

California Community Colleges 2013-14 Flexible Calendar Activity Submission Form

1. Flexible Calendar Activity Submission Form

1. Please enter today's date

6/11/2013

2. College information page

2. Select your college from the dropdown list below.

Skyline College

3. Please complete the following information for the Flexible Calendar Coordinator.

First Name

Nina

Last Name

Floro

Title

English Prof./Professional Dev. Coord.

Email Address

floro@smccd.edu

Phone Number

650-738-4414

Fax Number

650-738-4373

Mobile Phone

510-205-9932

4. How do you prefer to be contacted?

Email

5. Will your college be participating in the Flexible Calendar Program in the 2013-14 Academic Year?

Yes

3. College calendar configuration, number of instructional days, and number of "Flex" days page

6. Please select your college's calendar configuration from the list below. (Note: A "Flexible Calendar" is a community college calendar and course scheduling plan pursuant to Section 84890 of the Education Code and Section 55720 of the

California Code of Regulations, title 5).

b) Traditional Calendar (Semester or Quarter)

7. Please indicate the number of instructional days that when combined with the number of "Flex" days in question number 8 below will meet the 175 Day Rule (title 5, section 58120).

170

8. Please indicate the number of "Flex" days which the instructional staff will participate in staff, student and instructional improvement activities in lieu of regular classroom instruction.

5

4. Flexible Calendar activity page

9. Please list those activities related to course instruction and evaluation. (Limit of 300 characters per activity)

- Activity 1 : TracDat Training
- Activity 2 : WebAccess Training (multiple topics/sessions)
- Activity 3 : WebSmart Training
- Activity 4 : STOT (Structured Training for Online Teaching)
- Activity 5 : Turn-It-In Training
- Activity 6 : Program Review and Evaluation
- Activity 7 : Program Development Workshops/Presentations
- Activity 8 : Inter-departmental Discussions
- Activity 9 : Holistic Scoring Sessions/Norming and Grading Sessions
- Activity 10 : Teaching Pedagogy Workshops/Discussion Sessions
- Activity 11 : Assessment Tools/Techniques Workshops
- Activity 12 : Contextualized Teaching/Learning Workshops (Career Advancement Academies)
- Activity 13 : Discipline/Department/Division-Centered Workshops & Training
- Activity 14 : Accelerated Teaching/Learning Workshops
- Activity 15 : Google Applications for Educators Workshops/Training (various)

Attached Workshops List.

10. Please list those activities related staff development, in-service training and instructional improvement. (Limit of 300 characters per activity)

- Activity 1 : Structured Training for Online Teaching (STOT)
- Activity 2 : Turn-It-In Training
- Activity 3 : Computer Safety/Security (Preventing Hacking & Identity Theft) Workshops
- Activity 4 : Distance Learning Teaching Strategies
- Activity 5 : Using Technology (iPod, SmartPhone, etc.)
- Activity 6 : Curricunet Training
- Activity 7 : TracDat Training
- Activity 8 : WebSmart & WebAccess Training
- Activity 9 : Diversity & Social Justice Training/Workshops
- Activity 10 : Accelerated Teaching/Learning Workshops
- Activity 11 : Assessment Techniques Workshops
- Activity 12 : Teaching Pedagogy & Best Practices Workshops
- Activity 13 : Banner Workshops/Training
- Activity 14 : Office Software & Best Practices Workshops (i.e.--Excel, PowerPoint, Photoshop, Outlooketc.)
- Activity 15 : Contextualized Teaching/Learning Workshops
- Activity 16 : Discipline/Department/Division/Program-Centered Workshops & Training
- Activity 17 : New Faculty/Staff Orientation

Activity 18 : Classified/Faculty/Administrators Retreats
Activity 19 : Program Review and Development Workshops/Presentations
Activity 20 : Web User/Computer Safety Workshops

Copy of Attached Workshops List.

11. Please list those activities related to program and course curriculum or learning resource development and evaluation. (Limit of 300 characters per activity)

Activity 1 : Program Review and Development Activities
Activity 2 : Inter-Departmental Sessions/Meetings (special topics)
Activity 3 : Contextualized Teaching/Learning Workshops
Activity 4 : Accelerated Teaching/Learning Workshops
Activity 5 : Tutor & Supplemental Instructor Assistant Training Sessions
Activity 6 : Student Support & Instructional Software Training (various)
Activity 7 : Curriculum Review & Development Sessions
Activity 8 : Library/Information Resources Training and Workshops
Activity 9 : Discipline/Department/Division/Program-Centered Workshops & Meetings

Copy of Attached Workshops List.

