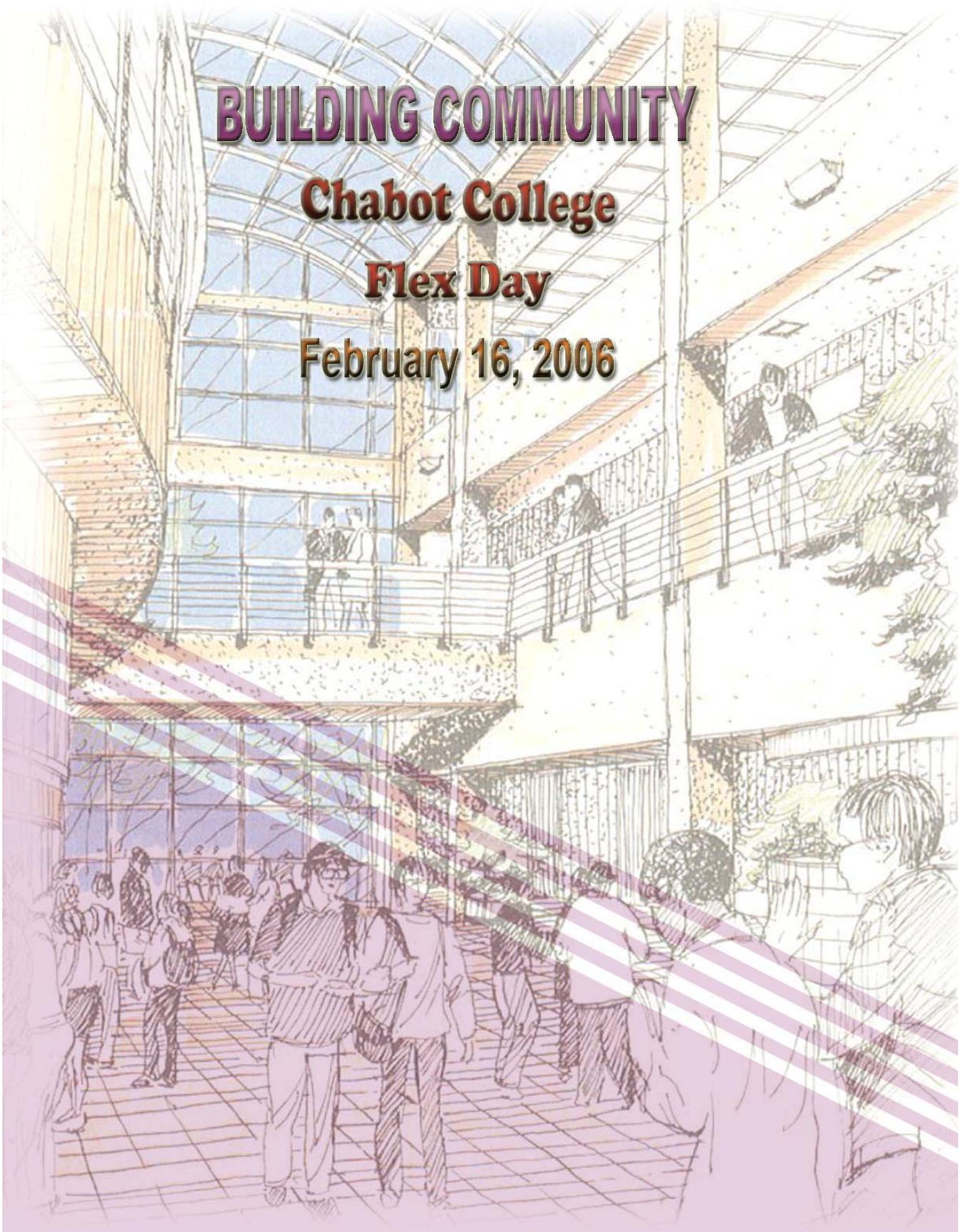


# **BUILDING COMMUNITY**

## **Chabot College**

### **Flex Day**

#### **February 16, 2006**





**CHABOT COLLEGE FLEX DAY**  
**FEBRUARY 16, 2006**  
**BUILDING COMMUNITY**  
**SCHEDULE**

<b>8:00 a.m. to 8:50 a.m.</b>	<b>Entertainment and Breakfast</b>	<b>Cafeteria</b>
<b>9:00 a.m. to 10:00 a.m.</b>	<b>State of the College and Facilities Update</b>	<b>Cafeteria</b>
<b>10:05 a.m. to 10:40 a.m.</b>	<b>Exhibition Kick-off</b> <i>(drop in time until 1:00 p.m.)</i>	<b>Library</b>
<b>10:45 a.m. to 12:00 p.m.</b>	<b>Morning Breakout Sessions</b>	<b>Various</b>
<b>12:00 p.m. to 2:30 p.m.</b>	<b>Lunch and Conversations</b> <b>(Afternoon Breakout Sessions)</b>	<b>Various</b>
<b>2:30 p.m. to 3:30 p.m.</b>	<b>Ice Cream Social</b>	<b>Cafeteria</b>

## BREAKOUT SESSIONS AT A GLANCE

Morning - 10:45 AM-12:00 PM	Room Number	Afternoon - 12:00-2:30 PM	Room Number
Creating a Simple Interactive PDF Form In Acrobat 7 Professional <i>Arlene Adamson</i>	121	Develop and Implement Student Learning Outcomes for Anatomy 1 <i>Debra Howell</i>	2110
Develop and Implement Student Learning Outcomes for Anatomy 1 <i>Debra Howell</i>	2110	The Workshop Project: Peer-Led Team Learning <i>Madeline Adamczeski &amp; Shirley Chang</i>	311
English and Counseling: Prerequisite Challenges, Course Substitutions, and Assessment <i>Ceiny Carney, Naoma Mize, Shoshanna Tenn, Linnea Wahamaki</i>	815	Drop-In Blackboard Session <i>Lynn Sandoval</i>	313B
