

COLLEGE OF  
**MARIN**

**Spring 2018 Flex Descriptions**  
**January 16-19, 2018**  
*Creating a Community of Belonging*

Flex activities are open to all faculty and staff. All faculty have a Flex professional development requirement based on teaching load. Flex guidelines and the Flex Verification Form can be found on the PD webpage at <http://www1.marin.edu/professional-development> .

**Tuesday, January 16**

<p>Presenter: Stacey Lince</p> <p>9-10:15 a.m. AC 114</p> <p>*PD Themes: TL, SS, TT, EE</p>	<p style="text-align: center;"><b>Canvas Basics</b></p> <p>The Canvas Basics workshop provides an introduction to the Canvas interface, information on migrating courses from Moodle to Canvas, basic course and interface navigation, and communication tools. Workshop will also be available via online web-conferencing in Zoom.</p> <p><b><i>Space is limited.</i></b> To ensure your spot, RSVP to Stacey at <a href="mailto:slince@marin.edu">slince@marin.edu</a> and put "Canvas Basics" in the subject line. If you wish to attend via Zoom, please RSVP with "Canvas Basics – Zoom" in the subject line.</p>
<p>Presenter: Alan Scofield</p> <p>9-10 a.m. AC 239</p> <p>*PD Themes: TL, SS, IE, EE,</p>	<p style="text-align: center;"><b>Stories Make a Difference!</b></p> <p>Whether we counsel students, serve as administrators, do outreach, or teach English, math, or music, we can ALL use stories to capture attention, motivate listeners, bring presentations to life, or motivate donors to donate. Learn how and why stories work. Join faculty member and professional storyteller Alan Scofield to practice storytelling skills that will make a difference as you connect with people. Leave with the means to connect to any audience, be it a crowd, a classroom, or one quiet listener.</p> <p style="text-align: center;">"You may tell a story that takes up residence in someone's soul ... that will move them and drive them and who know what they might do because of it." -Erin Morgenstern, <i>The Night Circus</i></p>
<p>Presenter: Cheo Massion</p> <p>9-10 a.m. AC 240</p> <p>*PD Themes: TL, SS</p>	<p style="text-align: center;"><b>Eat Your Frog First:</b> <b>Helping Students Become More Effective Learner</b></p> <p>Join Cheo Massion as she shares learnings she gleaned from taking the online MOOC "Learning How to Learn" by Barbara Oakley. Some of the underlying cognitive research will be presented, but more importantly, ready-to-use tips to use in your classroom will be outlined and discussed.</p>
<p>Presenter: COM Police &amp; Keenan Representative</p>	<p style="text-align: center;"><b>Campus Safety and Active Shooter Response</b></p> <p><i>This session is of vital importance, and all employees are encouraged to attend.</i> It is difficult to escape disturbing worldwide news about acts of terrorism, and indiscriminate killing of innocents. While the likelihood of these events occurring in</p>

