

# Fall 2016 Flex Week

Tuesday, August 23 – Friday, August 26, 2016

## Working Together: Pathways to Student Success

*Building a community to guide students on their path.*

Learn about best practices that support students on their pathway to success. Help students accomplish their educational goals in the most effective and equitable manner.

"Unity is strength... when there is teamwork and collaboration, wonderful things can be achieved."  
Mattie Stepanek

Event Schedule — Register Now!

[Friday, August 19](#)

[Monday, August 22](#)

[Tuesday, August 23](#)

[Wednesday, August 24](#)

[Thursday, August 25](#)

[Friday, August 26](#)



### Flex Credit

Registration in [myPETL](#) is required for flex credit.

From the Cabrillo Faculty/Staff webpage, click on the myPETL logo. [\[instructions\]](#)

1. Register
2. Attend
3. Sign in
4. Take the survey

## Friday, August 19

### **COMM 2 Instructor Workshop**

An opportunity for Communication Studies COMM 2 instructors to come together, coordinate curriculum, share best practices, and brainstorm assessment strategies.

Robin Mara, Charlotte Morrison

410

10am–12noon

### **Art Photography Department SLO Assessments**

The Art Photography department will discuss individual assessments and review how we are doing as a department at meeting Core 4 competencies.

Gordon Hammer, Lesley Loudon

VAPA 2023

10am–12noon

### **School Violence and Active Shooter Preparedness**

This 4 hour course is designed for school administrators, faculty and staff with responsibilities for Emergency Preparedness and Response to address the threat of an active shooter and other violent critical incidents on college campuses.

Sergeant Michael MacDonald

HORT 5005

8am - 12pm

# Monday, August 22

## KEYNOTE SPEAKER

### All College Day: Redesign for Completion: A Guided Pathways Overview

Innovative colleges across the country are helping students to reach their educational goals more quickly and lessening equity gaps at the same time by redesigning their core practices. Rob Johnstone, a national expert in this Guided Pathways framework and founder and president of the National Center for Inquiry and Improvement, will share the four big ideas for this approach:

- Mapping paths to student end goals
- Helping students get on a path
- Keeping students on a path
- Ensuring that students are learning

This involves career and college goal setting from the start, creating exploratory majors for the undecided, predictable course schedules, academic support integrated into all gate-keeper courses (not just Math and English), and keeping students informed about their progress throughout their time at college.

Should Cabrillo embrace this new way of doing business? Are we ready to redesign our processes? What exactly is involved in implementing this model? Join us to find out.

Sponsored by the President's Office, The Student Success Support Services Program and the working group Leading From the Middle

Rob Johnstone

Crocker Theater

8-8:30 am Continental Breakfast

8:30-10 Welcome from College Leadership, Introduction of New Hires and Meritorious Service Awards

10-11:30 Keynote Speaker

11:30-12 Q&A with Keynote Speaker

Crocker Theater

## Pathways: A Deeper Look with Rob Johnstone

Rob Johnstone will provide a more in-depth look at the Guided Pathways model, sharing what has worked and not worked at community colleges across the country that have adopted this exciting new approach to education. The discussion will include the steps needed for implementation, and the nuts and bolts of making the model fit our college culture. If you are interested in learning more or feel inspired by the morning session, please join us.

Sponsored by the President's Office, The Student Success Support Services Program and the working group Leading From the Middle.

Sesnon 1804

1-2:30pm

## Curriculum Review at the Division Level

This workshop will cover the strategies for successful curriculum review at the division level. We will discuss common errors and the standards for specific areas that warrant special scrutiny. The participants will also be invited to share how each of their division committees have organized their review process. This training is required for all of those who are on their Division curriculum review committees.

Claudia Close, Carina Dewis, Sarah Doub, Terri Daniels  
TLC 1096  
1-3pm

### Canvas Q & A

Hands-on help with the learning management system, Canvas, for all levels (beginning or advanced Canvas users). We will answer your questions, offer tips for using Canvas effectively, and share best practices for course design.

