

Faculty Development Schedule Fall 2011 Convocation Week

Monday, August 15

11:30 a.m. to 12:30 p.m.

Convocation

Palo Alto College Convocation Luncheon (Student Center Cafeteria)

12:30 p.m. to 2:00 p.m.

Dr. Ana M. "Cha" Guzman's Presentation– the State of the College
Dr. Mary-Ellen Jacobs – "Make It RREAL!"

2:15 p.m. to 5:00 p.m.

Department Meetings

Tuesday, August 16

8:30 a.m. to 9:00 a.m.

Required Faculty Development Day (*Required for all faculty*)

Continental Breakfast (Performing Arts Center Lobby)

9:00 a.m. to 9:15 a.m.

Welcome by Dr. Ana M. "Cha" Guzman (Performing Arts Center Theater)

9:15 a.m. to 9:45 a.m.

SACS Compliance: Dr. Ana M. "Cha" Guzman

10:00 a.m. to 12:00 p.m.

Make It RREAL! and Foundations of Excellence

Group 1 Discipline Areas: Mathematics, Sciences, History, Communication, Economics, Geography, Criminal Justice, Sociology, Social Work, Psychology, English, Speech		
Group 1 Schedule:		
Time	Topic	Location
10:00 – 10:50	Make It RREAL! – Dr. Mary-Ellen Jacobs	PERF 190
11:00 – 12:00	Foundations of Excellence – Dr. Mike Flores	PERF 101

Group 2 Discipline Areas: Admin Computer Tech, Horticulture, Aviation, Business Management, Business Admin., Computer Science/Computer Info Systems, Industrial Automation Tech., Logistics, Vet Tech, Kinesiology, Library and Information Systems, Student Development/Orientation, Education, Foreign Languages, Humanities, Philosophy, Government, ESOL, Reading, Fine & Performing Arts, Accounting, Engineering		
Group 2 Schedule:		
Time	Topic	Location
10:00 – 10:50	Foundations of Excellence – Dr. Mike Flores	PERF 101
11:00 – 12:00	Make It RREAL! – Dr. Mary-Ellen Jacobs	PERF 190

12:15 p.m. to 1:45 p.m.

President's Luncheon for VPs, Deans and Chairs (Perf 163)

2:00 p.m. to 4:30 p.m.

SACS QEP Committee – Dr. Mary Ellen Jacobs (Perf 181)

SACS Compliance Committee - all SACS Committee Members should attend– Dr. Amie DeLeon
(Perf 101)

Wednesday, August 17

4:30 p.m. to 5:15 p.m.

Dual Credit Adjunct Faculty Meeting (GUAD 119)

Presenter: Ginny Stowitts-Traina

5:30 p.m. to 8:00 p.m.

Adjunct Faculty Convocation (Student Center Cafeteria)

Dr. Ana M. "Cha" Guzman's Presentation– the State of the College
Dr. Mary-Ellen Jacobs – "Make It RREAL!"

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Optional Training & Development Activities

Open House of the Faculty All-Service Workroom and Evening/Weekend Office: Stop by San Jac 139 and see the facilities available for full-time as well as adjunct faculty: work stations, meeting areas, scantron, printer, breakroom, printing pick-up, etc.

How to Use the Copyright Clearance Center: What Every Faculty Member Needs to Know About Copyright Law: The Alamo Colleges subscribe to the Annual Copyright License (ACL) through the Copyright Clearance Center (CCC). The CCC will conduct an informational session on how copyright law is affecting the way faculty, staff, students and other content-users share information. In addition, they will provide training on how to use the ACL as a valuable resource to support the free flow of information while respecting the intellectual property of others.

Family Medical Leave Act Policy Training: The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Leave can be taken continuously, intermittently or on a reduced leave schedule when medically necessary. Please be advised that the Alamo Colleges FMLA policy has changed effective October 26, 2010. The New Policy can be found at <http://www.alamo.edu/district/ethics/searchfiles/D.5.4%20Policy.pdf>. The HR department would like to provide the employees (Staff, Tenure Track Faculty, Tenured Faculty) at Palo Alto College the training to help understand and comply with the new Alamo Colleges FMLA policy and procedures.

Active Shooter Scenario Training: Corporal Salazar will provide scenario-based training to help participants “think survival” in active shooter situations.

Building Captains Meeting: Planning for Emergency Evacuation Drill: This meeting is for building captains and all interested employees.

Astra Schedule Refresher Training: Astra has many useful features for faculty. This session is recommended for new chairs, new administrative staff, and anyone else who schedules classes that needs a refresher. Come learn how to use it!

Tutoring Services Initiatives Update for Faculty: Learn about upcoming changes for the learning centers, as well as current initiatives in our Math, Reading, Science, and Writing tutoring labs.

Wednesday, August 17

10:00 am –noon	How to Use the Copyright Clearance Center: What Every Faculty Member Needs to Know About Copyright Law (Perf 101) Facilitators: Dru Zuretti, Copyright Education Manager, and Annie Ortega, Licensing Consultant
1:00 pm –2:30 pm	Family Medical Leave Policy Training (Perf 101) Facilitators: Jessica Sacal and Delia Pacheco
3:00 pm – 4:00 pm	<i>Faculty Senate Informational Meeting (San Jacinto 129)</i>
4:00 pm – 5:15 pm	Faculty All-Service Workroom and Evening/Weekend Office Open House (San Jac 139)

Thursday, August 18

9:00 am – 10:20 am	Family Medical Leave Policy Training (Perf 101) Facilitators: Jessica Sacal and Delia Pacheco
10:00 am – 10:50 am	Tutoring Services Initiatives Update for Faculty (Gutierrez Learning Lab 105) Facilitator: Thomas Murguia, Coordinator of Learning Labs
12:00 pm –1:50 pm	Active Shooter Scenario Training (Guad 119) Facilitator: Corporal Amanda Salinas
2:00 pm – 2:50 pm	Building Captains Meeting: Planning for Emergency Evacuation Drill (Guad 119) Facilitator: Peter Van Dusen
3:00 pm – 3:50 pm	Astra Schedule Refresher Training (Guad 119) Facilitator: Peter Van Dusen