

**Flex Day – Spring 2016**  
**Joint Division I and Division II Meeting**  
January 22, 2016 1:15-2:30PM

Dr. Tina Vasconcellos, Dr. Rosemary Delia, SLOAC

**1:15-1:30PM**

Process and procedure Q&A

Dr. Vasconcellos

**1:30-1:45PM**

Discussion: why did you get into teaching? what motivates you?

Dr. Delia

**1:45-2:30PM**

PLO Assessment Takeover!

Dr. Shanoski & SLOAC team

***1) Overview of PLO assessment strategies***

***2) Breakout session***

- Break into department groups.
- Folders will be handed out with program assessment templates, the PLOs for each degree/certificate in your department, and student completion data.
- Work with your peers to develop a PLO assessment plan.
  - If you do not have a degree/certificate in your area, form interdisciplinary groups to discuss PLO assessment of interdisciplinary degrees
- Turn in your draft assessment plans.
- This exercise will be continued in February.

**MISSION STATEMENT**

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

To accomplish its Mission, the college provides open access to excellent instructional programs and comprehensive support services in a culturally rich, caring and supportive learning environment.

Our purpose is to provide opportunities for lifelong learning, contribute to the economic growth of our communities while assisting students to attain degrees and certificates, earn credits to transfer, and develop the skills necessary to complete their educational goals.

## Clifton Coleman

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**From:** Tina Vasconcellos  
**Sent:** Thursday, February 11, 2016 6:53 PM  
**To:** Merritt-FAS  
**Cc:** Rosemary Delia; Wise Allen; Norma Ambriz-Galaviz  
**Subject:** Reminder: Division I & II meeting 12:30-1:30 Tuesday February 16, 2016

Good evening everyone!

I am writing to remind you that our next joint Division meeting is next College Hour- next Tuesday in the Student Lounge.

We will continue our Program Outcome Assessment work we began on flex day.

Please come and bring 1 colleague. It is critical that we continue to move forward in implementing PLO Assessment at Merritt. It is important to assess our programs for effectiveness.

Per ACCJC we are not currently compliant in sustained program outcomes assessment across the college. The time is NOW to move forward!

Thank you all! Have a wonderful and restful long weekend.

See you Tuesday.

Best,

Tina

Tina Vasconcellos, PhD

**Spring 2016**  
**Joint Division I and Division II Meeting**  
**PLO Assessment Takeover Pt. 2**  
February 16, 2016 12:30-1:30PM

Dr. Tina Vasconcellos, Dr. Rosemary Delia, SLOAC

**12:30-1:30PM**

*Instructions:*

- 1) Once again, break into department groups.
- 2) Folders will be provided with your previous PLO assessment information and plans.
- 3) Work with your peers to continue developing a PLO assessment plan.
  - a. If you do not have a degree/certificate in your area, form interdisciplinary groups to discuss PLO assessment of interdisciplinary degrees.
- 4) SLOAC Coordinators will be coming around to assist.
- 5) Turn in your second draft assessment plans.
- 6) SLOAC Coordinators will review them and reach out to discuss possible ways to improve and next steps. Feel free to reach out to them as well if you have questions.

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Div 1/Div 2 2/16/16 PLO Workshop Sign-In

Tom Rossi

Clytia Curley

Anja McGray

Tom Rostinger

Dan Lawson

Tae-Soon Park

Heather Awate

Brian Rowning

Nancy Leach

HARK FABIAN

RON FELZER

Anthony Powell

Laura Forlin

MARIL M BULL

Susan Andrien

Monica Ambalal

The following documents are drafts of PLO assessment plans documented at the Spring 2016 Flex Day Joint Division Meeting and the February 16, 2016 Joint Division Meeting. Groups of faculty worked together to create an assessment plan for the degree(s) and/or certificate(s) in their areas. The plans were then reviewed by the SLOAC Coordinators who reached out to refine or expand upon the draft plan.

We received 27 plans in total. Other disciplines had already created plans or were working separately from this division meeting.

The following draft examples are included on subsequent pages. The final plans and assessments are housed in Taskstream.

- Natural Sciences (interdisciplinary)
- Health Science (interdisciplinary)
- Liberal Arts with Emphasis on Arts and Humanities (interdisciplinary)
- Community Social Services/Substance Abuse

**Program Name:**

NATURAL SCIENCES

**Instructor Names (those who participated in the discussion:**

JOHN KLUESENER, TOM RENBARBER, TOMAS ROSSI, ARJA MCCRAY  
CLYTTA CURLEY

**Assessment Cycle (academic year):**

2016-2017

**PLO being assessed:**

#2 USE AND INTERPRET FORMULAS, GRAPHS,  
AND TABLES

## ASSESSMENT PLAN

### Title:

Use a title that will allow you to differentiate this assessment from others.