<p>10:30 a.m. - 12:30 p.m. FH 120</p> <p>*PD Themes: IE, EE</p>	<p>any particular community is rare, no one can afford to think that, “It can’t happen at the College of Marin.”</p> <p>In this two-hour class, the presenters will:</p> <ul style="list-style-type: none"> <li>• address the growing risk of an active shooter or a similar type of emergency,</li> <li>• teach you what to expect in an active shooter emergency,</li> <li>• help you establish the highest level of safety for yourself, co-workers and students.</li> </ul>
<p>Presenters: Stacey Lince &amp; Kathleen Smyth</p> <p>12:45-2 p.m. AC 114</p> <p>*PD Themes: TL, SS, TT, EE, EQ</p>	<p style="text-align: center;"><b>Distance Education Faculty Meeting</b></p> <p>During this mandatory meeting, DE faculty will receive important updates about Canvas, accreditation standards, and revisions to COM DE policies.</p> <p>Lunch will be provided. Please RSVP to Cari at <a href="mailto:ctorresbenavides@marin.edu">ctorresbenavides@marin.edu</a> and put “DE Meeting” in the subject line.</p>
<p>Presenters: COM Staff</p> <p>1-4 p.m. AC 238</p> <p>*PD Themes: SS, IE, EE</p>	<p style="text-align: center;"><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>Presenter: Sadika Sulaiman Hara</p> <p>1-2:30 p.m. AC 239</p> <p>*PD Themes: SS, IE, EQ</p>	<p style="text-align: center;"><b>Ally Training: Supporting Undocumented Students</b></p> <p>Undocually Training includes information about undocumented students and the world that they face today. Come and receive information and resources to help your students feel safe and supported.</p> <p>COM Ally Trainings provide faculty and staff the opportunity to develop capacity around creating inclusive learning environments related to specific identity backgrounds. Participants will receive a placard that they can display to signal the presence of supportive allies on campus and will have the opportunity to be added to an allies list.</p>
<p>Presenter: Brian King</p> <p>2:10 – 3 p.m. AC 241</p> <p>*PD Themes: TL, EE</p>	<p style="text-align: center;"><b>De-escalating Emotionally Charged Conflicts</b></p> <p>During this training, Brian King, COM mental health counselor, will talk about heightened emotional states and offer specific strategies on how to handle conflicts with students.</p>

<p>Presenters: Klaus Christiansen &amp; Joanne Wong</p> <p>2:10-2:40 p.m. SMN 226</p> <p>*PD Themes: IE</p>	<p style="text-align: center;"><b>Recycling @ COM</b></p> <p>Ever wonder what really should go in the recycling bin at COM? During this presentation, the Facilities, Planning, Maintenance, and Operations Dept. will offer recycling training for the new SMN waste management pilot program that will kick off at the beginning of the semester. The session will provide an opportunity to gather best practices for a comprehensive campus program. This will be an on-going effort, so come to support, get trained, learn how you can spread the word to your students and colleagues, and reduce your impact on the environment.</p>
<p>Presenters: Chris Yang, elle dimopoulos, &amp; David Patterson</p> <p>3:10-4:30 p.m. KTD Library</p> <p>*PD Themes: SS, IE, EQ</p>	<p style="text-align: center;"><b>Ally Training: Supporting LGBTIQQ Students</b></p> <p>LGBTQ+ Safe Space training provides information about the wide spectrum of sexualities and gender identities that exist in our world as well as provide a space to discuss, answer questions, and build capacity.</p> <p>COM Ally Trainings will provide faculty and staff the opportunity to develop capacity around creating inclusive learning environments related to specific identity backgrounds. Participants will receive a placard that they can display to signal the presence of supportive allies on campus and will have the opportunity to be added to an allies list.</p>
<p>Presenter: Stacey Lince</p> <p>3:10-4 p.m. AC 114</p> <p>*PD Themes: TL, SS, TT, EE</p>	<p style="text-align: center;"><b>Canvas Course Design: Getting Students Started on the Right Foot</b></p> <p>In this session, you will learn about course design strategies and tips to help students easily access your course materials. Topics will include hiding navigational links, module organization, content publishing, and accessibility. This workshop is recommended for faculty who have previous experience using Canvas or have attended a Canvas basics workshop. Workshop will also be available via online web-conferencing in Zoom.</p> <p><i><b>Space is limited.</b> To ensure your spot, RSVP to Stacey at <a href="mailto:slince@marin.edu">slince@marin.edu</a> and put "Canvas Course Design" in the subject line. If you wish to attend via Zoom, please RSVP with "Canvas Course Design – Zoom" in the subject line.</i></p>
<p>Presenters: Meg Pasquel &amp; Tonya Hersch</p> <p>3:10-4 p.m. AC 240</p> <p>*PD Themes: IE, EE, EQ</p>	<p style="text-align: center;"><b>Embedded Peer Tutoring Faculty Meeting</b></p> <p>This is a mandatory meeting for faculty who will be participating in the embedded peer tutoring project this semester. The presenters will provide important information about your responsibilities, the role of tutors, and how they can best be utilized in and out of the class to support student success.</p>
<p>Presenter: Alexio Perez</p> <p>4:10-5 p.m. AC 239</p> <p>*PD Themes: TT</p>	<p style="text-align: center;"><b>SecureAll: Now that I Have My Fob, What Do I Do with It?</b></p> <p>In this session, you will learn all you need to know about the SecureAll Door Access System including how to open and unlock doors and what to do in case of an emergency.</p>