Audrey Blumeneau and Aloha Sargent  
Room 1097

Monday, 8/22 1-2pm and 2-3pm

Tuesday, 8/23 3-4pm

Wednesday, 8/24 1-2pm and 2-3pm

## Tuesday, August 23

### New Full-Time Faculty Orientation

This workshop will provide the newest additions to the Cabrillo faculty an opportunity to learn more about the history and mission of Cabrillo College. In addition, new faculty will participate in a dialogue about the opportunities and challenges at Cabrillo. Meet at 9:30 am at the flagpole on campus (in front of the 100 building) for a walking tour. The tour will end at the home of Michael Mangin for an informal lunch from 11:45 - 12:45 pm. Meet from 1:00 - 2:30 pm at the Sesnon House, room 1804, for orientation, followed by Faculty Senate from 3:00 - 5:00 pm.

Kathleen Welch, Karl Ewald, Robin McFarland, and Division Deans  
Meets at the flagpole on campus (in front of the 100 building) at 9:30am  
9:30am-5pm

### QPR Suicide Prevention Gatekeeper Training

What can you do if you suspect someone you care about is considering suicide? QPR (Question, Persuade, Refer) training not only helps you recognize the signs, but teaches you what to do next.

Diane Avelar  
913  
8am-10am

## Reading in the Social Sciences and Other Disciplines

Join instructors from across the social science and other disciplines to discuss issues related to reading, instruction, and equity in our classes. This Flex meeting will reflect on the Reading project of 2015-16 and will focus on best practices and our experiences in teaching reading strategies to our students. Instructors from any discipline that requires reading are welcome and encouraged to attend.

Michael Mangin, Michael Pebworth  
425  
8am-10am

## “Mathways”: A Holistic Approach to Realigning Pre-transfer Mathematics Courses

The math department has changed its curriculum over the past several years, either by adding courses, or altering existing classes. This has mainly been done on a “piecemeal” basis, often dictated by programs outside of the math department. After presentations on the sequence of pre-transfer math courses at other community colleges (and those at area high schools) are given, participants in this workshop will examine curriculum from all of the Cabrillo pre-transfer math courses as a whole and reflect on “streams of knowledge” within these courses, and perhaps create a realigned course sequence that would lead to better student success.

Megan Caspers, Dave Reynolds, Gabby Rodriguez  
714  
8am-10am

## Show and Share: Savvy Practices in Online Education

Online classes offer unique opportunities and present unique challenges on the pathway of successful and equitable learning. What techniques and specific practices can we use to increase success for all students at Cabrillo? Do you teach online? Are you thinking of teaching online? This activity is a follow-up to the spring Promises and Perils of Online Teaching. New and experienced online educators should come prepared to learn about and/or share their best practices that lead to student success.

Cherie Barkey, Beth Roselyn, Denise Russo  
405  
10am–12noon

## **Canceled** Using Canvas for On-Campus Classes

Deirdre Scholar, 1097, 10am–12noon

## Sabbatical Leave Workshop

This is a mandatory workshop if you are planning to submit a sabbatical proposal for 2017/18. Members of the Sabbatical Leave Review Board (SLRB) will be on hand to guide you through the ins and outs of writing a successful sabbatical proposal. This workshop will also cover writing your sabbatical report. Returnees from sabbatical during 2015/16 are strongly urged to attend. We will also discuss Alternative Credit advancement.

Eric Carter, Marcie Wald  
1803  
10am–12noon

## **Addiction Free: A Pathway to Student Success**

Many students on our campus have come from challenging environments and personal histories involving drug addiction, alcoholism and other behavioral addictions. This workshop will assist Staff and Faculty in understanding the challenges of this population and generate strategies to support student success as they move toward matriculation.

Patrick Meyer

312

10am-12noon

## **How to Market Your Programs, Services & Events on Campus and Beyond...**

Launching a new program that the students just HAVE to know about? Doing something fabulous that you want to get on Facebook? Hosting an event you want listed in the Sentinel? Learn how to market your programs and services to the Cabrillo student population and to our broader community!

Kristin Fabos, Marketing Director & Panel

SAC West 202

10am–12noon

## **Supplemental Instruction: Improving Student Engagement, Performance, and Course Completion**

This workshop is designed for faculty who will have Supplemental Instruction (SI) available for one of their courses in Fall 2016 semester, and for faculty interested in having this support for their class. SI is a program funded through Student Equity to improve student success. Students who have been successful in a particular course are trained as peer SI leaders for group study sessions that focus on effective learning strategies and course material that needs additional review. SI leaders also attend class to build relationships with students, observe which concepts are posing difficulty, and work with the instructor on review strategies.