~~Use of Lab Reports~~ PRESENTATION AND INTERPRETATION OF DATA

### Description of Assessment Method (Task):

What are you doing to assess the PLO that you are assessing? This can be a description of an assignment, exam, term paper, presentation, etc.

LAB REPORT  
PHYSICS: ~~PHYSICS~~, BIOL IA & CHEMIA: LAB REPORT  
BIOL

### Criteria for Success:

What do the students need to do in order to demonstrate successful achievement of the PLO that you are assessing?

IS THE DATA PRESENTED IN A WAY THAT ADEQUATELY REPRESENTS THE  
~~DATA~~ ARE THE ELEMENTS OF GRAPH/TABLE CORRECTLY INCLUDED. RELATIONSHIPS BEING EVALUATED

### Timeline for Implementation:

When will you give the assignment, exam, term paper, etc.?

SPRING 2016

### Key Faculty/Staff:

Who is responsible for giving this assessment?

TOM RENNINGER, JOHN KUSENER, CLYDA CURLEY

WE NEED A<sup>1</sup> COMMON RUBRIC FIRST

2/16/16  
We agreed to independently make a list of the exact elements we would use to judge/assess graphs or tables in our respective lab reports, then we will take a look at all of them to come up with common themes. This is what we can use to build a common rubric. (broader theme for each so we can use it for each different lab report)

**Program Name:**

Health Sciences

**Instructor Names (those who participated in the discussion):**

Nancy Rauch, Maria Suarez, Mark Creelman,  
Nadia Foubanian, Brian Rowing

**Assessment Cycle (academic year):**

2015-2016

**PLO being assessed:**

Demonstrate a comprehensive understanding of  
the human body.

## ASSESSMENT PLAN

### **Title:**

Use a title that will allow you to differentiate this assessment from others.

Understanding the Human Body

### **Description of Assessment Method (Task):**

What are you doing to assess the PLO that you are assessing? This can be a description of an assignment, exam, term paper, presentation, etc.

See below

~~Correctly answer 70% of the questions on exam~~

### **Criteria for Success:**

What do the students need to do in order to demonstrate successful achievement of the PLO that you are assessing?

Correctly answer 70% of questions on topic in exam

### **Timeline for Implementation:**

When will you give the assignment, exam, term paper, etc.?

By or in Final exam

### **Key Faculty/Staff:**

Who is responsible for giving this assessment?

Nancy Rauch, Maria Suarez, Mark Creelman, Nadia Foulabian

Design and administer exam questions that explore structure and/or function, anatomy and physiology.

Tests on:

- In Chem 30A: on behavior of living cells and role of membranes (osmosis).
- In <sup>Bio</sup>20B: on heart physiology
- In Bio20A: on homeostasis.
- In Bio2: on tissue classifications and roles.

**Program Name:**

**Liberal Arts: Humanities Emphasis**

**Instructor Names (those who participated in the discussion):**

**Susan Andrien, Isela Santana, Todd Johnson, Thomas Hart, Sandra Madison, Barbara Widhalm, Larry Levine, Lysie Falco, Anthony Bennette, Georgie Ziff, Suzan Ormandy**

**Assessment Cycle (academic year):**

**2014-15**

**PLO being assessed:**

**#2: Critically analyze artistic styles and ideologies in essays, oral presentations, and/or individual portfolio reviews**

## **ASSESSMENT PLAN**

### **Title:**

*Use a title that will allow you to differentiate this assessment from others.*

**Cultural Myth Analysis Essay**

### **Description of Assessment Method (Task) :**

*What are you doing to assess the SLO that you are assessing? This can be a description of an assignment, exam, term paper, presentation, etc.*

Todd will be turning this in to me next week and I will enter as both SLO for English 1B and as assessment of PLO #2 for Liberal Arts AA, Emphasis in Humanities.

### **Criteria for Success:**

*What do the students need to do in order to demonstrate successful achievement of the SLO that you are assessing?*

### **Timeline for Implementation:**

*When will you give the assignment, exam, term paper, etc.?*

Fall 2015

### **Key Faculty/Staff:**

*Who is responsible for giving this assessment?*

Todd Johnson

**ASSESSMENT FINDINGS:**

**Summary of Results:**

*Here please write a summary of the results that you obtained for the assessment described in your plan.*

**Acceptable Criteria for Success Achievement:**

*Select one: (circle) MET                      NOT MET                      EXCEEDED*