**Wednesday, January 17****Mandatory Flex Day for Full-time Faculty**

8 - 8:45 a.m. Performing Arts Lobby	<b>Continental Breakfast</b> Coffee, tea, and light refreshments will be served.
9 - 11 a.m. James Dunn Theatre	<b>Convocation</b> <b>Creating a Community of Belonging</b> Join your friends and colleagues as we celebrate the start of the new semester and hear important updates and information.
11:10 a.m. – 12 noon FH 120	<b>Post-Convocation Session</b> <b>Defining Equity</b> During this interactive session, Chris Yang, Stormy Miller, and Sadika Sulaiman Hara will lead faculty and staff through a series of activities that will help us better understand and serve our diverse student population.
12 – 1:30 p.m. Cafeteria	<b>United Professors of Marin (UPM) Meeting</b>
1:30 - 3:30 p.m.	<b>Department Meetings</b> Check with your department for meeting location.

**Thursday, January 18**

Presenters: CAE Training Team  9 a.m. - 4 p.m. SMN 210  *PD Themes: TL, TT	<b>Health Sciences: CAE Simulator Essentials Training Course</b> In this training course, presenters will introduce health sciences faculty and staff to the new simulation equipment and cover the knowledge and skills necessary to utilize the equipment in simulation-based education. Course will be taught by a member of the CAE training team.
Presenter: Nina Lyon Bennett, EAB  9 a.m. - 12 noon AC 255  *PD Themes: IE, EE, EQ	<b>Achieving Pathways Goals with Student-Centered Design</b> <i>This session will serve as the January chairs meeting, so all chairs/coordinators, deans, and directors should attend. All others are highly encouraged to attend.</i>  Guided Pathways is a major California Community College initiative that requires colleges to develop an integrated, institution-wide approach to facilitate student success from program enrollment to completion to job attainment. This session will provide an overview of what the pathways framework entails and will ensure that everyone is on a level playing field as we move down this path.
Presenters: Zero Textbook Cost Taskforce  12:10-2 p.m. AC 239	<b>Open Education Resources 101</b> One of the biggest expenses for students is the cost of books, and many students end up buying books late or never getting them at all because of the cost. Throughout the California Community College system, faculty and administrators are looking at ways to reduce student costs and improve student success by using zero cost options.

