SAN DIEGO COLLEGE OF CONTINUING EDUCATION

Convocation Fall Semester 2021-22

EMERITUS PROGRAM MEETING (FLEX # 21008)

September 1, 2021 | 1:00– 4:00 p.m.

Via Zoom: https://cccconfer.zoom.us/j/95985806439

(Handouts are attached to email or for those with OneDrive access, click on the links!)

1. **Welcome to Fall 2021-22 Semester** | Acting Dean Linda Osborn
    1. Please, add to this Google document *your* comments of appreciation for Linda's accomplishments as our Acting Dean for the past 22 months!
2. **Thanking Acting Dean Linda Osborn & Welcoming new Dean Dr. Jacqueline Hester** | VPI Dr. Michelle Fischthal
    1. **Dean's Welcome** | Dr. Jacqueline Hester, Dean of Child Development and Emeritus Programs
    2. Introduction
    3. Goals and Vision
3. **Welcome & Greetings** | Claudia Tornsäufer, PC
    1. State of Affairs in the Emeritus Program
        ● **Updates on Faculty** | Char Schade (faculty who are new, retired, returning and memorials, etc.)
    2. All Syllabus are due on Sept 13th. For effective syllabus design, click here!
    3. Student Registration. Please, review information!
        ■ Registration will be open until 1st census date (Sept 29, 2021)
    4. Cap (number of students) per CRN - update by emailing request per CRN to Kylie Ozols
    5. **Vaccination requirements** -- students & employees
        ■ Instructions from Vice Chancellor Smith

- If you need assistance completing the forms, please contact employmentoffice@sdccd.edu
6. Promoting your class(es) (e.g.; eBlast, Twitter, flyer, email, etc.)
    - Email Eblast request to Kylie Ozols
    - Request *new* flyers here
    - Request edits to existing flyers, email Mary Burns
    - Request a twitter post (max 140 words!), email Claudia Tornsaufer
7. **Safe Colleges Training on Sexual Harassment:** (Required every 2 years for all employees! See CE flex schedule!)
    - **Keenan College Safe Colleges** Course (Wed. 9/1/21 9:00 am - 10:00 am (Flex # 21056)
8. Q&A/discussion
3. **Planning the 2022 Spring Semester**
    1. **Teaching Face-2-Face @ Off-campus Site Survey (due 9/13/21)**| Claudia Tornsäufer, PC
    2. **Available Teaching Modalities**: in-person, fully online (synchronous and/or asynchronous), Hybrid or HyFlex | Claudia Tornsäufer, PC
        - **HyFlex Experience Report** | Gretchen Vurbeff, Body Dynamics Instructor
        - **Fall Student Survey** about Preferences of Learning Modalities in various subject areas - *Please, share with your students before Sept.15th!!!*
            - https://forms.gle/BpSHXDTjcKMQzuoR6
            - Survey will close Sept. 30, 2021
        - **Preparedness of Community Sites** (please, email Claudia your recommendations with details on a) Activity Director with contact info; b) is it a Special Settings or not; c) What Covid safety measures is the site implementing? Due by Fri, Sept 3 @ 8:00 am)
4. **Keep Moving Break** | Sharon Emerson

5. **Assistant Program Chair Reports:**

    - **Mary Burns** --
        - **Registration troubleshooting:** Reminder to use Student Services to help students register for classes, particularly if there is something that students cannot fix themselves. Examples: forgot password, don't know student number, when new student tries to apply to CE and is told they are already a student, etc. Access student services at: https://sdce.edu/services/online-student-assistance-and-services
        - **New additions and look of student site (sdceschedule.com OR sdcestudent55.com)**