**Analysis of Results:**

*What have you learned from the results that you summarized?*

**Planned Use of Results for Continuous Improvement:**

*What have you learned from the results that you summarized?*

**Acceptable Criteria for Success Achievement:**

*Select one: (circle) MET                      NOT MET                      EXCEEDED*

**ACTIONS TO IMPROVE LEARNING:**

**Action Details and Description:**

*What changes are you going to make based on the assessment results? If you do not think that changes need to be made describe the practices, assignments, activities that you incorporated into your class that you believe allowed your students to succeed.*

**Expected outcome of this action:**

*How do you expect the action(s) that you've described to change the student's ability to successfully meet the SLO chosen?*

**Budget request amount:**

*Is there a dollar amount associated with the action? If so, indicate the amount.*

\$0.00

**Priority:**

*Select (circle one):*

*LOW*

*MEDIUM*

*HIGH*

**STATUS REPORT:**

*This should be completed after the timeline given in the “Actions to Improve Learning” section.*

**Current Status:**

*What is the status of the actions that you described in the “Actions to Improve Learning” section? Circle one:*

**Not Started**

**In Progress**

**Completed**

**Not Implemented**

**Budget Status:**

*If you requested money to support the action, what is the status of your request? If no budget request was made select “other.” Circle one:*

**Approved**

**Pending Approval**

**Not Approved**

**Other**

**Additional Information / Next Steps:**

*Based on the information provided, how do you plan to proceed with the assessment of this SLO?*

**Program Name:**

Community Social Services / Substance Abuse

**Instructor Names (those who participated in the discussion):**

William Sone

**Assessment Cycle (academic year):**

2015 - 16

**PLO being assessed:**

#1 Apply knowledge of mental health / human services trends etc.

## ASSESSMENT PLAN

### **Title:**

Use a title that will allow you to differentiate this assessment from others.

Costa to Evaluation - Program Outcome

### **Description of Assessment Method (Task) :**

What are you doing to assess the PLO that you are assessing? This can be a description of an assignment, exam, term paper, presentation, etc.

### **Criteria for Success:**

What do the students need to do in order to demonstrate successful achievement of the PLO that you are assessing?

75% of the time students need to demonstrate the behavior on all 29 measures.

### **Timeline for Implementation:**

When will you give the assignment, exam, term paper, etc.?

Spring 16

### **Key Faculty/Staff:**

Who is responsible for giving this assessment?

W. Love / Newton / McIntosh

→ ~~St~~ Professional Behavior / Work Skills  
Rubric (29 measures) - given daily (verbal and/or written feedback by their intern supervisor. Internship is usually 1-8 hr day per week. Students meet with instructor for discussion / feedback that arose in the internship. Rubric is filled out @ end of semester. ~~based on~~ by supervisor & sent to instructor



Program Learning Outcome Workshop Jan. 22, 2016



PLO Workshop Awardees Jan. 22, 2016

# MERRITT COLLEGE

## Fall 2015 Flex Day Program

Thursday, August 20 and Friday, August 21, 2015

*STUDENT SUPPORT (RE) DEFINED: CONNECTED, DIRECTED,  
ENGAGED, FOCUSED, NURTURED, AND VALUED*

Merritt College Faculty, Administrators, and Staff!

The Merritt College Professional Development Committee (PDC) met throughout the summer and collaborated with the College's Leadership Team and two members of the Student Learning Outcomes Assessment Committee (SLOAC), Dr. Jennifer Shanoski and Ann Elliott, to plan the August 2015 Flex Day Program. The schedule of activities is designed to meet campus community professional development goals and to jumpstart significant college-wide projects with benchmarks for completion by December 2015 and throughout the Spring 2016 semester, as well. 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 Flex Day Program activities.

The theme of the August 2015 Flex Day Program centers on the RP Groups six student success factors: ***Student Support (Re) Defined: Connected, Directed, Engaged, Focused, Nurtured, and Valued.*** We ask that you consider linking one or more of these success factors to your departmental/unit/action plans, learning outcomes, goals and priorities, and, in evaluating your roles in supporting student success.

**Dr. David Marshall, Associate Professor of English, California State University San Bernardino & Assessment Coordinator, College of Arts and Letters, will serve as our keynote speaker on Thursday, August 20, 2015.** Dr. Marshall will bring new perspectives and strategies on becoming "intentional" in learning outcomes assessment and ways in which to integrate it into the fabric of the college.

Dr. Marshall, faculty, administrators, and classified staff will also facilitate **concurrent workshops on Thursday afternoon.** The day's activities will close with an **Assessment Fair and Ice Cream Social** at 4:00 p.m. followed by the Faculty Orientation at 4:30 p.m. for all new and returning adjunct faculty.