<p>*PD Themes: TL, SS, TT, IE, EE, EQ</p>	<p>This training, will provide an overview about how to find and adopt open educational resources and offer hands-on support. Faculty using OER will share success stories and stumbling blocks, support staff will provide useful guidance to faculty wishing to get started, and students will share their reaction to having course materials at zero cost to them. This workshop will be followed up with a mid-semester training with OER experts.</p> <p>Lunch included if you RSVP to <a href="mailto:srahman@marin.edu">srahman@marin.edu</a> by 1/11/18.</p>
<p>Presenter: Cari Torres</p> <p>12:30-2 p.m. AC 229</p> <p>*PD Themes: IE, EE, EQ</p>	<p style="text-align: center;"><b>English/English Skills Instructional Specialist Meeting</b></p> <p>All English and English Skills Instructional Specialists should attend this important operational meeting. Cari Torres will provide the information you need to be ready for the semester.</p> <p>Lunch will be provided. Please RSVP to Cari at <a href="mailto:ctorresbenavides@marin.edu">ctorresbenavides@marin.edu</a> and put "IS Meeting" in the subject line.</p>
<p>Presenter: Karen Wong Coordinator of Institutional Effectiveness/ Professor of English, Skyline College</p> <p>1-3 p.m. AC 238</p> <p>*PD Themes: TL, IE, EE, SLO</p>	<p style="text-align: center;"><b>Amping Up Your Assessment Game with Rubrics</b></p> <p>Are you interested in:</p> <ul style="list-style-type: none"> <li>• making your evaluative criteria crystal clear to students?</li> <li>• grading more efficiently than presently?</li> <li>• implementing departmental-wide assessments?</li> </ul> <p>Or do you simply enjoy discerning the qualities of the ultimate cookie?</p> <p>If so, then this introductory workshop is for you, as your main task will be to draft a rubric for evaluating cookies. A rubric is a scoring tool used to evaluate an assignment, performance, or product, such as essays, research reports, portfolios, works of art, recitals, oral presentations, and group activities. It identifies the primary characteristics (a.k.a. "traits") of the item being rated and describes levels of performance criteria for each characteristic. After drafting a cookie rubric, you will have all the tools you need to develop a rubric for one of your major assignments or outcomes. This latter rubric, in turn, can be uploaded to COM's newly acquired eLumen classroom and assessment management system that is going live this semester.</p>
<p>Presenters: Roosevelt Brown &amp; Jessica Tucker</p> <p>1-3 p.m. FH 120</p> <p>*PD Themes: IE</p>	<p style="text-align: center;"><b>Women's Self-Defense</b></p> <p>During this session, you will hear some background and statistics about crimes against women and learn and practice useful tips and techniques for self-defense.</p>
<p>Presenter: Boyd Jarrell</p> <p>1-3 p.m. PA 72</p> <p>*PD Themes: TL, EE</p>	<p style="text-align: center;"><b>Vocal Health and Effectiveness for Teachers</b></p> <p>Never mind PowerPoint and SLOs! Your most effective tool for communication is your voice. Come and learn helpful tips from Maestro Boyd Jarrell about vocal production, vocal health, and vocal communication. This session will include exercises and demonstrations of techniques to improve breathing, diction, resonance, communication, and vocal health. Noises will be made!</p>

<p>Presenter: Danila Musante</p> <p>1-2 p.m. AC 241</p> <p>*PD Themes: TL, SS, EE</p>	<p style="text-align: center;"><b>Teaching Amidst Tragedy</b></p> <p>In this presentation and discussion, Danila Musante, COM mental health counselor, will address teaching and supporting students who are struggling emotionally and may have experienced trauma. She will provide information about how related psychological difficulties may manifest in the classroom and what you can do to help.</p>
<p>Presenter: Stormy Miller</p> <p>2:10-3 p.m. AC 240</p> <p>*PD Themes: SS, EQ</p>	<p style="text-align: center;"><b>Demystifying the Accommodation Process</b></p> <p>Academic accommodations are designed to provide students with disabilities equal access to instruction, materials, and evaluation. While we oftentimes hear accommodations referred to as "leveling the playing field", faculty and staff may be left with questions regarding eligibility, the provision of accommodations, the "interactive process", and faculty/staff role in insuring accommodations are provided to students with disabilities.</p> <p>Workshop attendees will learn about:</p> <ul style="list-style-type: none"> <li>• Eligibility standards outlined in Title 5 and Chancellor's Office DSPS Implementing Guidelines;</li> <li>• The "Interactive Process" between the SAS certificated professional and student with a disability;</li> <li>• The provision of accommodations - how they are determined and instructional faculty role in the process;</li> <li>• Federal Law that speaks to public institution responsibility in providing reasonable accommodations.</li> </ul>
<p>Presenters: UPM Executive Committee Members</p> <p>3:10-4:30 p.m. AC 255</p> <p>*PD Themes: IE, EE</p>	<p style="text-align: center;"><b>UPM Contract Update</b></p> <p>The UPM Executive Council will be on hand to share information about the tentative contract agreement with the District and to answer questions.</p>

