Professional Development/Flex activities are planned under the guidance of the Professional Development Committee. This fall’s activities fall into four main strands: Institutional Effectiveness (IE), Student Success (SS), Teaching and Learning (TL), and Technology Training (TT).

Highlights include workshops on Moodle, the College’s new Learning Management System; presentations aimed at raising awareness about our veteran and disabled student populations; information about Native American cultures and a workshop on best practices for creating accessible ADA compliant online materials.

All credit faculty have an obligation to complete a specified number of professional development “Flex” hours each semester. Friday, August 17 and Monday, August 20 are Independent Flex Days. Tuesday, August 21 is the Mandatory Flex day that includes the annual College Convocation and Department meetings. Full-time faculty are required to attend Mandatory Flex Day activities. Part-time faculty are encouraged to attend as schedules permit.

Detailed information about the Flex program including Fall 2012 Flex Guidelines, the formula for determining faculty Flex hours of obligation and the most up-to-date workshop schedule are posted on the Staff Development Web Page. Be sure to check the Staff Development Web Page for workshop updates, additions and room changes.

Professional Development/Flex activities are open to all faculty and staff and are drop-in unless otherwise indicated. Registration instructions are listed in the workshop descriptions below for activities that have enrollment limitations.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in Flex activities, including auxiliary aids or services, please contact the Human Resources Department at 485-9340. Notification at least 2 weeks prior to the activity will enable us to make reasonable arrangements to ensure accessibility to the workshop. Note: An ASL Interpreter will be provided for College Convocation.

If you have questions regarding the Flex program feel free to contact Kathleen Kirkpatrick by phone at 415-485-9344 or by email at kathleen.kirkpatrick@marin.edu.
August 2012
Professional Development/Flex Workshops

**Friday, August 17**
(Independent Flex Day)

**Moodle Show & Tell**
*Teaching & Learning*
10:00-12:00 p.m.
LC 38

*Faculty Co-presenters: Win Cottle, Frank Crosby, Peggy Dodge and Ali Klinger*

Join your faculty colleagues to see how they’re using Moodle tools to support student success. The presenters will explain how the featured tools work from both the designer and student standpoint and welcome your questions. This workshop does not aim to provide training in how to use Moodle, but instead will enrich and inspire current and future Moodle users. If you’re interested in seeing how your colleagues have been "moodling," then don’t miss out on this fun opportunity!

**Joint Department Chairs Meeting**
*Institutional Effectiveness*
10:00-12:00 p.m.
AC 108

First meeting of the fall semester for department chairs.

**Moodle ABCs:**

**How to Post Class Materials in Your Moodle Shell**
*Teaching and Learning and Technology Training*
1:00-3:00 p.m.
Library Literacy Classroom (Located in the back corner of the Library)

*Presenters: Presenter: Kathleen Smyth
Seating Limited. Registration Required. See instructions below.*

Moodle, the college’s new Learning Management System, has replaced the MyCOM/Course Studio features that allowed faculty to post handouts online and communicate with students. All courses now have a Moodle shell that enables faculty to post course materials online and access a variety of other features. Although Moodle is often used to deliver full online and hybrid courses, it also offers helpful tools that can be used to enhance traditional classes as well. This hands-on workshop will cover the basics to get you started “moodling.” Topics include how to
create a welcome message and upload documents. Please bring your MyCOM log on information and a flash drive with some of your materials; for example, you may wish to bring a picture of yourself, a syllabus, and an assignment.

*To Register:*
Email kathleen.smyth@marin.edu by Wednesday, August 15.

**Monday, August 20**
(Independent Flex Day)

**Boots to Books:**
**Supporting Veteran Students’ Success**
(Student Success)
10:00-12:00 p.m.
Cafeteria, Student Services Building
Presenters: Catherine Morris, Jay Blake and COM Veteran Students

Join your colleagues at 9:30 a.m. for coffee and light refreshments before the workshop and check out the new Veteran Services Office opening this fall in SS 112. Refreshments provided courtesy of the Classified Senate.