**Friday, August 21, 2015 has been designated as "College Day".** The morning program will be facilitated by the College Leadership Team. Topics may include accreditation, program review, strategic planning, student success and equity. A more detailed agenda is forthcoming. Division and departmental meetings will be held in the afternoon.

The Merritt College Professional Development Committee is also sponsoring a **K-12 Back to School Back Pack and School Supplies Drive, in conjunction with the Family Giving Tree** organization. You will have the opportunity of participating in the project by donating a back pack and/or school supplies. All back packs and school supplies donated by Merritt College faculty, administrators, and staff will be donated and delivered the week of August 24<sup>th</sup> to one of our OUSD K-12 feeder schools. Approximately, \$30 of school supplies will help school children to be prepared to learn and succeed! We are working to find sponsors to donate back packs. **If you can, purchase a back pack and bring it to flex day.** All donations are tax deductible. We hope that many of you will join in this Merritt College give-back-to-the community project.

Lastly, we look forward to **networking with one another!** Arrive early for breakfast; be prepared to enjoy the luncheons, especially the Bar-B-Q on Friday, and the random raffle prize drawings both days.

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**David Marshall** began his work on assessable learning outcomes during Ph.D. work (English literature) in a redesign of the Indiana University writing program. Since joining the faculty at California State University, San Bernardino (CSUSB), he has continued this work with multiple organizations on learning outcomes, first with CalPASS's English PLC in Coachella Valley and for the last five years as the Associate Director of Tuning USA, a learning outcomes initiative funded by Lumina Foundation and operated by the Institute for Evidence-Based Change.

In that role, he has facilitated efforts to define disciplines in terms of assessable student learning outcomes, working with states (Kentucky, Texas, Montana), compacts (The Midwest Higher Education Compact), and national associations (The American Historical Association and The National Communication Association). At CSUSB he holds the post of Associate Professor of English and serves as the Assessment Coordinator for the College of Arts and Letters, for which he also served as Assistant Dean. While his academic training is in medieval literature and popular culture, he has published and given presentations nationally on learning outcomes and their use in intentional education. In work with The National Institute for Learning Outcomes Assessment, Dr. Marshall has recently published "Roadmap to Enhanced Student Learning: Implementing the DQP and Tuning."

### **Merritt College Professional Development Committee (PDC)**

*Dr. Audrey Trotter, Chair*

*Dr. Elmer Bugg*

*Maril Bull*

*Dr. Arnulfo Cedillo*

*Melinda Downing*

*Dr. Tae-Soon Park*

*Margie Rubio, Accountant/Bookkeeper*

*Nghiem Thai, Minutes/Website*

*Vacancy, Administrator*

*Stefanie Harding, Ex-Officio*

### **Merritt College Administration**

*Dr. Norma Ambriz-Galaviz, President*

*Dr. Elmer Bugg, Vice President of Instruction*

*Dr. Arnulfo Cedillo, Vice President of Student Services*

*Dr. Dativa "Dettie" Del Rosario, Director of Business and Administrative Services*

*Dr. Tina Vasconcellos, Dean, Academic Pathways and Student Success*

*Vacant, Dean, Workforce Development and Applied Sciences*

*Romeo Garcia, Interim Dean of Special Projects and Grants*

*Dr. Lilia Chavez, Director of Student Activities and Campus Life*

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### Thursday, August 20, 2015

Time	Activity 8:00 – 12:45 p.m.	Location
8:00 – 9:00	<b>Hot Breakfast &amp; Networking</b>	Newton Seale Student Lounge Room R110
9:00 – 10:00	<p><b>Welcome and State of the College Message</b>            After sixty years, what is Merritt College striving to strengthen and what are the continuous challenges facing its constituencies? Do we know why? Is anyone making plans? For inquiring minds, this session provides an update on the college's plans with culture climate, institutional effectiveness, partnerships and academic pathways, enrollment and college resources from the presidential perspective.</p> <p>There will be a brief introduction and welcome of <b>Dr. Jowell C. Laguerre, Chancellor of the Peralta Community College District</b> to Merritt College.</p> <p><i>Presenter: Dr. Norma Ambriz-Galaviz, President, Merritt College</i></p>	Newton Seale Student Lounge Room R110
10:00 – 12 noon	<p><b>Keynote Presentation: Making it Meaningful: Authentic Assessment</b>            Assessment is often viewed as a dirty word, associated with accreditation and anxiety around outsiders peering over our shoulders. Assessment, however, is something institutions of higher education are really quite adept at doing and practice all the time. This presentation will suggest that assessment needs to be reconsidered as being about student success rather than external quality control. By examining two distinct cultures of assessment, David will offer an approach to outcomes and their assessment that makes them a useful and productive part of what members of the college do for students, not accreditors.</p> <p><i>Keynote Speaker: Dr. David Marshall, Associate Professor of English, California State University San Bernardino (CSUSB) &amp; Assessment Coordinator, College of Arts and Letters</i></p>	Newton Seale Student Lounge Room R110
12 noon – 12:45	<b>Lunch &amp; Networking</b>	Newton Seale Student Lounge Room R110
<p align="center"><b>Break and Passing Time to Afternoon Concurrent Workshops</b> 12:45 – 1:00 p.m.</p>		

