



Merritt College -Flex Day Oct 22nd 2019

Our theme: Building our own bridge towards success

Morning:

(Student Lounge)

8:30 - 9:00	Breakfast
9:00 - 9:30	Welcome by President Burns
9:30 - 12:00	Planning Summit – Organized by IEC, Accreditation chairs and collaborators. Tom Renbarger, Dan Lawson, Tachetta Henry, Margie Rubio
12:00 - 1 PM	Lunch

Afternoon:

1:00 - 2:00 Student Lounge	Forum: Tools for Student Success <i>The Merritt Hub</i> -JuDon Cherry, <i>College Central</i> -Cheryl Maier, <i>Road Trip Nation</i> - Steve Pantell, <i>Starfish</i> - Minh Dao, <i>Students' Inter-Club council</i> - Aziza Crowder
2:00 - 3:30 In room L-132	Training on Travel Requests - Richard Ferreira, Lilian Pires
2:00 - 3:00 In room S-449	Using mobile devices as a classroom tool - Deborah Brooks
2:00 - 3:00 In room L-131	Curriculum Review Hands-On Training - Nghiem Thai, LaShaune Fitch
3:30 - 5:00 In room L-132	AP/Purchasing Procedures and ONEPeralta - Nick Shere
3:00 - 4:00 In room S-417	A Practical Look at Learning Styles and Student Study Strategies - John Rodriguez
4:00 - 5:00 Student Lounge	Communities of Practice for All - PDC members and collaborators will meet to promote conversations to work together towards forming communities of practice.

Workshops details:

Planning Summit objectives:

Raise awareness of impending issues. Importance of cross-functional input. Engage people to participate. Set-up a timeline for accreditation. Brainstorm about gathering the evidence for all our work (Data gathering and analysis).

Training on Travel Requests -In room L-132 with Richard Ferreira, Lilian Pires

We'll cover specifics in the Part 1 and Part 2 forms, the difference between In-State and Out-of-State travel/Board Approval. Searching and obtaining the required supporting documentation. Completing a simple and complex Travel Form requests (including Employee Advance Request). Common errors and how to make corrections. What to do if there are differences between approved and actual expenses after the trip and many more questions and issues.

Using mobile devices as a classroom tool -In room S-449 With Deborah Brooks. We have invited Deborah from Laney College, where she had taught this workshop in past Flex Days with excellent reviews. She provides the participants with lots of innovative technological tools and apps for Faculty to engage students in the classroom.

Curriculum Review Hands-On Training -In room L-131 with Nghiem Thai and LaShaune Fitch

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 -In room L-132 with Nick Shere

Nick is back after for another of his excellent trainings he'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.

A Practical Look at Learning Styles and Student Study Strategies -In room S-417 with John Rodriguez

Our very own Pedagogy expert John Rodriguez will revisit learning styles and will provide you with novel study strategies that you can teach to your students. Come for some engaging discussion and interactive learning experience in Pedagogy!

We can make more productive Flex Days together! Your participation and feedback are paramount. We'll do a drawing amongst the people that completed two trainings in the afternoon and the survey for those workshops. Get the signatures from the instructors and answer their easy quiz questions and you could earn a \$50 reward.

See an example of your feedback that we used to design our Flex Day activities:



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

