

PAC Employee Development Day – PAC Super Heroes: Getting It Done!



October 26, 2011

8:30 am – 9:00 am	Pan Dulce & Coffee Performing Arts Center, Lobby					
9:00 am – 9:50 am	President's Update <i>Dr. Ana M. Guzman</i> Performing Arts Center, Theatre					
10:00 am – 10:50 am	Class Climate Online Student Evaluations <i>Anita Soliz and Robert Aguinaga</i> PERF 101	Degree Works <i>Katherine Beaumont and District Representative</i> OZU 200	Handling Students with Mental Disorders for Staff <i>Lynn Parker</i> PERF 113	Effectively Using Outlook Including the Calendar and Scheduling Features <i>Chris Delgado</i> SABINE 214	Workgroups Session Myers Briggs Way <i>Antonio Villanueva</i> SABINE 206	ACES, New Website and Sharepoint Training for Facilities & Housekeeping Personnel- <i>Ginger Carnes & IT</i> SABINE 218
11:00 am – 11:50 am	Excel Basics for Faculty and Staff <i>Anita Soliz</i> OZU 200	Using Clickers to Teach <i>Lucy Barlow</i> BRAZOS 224	CPR Training <i>Ramon Hernandez</i> GYM 216	Zumba Dance Party- <i>Michelle Angulo</i> PERF 173	Academic Affairs – Dr. Johnson, Dora Contreras, Dean Tanner, Dean Jackson, Dean Mesa, Peter Van Dusen, Thomas Murguia, Pat Stone Disability Support Services – Rose Medrano, Lydia Trevino, Greta Rodriguez Counseling and College Services – Patricia Montoya, Adrian Montoya, Collier, Maria, Sylvia Martinez (17 – room for 3 more)	
12:00 pm – 1:30 pm	Picnic Lunch outside the Ozuna Building Door Prize Drawing at 12:30!					
1:30 pm – 2:50 pm	Wii Competition from 12:45 – 1:15 in OZU 126 Zumba Dance Demonstration from 1:00 – 1:15 in PERF Lobby Body Composition Evaluations from 12:45 – 1:15 in GYM 208	Showcase of the New Website and Introduction to the New Sharepoint <i>Leroy Ibarra and Jason Lothe</i> PERF 101	Use Media Site to Create Your Personal Orientation for Your Online Students <i>Lucy Barlow</i> BRAZOS 224	Handling Students with Mental Disorders for Faculty <i>Lynn Parker and Yolanda Reyna</i> PERF 113	Problem Solving/Critical Thinking in the Workplace <i>Marianna Dannelley</i> PERF 114	Workgroups Session Leadership Development the Myers Briggs Way <i>Antonio Villanueva</i> SABINE 206 Welcome Center – Sonia Jasso, Maria Diaz, Lydia Hannawi, Leandro Esparza, Anthony Perez, Saul Zarco Office of Student Engagement and Retention – Carmen Velasquez, Gabriela Rangel, Gabriel Lopez, Eloisa Cordova CAT – Rosie Castro, Aracely Bowling, Nora Esparza, Clarissa Tejeda, Bridgedette Garza President's Office – Leticia Neira, Aurora Yanez, Sally Espinoza College Services – Chris Delgado (19 – room for 1 more)
3:00 pm – 4:00 pm	Class Climate Online Student Evaluations <i>Anita Soliz and Robert Aguinaga</i> PERF 101	Degree Works <i>Katherine Beaumont and District Representative</i> OZU 200	Tips for Formatting Images for Your Power Points and Documents <i>Mario Ramirez</i> SABINE 214	Managing Stress <i>Edgar Gonzalez</i> PERF 114		



Session Descriptions

ACES, New Website and Sharepoint Training for Facilities and Housekeeping Personnel: ACES is the portal for employees' information pertaining to employee pay, benefits and deductions, tax forms and other such information. We especially encourage Facilities employees to attend this session to learn how to access emails sent to all employees and pay and benefits information. Bring your ACES email address or social security # if you don't already know your ACES email address.

Class Climate: No more paper surveys? Class Climate has come to the rescue! Class Climate enables online student evaluations of courses and allows results to be automatically sent to instructors. Come see how it works and when it's going to be implemented. Required training for all faculty (there will be other options for fulfilling this requirement other than Employee Development Day)

CPR Training: This session will be a basic introduction to CPR and helping a conscious choking victim.