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<b>Thursday, August 20, 2015</b>		
<b>Time</b>	<b>Activity</b>	<b>Location</b>
<b>Concurrent Workshops 1:00 – 2:45 p.m.</b>		
1:00 – 2:45	<p><b>Planning for Meaningful Assessment</b> Building on his morning presentation, David will lead participants in building a strategy for their own meaningful assessment activities around one outcome about which they are most interested. This workshop will offer examples and models to help participants develop their own plans for student success through intentional education.</p> <p><i>Workshop Facilitator: Dr. David Marshall, Associate Professor of English, California State University San Bernardino (CSUSB) &amp; Assessment Coordinator, College of Arts and Letters</i></p>	Newton Seale Student Lounge Room R110
1:00 – 2:00	<p><b>CCC Confer: What Is It? &amp; How Do I Get Access?</b> Learn about a powerful e-conferencing tool available for free to all California Community College faculty and staff.</p> <p><i>Facilitator: Donna Gustafson, CCC Confer &amp; Nghiem Thai, Classified Staff, Library &amp; Library Department Chair</i></p>	Learning Center Room L137
2:00 – 3:00	<p><b>Student Success and Support Program (SSSP) and Student Equity: Where We Have Been and Where We Need to Go</b></p> <p>The Student Success and Support Program (SSSP) and Student Equity initiatives were formulated into working plans for Merritt College a year ago. With the main focus on the four core support services of orientation, assessment, student education plans and follow-up services, the plans focused on where we were and where we wanted to be. A year later, we need to check our progress. We need to re-focus and examine how to best provide the core support services.</p> <p>Join us for an interactive discussion on aligning our plans with where we need to go as we grapple with closing the achievement gap, as we focus on our retention and persistence challenges, and as we ultimately join our students in their successes.</p> <p><i>Facilitator: Dr. Arnulfo Cedillo, Vice President, Student Services</i></p>	Teaching and Learning Center (TLC) Room R029
<b>Break and Passing Time to Afternoon Concurrent Workshops 2:45 – 3:00 p.m.</b>		

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<b>Thursday, August 20, 2015</b>		
<b>Time</b>	<b>Activity</b>	<b>Location</b>
<b>Concurrent Workshops 3:00 – 4:30</b>		
3:00 – 4:00	<p><b>Smart Classroom Training</b> Participants will learn (or re-learn):</p> <ul style="list-style-type: none"> <li>• The basic operation of the smart classroom equipment (i.e. getting it turned on; using it; and, trouble-shooting)</li> <li>• Various methods of presenting lectures, audio/visual materials and external resources; and,</li> <li>• Advanced use of the equipment capabilities presented, as requested.</li> <li>• Participants will receive handouts with step-by-step explanations of all the equipment.</li> </ul> <p><i>Facilitator: Dr. Arja McCray, Faculty, Biology &amp; Merritt College Curriculum Chairperson &amp; Dr. Nancy Rauch, Faculty, Biology</i></p>	Room P203
3:00 – 4:00	<p><b>Turnitin Webinar...Instructor Tools</b> Webinar designed for new Turnitin users.</p> <ul style="list-style-type: none"> <li>• Effective and innovative tools to evaluate student learning.</li> <li>• Ensure originality.</li> <li>• Provide electronic student feedback. Set up peer review.</li> </ul> <p><i>Facilitator: Dr. Tina Vasconcellos, Dean, Academic Pathways and Student Success</i></p>	Learning Center Electronic Classroom Computer Lab Room L132
3:00 – 4:00	<p><b>Guiding Students Into Successfully Navigating Into a Medical Assistant Career</b> Join in an interactive session as participants role-play the Counselor/Student advising session for students desiring information and guidance about a Certified Medical Assistant (CMA) career. Participants will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the two major differences between Clinical Medical Assisting and Administrative Medical Assisting</li> <li>• Identify the two major eligibility requirements for the CMA Program</li> <li>• Describe the 5-step process in applying for the Clinical Medical Assisting Program.</li> </ul> <p><i>Facilitator: Grace Idowu Reena, Faculty, CMA Program</i></p>	Learning Center Science Lab Room L140

