



Merritt College -Flex Day Jan 17th 2020

Our theme: Finding our strength and sense of belonging as a community

Morning:

(Student Lounge)

8:30 - 9:00	Breakfast
9:00 - 9:30	Welcome by Acting President Johnson and ICC chair student Aziza Crowder
9:30 - 12:00	Accreditation Follow up and working groups- Organized by chairs and collaborators. Tom Renbarger, Dan Lawson, Tachetta Henry, Nghiem Thai, David Johnson
12:00 - 1 PM	Lunch

Afternoon:

1:00 - 3:00 Student Lounge	Trauma informed Systems: How the campus policies, procedures, interactions with students can become more healing Brooke Briggance- FACES for the Future Coalition and Alameda County Behavioral Health
2:00 - 3:00 In room R28	Student Accessibility Services (SAS)- Upgrade your knowledge about disability rights, responsibilities and resources - Frances Moy
2:00 - 3:00 In room S449	Running effective meetings- Scott Hoshida
2:00 - 3:00 In room L132	CurriQnet training- Nghiem Thai
3:00 - 5:00 In room L132	Purchasing and payable processing. -Nick Shere & Seraphine Nzomo
3:00 - 4:00 In S building	Division meetings. Div. I in S-455, Div. II and III in S-309
3:00 - 5:00 In room S213	New faculty training- Tom Renbarger
4:00 - 5:00	Department meetings- Location arranged by chairs

Workshops details:

Accreditation Follow up and working groups- In Student Lounge

The objectives of the morning will be to: Set-up a timeline for accreditation. Engage people to participate. Brainstorm about gathering the evidence for all our work (Data gathering and analysis). Work on the standards. Discuss what do we need to do to meet our goals this year.

Trauma informed Systems- Brooke Briggance- FACES for the Future Coalition and Alameda County Behavioral Health -In Student Lounge

This is a crucial training for both looking at how students can be triggered by institutions, but also an examination of how staff themselves can be more supportive for one another while managing a high need population. The training

looks at the physical symptoms of trauma, racial equity and how to create a system that is inclusive, responsive to those who have suffered trauma, and more sustaining for those who work within it. The training is part of a County wide effort and this will be the first of a 3 installments' training that will be provided throughout the semester.

Student Accessibility Services (SAS)- Upgrade your knowledge about disability rights, responsibilities and resources. - Frances Moy -In room R28

Do you know about disability rights in higher education? Do you know what are your rights and responsibilities as an instructor? Come learn about these topics and more. Get your questions and concerns addressed at this interactive workshop.

Running effective meetings- Scott Hoshida -In room S449

We all spend a lot of time in meetings, so it's worth thinking about how to make them worth the time spent. Come learn frameworks for building effective agendas, tools for identify problem areas, and strategies for dealing with conflict based on training from <https://communityatwork.com/>

Curriculum Review Hands-On Training- Nghiem Thai and LaShaune Fitch -In room L132

Are your courses and programs up-to-date? Are you teaching students the most current and relevant concepts, theories, and techniques in your field? Join the Curriculum Committee for a nitty gritty work session that will help you to 1) validate the quality and integrity of your curriculum, 2) comply with regulations and policies requiring periodic curriculum review, and 3) fulfill your professional responsibility as faculty members. We will walk you through the steps of reviewing a course in CurriQunet and share resources to help you in this endeavor.

AP/Purchasing Procedures and ONEPeralta - Nick Shere and Seraphine Nzomo- In room L132

We'll cover key terms and concepts for understanding how procurement processes work in ONEPeralta, the life cycle of a fiscal year, and how to track reqs/POs/payments with ONEPeralta/PeopleSoft. Through effective planning, following procedures in the correct order, and leveraging the functionality of the system, end users can reduce their workload and increase efficiency.

We can make more productive Flex Days together! Your participation and feedback are paramount. We'll do a \$50 drawing amongst the people that completed two trainings in the afternoon and the survey for those workshops.

See an example of your feedback from past Flex Days that we used to design our Professional Development activities:



Please answer the online survey and provide feedback after each workshop with the provided QR code.