Judie Ferreira, Eric Grabiell

517

10am–12noon

## **NAS Faculty Open Forum**

Please join us in conversation as we come together and share ideas from our professional societies and conference about best practices in STEM teaching and learning. NAS faculty, who have recently attended discipline-specific conferences with the faculty hiring money that was made available earlier this year, have been invited to share with us and inspire us by presenting newly acquired ideas and best practices on how we can continue to support STEM students on their path to success, in an effective and equitable manner.

Kelli Horner

609

10am–12noon

## **Computer Technology Center (CTC) Meeting**

CTC faculty and staff are invited to come together to discuss ways in which we can support our students on their educational and career path. Please bring topics you would like to discuss. Light snacks will be provided.

Rhea Leonard, Marcelo Nogueira

1403

10am–12noon

## **Understanding Gender Journeys**

How to support gender expansive, non-binary and transgender persons at Cabrillo College, including: the importance of bathroom facilities; gender terminology and pronouns; differences and overlaps between gender and sexuality; an overview of social, medical and surgical transition. We will also explore legal issues and other challenges that students face in order to increase awareness and provide a supportive environment at Cabrillo College. Sponsored by: Student Support Conference Team (SSCT)

Jennifer Hastings, MD (Founder Transgender Health Care Program at Planned Parenthood Mar Monte Santa Cruz)

SAC 225

10am-12noon

## **CCEU Luncheon**

The Cabrillo Classified Employee Union will gather to discuss building our solidarity, the current working conditions, and our role in the greater college community. Please plan on attending as you make all the difference! Lunch will be provided.

Alta Northcutt

HORT 5005

12noon–2:00pm

## **Part-Timers' Faculty Luncheon**

Please join your part-time colleagues for a delicious luncheon and solidarity! We will update you on contract negotiations and other news relevant to part-timers, and brainstorm ways for part-timers to promote equity and contribute meaningfully to the college. Bring ideas about how you would like to contribute and/or how your part-time CCFT Reps can better represent your interests.

Sadie Reynolds, Maya Bendotoff, John Govsky

Sesnon 1804

12noon–2pm

## **Canvas Q & A**

Hands-on help with the learning management system, Canvas, for all levels (beginning or advanced Canvas users). We will answer your questions, offer tips for using Canvas effectively, and share best practices for course design.

Audrey Blumeneau and Aloha Sargent

Room 1097

Monday, 8/22 1-2pm and 2-3pm

Tuesday, 8/23 3-4pm

Wednesday, 8/24 1-2pm and 2-3pm

## **How Chicana/o Activism of the 1960-70s Transformed our Educational and Political Landscape**

Sponsored by Cabrillo's Hispanic Affairs Council (CHAC), participants will view a segment from the documentary, Latino Americans, followed by a lecture, Q & A session, and information about Cabrillo's new Latin American Latino Studies (LALS) Certificate. With Cabrillo's steady increase of Latina/o students (over 38%), it is becoming increasingly imperative for faculty, administrators, and staff to learn more about our Latina/o students' lives as well as educate ourselves about this community's present and past historical struggles. Expanding our historical awareness can help us become more understanding of this diverse community as well as develop best practices in our classrooms, with the goal of increasing the retention and success of our Latina/o students. Creating a "sense of place" and a message of "you belong here" is critical for Latina/o students' persistence and completion of their college plans.

Victoria Bañales, Enrique Buelna, Adela Najarro

SAC W 202

1pm-4pm

## **SLO Pathways to Student Success**

CurricUNET's SLO module has been revised. Come learn how to use this new tool to record your SLO results and improve student success. ALL faculty must now record their SLO results on CurricUNET. No paper forms can be submitted. This workshop is a must, even if you have been trained for how to use CurricUNET in the past. Find out how to use the new and improved version that will make your SLO life easier and faster.

Marcy Alancraig

317

1pm-3pm

## **Creating Video Podcasts for Online Classes**

Learn how to bring course content to life in an online class by creating podcasts for your online courses.