Degree Works: Degree Works is an automated degree audit system available to students, faculty, and staff. The system is multifaceted and has several features that will make auditing a student's record much easier. Required training for all faculty and advisors (there will be other options for fulfilling this requirement other than Employee Development Day).

Effectively Using Outlook: Do you have trouble remembering your appointments, committee meetings, and campus events? Are you challenged to find good meeting times for work groups that you lead? Do you need help remembering your "to do" list? Learn how Microsoft Outlook can help!

Excel Basics for Faculty and Staff: Would you like to learn how to create an electronic grade sheet? Come see how to create one, keep track of your students' grades, and utilize it for all your courses and future semesters.

Handling Students with Mental Disorders for Faculty: The focus of this session is on recognizing and responding to mental disorders among students. When should you act? What should you do?

Handling Students with Mental Disorders for Staff: The focus of this session is on recognizing and responding to mental disorders among students and co-workers. When should you act? What should you do?

Leadership Development the Myers Briggs Way Workgroups Sessions: These sessions are targeted to the workgroups that have signed up for it. Do you know your Myers-Briggs Personality Type? In this session, you will identify your personality type and learn about successful leadership strategies based on your type. You will gain insight and learn strategies for successfully interacting with other personality types in a leadership role.

Managing Stress: "Stress is an inevitable part of life that everyone - adults, teens, and even children - experiences at times. Stress can be beneficial by helping people develop the skills they need to cope with and adapt to new and potentially threatening situations throughout life." (CDC, 2009) Follow us on a short journey to understand stress and how to use proactive skills to cope with stress.

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Problem Solving/Critical Thinking in the Workplace: How much of your job involves thinking and decision-making? Contrast your answer to how much of your education and training has focused on improving those skills. The good news is that the quality of your thinking can be improved through the use of some basic tools. Better thinking = better decisions = better results. This workshop presents practical tools to build this vital skill set.

Showcase of the New Website and Introduction to the New Sharepoint: October 10th our new Website went Live and we are also using a new version of Sharepoint. Attendees will understand the thinking behind the new website also become familiar with the basic features of the new SharePoint .

Tips for Formatting Images for Your Power Points and Documents: This session will address the basic skills needed to import photos in a Microsoft Office document. You will be shown enhancing techniques to manipulate images to work for you. Inserting, resizing, cropping, formatting, and getting red eye out of the image will be explained.

Use Media Site to Create Your Personal Orientation for Your Online Students: Mediasite is a webcasting system which allows students access to videos or an audio podcast anytime, anywhere. Mediasite records the Instructor (video and audio) and their PowerPoint presentation. Students can see the video and PowerPoint side by side. The video is streamed live or is available on demand immediately after the recording is finished. Using Mediasite to create your personal orientation for your online students will increase your social presence in your course. See Mediasite videos other faculty at PAC have used for this purpose and create your own.

Using Clickers to Teach: PAC has classroom sets of Turning Point Clickers for faculty to use in their courses! Faculty use Clickers to engage their students and assess their students' understanding in real time by displaying students' response data instantly to in-class questions that are created by the faculty.

Zumba Dance Party!-cipation: Zumba, the international dance fitness craze, ties in exhilarating routines of fun and excitement with the discipline of fitness within this dance party of international rhythms.

Employee Development Day Session Evaluation Results (October 26, 2011)

The following results are based on how strongly participants agreed to two questions: (Q1) I learned something in this training session related to my job at Palo Alto College that was useful and (Q2) I would recommend this training to other employees at Palo Alto College. The results are based on a five-point Likert Scale with 1=Strongly Disagree and 5=Strongly Agree.

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Class Climate Online Student Evaluations	35	21	60.0%	4.24	3.90	10:00-10:50
	16	14	87.5%	4.79	4.86	3:00-4:00
<ul style="list-style-type: none"> • Good presentation! • This can be done with an email. • Great job on your efforts! • Great job Roberto! • Robert said "um" 60 times in a 5 min. period. Just thought you should know. 		<ul style="list-style-type: none"> • Didn't really learn anything that I wouldn't otherwise just assume was the case. • I am technology aware. I could have learned from an email. I learned mostly about how negative many instructors are. I would recommend filming the session. • Helpful knowledge. 				