**Friday, January 19**

<p>Presenters: CAE Training Team</p> <p>9 a.m. - 4 p.m. SMN 210</p> <p>*PD Themes: TL, TT</p>	<p style="text-align: center;"><b>Health Sciences: CAE Simulator Essentials Training Course</b></p> <p>In this training course, presenters will introduce health sciences faculty and staff to the new simulation equipment and cover the knowledge and skills necessary to utilize the equipment in simulation-based education. Course will be taught by a member of the CAE training team.</p>
<p>Facilitator: Cari Torres</p> <p>9 a.m. - 2 p.m. IVC ESCOM Room</p> <p>*PD Themes: IE, EE, EQ</p>	<p style="text-align: center;"><b>Noncredit Retreat</b></p> <p>During the noncredit retreat, faculty and staff members will gather for an extended period of time to discuss the latest state-led initiatives related to noncredit curricula and programs, including ESL and CTE. The expansion of noncredit at COM and models in place at other community colleges will be the main topics on the agenda.</p>

Presenters: Sandi Weldon  9-10 a.m. PA 92  *PD Themes: TL, EE,	<p style="text-align: center;"><b>Ballroom Dance Workshop</b></p> Dancing improves brain function on a variety of levels. Two recent studies show how different types of practice allow dancers to achieve peak performance by blending cerebral and cognitive thought processes with muscle memory and ‘proprioception’ held in the cerebellum. We will stretch, meet some colleagues, and try some salsa, swing, rumba, tango, and/or foxtrot basics as we get ready for the new year.
Presenters: SLOAC  9-10 a.m. AC 240  *PD Themes: TL, EE	<p style="text-align: center;"><b>SLO Nuts and Bolts</b></p> Got questions about writing SLOs? Not sure about some of the SLO basics? This is your chance to meet members of the Student Learning Outcomes Assessment Committee and learn how effective SLOs can strengthen your curriculum and support student success.
Presenter: Carol Lefkowitz  9:30 a.m. -12 p.m. FA 214  *PD Themes: TL, EE	<p style="text-align: center;"><b>Learning to See Drawing Exercise</b></p> This workshop is a hands-on activity encouraging participants to trust the relationship between looking and drawing. This process reveals the universal relationship between learning visual skills and the application to other subjects. No prior experience with drawing or charcoal is necessary. Some mess will be created, so don't wear clothes that shouldn't get dirty!  A donation of \$5 is requested to help cover the cost of materials. To help with planning and preparations, please RSVP to Carol at <a href="mailto:clefkowitz@marin.edu">clefkowitz@marin.edu</a> .
Presenters: David King, Trine Miller, Meg Pasquel, & Blaze Woodlief  10:10 a.m. -12 noon AC 238  *PD Themes: TL, SS	<p style="text-align: center;"><b>English/COSK Effective Practices</b></p> Join us to explore the findings from an analysis of 81 essays from eight English composition instructors, representing Los Positas Community College, Canada College, Santa Rosa JC, Sonoma State University, San Francisco State University, and UC Berkeley. We will review the results and discuss our recommendations, which include using rubrics and honing our prompts to make them more focused. In addition, we will consider a "norming" project for our English 150 instructors.
Presenter: Stacey Lince  10:30 a.m. - 12 noon AC 114  *PD Themes: TL, SS, TT, EE	<p style="text-align: center;"><b>Office 365: Sharing in the Cloud</b></p> Here’s your chance to learn more about some of the applications available to you and your students in your COM Microsoft Office 365 account. This session will include an overview of O365 applications, student access and use, Canvas integration, and sharing documents/content with your students. This will be a hands-on experience. Bring your questions!  <i><b>Space is limited.</b> To ensure your spot, RSVP to Stacey at <a href="mailto:slince@marin.edu">slince@marin.edu</a> and put “Office 365” in the subject line. If you wish to attend via Zoom, please RSVP with "Office 365 – Zoom" in the subject line.</i>
Presenter: Stacey Lince  12:30-2 p.m. AC 114	<p style="text-align: center;"><b>Canvas Gradebook Canvas Gradebook &amp; Assessment</b></p> This workshop provides an overview of the Canvas gradebook, gradebook features such as weighted categories, extra credit, and treating ungraded items as zeros will also be covered. Participants should bring a copy of their syllabus or have uploaded