Deirdre Scholar and Denise Russo

1097

1pm-3pm

## **Incorporating Financial Literacy into Curriculum**

Erin A.Yetter, Ph.D., Senior Economic Education Specialist from the Federal Reserve Bank of St. Louis - Louisville Branch, will present information and curriculum incorporating fiscal literacy across the disciplines. Dr. Yetter has developed curriculum that is integrated in Math, Psychology, English and Biology (Anatomy and Physiology) and some components in Spanish. Additionally, attendees will receive information on referring students to the one-on-one financial coaching services that will be available beginning Fall 2016 on campus at no charge to students.

Erin Yetter, Ph.D. (Karen Reyes)

322

1pm-3pm

## **Faculty Senate**

Come to the first Faculty Senate meeting of the academic year. Take advantage of this opportunity to catch up on the latest news affecting faculty.

Robin McFarland  
Sesnon 1804  
3pm–5pm

## **Adjunct Faculty Orientation**

This workshop is designed for adjunct faculty who are newcomers to Cabrillo. It is an introduction to the college and its processes and procedures including how to handle a wait list and add codes, what to do about disruptive students, accommodations for students with a learning disability, learning resources available to students, and how you are expected to use WebAdvisor. Nuts-and-bolts information on absence forms, evaluations, Student Learning Outcomes, office hours, text orders, updating your staff listing in the online directory, requesting an email and phone extension, finals week schedules, and evening support and 9-1-1 calls will be addressed.

Rachel Mayo, March Alancraig, Michelle Donohue, Kip Nead  
517  
5:30pm-7:30pm

## **Wednesday, August 24**

### **Pathways Through Trauma**

Have you ever wondered what is wrong with today's students? What if we asked instead, what has happened to our students? This workshop will offer individuals an introduction to trauma-informed services and explore the Substance Abuse and Mental Health Services Administration's (SAMHSA) Trauma-Informed Core Values. We will review the widespread impact of trauma and the potential for recovery, the signs and symptoms of trauma and practice responding to scenarios with a trauma-informed approach.

Dianne Avelar  
913  
8am–10am

### **Department Chair Matrix**

How is department chair compensation determined? Is there a better model? Come learn about proposed revisions in the department chair compensation matrix and provide input to the joint CCFT-District committee working on revising the criteria in the matrix.

CCFT-District Panel  
HORT 5010  
8am-10am

## **How Do I Offer This Course?**

In the past, course delivery mode decisions were simple, with few options outside of face-to-face. Today there are multiple course delivery alternatives, and little information to guide faculty decision-making. Does the thought of teaching online suck the intellectual joy out of you? This workshop will provide you resources to help you make sound pedagogical decisions related to teaching hybrid or online courses that students find engaging and relevant. Find out how active learning pedagogy, paired with hybrid online delivery, and embedded student support services, can create an educational experience everyone benefits from.

Francine Van Meter  
1094  
8am-10am

## **How Can the WEC be Even More Successful?**

For faculty working in the Wellness Education Center (WEC), what procedures, policies, and practices do we need to implement to ensure our students meet their fitness and educational goals? Come prepared to share best practices for 3 exercises of your choice and dress accordingly. Faculty assigned or intending to sub in the WEC 2016-2017 should attend.

Onnie Killefer  
HW 1138  
10am–12noon

## **Education Planning for Students Majoring in your Discipline**

How do your students plan for their majors? At this hands-on interactive workshop, participants will have the opportunity to use the Student Planning tool in Web Advisor and see how students go about planning for certificates, degrees and transfer in a particular academic discipline. Learn how your program is seen from the student's view and how you can help your students plan their next steps in the major. Participants will create a sample education plan of their choice, using tools and materials available to our students.

Barbara Schultz Perez, Anna Zagorska, Zach Joseph  
SAC West 202  
10am–12noon

## **5 Tips for Improving Web Accessibility**

All content posted on the Cabrillo website, as well as distance education courses, must be accessible to students with disabilities. Faculty and staff are invited to come learn how to avoid, identify, and correct common accessibility problems with your online materials, including text, links, images, videos, and PDFs. Implementing these fundamental universal design principles will ensure that all students can successfully access your content.