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Degree Works	23	21	91.3%	4.76	4.71	10:00-10:50
	11	18	163.6%	4.94	4.94	3:00-4:00
<ul style="list-style-type: none"> • Need training in this new system. • Katherine's delivery was excellent. She did a great job!! 		<ul style="list-style-type: none"> • Very informative. Very helpful. • Great! 				

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Handling Students with Mental Disorders for Staff-AM and Faculty-PM	29	30	103%	4.87	4.90	10:00-10:50
	25	11	44.0%	4.73	4.82	1:30-2:50
<ul style="list-style-type: none"> • I would recommend! • Very informative. • Needs to be more of this. • Highly recommended. 		<ul style="list-style-type: none"> • Great info. We need more training like this!! • Well done! Thanks for the useful information! • Lynn, this was very timely, interesting and well done. Thanks. 				

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Effectively Using Outlook Including the Calendar and Scheduling Features	32	21	65.6%	4.05	4.19	10:00-10:50
<ul style="list-style-type: none"> • Walk thru on pc live. • Very good tool. 		<ul style="list-style-type: none"> • Needs to be hands-on. Actually do calendar input & scheduling. 				

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Workgroups Session Leadership Development the Myers Briggs Way	19	17	89.5%	4.00	4.24	10:00-11:50
	21	21	100%	4.90	4.95	1:30-4:00
<ul style="list-style-type: none"> • Yes. MBTI session-follow up. • Outstanding. • Yes. I would appreciate follow-up session. • Presenter did a great job presenting the material. Was really interesting. • It was great!! Learned a lot. 		<ul style="list-style-type: none"> • Great job! I wish more people would take test. • All PAC employees should take this. It's helpful to know who we work with. • Insightful...Helpful. Great job! • Great session! Thanks. 				

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
ACES, New Website and Sharepoint Training for Facilities & Housekeeping	9	5	55.6%	5.00	5.00	10:00-11:50

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
EXCEL Basics for Faculty and Staff	54	21	38.9%	3.95	4.19	11:00-11:50
<ul style="list-style-type: none"> This is a class for teachers dealing with grades for all job positions. Need to provide speech with mike & larger display. Great! Need formula training!!! (3 comments). It allowed me to ask more questions later. Not enough evaluations printed. 						

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Using Clickers to Teach	20	14	70.0%	4.36	4.29	11:00-11:50
<ul style="list-style-type: none"> Tie this into class climate. Have students do this in class. 						

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
CPR Training	22	21	95.5%	4.95	4.90	11:00-11:50
	10	0	0	0	0	1:30-2:50
<ul style="list-style-type: none"> Highly recommend!! I think Ramon did an excellent job! Well done! It is an encouragement to take the full course. Great job! Very important. Good information. 						

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Zumba Dance Party!-icipation	18	17	94.4%	4.35	4.35	11:00-11:50
<ul style="list-style-type: none"> Awesome class!! Mini class. Yes. Fun. (2 comments). Need evening Zumba for staff. More Zumba! (2 comments). Great job! Keep smiling. (2) 						

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Showcase of the New Website and Introduction to the New Sharepoint	45	19	42.2%	4.32	4.26	1:30-2:50

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Use Media Site to Create Your Personal Orientation for Your On-Line Students	21	14	66.7%	4.29	4.43	1:30-2:50
<ul style="list-style-type: none"> No enough disability advocacy within presentation. 						

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Problem Solving/Critical Thinking in the Workplace	19	18	94.7%	4.11	4.06	1:30-2:50
<ul style="list-style-type: none"> A little long, I didn't relate it to how we can pass these skills to our students. Good job! Enjoyable! I need more critical thinking sessions! Suggestion: At least 4 different scenarios to solve. More interaction, hands-on learning scenarios rather than lecture (active learning). 						

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Tips for Formatting Images for Your Power Points and Documents	18	16	88.9%	4.50	4.44	3:00-4:00
<ul style="list-style-type: none"> • Very good. 						

Session	# Signed	# Evals. Completed	Response Rate	Mean Score		Time
				Q1	Q2	
Managing Stress	36	20	55.6%	4.80	4.80	3:00-4:00
<ul style="list-style-type: none"> • Great session, wonderful presenters. Thank you. • Awesome. • Great job, one of the best classes I took today! • Great attitude. 						