

**MERRITT COLLEGE**  
**Spring 2015 Flex Day Program**  
**Thursday, January 15 and Friday, January 16, 2015**  
***EQUITY: BETTER TOGETHER***

Hello Merritt College Faculty, Administrators, and Staff,

The Merritt College Professional Development Committee (PDC) met consistently during the Fall 2014 semester and collaborated with the College's Leadership Team to plan a Flex Day Program not only to meet your professional development goals, but a program that hopefully will make you proud. More importantly, our goal is to motivate every individual full-time/adjunct instructional faculty/counselor, administrator, and full-time/hourly classified staff to participate in several or all of the planned activities.

The theme of the Flex Day Program is ***Equity: Better Together***. The Professional Development Committee established an equity theme to support the following:

- Merritt College is a diverse institution, but ongoing dialog and conversations and learning across differences is required for successful constituent interpersonal relationships, interactions, and student success
- To learn how to establish effective institutional structures and engagement strategies in support of student achievement
- To learn how to use an "Equity" lens in analyzing student demographic data to support college planning and decision-making
- Implementation of Student Success and Support Program (SSSP) and Equity Plan goals and objectives
- To apply a systemic approach in understanding how oppression impacts teaching, learning, leading, and decision-making across all units of the college.

We hope that you will give our special guest presenters a hearty Merritt welcome and strong showing of support with your participation on ***Thursday, January 15 in the National Equity Project session facilitated by Lisa M. Lasky and Victor Cary, and again on Friday, January 16 in the E3: Education, Excellence & Excellence session facilitated by Dr. JuanCarlos Arauz***. Both sessions will be interactive learning experiences. (See Bios)

Several of our very own colleagues generously gave of their time in planning, creative and worthwhile workshops. Please plan on attending one or more of these sessions, as well.

The Professional Development Committee will announce on Thursday morning special incentives for winning airline and other gift cards when you participate in Flex Day Program Activities! A hot breakfast/luncheon will be served on Thursday and breakfast and lunch again on Friday.

**The 2014-15 Merritt College Professional Development Committee**

Dr. Audrey Trotter, Chair

Dr. Elmer Bugg

Melinda Downing

Stefanie Harding (Ex-Officio)

Ahmad Mansur

Margie Rubio, Accountant

Ngheim Thai, Minutes/Website

Dr. Arnulfo Cedillo

Marilyn Bull

Dr. Tae-Soon Park

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January 15 Time	Activity	Location
8:00 – 8:45	<b>Hot Breakfast and Networking</b>  Newton Seale Student Lounge	Room R110
8:45 – 9:30	<b>Welcome and State of the College Message</b>  <i>Dr. Norma Ambriz-Galaviz, President            Merritt College</i>	Room R110
9:30 – 12 noon	<b>A Merritt College Community Conversation on Equity!</b> The college’s new Equity Plan and Student Success and Support Program goals have positioned the college for an ongoing discourse on: <b><i>How do we create an environment that supports success for everyone—students, staff, and faculty?</i></b> This workshop is designed to strengthen and improve the understanding of the ways in which an equity lens and systems thinking framework may be employed by faculty and staff to address structural and systemic barriers that impede success in achieving educational equity. Faculty and staff will learn and practice structures for gaining increased understanding, learning across differences, gaining empathy for others’ experiences, and getting clear about the actions you need to take in order to build communities for working toward equity.  <b>Special Guest Facilitators:</b> <i>Lisa M. Lasky, Senior Director and Victor Cary, Senior Director, National Equity Project</i>  <b>Special Note:</b> <i>Faculty, Administrators, and Staff are asked to read the attached two-page article, “Willing to be Disturbed” by Margaret J. Wheatley in advance of the workshop.</i>	Newton Seale Student Lounge Room R110
12 noon – 1:00	<b>Hot Italian Luncheon—Meat and Vegetarian Options</b>	Newton Seale Student Lounge Room R110
1:00 – 1:15	<b>Break and Passing Time to Afternoon Concurrent Workshops</b>	