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<b>Thursday, August 20, 2015</b>		
	<b>Activity</b>	
	<b>Concurrent Workshops 3:00 – 4:30 p.m.</b>	
3:00 – 4:30	<p><b>Classified Leadership Institute 2015 Report</b> Panel of Merritt Classified Senators will share their experiences and insights from the Classified Leadership Institute Conference. Find out about some of the initiatives and issues that classified staff are engaging in statewide. Be inspired to become a classified leader.</p> <p><i>Facilitators: Stefanie Harding, President, Classified Senate &amp; Nghiem Thai, VP, Classified Senate</i></p>	ASMC Chambers Room R127
3:00 – 4:30	<p><b>Getting Started in Using Moodle to Help Students Succeed</b> Teachers will learn to add their syllabus and other types of information to their Moodle shell for students to use.</p> <p><i>Facilitator: Alexis Alexander, Faculty, Distance Education Coordinator</i></p>	Teaching and Learning Center (TLC) Room R029

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Thursday, August 20, 2015		
	Activity	
Time	Assessment Fair, College Ice Cream Social & Faculty Orientation 4:00 – 6:00 p.m.	Location
4:00 – 5:00	<p><b>Merritt College Ice Cream Social</b> Network! Have Fun! Socialize! Win Raffle Prizes!</p> <p><i>Facilitators: Merritt Professional Development Committee</i></p>	Newton Seale Student Lounge Room R110
4:30 – 6:00	<p><b>Faculty Orientation—Getting to Know Your Colleagues and Getting Ready for Fall 2015 (All new and returning part-time faculty are highly encouraged to participate).</b></p> <p>This workshop is designed for <i>all</i> new and returning part-time faculty. Facilitators will review 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>• Curriculum</li> <li>• How to connect to a Merritt College Academic Senate faculty/counselor mentor</li> <li>• Other issues</li> </ul> <p><i>Facilitators: Dr. Mario Rivas, Faculty, Psychology &amp; Academic Senate President, Dr. Tae-Soon Park, Faculty, Mathematics, Academic Senate President Emeritus, Dr. Elmer Bugg, Vice President of Instruction, Dr. Arnulfo Cedillo, Vice President of Student Services, Dr. Dettie Del Rosario, Director of Business and Administrative Services, Dr. Jennifer Shanoski, Faculty, Chemistry &amp; PFT Representative</i></p>	ASMC Chambers Room R127

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<b>Friday, August 21, 2015</b>		
<b>Time</b>	<b>Activity</b> <b>8:00 – 4:15 p.m.</b>	<b>Location</b>
8:00 – 9:00	<b>Continental Breakfast &amp; Networking</b>	Newton Seale Student Lounge Room R110
9:00 – 10:00	<p><b>Merritt College’s Mission &amp; Opportunities</b> This session will provide you with an introduction to the successful outcomes of our local Upward Bound Program and the importance of partnerships for early intervention and outreach to our Oakland youth. With the completion of the Barbara Lee Center for Science and Allied Health and as Merritt looks to develop future leaders, what preparation is needed to focus on STEM?</p> <p><i>Facilitator: Dr. Chris Harrison, Co-Founder &amp; CEO, LIFTT (Leaders Innovators &amp; Forward Thinkers of Tomorrow)</i></p>	Newton Seale Student Lounge Room R110
10:00 – 12 noon	<p><b>College Focus On Accreditation, Program Review &amp; Strategic Goals</b> An interactive session focusing on:</p> <ul style="list-style-type: none"> <li>• Merritt’s nine ACCJC recommendations</li> <li>• Preparation for the new Program Review Cycle</li> <li>• Merritt Colleges 2014-17 Strategic Goals</li> </ul> <p><i>Facilitators: Merritt College Leadership Team</i></p>	Newton Seale Student Lounge Room R110
12 noon – 12:45	<b>Hot B-B-Q Luncheon &amp; Networking</b>	Newton Seale Student Lounge Room R110
1:00 – 2:30	<p><b>Division Meetings</b></p> <p><b>Division I: Humanities and Social Sciences</b> <i>Facilitator: Dr. Tina Vasconcellos, Dean, Academic Pathways and Student Success</i></p> <p><b>Division II: Workforce Development and Applied Sciences</b> <i>Facilitator: Dr. Elmer Bugg, Vice President of Instruction</i></p>	Newton Seale Student Lounge Room R110
<b>Break and Passing Time to Department Meetings</b> <b>2:45 – 3:00 p.m.</b>		
3:00 – 4:15	<p><b>Department Meetings</b> Department Chairs will coordinate meeting times and rooms.</p>	TBA



Merritt College  
Professional Development Days  
Wednesday, January 20, 2016 – Friday, January 22, 2016  
**BRIDGING THE GAP: Faculty, Staff and Students**



