

Workshop & Activity Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
			1 ● 1-2 Facilitating Online Discussions Effectively in Canvas Bldg. 1, Rm. 1311F	2
5	6 ● 12-2 Getting to Know Open Education Resources (OER) Bldg. 1, Rm. 1311F ● 1-2 Walking for Wellness Quad Area, Bldg. 6	7 ● 12:30-2 Canvas & Online Tips & Tricks Bldg. 1, Rm. 1311F	8 FLEX DAY	9
12 ● 4-5 Facilitating Online Discussions Effectively in Canvas Bldg. 1, Rm. 1311F	13	14 ● 1-2 Reflective Practice in Teaching: A Process of Self-Observation and Self-Evaluation Bldg. 1, Rm. 1311F ● 3:45-4:45 Adjunct Faculty Teaching & Learning Community Bldg. 1, Rm. 1311F	15 ● 2-4 Canvas Accessible Content Bldg. 1, Rm. 1311F	16 ● 12:30-2:30 Canvas Accessible Content Bldg. 1, Rm. 1311F
19	20 ● 1-2 The Power of NCORE at Skyline College: Intersectional Approaches to Supporting LGBTQ+ Students of Color (Brown Bag Series) Bldg. 1, Rm. 1311F	21	22 ● 2-3:30 Introduction to Office 365 Bldg. 1, Rm. 1311F ● 4-5 Canvas & Online Tips & Tricks Bldg. 1, Rm. 1311F	23 ● 12:30-2 Introduction to Office 365 Bldg. 1, Rm. 1311F
26 Spring Break	27 Spring Break	28 Spring Break	29 Spring Break	30 Spring Break

Thematic Key to Workshops:

- Teaching, Learning, & Student Success
- Online Education, Technology, & Software

- Health, Wellness, & Safety
- Policies, Procedures, & Miscellaneous Topics

OUR MISSION

The Center for Transformative Teaching and Learning (CTTL) is a “hub” of innovation where the transformation of teaching and learning occurs. Through the integration of pedagogical and technological instruction, as well as the promotion of best practices, collaboration, research, inquiry and reflection, the Skyline College community enables student success to empower and transform a global community of learners.

OUR SERVICES

Accessibility Specialist: The Accessibility Specialist works with the faculty and staff on providing accessibility training and resources. The Accessibility Specialist also provides training for individual faculty and staff, as well as for departments, division and/or programs, on a variety of technology related accessibility topics such as to assist with creating accessible PDFs, aid with accessibility issues for the college website and web-based materials, and assist with video captioning.

OUR SERVICES

Professional Development: Professional development provides faculty, staff, and administrators opportunities for improvement that enhance and support student learning and student success. The CTTL offers a variety of workshops, a lending library, one-on-one training and consultations, peer-to-peer coaching, and a host of other resources to support innovative and transformative practices that have the potential to positively impact students’ educational experiences.

Instructional Design: The instructional designer works in partnership with faculty & staff to design curriculum, course content, and learning experiences rooted in instructional theory that support both student and program learning outcomes. Through individual as well as program consultation, the instructional designer supports faculty and staff with utilizing best practices for facilitating the best possible learning experiences that foster student success and meet professional learning goals.

Distance Education: The distance education coordinator assists faculty and staff to effectively design, develop, and teach hybrid and online courses using various interactive instructional technologies and online pedagogy. Consultative reviews, curriculum development support, and ongoing training and professional development opportunities, are hosted by the DE coordinator, to facilitate the dissemination of knowledge and best practices for online and hybrid learning.

Instructional Technology: Always prioritizing teaching and learning, the instructional technologist works with faculty, staff, and administration to support the effective use technologies to solve instructional needs and address specific learning bottlenecks or challenges — from the selection of the right tools to understanding the best ways to implementing them in your classroom whether it be face-to-face, hybrid, or fully online. The instructional technologist also provides training for individual faculty and staff, as well as for departments and/or programs, on a variety of technology related topics such as audio and video editing and production, software/hardware training, graphics training and production, LMS tools training, multimedia production, etc.

OUR TEAM

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ONGOING SPRING ACTIVITIES

● **Walking for Wellness**

Offered Monthly, Every 1st Tuesday

1:00pm-2:00 pm, Quad, Bldg. 6 Area

Meet at the Skyline College Quad, and walk for wellness. This activity was designed with the idea in mind that good health and wellness are the foundation of happy and successful individuals.

● **Canvas & Online Tips & Tricks**

In this workshop, you will learn intermediate tips and tricks to improve teaching and learning on the Learning Management System (LMS) Canvas.