Aloha Sargent, Audrey Blumeneau  
1097  
10am-12noon

## **Lecturing with Clips**

Show students that learning may be fun: sprinkle short video clips throughout your lectures. Brief bits of movies and other materials may demonstrate, elucidate, motivate. I will present examples from several PSYCH courses. The clips range from 10 seconds to 2 minutes. Also included are tips on editing, dubbing, and embedding videos in slides.

David Douglass

401

10am–12noon

## **Mentoring Art and Photography Students for Scholarship Success**

Do you want to help your Art Studio and/or Art Photography students succeed with the Visual Arts Scholarship process? Developing a portfolio and applying for a scholarship application are the next steps in an art student's professional development. This practice will help your students apply for future scholarships, competitive exhibitions, and will lay the groundwork for grant applications. Join the Visual Arts Scholarship Committee for discussion and guidance about the mentoring and nomination process. There will be Q & A time for questions about Visual Arts Scholarship.

Susan Hoisington, Tobin Keller

VAPA 2014

10am–12noon

## **Creative Teaching of Physical Sciences**

Current physics education research makes clear that knowledge dissemination is not as effective as student model building and testing. Physical science and math faculty are invited to share teaching strategy successes, specifically addressing student centered learning in place of traditional lecture methods and encouraging student model building.

Marcus Watson

804

10am-12noon

## **SLO Pathways to Student Success (8/24 session canceled – offered Tuesday, 1–3)**

Marcy Alancraig

317

10am–12noon

## **Pathways to Student Support Services**

Early intervention is essential for minimizing many common barriers to academic success. Knowing your resources will help you make effective referrals to student support services and keep your students on the path to success. This is your one stop to get the latest on all things student support.

Panel

913

10am-12pm

## **CCFT Luncheon**

Join your colleagues for lunch, meet your union representatives, and learn about recent developments in contract negotiations and pertinent statewide issues. Bring your own plate if you can.

Karl Ewald, Tobin Keller, and John Govsky  
HORT 5005  
12noon–1pm

### **All Faculty Meeting (CCFT General Council)**

Following the CCFT luncheon faculty will have an opportunity to learn more about various items related to contract negotiations, pertinent campus issues, and statewide educational issues. Together we can support each other in our teaching and working conditions.

Karl Ewald, Tobin Keller, and John Govsky  
HORT 5005  
1pm–3pm

### **Welcome to the New Student Experience**

Come tour the new welcome center where students will experience multiple services in one location! Browse through the Center on a Progressive tour in the remodeled SAC East building while enjoying snack & beverages provided by the Cabrillo Welcome Center Staff

Ana Ruiz, Leslie De Rose, Kim Flock  
SAC East 225, 226  
1pm–3pm

### **Early Childhood Education, a Pathway to Student Success**

The Early Childhood Education Department already has a pathway developed for our students, whether they are working toward State of CA certification with a CA Child Development Permit (6 options), ECE Certificates and/or a Degree in ECE. And, with the Pathways work, I am interested in having ECE faculty meet to discuss our Courses, Certificates, Degrees (AS & AS-T), SLO assessment and the idea of Pathways. The discussion would be an opportunity for the ECE faculty to consider:

- 1) Making our pathways clearer for our students and how we might
- 2) Reconsider current and or create new Certificates in relation to the ECE pathway
- 3) How does SLO assessment align with Pathways and Student Success
- 4) Reconsider current and/or develop new SLO language for some ECE courses

Jean Gallagher-Heil, Michelle Chao  
1508  
3pm–5pm

### **Canvas Q & A**

Hands-on help with the learning management system, Canvas, for all levels (beginning or advanced Canvas users). We will answer your questions, offer tips for using Canvas effectively, and share best practices for course design.

Audrey Blumeneau and Aloha Sargent  
Room 1097  
Wednesday, 8/24 1-2pm and 2-3pm

## **Talking about Race: Strategies for Helping Students Learn from Discomfort**

In this interactive workshop, instructors will share methods that they use for building classroom cultures that help students learn through discomfort. Christie McCullen will demonstrate how she has translated her research findings into norm-generating activities for students, leading participants through those activities. Sandy Davie will explain a Dialogic Growth Model (from Dr. Derald Sue; Dr. Beverly Daniel Tatum, and Mr. Glen Poling) that describes stages of individuals' emotional responses to learning about power and privilege. In the second half of the workshop, presenters will invite participants to pose questions, discuss previous conundrums, and share strategies and activities that they have used to address discomfort, awkwardness, and tension.