**Wednesday, January 20, 2016 – Laney College**

Time	Activity
8:30 AM – 4:00 PM	See District Professional Development Day Schedule

**Thursday, January 21, 2016 Morning Session – Newton/ Seale Lounge – Room 110**

8:15 – 9:00 AM	Hot Breakfast
9:00 – 10:15 AM	<b>Opening Remarks:</b> The Peralta Colleges Chancellor – Dr. Jowel Laguerre Merritt College President – Dr. Norma Ambriz – Galaviz Academic Senate President – Dr. Mario Rivas Classified Senate President – Waaduda Karim ASMC President – Marquita Price
10:15 – 11:45 AM	<b>Keynote Address: Bridging the Gap – Faculty, Staff, and Students</b> Dr. Darrick Smith
11:45 – 12:00 PM	<b>Announcements:</b> Frances Moy – DSPS Dr. Jennifer Shanoski – Assessment
12:00 – 1:00 PM	Lunch – Open Announcements

**Thursday, January 21, 2016 Afternoon Sessions**

Time	Activity	Location
1:15 – 2:30 PM	<b>Empowering our Students with Advocacy, Writing Policy, Research Skills and Tobacco Prevention</b> – The Tobacco Less Club Marlene Hurd / Serena Chen	S 106
	<b>BYOD (Bring Your Own Device) in the Classroom: Two Tech Tools to Foster Student Engagement</b> – Maritez Apigo (Chabot College)	L 132
	<b>CurricUNET META Training</b> - Dr. Arja McCray / Clifton Coleman	L 131
	<b>Using an iPad for Instruction</b> - Dan Lawson	S 449
2:30 – 2:45 PM	BREAK	
2:45 – 4:00 PM	<b>Boys &amp; Girls Club / The Chabot Space &amp; Science Center</b> Dr. Tom Renbarger / Romeo Garcia	S 309
	<b>Student Success is Everybody's Business!</b> – Dr. Arnulfo Cedillo	S 305
	<b>Alignment of the Educational Master Plan w/Program Review</b> Dr. Mario Rivas / Christine Olson / Dr. Jennifer Shanoski	S 331
4:00 – 5:00 PM	<b>Smart Classroom Training</b> – Jason Holloway	S 449
	<b>Get it Done! Assessment Workshop</b> - Dr. Jennifer Shanoski / Clifton Coleman	L 132
5:00 – 6:00 PM	<b>New Faculty Orientation</b> – Dr. Mario Rivas	R 110

**Friday, January 22, 2016 – Morning Sessions: Newton Seale Lounge – R 110**

Time	Activity	Location
8:15 – 9:00 AM	Continental Breakfast	R 110
9:00 – 10:50 AM	<b>Working Collaboratively for Reaffirmation of Accreditation, Excellence and Beyond</b> Merritt’s AFR Core Team, AFR Co-Leads & College Leadership Administrative Team	R 110
11:00 – 12:15 PM	<b>See, Say, Do: A Workshop on Responding to Students in Distress</b> Frances Moy / Larry Lariosa	R 110
12:15 – 1:15 PM	Hot Lunch	R 110

**Friday, January 22, 2016 Afternoon Sessions**

Time	Activity	Location
1:15 – 2:30 PM	<b>Division Meeting</b> – Dr. Tina Vasconcellos / Dr. Rosemary Delia	R 110
2:30 – 4:00 PM	<b>Department Meetings</b> – Contact your department chairs for meeting details.	

**Keynote Speaker: Dr. Darrick Smith, The University of San Francisco**



**Darrick Smith** is an Assistant Professor of Educational Leadership, in the Department of Leadership Studies at the University of San Francisco. Dr. Smith’s course load includes requirements for the completion of the Educational Doctorate as well as the California Administrative Credential. His research interests focus on culturally responsive discipline practices; critical pedagogy; transformative school leadership, and social justice schooling.

Dr. Smith formerly served as the Center Director for LearningWorks, an educational policy organization focusing on improving student success rates in higher education. In this role, Dr. Smith was part of a small team that granted funding and engaged in system-wide reform efforts while working with the Chancellor’s Office of the California Community Colleges. Dr. Smith is also the founder of the TryUMF (pronounced “triumph”) program in Oakland, CA a youth development program for students from historically targeted communities. After 10 years of teaching in secondary education, Dr. Smith became the Co-Principal for the June Jordan School for Equity in San Francisco, CA. During his time at June Jordan, the small high school for social justice had the highest percentage of students of color admitted into four-year universities of any public high school in San Francisco.