FISH! Catch the Energy, Release the Potential <i>Annette Stenger</i>	600	Getting From Now To Then: Renovation of Building 100 and Creation of a Learning and Teaching Center <i>Tom deWit, Cindy Hicks, Tim Steele</i>	314
Foolproof First Aid for Digital Photos <i>Mark Schaeffer</i>	1615	Making "Student Learning Outcomes" Meaningful to Our Classroom <i>Dennis Chowenhill, Katie Hern</i>	302
Helping ESL Students Get the Most Out of Your Courses <i>Gayle Hunt</i>	830	Student Services and Program Review <i>Melinda Matsuda</i>	600
Identity Theft: Prevention and Resolution <i>Robert DeMaria</i>	311	Teaching Report Writing for Students In Service Careers <i>Tom Moore</i>	816
Implementation of Learning Outcomes for the Bio 10 Laboratory <i>Rebecca Otto</i>	2106	Safety Is Everyone's Job: A Team Approach To Making Our Campus Community Safer <i>MacGreagor Wright</i>	1908
Service-Learning Basics II: Finding Community Partners <i>Clara McLean</i>	314	Drop-In Blackboard Session <i>Lynn Sandoval</i>	313B
Want To Teach In a Learning Community? <i>Katie Hern</i>	302		
How Do They Conduct Class? <i>Tom deWit</i>	824		
What's Blackboard Got To Do With Student Learning? <i>Dennis Chowenhill, Dmitriy Kalyagin, Ken Grace, Minta Peterson</i>	313B		

# BUILDING COMMUNITY



**8:00 AM TO 8:50 AM Entertainment & Breakfast (Cafeteria)**

## *Chabot College Jazz Combo*

**Tris Coffin**, Guitar

**Gina Montel**, Drums

**Sara Pena**, Acoustic Bass

**Steven Turner**, Alto Sax

**Graffiti Wall:** Express yourself! Draw a doodle, draw a masterpiece. Make a comment about Flex Day, or share something profound. Artistic ability not a prerequisite. Come back at 2:30 and view the product.