- **Additional web address for students:** I purchased a new domain, sdcestudents55.com because our site is more than schedule now. Both sdceschedule.com and sdcestudents55.com will go to the same page.
- **Organized home page into 3 sections:** Fall 2021, Student Guides and Student resources
- **New section: Guide to understanding online instruction:** Make sure you have looked at this, and refer students to this as well.
- **Revised Zoom section** to include links to videos from Zoom as well as YouTube
- **Job opportunities:** Currently, one on the page. Will continue to update. Let me know if you run across any.
- **Meet the Instructors:** Want to have a page where they can see and learn about instructors.
- **Details on Fall classes:** If you are teaching a class which has different types of instructors and different types of content, you can provide background on this page. See Brain Fitness and Communicating with Technology. Suggestions for input: Health and Body Dynamics, Rediscovering San Diego …
  - **Review of Emeritus Websites for Faculty & Student Support**
    - [SDCEEmeritus.com:](SDCEEmeritus.com) The original department website: Forms, templates, instructor guides
    - sdceonline.org: The website was designed when we went online. The first page has up to date information on things we need to remember about our online classes. It also has some of the important communications from administration, as well as handouts and information from town halls.
    - [sdceonline.com:](sdceonline.com) The website for those wishing to learn about teaching online, and detailed training on using Google Sites.
    - [sdceschedule.com:](sdceschedule.com) The student website: Schedule, Guide to Online, Resources and more. Can also access at: sdcestudent55.com.
- **Char Schade & Helena Wei**-- Emeritus News letter which will include 5 Instructor Profiles each issue (First fall semester newsletter: Brief intro of new Dean, Profiles, selections from 1st Fall Emeritus Flex meeting, etc)
- **Char** -- Abbreviations Glossary

6. **Subject Breakouts (stay in the same Zoom room with breakouts):**

1. Char – Health (Speaker Presentation on Brain Activities by Sue Grant (Older Wiser Workout) in addition to Faculty sharing Best Practices)
2. Helena - Music
3. Mary – General Interest
4. Claudia – Art

Any questions or comments: Please, contact Dean, PC & APCs via email

·   **NEW: Dr. Jacqueline Hester,** Emeritus Program Dean – **(jhester@sdccd.edu)**
·   Claudia Tornsäufer, Ed.D., Emeritus Program Chair, **PC for all Emeritus (cltornsa@sdccd.edu)**
·   Helena Wei, Assistant Program Chair, **APC** Music **(hwei@sdccd.edu)**
·   Char Schade, Assistant Program Chair, **APC** Health, Art & General Interest **(cschade@sdccd.edu)**
·   Mary Burns, Emeritus Assistant Program Chair, **APC** Technology **(mburns@sdccd.edu)**

San Diego College of Continuing Education Parking Rules:

- Student parking permits are NOT required for Fall 2021 except at the Mid-City campus. Vehicles must park in regular student parking spaces.
- Mid-City students will receive free parking permits upon enrollment and their on-street parking will be enforced.
- Faculty/staff parking permits ARE required, except at ECC.
- ECC campus requires no student or staff permits due to multiple outside uses of the property this semester.
- Red zones, disabled parking and all other violations will be enforced.
- Contact Parking Services at parking@sdccd.edu or by phone at 619-388-6416,to obtain new or replacement faculty/staff parking permits *free of charge*
- Email parking@sdccd.edu with your special event or visitor parking needs or any questions/concerns you may have. We're here to help in any way we can.

IMPORTANT COVID-19 INFORMATION (08/19/2021)

San Diego Community College District (SDCCD) is requiring all new and returning students to present proof of COVID-19 vaccination if attending any in-person activity (including in-person exams) or class for the Fall 2021 semester.

Students enrolled in a class with an in-person component (on campus or partially online) are required to submit proof of vaccination. The deadline for classes that start the week of August 23rd is August 18th at midnight. For late-start short term classes, documentation

must be provided one week prior to the start of class or students will be dropped from their in-person class and related corequisites/linked classes.

Student parking permits are NOT required to park in student lots for Fall 2021. Students may NOT park in faculty/staff lots, citations will be issued for vehicles parked in faculty/staff lots that are not displaying a valid parking pass.

For more information please visit the link below:

COVID-19 Information for Students | https://www.sdccd.edu/students/covid19