Christie McCullen, Sandy Davie  
HORT 5010  
3pm–5pm

## **Curriculum Committee Meeting**

Curriculum committee members are required to attend, and those with proposals are encouraged to attend and discuss their proposals.

Carena Dewis, Terri Daniels, Sarah Doub, Claudia Close, Isabel O'Connor  
TLC 1095 or 1096  
3pm-5pm

## **Watsonville Center Faculty Orientation**

Information on procedures and resources for faculty teaching at the Watsonville Center will be available; including office assignments, alarm codes, keys, smart technology in classrooms, staff, and faculty services offered through our learning center (course materials on reserve, testing rooms, tutoring, etc.). Also find out about learning resources, programs and support services for students at the Center. Brief discussion about increasing student success at the Watsonville Center; including plans resulting from Business Pathway discussion in summer 2016. Light dinner served; building tours available. Thirty-minute tours of Digital Nest have been scheduled for 4 pm and 5 pm for those interested. Meet at the front steps of the Watsonville Center.

Rachel Mayo, Tera Martin, Stacy Mueller, Greg Garrett, Ken Dixon, John Perez  
Watsonville A130  
5:30pm-8:30pm

## **Thursday, August 25**

### **SLO Pathways to Student Success (8/25 session canceled — offered Tuesday, 1–3)**

Marcy Alancraig  
317  
8am-10am

## **Basic Skills Grants to Support Students**

Come find out about the two major grants from the Chancellor's Office providing support to Basic Skills students: the Basic Skills Initiative and the Basic Skills Transformation grants. We will also explain how these grants work with other initiatives like Student Equity and Student Success, and resources that could help students in your classes with basic skills needs (even if you are not teaching a basic skills class)!

Rachel Mayo, Eric Grabiell  
517  
8am-10am

## **Mental Health First Aid for Higher Education**

Mental Health issues such as depression, anxiety, psychosis, and substance abuse, are shockingly common. More than one in five American adults will have a mental health problem this year. Similar to First Aid and CPR, Mental Health First Aid teaches individuals how to help those experiencing mental health challenges and crises. Participants will learn: signs of addictions and mental illness, a 5-step action plan to assess a situation and offer appropriate assistance, the impact of mental and substance use disorders, and where to find local resources. This nationally recognized evidence-based curriculum has been updated and tailored to higher education. Coffee, light meals, and MHFA 8-hour Certificates are provided. Please register here: <https://lettie2828.wufoo.com/forms/mental-health-first-aid-for-higher-ed-fa16/>

Katie Dowling, Diane Avelar  
913  
8am-4pm

## **Bloodborne Pathogen Training**

The Occupational Safety and Health Administration (OSHA) issued a standard (Section 5193 of Title 8 of California Code of Regulations) that provides various methods to reduce your risk of exposure to bloodborne pathogens. The standard covers employees who can reasonably anticipate contact with blood or other potentially infectious materials as a result of performing their assigned job duties. Training is required initially upon hire and annually thereafter. This training is introductory in nature and designed to provide a basic understanding of bloodborne pathogens, workplace transmissions, exposure to control plan, standard precautions, reducing risk, etc. Select one of two session times offered: Thursday, August 25, 2016 from 9-10 a.m. or from 2 - 3 p.m. in Room 508.

Jeff Madigan  
508  
9am-10am or 2pm-3pm

## **THE Portal—Not Just Another Webpage**

Join the Cabrillo-Ellucian Portal Implementation Team for an overview of how a higher education portal simplifies information exchange for students, faculty, and staff by giving them a single, virtual doorway.

Francine Van Meter  
1094  
10am-12noon

## **Department Chair Meeting**

This is a meeting of all department chairs to discuss common interests.

Denise Lim  
825  
10am–12noon

## **The Voice of Vocation: How Do We Help Students Find Their Callings?**

"Before I can tell my life what I want to do with it, I must listen to my life telling me who I am," writes educator Parker Palmer. As teachers, we are lucky: we get paid to do the work we love. Our students are equally deserving of lives of passion and purpose. Students need more than majors: they need to find the work that makes them feel alive. This workshop will introduce reflections and exercises faculty can use to help students recognize how their gifts, strengths, and life experiences point towards their vocations.