● **Adjunct Faculty Teaching & Learning Community**

Offered Monthly, Every 2nd Wednesday

3:45pm – 4:45pm, Bldg. 1, Rm. 1311F

The Adjunct Faculty Teaching & Learning Community (AFTLC) is a cross-disciplinary group of adjunct faculty members that meets once a month to discuss pedagogy, best practices, adjunct issues, and areas of particular interest to part-time faculty members.

March 2018 WORKSHOPS

● **Thu, March 1, 1pm – 2pm, Bldg. 1, Rm. 1311F, “Facilitating Online Discussions Effectively in Canvas.”**

Online discussions provide opportunities for students to engage in productive interactions that support learning outcomes. Online discussions often establish a strong sense of community within the course as well as support content-and tasks that center on authentic topics. However, facilitating discussions effectively in Canvas remains a challenge. Mainly, finding ways for instructors to maintain a social presence in the virtual classroom, avoid becoming the center of all discussions by emphasizing student–student interactions, and attend to issues of social equity arising from use of different communication patterns by culturally diverse students. During this workshop, we will learn more about how to design, deliver and facilitate effective online discussion using tools in Canvas that develop and sustain dialogue within your online course.

Facilitator: Dr. Bianca Rowden-Quince, Instructional Designer

● **Tue, March 6, 12pm – 2pm, Bldg. 1, Rm. 1311F, “Getting to Know Open Education Resources (OER).”** Open Educational Resources (OER) are teaching and learning materials that you may freely use and reuse, without charge. That means they have been authored or created by an individual or organization that chooses to retain few, if any, ownership rights.

For some of these resources, that means you can download the resource and share it with colleagues and students. For others, it may be that you can download a resource, edit it in some way, and then re-post it as a remixed work. Why use open educational resources and tools? Using OERs can help address or even solve the issues instructors face in the classroom in a creative way.

Incorporating OERs can be as simple or as complex as an instructor wants it to be. What are you looking for? How do you plan on using it? What rights do I have to use it?

Join us for this discussion and demonstration where we will dive into sharing best practices on how to begin your search and discover OER materials for your course through LIVE guided searches. This session is set up as a flexible drop-in period. Drop-ins are welcome anytime during 12-2pm.

● **Wed, March 7, 12pm – 1pm, Bldg. 1, Rm. 1311F, “Canvas & Online Tips & Tricks.”** In this workshop, you will learn intermediate tips and tricks to improve teaching and learning on the Learning Management System (LMS: Canvas). Topics will vary, but may include intermediate online tools, interactive online assignments, and course design.

Facilitator: Chris Collins, DE Coordinator

● **Mon, March 12, 4pm – 5pm, Bldg. 1, Rm. 1311F, “Facilitating Online Discussions Effectively in Canvas.”**

Online discussions provide opportunities for students to engage in productive interactions that support learning outcomes. Online discussions often establish a strong sense of community within the course as well as support content-and tasks that center on authentic topics. However, facilitating discussions effectively in Canvas remains a challenge. Mainly, finding ways for instructors to maintain a social presence in the virtual classroom, avoid becoming the center of all discussions by emphasizing student–student interactions, and attend to issues of social equity arising from use of different communication patterns by culturally diverse students. During this workshop, we will learn more about how to design, deliver and facilitate effective online discussion using tools in Canvas that develop and sustain dialogue within your online course.

Facilitator: Dr. Bianca Rowden-Quince, Instructional Designer

● **Wed, March 14, 1pm – 2pm, Bldg. 1, Rm. 1311F, “Reflective Practice in Teaching: A Process of Self-Observation and Self-Evaluation.”** Reflective practice often referred to as reflective teaching, is the process of looking at your actions in order to gain professional expertise. Reflective practice encourages us to look critically at what we do in the classroom, think about why we do it, and consider how it works for our students. By collecting information about what goes on in our classrooms and analyzing and evaluating this information, we can identify and explore our own practices and underlying beliefs. Thus, engaging in reflective practice often leads to changes and improvements in our teaching and learning outcomes of our students. During this workshop, we will explore strategies for engaging in effective reflective practice aimed at individual professional development and self-evaluation.

Facilitator: Dr. Bianca Rowden-Quince, Instructional Designer

● **Wed, March 14, 3:45pm – 4:45pm, Bldg. 1, Rm. 1311F, “Adjunct Faculty Teaching & Learning Community.”** The Adjunct Faculty Teaching & Learning Community (AFTLC) is a cross-disciplinary group of adjunct faculty members that meets once a month to discuss pedagogy, best practices, adjunct issues, and areas of particular interest to part-time faculty members. The group is meant to serve as a community of practice that fosters connections across campus, and that allows members to cooperatively work on addressing questions, challenges and interests with their peers. The group meets the second Wednesday of each month, from 3:45-4:45. Adjunct faculty from all departments are welcome to attend.