Dr. Smith has served as an educator, school leader, and consultant in the K-12 educational system for 20 years. His service has also extended to include time as an instructor in the Department of Sociology in two community colleges and the Child and Adolescent Development Department at San Francisco State University. Dr. Smith continues to give talks at national and statewide conferences while consulting with a number of California’s community colleges on issues of educational reform and equity.

## Workshop Descriptions

### **Alignment of the Educational Master Plan (EMP) with Program Review and Faculty Prioritization**

Dr. Mario Rivas / Christine Olsen / Dr. Wise Allen

This will be a 'work group' workshop wherein participants will define/develop a process to align EMP, PR/ APU and faculty prioritization process. The work group will also refine the rubric used to align faculty prioritization with the instructional goals of the EMP and the ongoing assessment of PR/ APU's

### **The Boys & Girls Club / The Chabot Space and Science Center** Dr. Tom Renbarger / Romeo Garcia

Learn about the Boys & Girls Club efforts to instill an academically – oriented mindset among historically underserved youth populations. Also learn more about the educational opportunities at the Chabot Space and Science Center. Faculty, Staff, Students and Administrators all welcome.

### **BYOD (Bring Your Own Device) in the Classroom: Two Tech Tools to Foster Student Engagement**

Maritez Apigo – Chabot College

Tired of telling your students to put away your phone? Instead, instruct your students to take them out! The presenter will showcase two use-friendly technology tools for engaging students in polls, surveys, and assessments on their electronic devices: Poll everywhere and Socrative. Bring your smartphone to fully participate in this interactive session.

### **CurricUNET META Training**

Dr. Arja McCray

Come learn the new features of CurricUNET META, our new curriculum management system. This workshop will cover the basics of curriculum building, the approvals process, and what's new in curriculum.

### **Get It Done! Assessment Workshop**

Dr. Jennifer Shanoski / Heather Casale /Clifton Coleman

Faculty, staff and students will attend a hands-on workshop where they can get help developing and entering an assessment plan.

### **Empowering our Students with Advocacy Skills and Tobacco Prevention** Marlene Hurd / Serena Chen

ASMC Senator Marlene Hurd, Serena Chen from The Loop-UCSF, and student advocates will report on "Effects of Nicotine on Cognitive Thinking Functions of the Brain." Topics of discussion will include menthol as a health, social justice and economic issue, and the effects of e-cigarette use. They will also discuss their work with students, faculty, administrators, the Peralta Board of Trustees and Chancellor Jewel Laguerre.

### **Using an iPad for Instruction**

Dan Lawson

Participants will learn how to use and iPad (and the Goodnotes app) as a superior alternative to the dry-erase board or document camera for displaying written content. Participants will also learn how to archive their written lectures automatically for future review by the instructor or the students.

**New Faculty Orientation**

Dr. Mario Rivas / Dr. Wise Allen

If you are new to Merritt College, please attend this workshop to learn about important faculty procedures such as how to make copies, submit census rosters/grades, and obtain keys. You will also become more familiar with evaluation procedures.

**See, Say, Do: A Workshop on Responding to Students in Distress**

Frances Moy / Larry Lariosa

This workshop will help faculty, staff and administrators recognize and identify students who may be experiencing personal problems that may require immediate professional attention. Develop tools to help you recognize the signs of emotional distress and what are the appropriate steps to take. Come hear from the “experts” and find out what resources are available to you and students.

**Smart Classroom Training**

Jason Holloway

Learn how to access and operate the components of the smart classroom correctly. This workshop contains training on using the classroom computer, document camera, overhead projectors, and audio/video equipment.

**Student Success is Everybody’s Business!**

Dr. Arnulfo Cedillo

Please join in a discussion of what is in the plans for the Student Support and Success Program (SSSP) at Merritt this year. Your input will contribute to the development of new student success initiatives for the upcoming 2015 – 2016 academic year and beyond.

**Working Collaboratively for Reaffirmation of Accreditation, Excellence and Beyond**

Facilitated By: Merritt’s AFR Core Team, AFR Co-Leads & College Leadership Administrative Team

The overarching workshop goal is twofold. First, participants will be provided with information on the status of Merritt’s Accreditation Follow-Up Report. Second, participants will gain a working knowledge and application of the following institutional processes: 1) Integrated Planning and Budgeting; 2) Student Learning Outcomes Assessment; 3) College Educational Master Plan; and, 4) Use of data in institutional planning and decision-making.

Tentatively Scheduled: Brief Remarks by Chancellor Jewel C. Laguerre and Dr. Annette Dambrosio, Consultant for the Accreditation Follow-Up Report District Recommendations.

Find Professional Development materials online:

<http://www.merritt.edu/wp/professionaldevelopmentcommittee/>