Kathleen Founds  
312  
10am–12noon

## **MLA Style, 8th Edition: New Rules for Citing Sources**

The 8th edition of the MLA Handbook was published in 2016, outlining both minor changes and fundamental revisions to the rules for citing sources in MLA style. The MLA now recommends a universal set of guidelines, or "core elements" that writers can apply to any type of source. This hands-on session for both faculty and staff will explore these new recommendations and share helpful MLA resources that can be incorporated into your instructional materials.

Aloha Sargent, Michelle Morton  
Library 1051  
1pm–3pm

### **Featured Topic: Changing Processes For Faculty: Evaluations and eForms**

#### **Introduction to the New Faculty Evaluation System**

Will you be involved in faculty evaluation this semester? The system has been revised to help faculty identify specific areas of excellence and areas that need improvement. Self-evaluation has been given a greater role in the process. We will discuss what has changed and what has not.

Eric Hoffman  
HORT 5005  
1pm–2:30pm

#### **eForms for Instructors: The Brave New World**

To better serve students and faculty, Admissions and Records is implementing eForms. No more lost grade change or roster change forms; no more finding students have written their social security number on the form instead of a student ID; no more multiple trips for the faculty or student to Admissions and Records just trying to get a late add slip processed. While students have grown used to the simplicity and efficiency of eForms in Financial Aid here at Cabrillo, most faculty have never even seen the interface or a demonstration of how they work. This session will introduce

faculty to Cabrillo's eForms for instructors, demonstrate logging in, where to find their forms, how to submit them, and how to receive forms back from their division office.

Kip Nead  
HORT 5005  
2:30pm-4pm

## **Bloodborne Pathogen Training**

The Occupational Safety and Health Administration (OSHA) issued a standard (Section 5193 of Title 8 of California Code of Regulations) that provides various methods to reduce your risk of exposure to bloodborne pathogens. The standard covers employees who can reasonably anticipate contact with blood or other potentially infectious materials as a result of performing their assigned job duties. Training is required initially upon hire and annually thereafter. This training is introductory in nature and designed to provide a basic understanding of bloodborne pathogens, workplace transmissions, exposure to control plan, standard precautions, reducing risk, etc. Select one of two session times offered: Thursday, August 25, 2016 from 9-10 a.m. or from 2 - 3 p.m. in Room 508.

Jeff Madigan  
508  
9am–10am or 2pm–3pm

## **Information Literacy Pathways**

The Library invites English instructors to join us for a discussion of best practices for integrating English 1A and Library 10 and a chance to meet your librarian partners. Possible discussion topics include the updated MLA 8th edition, new tools such as Canvas and SuperSearch, the framework for success in postsecondary writing and the framework for information literacy. English instructors will also have a chance to schedule an in person class visit to the library. Please bring a draft of your syllabus and any questions or ideas you have about the ENGL 1A/LIBR 10 partnership. For a more detailed discussion of the updated MLA 8th edition, attend the MLA flex workshop.

Michelle Morton, Diane Putnam, Victoria Bañales, Debra Roussopoulos, Stacy Mueller, Aloha Sargent  
Library  
3pm–5pm

# Friday, August 26

## DIVISION/DEPARTMENT MEETING INFORMATION

| DIVISION/DEPARTMENT MEETINGS                                  | TIME           | ROOM                                 |
|---------------------------------------------------------------|----------------|--------------------------------------|
| <b>Business, English, and Language Arts Division</b>          | 9–11AM         | 322                                  |
| Academy for College Excellence                                | 2–4PM          | 313                                  |
| Business, Accounting, and Finance                             | 11:30AM–1:30PM | 321                                  |
| Computer Applications and Business Technology                 | 11:30AM–1:30PM | 507                                  |
| English                                                       | 11:30AM–1:30PM | 312                                  |
| ESL                                                           | 11:30AM–1:30PM | ESL lab                              |
| Journalism                                                    | 11:30AM–1:30PM | 407                                  |
| Reading                                                       | 4–6PM          | 1063                                 |
| World Languages                                               | 11:30AM–1:30PM | 316                                  |
| <b>Counseling &amp; Educational Support Services Division</b> | 8:15–10AM      | SAC W 202                            |
| Counseling                                                    | 10:10AM–12NOON | SAC W 202                            |
| Accessibility Support Center (ASC)                            | 1–3PM          | Proctoring Center<br>(HUB room 1070) |
| Learning Skills                                               | 11AM–1PM       | 1066                                 |
| EOPS/SRSN (FTTW)                                              | 1–3PM          | SAC W 214                            |

