

FALL 2020 FLEX WEEK - August 17-21

Cultivating Empathy, Care, Connection, and Inspiration

All sessions will be held virtually. Zoom links are available at ProLearning.

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. From the Workshop Calendar, you can view and register (REQUEST) workshops, and find Zoom links. After each session, please complete the short evaluation.

Important note:

UPM has negotiated some new Flex policies for faculty.

- **Full-time faculty** will now have a **yearly obligation of 40 hours** due by the end of spring semester.
- **Part-time faculty** still have a semester-based obligation. For this year only, because of the mandatory online training, PT faculty can carry over excess Flex hours from fall to spring.

For more information about the Flex program, go to the [Professional Learning](#) webpage.

PRE-FLEX WEEK BENEFITS SESSIONS – AUGUST 11-13

We offer these CalSTRS and benefits workshops before the hustle and bustle of Flex Week, so that you can spend dedicated time learning about and understanding your benefits.

TUESDAY, AUGUST 11

Time	Description	Presenter/ Facilitator
9 am -10:30 am	<p>CalSTRS – My Retirement System and CalSTRS Pension2</p> <p>CalSTRS will be conducting a webinar, designed specifically for Marin Community College District employees, combining two of our most essential webinars, My Retirement System + Start Saving Now with Pension2, into one.</p> <p>My Retirement System is designed to provide you with the foundation you need to know as a CalSTRS member. You will learn important topics that include understanding the CalSTRS hybrid retirement system, contributions, creditable services and other resources CalSTRS offers based on your career stage.</p> <p>Start Saving Now with Pension2 provides information regarding the one voluntary component of the CalSTRS hybrid retirement system that may seem optional, but for almost all employees, is crucial for ensuring a comfortable retirement.</p> <p>In this portion of the webinar, you'll understand how valuable saving even a little money today will benefit you hugely by the time you're ready to retire.</p>	CalSTRS Representative

WEDNESDAY, AUGUST 12

Time	Description	Presenter/ Facilitator
9 am – 11 am	<p>Let's Talk Benefits: Employee Benefits Overview 2020</p> <p>In this webinar, we will review the benefits available to benefit eligible employees. We are excited to be offering some new Health Savings Account medical plans through SISC and Basic pacific, as well as new Voluntary Benefits and Agent-Assisted Enrollment.</p>	Ron Owen Representatives from Benefits Partners
11 am – 1 pm	<p>Building Blocks for Business, Colonial Life, Basic pacific (FSA and HSA)</p> <p>In this webinar, we will be discussing new benefit offerings: Building Blocks for Business, our new Agent-Assisted Virtual Enrollment Service, Colonial Life Voluntary Benefits, Flexible Spending Accounts and Health Savings Accounts with Basic pacific.</p>	Ron Owen Representatives from Benefits Partners

THURSDAY, AUGUST 13

Time	Description	Presenter/ Facilitator
9 am – 11 am	<p>Health Savings Accounts / High Deductible Health Plans</p> <p>In this webinar, we will be discussing in detail how the new Health Savings Account (HSA) & High Deductible Health Plans (HDHP) work.</p>	Ron Owen Representatives from Benefits Partners
11 am – 1 pm	<p>Your Retirement Plan at Work</p> <p>In this workshop, you will learn about your CalSTRS or CalPERS pension, Social Security Benefits and how individual retirement savings helps to complement employer pensions and maintain your lifestyle well into retirement. In addition, the presenters will discuss the reasons people delay saving for retirement, how much you should save for retirement, the benefits of participating in your employer-sponsored retirement plan, and planning for your retirement early or mid-career.</p>	Ron Owen Representatives, VALIC Financial Advisors, Inc.

FLEX WEEK – AUGUST 17-21

MONDAY, AUGUST 17

Time	Description	Presenter/ Facilitator
9 am – 10 am	<p>Transferring During COVID-19: What Your Students Need to Know</p> <p>As an instructor, you serve as a valuable mentor and resource to your students. Make sure you have the right information when</p>	Sofie Totapudi Gina Cullen

