January 2013 Professional Development & Flex Activities

- All employees are welcome to attend Professional Development/Flex activities. All activities will take place on the Ktd. campus.
- Credit faculty have an obligation to complete a designated number of Flex hours each semester. These include Individual Flex Activities and workshops approved for Flex credit. The Flex hours of obligation formula is posted on the Staff Development Web Page.
- Check the Staff Development Web Page at www.marin.edu for complete workshop descriptions, Flex program requirements, forms and deadlines. (A direct link is posted under the “Faculty and Staff” tab on the College Homepage.)

<table>
<thead>
<tr>
<th>Thursday, January 10</th>
<th>Friday, January 11</th>
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<tr>
<td><strong>(Independent Flex Day)</strong></td>
<td><strong>(Mandatory Flex Day)</strong></td>
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<td><strong>9:00-11:00 a.m.</strong></td>
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| Moodle ABC's (TL, TT) | College Convocation (IE)  
Annual Spring College Convocation for all COM faculty and staff. |
| Library Information Technology Classroom  
(Ktd. Library, Learning Resource Center Building)  
Email alice.deli@marin.edu to register. | James Dunn Theater  
Performing Arts Building  
Former College of Marin Anthropology and Archaeology instructor Betty Goerke is our Spring 2013 Convocation keynote speaker. A much-loved COM instructor for over 30 years, Betty has dedicated much of her career to researching native history. She will focus her remarks on the Coast Miwok Indians who inhabited both our campuses for generations. |
| **10:00-12:00 p.m.** | **1:30-3:30 p.m.** |
| What's New in Office 2010 (TT) | Department Meetings (IE)  
Annual Flex department meetings. |
| BC 101  
Email kathleen.kirkpatrick@marin.edu to register. | (Check Dept. Chair for location) |
| Workshop will focus on new and relocated features included in Microsoft Office 2010 programs such as Word, PowerPoint and Outlook. Contact I.T. to upgrade your COM office computer to MS Office 2010.  
Learn how to access Moodle via the MyCOM portal to create a welcome message and post class materials online. | |
| **1:00-3:00 p.m.** | |
| Preparing Word Documents Using Universal Design Principles (TT) |  
Deedy Staff Lounge  
Student Services Building |
| Library Information Technology Classroom  
(Ktd. Library, Learning Resource Center Building) | Orientation for new and recently hired part-time faculty.  
Learn how to prepare documents using built-in styles in Word 2010 to maintain ADA accessibility features when your document is converted to PDF for uploading to a web-based learning environment. |
| **6:00-8:30 p.m.** | |
| New Part-time Faculty Orientation (IE) | |
| Deedy Staff Lounge  
Student Services Building |  
(Check Dept. Chair for location) |

IE = Institutional Effectiveness  
TL = Teaching and Learning  
TT = Technology Training