|                                                           |                |         |
|-----------------------------------------------------------|----------------|---------|
| <b>Health Athletics Wellness and Kinesiology Division</b> | 9–11AM         | HW 2214 |
| Adaptive PE                                               | 12NOON–2PM     | 1107    |
| Dental Hygiene* <i>Tuesday, August 23, 2016</i>           | 9AM–5PM        | HW 2113 |
| Health Science                                            | 12NOON–2PM     | HW 2252 |
| Human Services                                            | 12NOON–2PM     | HW 2252 |
| Kinesiology/Athletics                                     | 11:30AM-1:30PM | 1118    |
| Medical Assistant                                         | 12NOON–4PM     | HW 2210 |
| Nursing                                                   | 12NOON–4PM     | HW 2225 |
| Radiologic Technology                                     | 12NOON-2PM     | HW 2105 |
| Stroke Center* <i>Wednesday, August 23, 2016</i>          | 10AM-NOON      | HW 1110 |

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| <b>Human Arts and Social Sciences Division</b>                                                      | 8:30–10:30AM   | Sesnon 1804 |
| Anthropology                                                                                        | 11AM–1PM       | 431         |
| Communication Studies                                                                               | 11AM–1PM       | 410         |
| Culinary Arts & Hospitality                                                                         | 11AM–1PM       | 1803        |
| Early Childhood Education* <i>Thursday, August 25</i>                                               | 5:30–8:30PM    | 1508        |
| Global Studies                                                                                      | 11–11:30AM     | 425         |
| Global Studies Departments: Economics, Education, History, Geography/Meteorology, Political Science | 11:30AM–1PM    | 425, 435    |
| Philosophy                                                                                          | 11AM–1PM       | 403         |
| Psychology                                                                                          | 11AM–1PM       | 401         |
| Public Safety                                                                                       | 11AM–1PM       | 1605        |
| Sociology                                                                                           | 11AM–1PM       | 509         |
| <b>Library Division</b>                                                                             | 9-10:30AM      | 1040        |
| Reference/Instruction                                                                               | 10:45AM–12NOON | 1040        |
| Potluck                                                                                             | 12NOON         | 1040        |
| <b>Natural and Applied Sciences Division</b>                                                        | 9–11:30AM      | HORT 5005   |
| Astronomy                                                                                           | 1–3PM          | Observatory |
| Biology                                                                                             | 12NOON–2PM     | 616         |
| Chemistry                                                                                           | 12:30PM–2:30PM | 614         |
| CS & CIS                                                                                            | 12NOON–2PM     | 829         |

|                                    |            |           |
|------------------------------------|------------|-----------|
| Construction and Energy Management | 12NOON–2PM | 1304      |
| Engineering                        | 12NOON–2PM | 810       |
| Engineering Technology             | 12NOON–8PM | 1306      |
| Geology/Ocean/ES                   | 12NOON–2PM | 705       |
| Horticulture                       | 12NOON–2PM | HORT 5015 |
| Math                               | 12NOON–2PM | 711       |
| MESA / STEM                        | 2PM–4PM    | 834       |
| Physics                            | 12NOON–2PM | 802       |
| Welding                            | 12NOON–8PM | 1306      |

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|--------------------------------------------|----------|-----------|
| <b>Visual and Performing Arts Division</b> | 9–11AM   | VAPA 1001 |
| Art History                                | 11AM–1PM | VAPA 1014 |
| Art Photography                            | 11AM–2PM | VAPA 2022 |
| Art Studio                                 | 11AM–1PM | VAPA 2005 |
| Dance                                      | 11AM–1PM | Gym 1117  |
| Digital Media                              | 11AM–2PM | LRC 1097  |
| Music                                      | 11AM–1PM | VAPA 5148 |
| Theatre Arts                               | 11AM–1PM | VAPA 4116 |