**Alex Jackson**, Adjunct Art Instructor

**9:00 AM TO 10:00 AM All-College Session (Cafeteria)**

## Welcome and State of the College

**Dr. Robert Carlson**, President of Chabot College

## Building Community – Bond Measure B Design and Construction at Chabot College

**Craig Fernandez**, DMJM; **Tim Steele**, Architecture Instructor

On the surface, it does not appear that much is happening on campus. A couple of modest projects are underway, but construction has yet to start on the major work outlined in last year's master plan. Behind the scenes, however, tremendous activity has commenced to implement the visions for our campus. Teams of architects and engineers were selected last semester, and they have begun the design process for over \$50 million of work. Over the next several years, significant construction activities will affect everyone on campus. Tim Steele, Chair of the Facilities Committee, and Craig Fernandez, DMJM Program Manager Chabot, will present an update on bond measure design and construction activities. The processes and timelines for major projects will be presented.

**10:05 AM TO 10:40 AM Break/Coffee (Library)**  
**Exhibition Kick-Off** *(drop in times until 1:00 p.m.)*

*New this year, the exhibition is an opportunity for you  
to browse tables and posters to talk one-on-one with representatives.*

**Posters and Electronic Posters...showcasing on-campus activities and resources**

**A Composition Platform: Blackboard Website as Electronic Classroom**

Tobey Kaplan, Adjunct English Instructor

**CHARLIE** (Chabot's on-line Resource with Links to Instruction in English)

Lisa Ulibarri, English Instructor/Instructional Assistant

**Creating Advanced Literacy: Developmental English Using Blackboard**

Michael Langdon, English Instructor

**Dental Hygiene**

JoAnn Galliano, Dental Hygiene Instructor

**Here Comes Contribute!**

Joel Hagedorn, Chabot College Webmaster

**Information Technology Services (ITS)**

Katherine Tollefsen, User Support Specialist/Webmaster

**International Student Program**

Sadie Ashraf, Counseling

**Lo Mero Mero (The Real Stuff)**

Francisco Zermeño, Spanish Instructor; World Languages Program

**Service Learning: Our Students in the Community**

Clara McLean, English Instructor

**WRAC Attack! Helping Students to Build Their Literacy Skills**

Catherine Powell, Instructional Assistant; Lisa Ulibarri, Instructional Assistant/Adjunct English Instructor; Stephanie Zappa, English Instructor

**Publishers and Vendors...companies and organizations offering services to higher education**

**C2F, Inc.** (*Fine Art, Craft, Graphic Art, and Drafting*): Tom Fekete

**Houghton Mifflin**: Ken Hershbell and Kari Smith

**McGraw-Hill**: Annette Acosta, Lilliana Almendarez, and Theresa Stevens

**Pearson Education**: Courtney Hepton, Stephanie Sandoval, and Tacy Quinn

**Thomson Learning**: Mary Ho, Chelsea Junget, Nicole Morinon, and Lauren Raike

**Wiley Publishers**: Juanita Sheppard

**Bedford, Freeman & Worth Publishing Group**: Christopher Vaughn

**Chabot Federal Credit Union "Bank With Us"**: Michelle Pinch, Chabot Federal Credit Union

**10:45 AM TO 12:00 PM Breakout Sessions****Creating a Simple Interactive PDF Form in Acrobat 7 Professional**

Start with a simple Word document, convert it to an Acrobat PDF document, and then create interactive form fields. This PDF form can be opened on any computer with Acrobat Reader, filled in, and then printed. Learn about the form's use and limitations. This will be a hands-on training session.

**Room: Library Room 121 (HUB)**

**Facilitator: Arlene Adamson, Instructional Assistant/Trainer**

**Develop and Implement Student Learning Outcomes for Anatomy 1**

(Anatomy 1 instructors, others welcome)

- Discuss SLO's and rubrics that have been developed
- Continue development of more SLO's with emphasis on laboratory
- Discuss implementation and assessment

**Room: 2110**

**Facilitator: Debra Howell, Biology Instructor**

**English and Counseling: Prerequisite Challenges, Course Substitutions, and Assessment**

We'll use this flex time to try to smooth the pre-requisite challenge process for English and ESL. We will review and clarify the challenge forms, propose improvements to the challenge process and timeline, and consider any possible exceptions to the process. We will also explore how to best handle course substitution requests. Counselors and English/ESL faculty particularly welcome.