<p>*PD Themes: TL, SS, TT, EE</p>	<p>their syllabus to Canvas prior to the workshop. Time will be allotted for faculty to set up their gradebooks, categorize assignments, and discuss appropriate weights/point values for their course. This workshop will also be available via online web-conferencing in Zoom.</p> <p><b>Space is limited.</b> To ensure your spot, RSVP to Stacey at <a href="mailto:slince@marin.edu">slince@marin.edu</a> and put "Canvas Gradebook" in the subject line. If you wish to attend via Zoom, please RSVP with "Canvas Gradebook – Zoom" in the subject line.</p>
<p>Presenter: Shannon Kissinger, Swords to Plowshares</p> <p>12:30-2 p.m. AC 239</p> <p>*PD Themes: SS, IE, EQ</p>	<p style="text-align: center;"><b>Ally Training: Supporting Veterans and Military Students</b></p> <p>This training provides information around the realities of our students who have military backgrounds and the transition from military life into civilian life. Come and engage with us around the strengths our veteran students bring to the classroom as well as the challenges they face.</p> <p>COM Ally Trainings will provide faculty and staff the opportunity to develop capacity around creating inclusive learning environments related to specific identity backgrounds. Participants will receive a placard that they can display to signal the presence of supportive allies on campus and will have the opportunity to be added to an allies list.</p>
<p>Presenter: John Adams</p> <p>1-3 p.m. AC 249</p> <p>*PD Themes: IE, EE</p>	<p style="text-align: center;"><b>Pepper Spray Safety Class</b></p> <p>Pepper spray is a very effective, non-lethal weapon that temporarily disables attackers. It's made from cayenne peppers that get into the eyes, nostrils and skin to cause an intense burning sensation that lasts for up to thirty minutes. When an assailant is sprayed with pepper spray, their eyes will water, throat will constrict and they will find it very difficult to breathe, giving time for a victim to escape.</p> <p>After the introduction, participants will go outside and practice using an inert canister against an attacker. All will receive a canister of pepper spray to take with them.</p> <p><b>Space is limited.</b> RSVP to John at <a href="mailto:JAdams@marin.edu">JAdams@marin.edu</a> by Tuesday, Jan. 16.</p>
<p>Presenter: Shirleigh Brannon</p> <p>1-3 p.m. AC 238</p> <p>*PD Themes: TL</p>	<p style="text-align: center;"><b>BOPPS and More! A Teaching and Learning Model</b></p> <p>Many models exist for planning lessons: Let's share the ones we like best! Join Shirleigh for a quick and fun intro into using the Instructional Skills Workshop (ISW) "BOPPPS" model for participatory learning lesson planning strategies, then try your hand at a quick "micro-mini lesson" using the model. Also bring your own tips, tricks and favorite models and strategies for engaging students. Let's share our collective wealth of knowledge and have fun while we're at it!</p>
<p>Presenters: Karen Koenig &amp; Fernando Agudelo-Silva</p> <p>2:10-3 p.m. AC 240</p> <p>*PD Themes: TL, SS</p>	<p style="text-align: center;"><b>What's Reading Got to Do With It?</b></p> <p>As a college instructor, you may find yourself wondering if your students actually read the textbook or readings you assign. But did you ever wonder if they actually understand the text they are supposed to read? An English instructor and a biology instructor got together to find out if students' reading comprehension skills had an impact on their success in Biology 110, and in this workshop, you will learn what we discovered. Then we will open up the discussion to explore how students' reading skills may be affecting success in other disciplines. From there, we will also start the conversation about strategies to improve student success across disciplines by improving their reading skills, so bring your concerns and questions.</p>