March workshops continued on next page...

March 2018 WORKSHOPS

● **Thu, March 15, 2pm – 4pm, Bldg. 1, Rm. 1311F, “Canvas Accessible Content.”** Led by Skyline College’s Accessibility Specialist, Chris Weidman, this workshop will empower participants to create accessible content in Canvas. You will learn the basic steps to assure that your Canvas materials are accessible. By the end of this workshop, you will be able to: 1) recognize why it is important to make a course accessible, and 2) start working on strategies to enhance accessibility in your Canvas courses.

Facilitator: Chris Weidman, Accessibility Specialist

● **Fri, March 16, 12:30pm – 2:30pm, Bldg. 1, Rm. 1311F, “Canvas Accessible Content.”** Led by Skyline College’s Accessibility Specialist, Chris Weidman, this workshop will empower participants to create accessible content in Canvas. You will learn the basic steps to assure that your Canvas materials are accessible. By the end of this workshop, you will be able to: 1) recognize why it is important to make a course accessible, and 2) start working on strategies to enhance accessibility in your Canvas courses.

Facilitator: Chris Weidman, Accessibility Specialist

● **Tue, March 20, 1pm – 2pm, Bldg. 1, Rm. 1311F, “The Power of NCORE at Skyline College: Intersectional Approaches to Supporting LBGTQ+ Students of Color (Brown Bag Series).”** Led by NCORE 2018 Conference Delegate, Jorge Murillo, this brown bag discussion workshop is part of the Power of NCORE at Skyline College Series and will focus on the ways in which Skyline College staff and faculty can support LBGTQ+ Students of Color. Participants of this workshop will: 1) understand intersectionality as it relates to the experiences of LBGTQ+ Students of Color in higher education; and 2) engage in a discussion about the ways in which Skyline College can enhance the educational experience of LBGTQ+ Students of Color.

Facilitator: Jorge Murillo, Program Services Coordinator, EOPS/CARE & CalWORKs

● **Thu, March 22, 2:00pm – 3:30pm, Bldg. 1, Rm. 1311F, “Introduction to Office 365.”** MS Office 365 is a cloud based suite of productivity apps that include Word, Excel, PowerPoint, Outlook, OneNote, and OneDrive among others. In this introductory workshop, we will learn to share and edit documents using MS Word and OneDrive. We will configure Outlook email, and download and install the OneDrive Client app. We will also learn how to sync OneDrive across devices and how to install the District provided licenses for home use. Participants in this workshop will learn to: 1) Share and edit documents simultaneously; 2) Configure Outlook Mail; 3) Install and sync the OneDrive App across multiple devices; and 3) Use OneDrive for storing and sharing files.

Participants are encouraged to bring their own laptops to install OneDrive, but laptops will be provided to those who don’t have a device. If you have accessibility needs or require an accommodation please contact Ricardo Flores prior to the workshop to discuss how to meet your needs.

Facilitator: Ricardo Flores, Instructional Technologist

● **Thu, March 22, 4pm – 5pm, Bldg. 1, Rm. 1311F, “Canvas & Online Tips & Tricks.”** In this workshop, you will learn intermediate tips and tricks to improve teaching and learning on the Learning Management System (LMS: Canvas). Topics will vary, but may include intermediate online tools, interactive online assignments, and course design.

Facilitator: Chris Collins, DE Coordinator

● **Fri, March 23, 12:30pm – 2:00pm, Bldg. 1, Rm. 1311F, “Introduction to Office 365.”** MS Office 365 is a cloud based suite of productivity apps that include Word, Excel, PowerPoint, Outlook, OneNote, and OneDrive among others. In this introductory workshop, we will learn to share and edit documents using MS Word and OneDrive. We will configure Outlook email, and download and install the OneDrive Client app. We will also learn how to sync OneDrive across devices and how to install the District provided licenses for home use. Participants in this workshop will learn to: 1) Share and edit documents simultaneously; 2) Configure Outlook Mail; 3) Install and sync the OneDrive App across multiple devices; and 3) Use OneDrive for storing and sharing files.

Participants are encouraged to bring their own laptops to install OneDrive, but laptops will be provided to those who don’t have a device. If you have accessibility needs or require an accommodation please contact Ricardo Flores prior to the workshop to discuss how to meet your needs.

Facilitator: Ricardo Flores, Instructional Technologist