**Room: 816**

**Facilitators: Ceinwen Carney, English Instructor; Naoma Mize, Counselor; Shoshanna Tenn, English Instructor and English Adjunct Faculty Coordinator; Linnea Wahamaki, ESL Instructor and ESL Coordinator**

**FISH! Catch the Energy, Release the Potential**

FISH! is a program designed to help you create a playful, engaging, high-energy workplace. It will also help you meet the challenges of today's changes, stress, and uncertainty. You will visit Pike Place Fish Market in Seattle where the enthusiasm and positive attitudes produce incredibly customer and employee satisfaction. Join us and become a FISH! philosopher—fun prizes for all attendees. Sponsored by FACCC Workshops -To -Go.

**Room: 600**

**Facilitators: Annette Stenger, Executive Assistant, Foothill College**

**Foolproof First Aid for Digital Photos**

This session is for anyone who uses a digital camera for snapshots and vacation photos, but isn't happy with how the photos look. In this hands-on session, we'll use some simple features of Adobe Photoshop software to crop and resize photos; adjust their brightness, contrast, and color balance; and make the photos look cleaner and sharper. For those who don't mind some well-intentioned dishonesty, we'll also look at tricks for clearing up your skin, removing wrinkles, and even taking off a few pounds. Apart from basic computer skills (such as knowing how to use a mouse), no prior experience is required.

**Room: 1615**

**Facilitator: Mark Schaeffer, Digital Media Instructor**

### **Helping ESL Students Get the Most Out of Your Courses**

Aimed primarily at instructors across the curriculum, this lecture/discussion will focus on assessing ESL students' needs and working with ESL students. The resources in the Language Center, including the new Vocational English as a Second Language (VESL) Faculty-Student Tutorial course, will also be highlighted. Participants will be invited to share their ideas and experiences working with ESL students.

**Room: Language Center, Room 830**

**Facilitator: Gayle Hunt**, ESL Instructor

### **Identity Theft: Prevention and Resolution**

While you probably cannot prevent identity theft entirely, you can minimize your risk. By managing your personal information wisely, cautiously, and with an awareness of the issue, you can help guard against identity theft. Topics include:

- The I.D. Theft Crisis
- Identity Theft Prevention
- The Need for I.D. Theft Assistance
- What to Do if You Are a Victim

**Room: 311**

**Facilitator: Robert DeMaria**, CLC Financial, Sponsored by Concern/Employee Assistance Program

### **Implementation of Learning Outcomes for the Bio 10 Laboratory**

Join us to discuss the new Biology 10 Laboratory learning outcomes and their assessment. In addition, we will consider problems and successes of the current laboratory program and explore new laboratory activities and approaches aligned with our outcomes and assessments.

**Room: 2106**

**Facilitator: Rebecca Otto**, Biology Instructor

### **Service-Learning Basics II: Finding Community Partners**

Interested in incorporating service-learning into your classes? Service-learning, which can be offered as an option or a requirement in virtually any course, involves students in short-term community service projects relevant to the subject matter of their classes. This workshop will provide tips and practical resources for finding community agencies or schools to partner with in your classes. Topics will include: where to look, making contact, projects that work, and how to start "small and low-maintenance." This workshop will incorporate activities and discussion, and is designed for both beginners and those already utilizing service-learning at any level.

**Room: 314**

**Facilitator: Clara McLean**, English Instructor and Service-Learning Coordinator

### **Want to Teach in a Learning Community?**

Chabot launched a new learning community this fall, Springboard to Transfer. Come hear a report back from the first semester, followed by an interactive session to get faculty brainstorming about paired courses they might teach in the future. The session is open to anyone interested in learning communities. We especially welcome faculty from the Socials Sciences, Arts, and Humanities who think they might like to teach in future Springboard cohorts (we're recruiting).

**Room: 302**

**Facilitator: Katie Hern**, English Instructor and Springboard-to-Transfer Coordinator

**How Do They Conduct Class?**

Come join some of the Program Review Committee folks in an open discussion on chapter 5 of the text handed out around campus last year, What The Best College Teachers Do. You can read chapter 5 on its own and still get a lot from it, and—even if you don't get a chance to read it before the session—we will have handouts and look at passages so everyone can engage in the discussion. The focus of the chapter is on actual classroom practices.