	<p>they come to you to discuss their future plans! COVID-19 has significantly impacted the transfer process. Learn how you can continue to support your students with their goals, how transfer pathways have changed, and how these changes might impact the classroom, and the courses students choose to take. This session will be jointly led by the Counseling Department and the Transfer and Career Center.</p>	
10 am – 11 am	<p>Online Library Resources for Online Learning</p> <p>Come find out how the Library can help you teach online with the Library's online resources. We will briefly describe how you can request online custom-tailored instruction on research techniques for your students, how students can get online personalized research assistance, and how to use our new digital resources: EBSCO E-Book Academic Collection (over 200,000 books!), Kanopy, The New York Times Online, The Chronicle of Higher Education, and more!</p>	<p>Sarah Frye Dave Patterson</p>
11 am – 12:30 pm	<p>Take your Recorded Videos to the Next Level</p> <p>The Distance Education Committee is pleased to announce COM has added PlayPosit and Canvas Studio to our list of innovative video tools. These applications are sponsored by the Chancellor's Office and CCC Tech Connect.</p> <p>We invite you to join the Playposit and CCC Tech Connect team for a one-hour training session on PlayPosit. In this session, you will learn how to transform your videos into interactive learning tools by adding interactive objects such as questions and discussions, immediate feedback, viewing accountability, and embed your creations directly into Canvas assignments.</p> <p>Visit this link for a Playposit demo: https://bit.ly/32MlwPI</p> <p>After the Playposit training we will spend the remainder of the time discussing video hosting and creation options available to COM faculty such as 3C Media Solutions, Screencast-o-matic, and Canvas Studio.</p>	<p>Stacey Lince</p>
noon – 1 pm	<p>Mindful Self-Compassion</p> <p>This session will focus on taking time to slow down and attend to ourselves, learning and practicing mindfulness, grounding, and self-compassion.</p>	<p>Danila Musante</p>
1 pm – 2 pm	<p>Makerspace Collaboration</p> <p>Be a part of long-term planning for the COM Makerspace. The Makerspace is envisioned as a series of physical spaces, including a fabrication lab, machine metals shop, welding shop, studio space, XR lab, and other classroom/lab spaces, but is at its core an integration of interdisciplinary curriculum that supports students studying in the arts, trades, sciences, and technology fields. Come learn more about the Makerspace and how your</p>	<p>Logan Wood</p>

	course can use the space to help students obtain hands-on skills for entry into the workplace.	
1 pm – 2 pm	<p>New Releases in Canvas: New Quiz Tool, Rich Content Editor, and More</p> <p>Stay current with upcoming changes to Canvas. In this session, we will introduce and demonstrate Canvas new releases and updates including:</p> <ul style="list-style-type: none"> • New Quizzes • New Rich Content Editor (RCE) • Bulk Editing Assignments • Assignment Submission Celebrations • Muting Notifications • And more! <p>To learn more about these features and future updates, visit the Canvas Release Notes: https://community.canvaslms.com/community/answers/releases/release-notes-canvas</p>	Stacey Lince
2 pm – 3 pm	<p>What is Engagement in Online Instruction? A Panel Discussion with Students and Faculty</p> <p>With the move to online learning, faculty and students will need to find new ways of engagement with course material and one another. In this session, panelists will talk about what it means to be engaged in an online teaching and learning environment and offer suggestions for success. The panel will consider questions including:</p> <ul style="list-style-type: none"> • How does curiosity thrive? • How to create an effective rhythm and pace? • How to sustain student attention? • How to move online discussion into critical thinking? • How students can keep their learning alive? 	Barbara Gloistein
3:30 pm – 5 pm	<p>Cultivating Writing Across the Curriculum</p> <p>Tired of the same old writing assignments? Unsure of how to help students develop as writers? Wondering how you can use writing to better promote student learning, engagement, and critical thinking?</p> <p>Join us to get inspired to incorporate writing in your class, no matter what discipline you teach! We'll explore some basic principles of writing across the curriculum pedagogy as we share strategies for effective writing assignments in both online and face to face settings. We'll also cover helpful tips for assessing student writing effectively yet efficiently. Whether you already require oodles of writing or seek to incorporate more writing into your classes, this workshop will help spark new ideas for the coming semester and cultivate a culture of writing at COM.</p>	Dave King