30,000 men and women leave the military and return to California each year. That number is expected to increase dramatically as the war in Afghanistan winds down and the military downsizes. Many veterans accessing the G.I. Bill consider community colleges as the best option to begin their college career, but for many the transition to college can be daunting. Catherine Morris, Sierra College Veteran’s Counselor and event coordinator of “The Road Home...From Combat to College and Beyond” and Jarrett Blake, Iraq War Vet and Sierra College student will highlight the unique set of experiences and challenges facing returning combat veterans as they transition into our community colleges and the vital role that colleges can play in fostering their health and success both in and outside of the classroom. The presentation will include specific steps colleges and instructors can take to support veteran students, military competency, and best practices learned from years of experience. Sierra’s approach was recently profiled on NPR’s “All Things Considered.” Google “Program Teaches Vets How to Survive in the Classroom” if you’d like to get an idea about what they’re doing. COM veteran students will also be on hand to share their first-hand experiences. Faculty and staff from all areas are encouraged to attend to learn more about this unique and growing student population.

**Disabled Students Have Rights:**
**What You Need to Know to Help them Succeed**
(Student Success)
1:00-2:00 p.m.
HC 170 (Location updated 8-13-12)
**Presenters: DSPS Faculty and Staff**

Disabled students at COM are successful because of the special services and accommodations provided and the excellent collaborative work with faculty. This session will provide information about current technologies, accommodations and strategies that support their success. A discussion regarding the challenges in meeting the special needs of students as well as the role of faculty in serving the disabled population will be included. We welcome your participation.

**Tonto and the Lone Ranger Fistfight in Heaven: Basic Characteristics of Native American Cultures (Teaching and Learning)**

2:10-4:00 p.m.

**HC 169**

**Presenter: N. Duane Big Eagle**

What have you always wanted to know about the original (and still present) inhabitants of this hemisphere? This workshop will familiarize participants with 35-45 basic characteristics that are the foundation of all tribal cultures in this hemisphere. It will help eliminate stereotypes and enable College of Marin instructors to speak and to teach with confidence about (and to) Native Americans. N. Duane BigEagle is Osage Indian from Oklahoma, a Southern Plains traditional dancer and singer, a cultural activist, and has taught Native American Studies for 24 years. He has been an instructor in our Social Sciences Department for many years.

**Making Your Online Materials Accessible: Best Practices for ADA Compliance (Technology Training)**

2:10-4:00 p.m.

**LC 38**

**Presenter: Corrine Haverinen**

Faculty posting materials in Moodle course shells or on the web must create materials that are accessible to all and compliant with ADA laws. This workshop will include a brief examination of the sixteen Section 508 rules, including which rules will most likely need your attention and how Moodle automatically fulfills many of the rules. Discussion will focus on creating accessible PDFs, how to create proper alternative text for images, and accessible alternatives for putting PowerPoint presentations online. A demonstration of accessibility compliance testing tools and other resources for creating accessible materials for the Web will also be included.

Corrine Haverinen works in the Distance Education department at Santa Rosa Junior College and is responsible for reviewing online course materials for accessibility compliance and counseling faculty in the development of accessible course materials. She has taught both face-to-face and online courses in the Computer Studies department at SRJC including HTML 5, Dreamweaver, Photoshop, and Graphics for the Web. In addition, she provides training to faculty and staff in
accessibility compliance, Dreamweaver, and image editing. Corrine has been an adjunct faculty and professional Web designer since 2000, serving largely in the educational sector.

**Tuesday, August 21**

(Mandatory Flex Day)

**College Convocation**

*Institutional Effectiveness*

10:00-12:00 p.m.

**Olney Hall 96**

Join your friends and colleagues for the annual Fall College Convocation held for the last time in Olney Hall!

Coffee, tea and light refreshments will be provided at 9:30 a.m. at the entry to OH 96 courtesy of the Associated Students College of Marin (ASCOM) and the COM Board of Trustees.

Don’t forget the first 200 people seated inside OH 96 by 10:00 a.m. will be eligible to participate in a special drawing for prizes!

*Please note:*
Convocation is a mandatory Flex activity for full-time faculty. Part-time faculty, administrators and classified professionals are strongly encouraged to attend as schedules permit.

**Department Meetings**

*Institutional Effectiveness*

1:30-3:30 p.m.

*Check Department Chair for location*

Annual Flex department meetings.

*Please note:*
This is a mandatory Flex activity for full-time faculty. Part-time faculty are strongly encouraged to attend as schedules permit.