**Room 824**

**Facilitator:** Tom deWit, English Instructor, Program Review Coordinator and Carnegie Grant Facilitator

**What's Blackboard Got To Do With Student Learning?**

Join us for faculty showcases and discussions with faculty experienced in teaching web-enhanced, hybrid, and/or fully online courses. Take a tour of the web-enhanced classroom sites of a business instructor and physical education instructor; see access, management, communication, and assessment tools; reflect with others how technology uses might affect student learning; and imagine how you might enhance your own teaching with these tools.

**Room: 313B**

**Facilitators:** Dennis Chowenhill, English Instructor; Dmitriy Kalyagin, Business Instructor; Ken Grace, Physical Education Instructor; Minta Peterson, Instructional Technology Center Coordinator.

<b>12:00 PM TO 2:30 PM Lunch and Conversations</b> <i>(including CSUEB optional visit)</i>
--

*Please pick up a box lunch in the lobby of the cafeteria and take it to your afternoon breakout session.*

**Develop and Implement Student Learning Outcomes for Anatomy 1**

(Anatomy 1 instructors, others welcome)

- Discuss SLO's and rubrics that have been developed
- Continue development of more SLO's with emphasis on laboratory
- Discuss implementation and assessment

**Room: 2110**

**Facilitator:** Debra Howell, Biology Instructor

**Drop-In Blackboard Session**

Are you interested in learning how to incorporate some of the Blackboard features demonstrated by colleagues during the morning showcase sessions? This will be an informal, hands-on session to learn how to utilize Blackboard features, at participants' request.

**Room: 313B**

**Facilitator:** Lynn Sandoval, Instructional Designer

### **Getting From Now To Then: Renovation of Building 100 and Creation of a Learning & Teaching Center**

Building 100 will be completely renovated, and student learning support services and programs related to student (and teacher) learning will be centrally located on the bottom level. Cindy Hicks, the project coordinator, will provide an update of the Building 100 project and discuss with attendees ways in which everyone interested in the project can get involved, from throwing in their “two cents worth” to serving on the Advisory Team to heading up a pilot project. Tom deWit will discuss ways in which Program Review, the Carnegie Grant, and the Building 100 Project are linked. Tim Steele will talk about some of the facility’s design possibilities and the information the architects will need from us.

**Room: 314**

**Facilitators:** **Tom deWit**, English Instructor, Program Review Coordinator and Carnegie Grant Facilitator; **Cindy Hicks**, English Instructor, Building 100 Project Coordinator; **Tim Steele**, Architecture Instructor and Facilities Committee Chair

### **Making “Student Learning Outcomes” Meaningful to Our Classrooms**

Too often, “student learning outcomes” feel like buzzword-based mandates imposed on teachers from groups disconnected from the realities of the classroom (state policy makers, external accreditors, etc.). In the English department this year, we have taken the “SLO” push and turned it into an opportunity for us to talk about our day-to-day work as teachers. Funded through a Carnegie grant for improving developmental education in California’s community colleges, a group of 18 English teachers got together for four half-day retreats looking at our goals for student learning in English 102 and how we might be more effective in helping students master them. In this session, we’ll share what we did and get participants thinking about how they might make the “SLO” push meaningful in their own area. The session will include a hands-on activity adapted from our work in English this year.

**Room: 302**

**Facilitators:** **Dennis Chowenhill**, English Instructor; **Katie Hern**, English Instructor and Springboard to Transfer Coordinator

### **Student Services & Program Review**

Student Services staff will work together in an interactive workshop to finalize the development of our Student Services Assessment Plan and to make student services—as individual units, service areas, and as a whole— more effective.. To do this, we must not only examine our own service delivery, but our interrelatedness amongst ourselves and with instructional areas. A combination of Student Learning Outcomes and Service Area Outcomes will be used as key performance indicators for evaluating the effectiveness of all student services’ units.