12. Please list those activities related to student personnel services. (Limit of 300 characters per activity)

Activity 1 : New Staff Orientation
Activity 2 : Completion by Design Workshop
Activity 3 : Transfer Initiative Workshops
Activity 4 : Tutor & Supplemental Instructor Training/Workshops
Activity 5 : Instructional & Student Services Software Training/Workshops (various)
Activity 6 : Degree Works Training
Activity 7 : Counseling Workshops & Kognito Training
Activity 8 : CPR/AED Training
Activity 9 : Campus Safety/Emergencies Workshops
Activity 10 : Classified Staff Retreat
Activity 11 : Software/Hardware Training
Activity 12 : Diversity & Social Justice Training/Workshops

Copy of Attached Workshops List.

13. Please list those activities related to learning resource services. (Limit of 300 characters per activity)

Activity 1 : Author Readings (various)
Activity 2 : Library Events (various)
Activity 3 : Language Lab Training
Activity 4 : Fusebox Training
Activity 5 : Technology & Software Training (various)
Activity 6 : Inter-Campus Workshops/Training/Meetings (various)
Activity 7 : Library & Information Resources Orientation
Activity 8 : Tutor & Supplemental Instructor Training/Workshops
Activity 9 : Diversity & Social Justice Training/Workshops

Copy of Attached Workshops List.

14. Please list those activities related to related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity. (Limit of 300 characters per activity)

Activity 1 : Rock the School Bells Conference
Activity 2 : Women on Writing Conference

- Activity 3 : Campus Career Night
- Activity 4 : Pilipino Cultural Night
- Activity 5 : Community Strength in Unity LGBTQQIA Conference
- Activity 6 : Multicultural/Intercultural Workshops (various)
- Activity 7 : Campus Speakers (various)
- Activity 8 : Transfer Center, Transfer Initiative & TMC Workshops
- Activity 9 : Benefits Access for College Completion (BACC) Workshops
- Activity 10 : Sparkpoint at Skyline College Workshops (various)
- Activity 11 : DRC (Disability Resource Center) Workshops (various)
- Activity 12 : Counseling Workshops (various)
- Activity 13 : Learning Communities Workshops, Events, & Activities (various)
- Activity 14 : Diversity & Social Justice Training/Workshops

Copy of Attached Workshops List.

15. Please list those activities related to departmental or division meetings, conferences and workshops, and institutional research. (Limit of 300 characters per activity)

- Activity 1 : Faculty/Staff Division-specific Meetings (various)
- Activity 2 : Department & Discipline-related Meetings (various)
- Activity 3 : Planning, Research and Institutional Effectiveness (PRIE) Presentations (various)
- Activity 4 : Discipline/Subject Area/Division/Program Retreats (various)
- Activity 5 : Community, Strength & Unity LGBTQQIA Conference
- Activity 6 : Women on Writing Conference
- Activity 7 : Rock the School Bells Conference
- Activity 8 : Expanding Your Horizons Conference
- Activity 9 : Special Topic Conferences, Workshops, & Meetings (various)
- Activity 10 : Diversity & Social Justice Training/Workshops

Copy of Attached Workshops List.

16. Please list those activities related to other duties as assigned by the district. (Limit of 300 characters per activity)

- Activity 1 : District Opening Day Events
- Activity 2 : College Opening Day Events
- Activity 3 : Faculty Evaluations Training
- Activity 4 : Hiring Committee Orientations/Training

Copy of Attached Workshops List.

17. Other: If there is another category that contributes to the improvement of instruction, administrative, or student services, please list those activities related to that category in this section. Please identify the category online one. (Limit of 300 characters per activity)

Please describe this category and how it improves either instruction, administrative or student services. : Activities that promote the general health, safety, and wellness of college employees.

- Activity 1 : CPR/AED Training
- Activity 2 : Sexual Harrassment Training
- Activity 3 : Computer/Online Safety Workshops
- Activity 4 : Wellness Workshops (stress reduction, back health, work-life balance, ergonomics, etc.)
- Activity 5 : Administrative Leadership Training for Student Success
- Activity 6 : Diversity & Social Justice Training/Workshops

Copy of Attached Workshops List.

5. Flexible calendar advisory committee page

18. Please list the name, title and classification of each member of the Flexible Calendar Advisory Committee.

	Member Name	Title	Classification
Member Name 1	Nina L. Floro	Prof. of English/Prof. Dev. Coordinator	Faculty
Member Name 2	Phyllis Taylor-Gulbranson	Prof. of Speech Communications	Faculty
Member Name 3	Laurie Biagi	Prof. of Cosmetology	Faculty
Member Name 4	Melissa Komadina	Counselor	Faculty
Member Name 5	Arthur Takayama	Prof. of Photography	Faculty
Member Name 6	Donna Bestock	Dean of Social Sciences/Creative Arts	Administrator
Member Name 7	Wendy Smith	Office Assistant II	Classified
Member Name 8	Sherrie Prasad	Administrative Secretary	Classified
Member Name 9	to be determined	Student Rep.	Student
Member Name 10			
Member Name 11			
Member Name 12			
Member Name 13			
Member Name 14			
Member Name 15			

6. Thank You!

1. Number of Colleges Submitted

Send an email of the results in PDF