TUESDAY, AUGUST 18

Time	Description	Presenter/ Facilitator
9 am – 11 am	<p>Raise the Room Participant-Centered Online Teaching – Part 1 of 2 A Community of Practice Kick Off</p> <p>Are you interested in honing your online teaching skills? Would you like to build connections with other faculty and explore new ideas? If so, you are invited to join a new community of practice dedicated to participant-centered online teaching. We will begin with a two-part event during Flex week led by Eva Meyers on Tuesday, Aug. 18 and Thursday, Aug. 20. Then, we will continue with four more sessions during the semester. Each session is fully hands-on and includes examples of online pedagogical methods you can put into practice right away. Peer-to-peer learning and resource sharing are emphasized. Everyone will receive a copy of Eva's book, <i>Raise the Room: A practical guide to participant-centered facilitation</i>. Participants are expected to attend both sessions during Flex week and commit to joining the community of practice. Our goal is to have a cross-disciplinary cohort.</p> <p>Part 1: All the Ways to Prepare: Tools, Tips, and Tricks for Getting You and Your Students Ready for Meaningful Online Sessions</p> <p>Are you ready to create an agenda, atmosphere, and experience for students that will leave everyone feeling as inspired and enlightened as they feel in your in-person classes? In this workshop we will identify the key factors that, when handled in advance, contribute to a successful online synchronous session. Come learn and share tools and strategies for getting all of your ducks in a row for your fall agendas!</p>	Eva Meyers
9 am – 11 am	<p>California Community College Athletic Association In-Service Training</p> <p>This is a mandatory in-service training for staff who work with intercollegiate athletics. This training will cover CCCAA rules and regulations and provide updates to new policies, procedures and temporary modifications to the constitution and bylaws due to COVID-19.</p>	Ryan Byrne
11:30 am – 1 pm	<p>Is Everyone Really Okay? Cultivating Community Care in the Classroom During Covid-19</p> <p>Rooted in equity practices, this session aims to provide safer, welcoming, engaging, and inclusive online class environments while facilitating deep and meaningful connections with students. With the collaboration of faculty, Student Accessibility Services, and Student Activities & Advocacy, we will share tools on how to intentionally set students up for success through our remote environment.</p>	Tea Perales Sharon Goldfarb Sadika Sulaiman Hara Stormy Miller
1 pm – 3 pm	Department Chairs' and Coordinators' Meeting	Jonathan

	<p>All chairs/coordinators, deans, and directors should attend.</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>	Eldridge
3 pm – 5 pm	<p>New Faculty Orientation</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>	Cari Torres-Benavides Beth Patel
4 pm - 5:15	<p>Canvas Gradebook</p> <p>Join this session to learn more and test out the gradebook's new layout and functionality. We will also discuss how to align your gradebook with your syllabus weights and discuss equitable grading practices. Bring a current version of your syllabus or upload your syllabus to your Canvas course.</p>	Stacey Lince

WEDNESDAY, AUGUST 19

Time	Description	Presenter/ Facilitator
8:30 am – 9 am	<p>Virtual Meet and Greet</p> <p>Grab a cup of coffee and join us for a virtual meet and greet before Convocation begins at 9. We'll have breakout rooms and more, so you can see and catch up colleagues.</p>	Classified Senate
9 am – 11 am	<p>Convocation Welcome Back! Join your friends and colleagues as we prepare for the new year and hear important updates and information about the College.</p> <p>Keynote Address <i>Confronting the Pandemic of Racism in Education: Core Competencies for Equity-Advancing Educators</i> Lasana Hotep Director of Diversity, Equity, Inclusion, and Belonging UC Berkeley</p>	Superintendent/ President David Wain Coon
11 am - noon	<p>Post-Convocation Breakout</p> <p>Join us as we reflect on Lasana Hotep's keynote presentation and strategize on how we can be proactive in our anti-racist practices at COM and in our lives.</p>	Sadika Sulaiman Hara Yashica Crawford Patricia France

		Hugo Guillan Jon Horinek Matthew Kent Colleen Mihal Stormy Miller Tea Perales
noon – 1:30	UPM Meeting Faculty are encouraged to attend this meeting to hear the latest on the UPM budget, negotiations, member dues, MOUs, and scheduling for the spring semester.	Patrick Kelly UPM Executive Council
1:30 pm - 3:30 pm	Department Meetings Join your department meeting for updates and planning. Check with your department chair for Zoom links.	

THURSDAY, AUGUST 20

Time	Description	Presenter/ Facilitator
9 am – 11 am	<p>Raise the Room Participant-Centered Online Teaching – Part 2 of 2 A Community of Practice Kick Off</p> <p>Are you interested in honing your online teaching skills? Would you like to build connections with other faculty and explore new ideas? If so, you are invited to join a new community of practice dedicated to participant-centered online teaching. We will begin with a two-part event during Flex week led by Eva Meyers on Tuesday, Aug. 18 and Thursday, Aug. 20. Then, we will continue with four more sessions during the semester. Each session is fully hands-on and includes examples of online pedagogical methods you can put into practice right away. Peer-to-peer learning and resource sharing are emphasized. Everyone will receive a copy of Eva's book, <i>Raise the Room: A practical guide to participant-centered facilitation</i>. Participants are expected to attend both sessions during Flex week and commit to joining the community of practice. Our goal is to have a cross-disciplinary cohort.</p> <p>Part 2: Create a Safer Online Experience: Helping ALL Students Feel Calm, Welcomed, and Connected Online</p> <p>Are you concerned about creating an equitable and meaningful space for everyone in your classes? In this session we will learn and share ideas for increasing accessibility so that all participants feel more fully able to participate in our online synchronous sessions. Together we will explore environmental and emotional barriers that are present in our virtual spaces and leave prepared with strategies to address them!</p>	Eva Meyers
11 am – noon	Beyond Compliance:	Stormy Miller