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<b>1:15 – 2:45</b>	<b>Concurrent Workshops</b>	
<b>1:15 – 2:45</b>	<p><b>Break Into Moodle!</b>            This workshop will offer you everything you need to start using your Moodle shell with your face-to-face class. During this workshop you will learn how to:</p> <ul style="list-style-type: none"> <li>• Access your Moodle shell</li> <li>• Add your contact information and your syllabus to Moodle</li> <li>• Locate some basic online resources for your students</li> <li>• Upload important course documents and more!</li> </ul> <p><b>Facilitator:</b> <i>Alexis Alexander, Distance Education Coordinator</i></p> <p><b>Special Note:</b> <i>Bring your own laptop (some laptops will be available).</i></p>	Teaching and Learning Center R029
<b>1:15 – 2:45</b>	<p><b>Starfish Solutions: Early Alert System Presentation</b>            With California’s focus on degree completion and SSSP, finding new ways to improve student retention and degree completion is more critical than ever. Starfish makes intervention easy and deepens the connection between students and their programs. The Starfish platform is rooted in strong research on the subject. When emphasis is placed on faculty involvement, outcomes improve. With the Starfish platform faculty and staff can easily track the progress of students in the classroom, intervene in real time, and connect them to critical student support services. The platform allows for access to all of PCCD’s existing technologies—Moodle, PeopleSoft, etc., through one lens—the lens of student success.</p> <p><b>Facilitator:</b> <i>Dr. Arnulfo Cedillo, Vice President of Student Services</i></p>	Building L Learning Center Computer Lab
<b>1:15 – 2:45</b>	<p><b>Teach Smart! Smart Classroom Training</b>            This workshop is designed to give faculty the skills needed to use to all of the Smart Classroom technology in any classroom on the Merritt College Campus. Add something new to your classroom teaching in Spring 2015.</p> <p><b>Facilitator:</b> <i>Dr. Arja McCray, Biology Faculty/Department Chair and Merritt College Curriculum Chair</i></p>	D204

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<b>1:15 – 2:45</b>	<p><b>Budget, Budget, Budget! Maximize Your Spring 2015 Spending and Plan for FY 2016</b></p> <p>This workshop will provide faculty, staff, and Department Chairs with all of the necessary information on how and when to spend your budget. Gain understanding of the 80/20 Assessment rule, the budget transfer process for the 20 percent, and how to view your budget in the PROMT system. Be one of the first to learn what you should know in developing your 2015-16 Budget.</p> <p><b>Special Note: This workshop will repeat from 3:00 to 4:30 p.m. in the same location.</b></p> <p><b>Facilitators:</b> <i>Dr. Dettie Del Rosario, Manager, Business and Administrative Services, Linnea Willis, Chair, College Budget Committee, and Dr. Elmer Bugg, Vice President of Instruction</i></p>	P102 Computer Lab
<b>2:45 – 3:00</b>	<b>Break and Passing Time to Afternoon Concurrent Workshops</b>	

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3:00 – 4:00	<p><b>A Certified Tutor Training Program at Merritt College: A Model for Enhancing Individualized Instruction for Students Across the Curriculum</b></p> <p>This workshop is designed to engage faculty and staff in a discussion about the need for a certified Tutor Training program at Merritt College and how it can support and enhance instruction for students across the curriculum.</p> <p><b>Facilitators:</b> <i>Isela Gonzalez Santana, English, Ann Elliott, English, Mario Rivas, Psychology, Jennifer Briffa, Child Development, Susan Andrien, English.</i></p>	Learning Center L137
3:00 – 4:00	<p><b>Teaching and Learning: I Learned Through Experience (Sometimes the Hard Way), Now I Want To Share With You!</b></p> <p>A panel of Merritt instructional faculty and counselors will share some of their best ideas and teaching and learning strategies/experiences in a roundtable discussion. Bring one of your own ideas to share!</p> <p><b>Facilitator:</b> <i>Melinda Downing, Biology and Roundtable Discussion Panel Members TBA</i></p>	L Building Learning Center General Tutoring Room
3:00 – 4:00	<p><b>An Opportunity for Substantive Change: The Student Success and Support Program (SSSP) and Student Equity</b></p> <p>Join in an interactive discussion on the agreed upon plans and how we can develop an expenditure plan that leverages the funds to meet our challenges. This is an opportunity for all college constituencies to find new ways of improving access, student retention, and degree completion.</p> <p><b>Facilitator:</b> <i>Dr. Arnulfo Cedillo, Vice President of Student Services</i></p>	Student Council Chambers R127
3:00 – 4:00	<p><b>Merritt's New Five-Year Facilities Master Plan</b></p> <p>Join the Merritt Facilities Committee in a visioning process for the Five-Year Facilities Master Plan. This is an opportunity for all members of the college community to hear about and contribute their ideas to this upcoming and important document.</p> <p><b>Facilitators:</b> <i>Brock Drazen, Chair Facilities Committee, Atheria Smith, PCCD Facilities Project Manager, Molly Sealund, Facilities Committee</i></p>	R112A

