

Staff Development NEWS

August 25, 2005, issue #8

Coordinators: Carol Baumann x 6767--Kip Waldo x6980

Fall Events 2005

Classroom Assessment Techniques (CATs)

Join us **Sept. 1** from **2:00 - 4:00pm** in the **Library 107A/B** for an introduction to Classroom Assessment Techniques or perhaps you're ready for a refresher. CATs allow you, in just a few moments, to find out where your students have questions, what misconceptions or preconceptions your students bring to the topic at hand, or to do a number of other exercises to help your students better learn what you are presenting.

These training sessions, facilitated by Cindy Hicks, will take place during the New Faculty Learning Community meetings. **Sept. 1** is the Introduction and then in the next 3 sessions we will discuss CATs we have tried in the classroom since our last meeting and then discuss some new ones. Follow-up sessions: **Sept 15, Oct. 6 & 20 2:00-4:00pm Library 107A/B.**

Adjunct faculty receive a modest reimbursement for participating in these sessions.

Chabot Book Group

Sept. 13 (Tues) Noon – 1pm Library 107A/B Join the Chabot Book Group as we continue reading and discussing books (mostly fiction) which give us glimpses into the many cultures represented in our community. We are starting up this fall with a collection of short stories by Z.Z. Packer. Drinking coffee elsewhere (Riverhead Books, 2003). Copies should be available in the Chabot Bookstore this week.

Contact Michelle Sherry or Carol Baumann with questions or suggestions for future books.

Travelogues

Where were you this summer? Many Chabot colleagues traveled to places far and wide...do you have stories and photos to share? Please contact Carol Baumann or Kip Waldo if you traveled or you know someone who did so we can schedule a series of brownbag "Travelogue" sessions!

The New Faculty Learning Community meets on the 1st and 3rd Thursdays of each month, **2:00 – 4:00 pm in the Library (Room 107A/B).**

Adjunct Faculty

Grants were awarded by Chabot's Institutional Planning Committee in Fall 2003 to support a variety of projects. There is a small amount of money left to support **Adjunct participation** in New Faculty Learning Community gatherings and other Staff Development Committee sponsored – watch for details! Contact Carol Baumann with questions.

Money is available to support attendance at conferences and workshops –not much, but some. See other side for application process details.

Everyone is welcome at Staff Development events.

MARK YOUR CALENDARS
"Faces of Cuba" at Chabot!
October 13 – 15, 2005
Art, Dance, Film, Food, Music, Theater,
Panel Discussions

Healthy College Take advantage of a free class designed to help you 1) evaluate your health and fitness level, 2) set your goals and 3) then guide you in helping you reach your goals.

PE6 - Physical Fitness Assessment includes assessment of your 1) body fat, 2) blood pressure, 3) cardiovascular endurance, 4) muscular endurance, 5) muscular strength, and 6) flexibility. Contact Ella Vilche with questions at evilche@chabotcollege.edu or call (510) 723-6932.

Let us hear from you – Send your suggestions to Box 16 Or contact a Staff Development Committee member or one of the coordinators.

Staff Development

Committee Members

Coordinators:

Carol Baumann x6767
Kip Waldox6980

Chairperson:

Rosie Mogle

Members:

Arlene Deleon	Naoma Mize
Miyo Harvey	Roberta Pratt
Gloria Meads	Greg Rees
Angie Magallon	Ginger Ripplinger
Marge Maloney	Nicole Scoles
Kari McAllister	Michelle Sherry
	Judy Young

Office support:

vacant.....



Proposal Due Dates

Fall 2005

TURN IN BY:

Sept 1, 15, 29 Oct 6, 20 Nov 3, 17 Dec 1, 15
Turn in Spring requests as soon as you have the
information! Don't wait!

Staff Development Committee meets this fall:

Sept 8 Oct 13 Nov 10 Dec 9



HOW TO APPLY FOR FUNDING

Please apply well in advance of your
conference or workshop – follow all steps:

1. Fill out a **Proposal Form** (LOCATED IN BUILDING 200)
2. Fill out a **Conference Request** form
(and an Out-Of-State Form if applicable)
3. Attach a **COPY** of your registration form (and any pertinent
information)
4. **HAVE YOUR SUPERVISOR SIGN ALL FORMS** and
return to **Box 16** before the deadline date.
5. Within a couple of days following the committee's
consideration, the Staff Development Coordinator will
notify you of the status of your proposal.
6. **Within 30 days** of your conference, workshop, or event,
submit a Conference Expense Claim form to the Staff
Development Office, **Box 16**, in order to receive your
reimbursement.

SD Forms are available in
Bldg. 200 or outside
Rm. 773

ADVANCE PAYMENT FOR REGISTRATION

Advance payments require processing at the District;
therefore, more time is needed to complete the approval
process. The Business Office needs **3 WEEKS after
committee approval** in order to process the paperwork in a
timely manner.

*(Note: if Out-of-State, add an additional 2 weeks for a
total of 5 weeks).*

Here are the steps to follow:

1. Complete a Conference Proposal Form and a
Conference Request Form, including all required
signatures and attachments (as usual).
2. **ALSO** – attach a Disbursement Request Form
(available on Business Office website) with your
packet. The language should read: "Request advance
check for (registration fees, hotel, etc.)". Be sure to have
your supervisor's signature on this form.
3. Submit the entire packet to the Staff Development
Office before the corresponding meeting that takes
place **AT LEAST 3 WEEKS BEFORE THE
ADVANCE IS NEEDED.**
4. Once approved by the Staff Development Committee,
your packet will be sent on to the Business Office for
the usual processing procedure.

*Please note: Last minute requests will not be accepted
by the Business Services Office.*



Do you have ideas for on-campus Staff Development activities?

We are always seeking input for activities that we
can implement now, incorporate into Flex Day
activities or implement in the future.

We can provide assistance in publicizing and
organizing on-campus activities. Is there a forum
you think we should organize that addresses
issues that staff, faculty or administrators are
confronting that we need to explore and discuss?

Let us hear from you – Send your
suggestions to Box 16 Or email one of the
coordinators:

cbaumann@chabotcollege.edu

kwaldo@chabotcollege.edu

Or speak with any member of the committee.
Thank you.

**Chabot Book Group
Meets Sept. 13
See You There!**