**Building: 600**

**Facilitator:** **Melinda Matsuda**, Vice President of Student Services

### **Teaching Report Writing for Students in Service Careers**

The goal of this session will be providing a methodology to writing that applies to all subjects and documentation of incidences. Writing, as a form of communication, must be clear, concise, and convey the Author’s meaning or intention without confusion or misunderstanding.

**Room: 816**

**Facilitator:** **Tom Moore**, Adjunct Administration of Justice Instructor

**Whatcha gonna do when it\* comes for you...? (\*the unexpected emergency)--Safety is Everyone's Job: A Team Approach to Making Our Campus Community Safer**

We will interactively discuss real-life safety and security issues within the framework of a community college. In addition to the "what to do" aspects of safety & security, we will discuss the vital role each of us plays in making our campus a healthier, safer and more productive learning environment.

12:10-12:40 .....Lunch, welcome and introductions

12:40-1:00 .....Topic 1: Handling Challenging Events (Q & A to follow)

1:15-1:35 .....Topic 2: Violence in the Workplace (Q & A to follow)

1:50-2:10 .....Topic 3: "Practical to Tactical" Communications (Q & A to follow)

2:25-2:30 .....Review & Closing

**Room: 1908**

**Facilitator: MacGreagor R. Wright**, Director Chabot College Department of Campus Safety & Security

**The Workshop Project: Peer-Led Team Learning**

In a Peer-Led Team Learning workshop, small groups of students solve problems by working as a team under the guidance of a peer leader, a student who successfully completed the course the previous semester. The workshop is a regular component of a course which all students are expected to attend. Faculty are closely involved with the workshop and workshop leaders, and leaders are well trained. The workshop model was originated from a concern that students were not attaining their maximum potential and interest in the math and sciences under the passive lecture model of teaching. Come to learn more about PLTL and how it has been implemented in nearby community colleges.

**Room: 311**

**Facilitator: Madeline Adamczeski**, Chemistry Instructor, San Jose City College, & **Shirley Chang**, Nursing Instructor, Evergreen Valley College

**2:45 PM TO 3:30 PM Ice Cream Social (Cafeteria Lobby)**

*Join your colleagues over ice cream served by senior administration*

**Robert Carlson, Bob Curry, Melinda Matsuda, Ron Taylor, MacGreagor Wright**

## *Acknowledgments*

*A Big Thank You to the Many People Who Helped Make This Flex Day a Success:*

*Dennis Chowenhill, Language Arts  
Marcia Corcoran, Language Arts  
Chad Mark Glen, Arts & Humanities  
Nancy Cowan, Health Sciences, P.E. and Athletics  
Katie Hern, Language Arts  
Ming-Lun Ho, Science and Mathematics  
Kathleen Kaser, Chabot College Bookstore  
Debra Kling, Language Arts  
Barbara Lawrence, Library  
Rachel LePell, Arts & Humanities  
Marge Maloney, Social Sciences  
Jim Matthews, Library  
Melinda Matsuda, Student Services  
Kari McAllister, Arts & Humanities  
Clara McLean, Language Arts  
Colin Pejman, Media Services  
Minta Peterson, Instructional Technology Center  
Steve Piatetsky, Media Services  
Lynn Sandoval, Instructional Technology Center  
Karen Silva, President's Office  
Katherine Tollefsen, Information Technology Services (ITS)  
Rachel Ugale, Student Services  
Tram Vo-Kumamoto, Counseling*

*Chabot College Jazz Combo  
Fresh and Natural Catering  
Maintenance & Operations  
Safety & Security  
Workshop Facilitators & Participants*

*Special Thanks to the Soda Fountain Group:*

*Robert Carlson  
Bob Curry  
Melinda Matsuda  
Ron Taylor  
MacGreagor Wright*

## **NOTES AND REFLECTIONS**

# CHABOT COLLEGE BOND PROJECTS

MAINTENANCE AND OPERATIONS FACILITY

INSTRUCTIONAL OFFICE BUILDING

STUDENT ACCESS CENTER

SWIMMING POOL

BUILDING 1900 - PLANETARIUM

ATHLETIC FIELDS

INFRASTRUCTURE PROJECTS