	<p>Access from a Disability Justice Lens</p> <p>This workshop will explore disability identity, intersectionality and disability, and access as a form of equity and care. We will discuss support to students with disabilities beyond disability rights, compliance, and the provision of accommodations, exercising a framework focused on dismantling systemic barriers to inclusion and accessibility that can exist in high education spaces. Attendees will leave with an understanding of disability justice and the practical application of this framework in the online classroom and on campus.</p>	<p>Elle Dimopoulos Abby Yim</p>
11 am – 12:15 pm	<p>Canvas Gradebook</p> <p>Join this session to learn more and test out the gradebook's new layout and functionality. We will also discuss how to align your gradebook with your syllabus weights and discuss equitable grading practices. Bring a current version of your syllabus or upload your syllabus to your Canvas course.</p>	<p>Stacey Lince</p>
12:30 pm -1:30 pm	<p>UPM Special Part-time Faculty Meeting</p> <p>Come join the UPM President and members of the Executive Council for an important discussion on Part-Time/Adjunct Faculty member's issues and concerns. Information about negotiable items will be discussed and potentially voted on.</p>	<p>Patrick Kelly</p>
2 pm – 3:30 pm	<p>Basic Needs: Holistic Care and Connection During COVID-19</p> <p>Participants will understand how to connect students with services and resources in this online environment and be provided with tools on tapping into their student's experience to know if and when to reach out for additional support.</p>	<p>Sadika Sulaiman Hara</p>
4 pm – 5 pm	<p>From Textbooks to the Real World: Connecting Teaching and Learning to COVID-19</p> <p>During this presentation, Fernando and George will offer ideas about utilizing the COVID-19 pandemic to engage students. They will share exercises they developed to help students apply their skills and knowledge in biology and mathematics, such as data collection, to COVID-19. There will be time to brainstorm how faculty in other disciplines also might incorporate COVID-19 related material in their classrooms.</p>	<p>Fernando Agudelo-Silva George Rothbart</p>

FRIDAY, AUGUST 21

Time	Description	Presenter/ Facilitator
9 am – 10 am	<p>Taking Care of YourSELF - Sleep, Exercise, Love & Food</p> <p>Self-care is essential for anyone seeking to live a more balanced</p>	<p>Representative from Kaiser Permanente</p>

	and healthy life. This workshop focuses on four ways to improve SELF care: Sleep, Exercise, Love and Food. When practiced daily these simple to follow SELF care strategies support participants' improved health and well-being. Participants will be invited to create a realistic action plan, using their personal strengths to lead a more balanced lifestyle.	
10 am - noon	<p>eLumen Curriculum Support</p> <p>Curriculum Committee members will be available to assist with questions and provide technical help regarding course outlines and degrees/certificates in eLumen.</p>	Gina Cullen Cari Torres-Benavides
11 am – 12:30 pm	<p><i>Working Towards Equity: The Benefits of Open Educational Resources in Online Teaching and Learning</i></p> <p>An introduction to Open Education Resources and its use during online learning, followed by a panel of instructors using OER. Strengthen equity-minded practices and access in an online environment by exploring ways to remove the financial and logistical barriers that occur with the use of traditional textbooks.</p>	Dayna Quick
1 pm – 2 pm	<p>Enhancing Faculty-Student Relationships</p> <p>Are you interested in developing stronger bonds with your students, many of whom might be first-generation college students, and finding ways to build community inside and outside of class? Students and Coordinators from the MAPS, Puente, Umoja, and STEM Learning Communities will facilitate hands-on activities through which we'll explore how faculty engagement can promote greater connection during this unprecedented time. This virtual landscape poses some new challenges for students, and your participation plays a critical role in their success. Explore ways to promote student retention, college connectedness, and enrich our relationships!</p>	Lilyana Barajas Luz Briceno-Moreno Paul Daubenmire Caitlin Escobar Nigel Haikins Rachel Klein Kristin Perrone Sofie Totapudi
2 pm – 3 pm	<p>COM CARE: Supporting Students through the Pandemic</p> <p>In this session, Sadika and Matt will share best practices and strategies for faculty and staff as they provide student support in a remote environment. They will explain the resources available at COM with an emphasis on support and intervention in a remote and online format, especially given the shifting landscape of instruction during the COVID-19 pandemic.</p>	Matt Kent Sadika Sulaiman Hara