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3:00 – 4:30	<p><b>New Faculty Orientation—Getting to Know Your Colleagues and Getting Ready for Spring 2015</b></p> <p>This workshop is designed for all new faculty and for those who may need a refresher on college policies, procedures, and the How, When, and Where to get things done for an effective teaching experience at Merritt. The following information will be covered:</p> <ul style="list-style-type: none"> <li>• Parking Permits</li> <li>• IDs/Keys</li> <li>• Gaining access the PROMT system</li> <li>• Adding and Dropping Students</li> <li>• Peralta E-mail</li> <li>• Production Hours and Guidelines</li> <li>• Classroom Management and the Student Code of Conduct</li> <li>• Deadlines for Census, Attendance Verification, and Grade Rosters</li> <li>• Evening Hours Administrator &amp; Services</li> <li>• How to connect to a Merritt College Academic Senate faculty/counselor mentor</li> <li>• Other issues</li> </ul> <p><b>Facilitators:</b> <i>Dr. Tae-Soon Park, Academic Senate President, Dr. Elmer Bugg, Vice President of Instruction, Dr. Arnulfo Cedillo, Vice President of Student Services, Dr. Dettie Del Rosario, Manager, Business and Administrative Services Manager</i></p>	Building R Lower Level Room R023

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January 16 Time	Activity	Location
8:00 – 8:45	<b>Continental Breakfast</b>  Newton Seale Student Lounge	R110
8:45 – 10:15	<b>Cultural Resiliency</b> A special presentation on the concept of “Cultural Resiliency” and the ability for individuals and institutions to identify the skills of a student based on their holistic experiences. The goal is to support faculty and staff with effective engagement strategies to reach every student while having high expectations of academic achievement; and, to provide a system to measure students’ familiarity with five essential skills—Innovation, Adaptability, Critical Analysis, Cross Cultural Community, and Teamwork.  <b>Special Guest Facilitator: <i>Dr. JuanCarlos Arauz</i></b> <b><i>E3: Education, Excellence, &amp; Equity</i></b>	Newton Seale Student Lounge R110
10:15 – 10:30	<b>Break</b>	
10:30 – 12 noon	<b>A Combined Division I and Division Workshop</b>  <b>Are You Puzzled By Assessment?</b> This workshop is designed to increase your understanding of the quality of your assessments.  <b>Facilitator: <i>Jennifer Shanoski, SLOAC Chair</i></b>  <b>Special Note: <i>Attendance and participation by all instructional faculty and counselors is Highly Encouraged!!</i></b>	R110
12 noon – 12:45	<b>Luncheon</b>	R110
1:00 – 2:30	<b>Division Meetings</b>  <b>Division I: Humanities and Social Sciences</b> <b>Facilitator: <i>Dr. Tina Vasconcellos, Dean, Academic Pathways and Student Success</i></b>  <b>Division II: Workforce Development and Applied Sciences</b> <b>Facilitator: <i>Ahmad Mansur, Interim Dean of Workforce Development and Applied Sciences</i></b>	Lower Level R Building R023  R110
2:30 – 4:00	<b>Departmental Meetings</b> <b>Department Chairpersons will announce meeting rooms.</b>	TBA