Canyons</p> <p><b>TL, SS, EQ</b></p>	<p><b>Moving Toward Equity: Low &amp; Zero-Cost Materials</b></p> <p>Are you worried about the high cost of textbooks? Would you like to find ways to make your classes more accessible for students? If so, join this session and you will get an overview of low and zero-cost materials. The facilitator, James Glapa-Grossklag, dean at College of the Canyons, will overview the current initiatives and describe how they have led to higher persistence rates and shortened time to completion. This workshop will feature discussions and hands-on activities.</p>
<p><b>AC 114</b> <b>1 pm – 3 pm</b></p> <p>Presenter: Stacey Lince</p> <p><b>TL, TT</b></p>	<p><b>ESLN Faculty Canvas Training</b></p> <p>This workshop, specifically for ESLN faculty, will provide hands-on workshop for using Canvas in taking attendance, posting announcements, basic course design, and providing students with supplemental resources.</p>

**AC 240**  
**1 pm – 2 pm**

Presenters:  
George Rothbart  
Joe Mueller

**TL, IE**

**Reviving the Bolinas Field Station:  
Lessons Learned from the James Reserve**

COM's Bolinas Field Station, aka Marine Biology Lab, has been moribund since 2005 and has been the subject of much interest and many discussions as decisions are being made about its future.

To help us understand its potential, George Rothbart will discuss his experience working with the James Reserve, a similar ecological laboratory operated by U.C. Riverside, which contributes to the understanding and wise stewardship of the Earth and its natural systems by supporting university-level teaching, research, and public service.

George and Joe Mueller will present how COM can resurrect the Bolinas property, a gem of biodiversity, as a "living laboratory" with real potential to train and educate STEM students and prepare them well for entrance into four-year universities and for 21st century jobs. Come and see the future.

**AC 255**  
**3 pm – 5 pm**

Facilitators:  
Jon Eldridge  
Meg Pasquel,  
PRAC Co-chairs

**IE**

**Planning for COM's Future:  
A Look at Budgets, Resources & Opportunities**

Please join us for a discussion concerning the future of our budget and learn how you can participate in the decision-making process.

# FRIDAY, JANUARY 18

<p><b>FH 120</b> <b>8 am – noon</b></p> <p>Presenter: Officer Paul Stewart</p> <p><b>TL, EE</b></p>	<p><b>CPR &amp; First Aid</b></p> <p>Are you ready to help in a medical emergency? In this session, Officer Paul Stewart will teach you basic CPR and first aid.</p> <p>Space is limited, so please register at ProLearning.</p>
<p><b>AC 240</b> <b>9 am – 10 am</b></p> <p>Presenters: Kim Foulger Joanna Pinckney</p> <p><b>IE, EE</b></p>	<p><b>Emergency Preparedness Kits</b></p> <p>All too often, we hear news about disasters around the state, country, and world. We can never know when a disaster will strike us, but we can take steps to prepare in advance. In this session, Kim Foulger and Joanna Pinckney will discuss emergency preparedness and how to put together kits for your home, vehicles, and office. Kim owned and operated an emergency preparedness business and served on the MCOE Emergency Disaster Committee for many years. They'll bring in a sample vehicle kit and give you a list of everything that you should include for all three kits.</p>
<p><b>AC 114</b> <b>10 am – noon</b></p> <p>Presenters: Gina Cullen Cari Torres-Benavides</p> <p><b>IE, EE</b></p>	<p><b>eLumen Basics for Course Outlines</b></p> <p>Drop-in Help</p> <p>Curriculum Committee members will be available to help faculty complete and submit course outlines using the new eLumen system.</p>

**AC 239**  
**12:30 pm – 2 pm**

Presenter:  
Sara Oser

**TL, EE**

**Communication Goes Both Ways:  
Tips for Better Understanding in the  
Hearing-Loss World**

Hearing loss is an invisible disability we are often afraid to discuss. Sara Oser has her own hearing loss journey to share, including the co-founding of the Hearing Loss Association of America, North Bay Chapter.

As a support group facilitator, Sara creates space for people to share hearing loss experience and learn to be advocates for themselves and others. In this workshop, we will look at four categories of tips for people who are hearing to communicate with people who have hearing loss and vice versa. Through everyday examples of interactions at the workplace, home, and larger community, we will begin a much-needed conversation about this hidden disability.

**AC 240**  
**2:10 pm – 3:30 pm**

Presenters:  
Matthew Kent  
Sadika Sulaiman  
Hara

**TL, SS, EE**

**Supporting Students in Distress:  
Responding to Concerns and Crises**

As instructors, our goal is to support our students and to help them be successful, but sometimes this can be a challenge.

In this session, Matthew Kent, Student Conduct Officer, and Sadika Sulaiman Hara, Director of Activities and Advocacy, will explore ways instructors can proactively intervene with their students to provide support, manage students who are of concern, and discuss best practices in supporting students in crisis. They will discuss the COM Care program, share case studies, and have a Q&A time so that instructors can feel prepared to support their students.