



FOOTHILL-DE ANZA
Community College District

LEARNING MATTERS:
BEST PRACTICES THAT ENABLE STUDENT SUCCESS

**District/Senate Opening Day
September 22, 2005
Smithwick Theatre, Foothill College**

PROGRAM

- 7:30-8:30 a.m. Continental Breakfast/Meet and Greet
- 8:30-9:00 a.m. Chancellor's Welcome and Introductions
Martha Kanter, Chancellor — Message for the Year
Introduction of Keynote Speaker
- 9:00-10:00 a.m. Keynote Speaker — "Promoting Student Success"
Vincent Tinto, Ph.D., Chair, Higher Education Program, Syracuse University
- Successful efforts to increase student retention have little to do with retaining students and everything to do with the college's capacity to establish conditions that involve and educate the students it admits. For most colleges this requires a focus on the classroom—the one place, perhaps only place, where students meet faculty, staff, and each other. Professor Tinto will describe the types of programs two-year and four-year colleges are successfully employing to reshape student experiences and enhance learning and persistence, and the implementation strategies institutions are using that tap the skills of all members of the campus, faculty, staff, student affairs professionals, and administrators.
- 10:00-10:30 a.m. Interactive Discussion & Q&A
- 10:30-10:45 a.m. Break

WORKSHOPS

Leaders of the workshop sessions will provide a summary of ideas and suggestions to help us better enable the success of our students. Each session leader will return the summary to the planning committee at the end of the day. A conference evaluation form will also be distributed and analyzed to provide us with feedback about the content and format for our use in next year's planning.

- 10:45-12:00 noon Session I Workshops
- 12:00-12:45 p.m. Hosted Lunch — Library Quad
- 12:45-2:00 p.m. Session II Workshops
- 2:00-2:15 p.m. Break
- 2:15-3:30 p.m. Session III Workshops

OPENING DAY CELEBRATION

- 3:30-6:30 p.m. Opening Day Celebration at Dr. Kanter's Home: 10360 Scenic Boulevard, Cupertino
All faculty, staff, spouses and significant others are invited to attend

Enabling Student Success — Workshop Schedule

| | Session I 10:45-12:00 Noon | Session II 12:45-2:00 pm | Session III 2:15-3:30 pm |
|-------------|---|---|--|
| A 1 | Learning Matters: Faculty Self-Organizing Dialogues | Learning Matters: Faculty Self-Organizing Dialogues | |
| A 2 | A Discussion of Grading: It's Not Just About Plus/Minus | | A Discussion of Grading: It's Not Just About Plus/Minus |
| A 3 | SLO'S - Not Just Another Four-Letter Word | | |
| A 4 | | The Freshman Experience | |
| A 5 | | Introduction to Learning Communities | (Session runs from 12:45-3:30 p.m.) |
| A 6 | | Understanding Student Learning Outcomes and Assessment | Understanding Student Learning Outcomes and Assessment |
| A 7 | Community Engagement as a Learning Strategy | Community Engagement as a Learning Strategy | |
| A 8 | All About ETUDES NG and Sakai — Supporting Teaching and Learning | All About ETUDES NG and Sakai — Supporting Teaching and Learning | |
| A 9 | A9.a — Enhancing Student Success with Technology: Session 1, Portal Demonstration | A9.a — Enhancing Student Success with Technology: Session 1, Portal Demonstration | A9.b — Enhancing Student Success with Technology: Session 2, Hands-on the Portal |
| A 10 | | Faculty Association and Academic Senates: Representing the Faculty | |
| A 11 | | | Dealing with Disruptive Students |
| A 12 | A12a — Environmental Stewardship and Community-based Learning | A12b — Kirsch Center Tour at De Anza College | A12b — Kirsch Center Tour at De Anza College |
| A 13 | Cultivating Academic Integrity | | |
| A 14 | Building Student Equity Brick by Brick | Building Student Equity Brick by Brick | |
| A 15 | | Krause Center for Innovation Tour at Foothill College | Krause Center for Innovation Tour at Foothill College |
| A 16 | Fitness Center Tour and Demonstrations at Foothill College | Fitness Center Tour and Demonstrations at Foothill College | Fitness Center Tour and Demonstrations at Foothill College |

Basic Training and Support — Workshop Schedule

| | Session I 10:45-12:00 Noon | Session II 12:45-2:00 pm | Session III 2:15-3:30 pm |
|-------------|---|---|---|
| B 1 | Tenure Review Committee Orientation for Foothill Faculty | Tenure Review Committee Orientation for Foothill Faculty | |
| B 2 | Sexual Harassment Prevention Training | Sexual Harassment Prevention Training | |
| B 3 | Respect in the Workplace B3a — Foothill Faculty Focus Groups B3b — De Anza Faculty Focus Groups | Respect in the Workplace B3a — Foothill Faculty Focus Groups B3b — De Anza Faculty Focus Groups | Respect in the Workplace B3a — Foothill Faculty Focus Groups B3b — De Anza Faculty Focus Groups |
| B 4 | | The District's New Hazardous Materials Management Program | |
| B 5 | | Online Information Security | |
| B 6 | Technology Tools for Survival: Email, Meeting Maker and other Related Software | | Technology Tools for Survival — Email, Meeting Maker and other Related Software |
| B 7 | Cultivating, Soliciting and Stewarding Private Support for Your Programs | Cultivating, Soliciting and Stewarding Private Support for Your Programs | |
| B 8 | | Taking Charge of Your Time | |
| B 9 | | Creating Eye-Catching Posters & Flyers: Basic Design for Non-Designers | |
| B 10 | Getting Promoted: Moving Up in the District | | |
| B 11 | B11a — Learning to Use Financial Records System (FRS) | | B11b — Understanding and Learning to Use Month End Reports (MERs) |
| B 12 | | | Meeting the Challenge of the Difficult Customer |
| B 13 | Better Back Health: Back, Balance and Posture | | |
| B 14 | | Professional Growth Award Workshop | |
| B 15 | | Take Up to a Year Off... With Pay! | |
| B 16 | | | Relaxation, Meditation and Stress Management |
| B 17 | | | Stronger Together: Classified Unions and Classified Senates |

Enabling Student Success

Workshop Descriptions

A1 Learning Matters: Faculty Self-Organizing Dialogues

Facilitators: Lauren Velasco & Kim Pearce

An opportunity for faculty to engage with other faculty colleagues and talk about educational issues that matter to them, such as 'Best Teaching and Learning Practices,' 'What is Pedagogical Excellence?', 'How Best to Teach Within the Discipline,' 'Student Outreach: Attracting and Retaining Students,' 'Disabilities in the Workplace and Learning Place,' 'Institutional Support for At-Risk Students' or other topics of significance to the participants. The Foothill-De Anza Community College District is interested in the topics and will consider all forthcoming recommendations as an outgrowth of the various discussions.

A2 A Discussion of Grading: It's Not Just About Plus/Minus

Presenters: Dan Mitchell & Dolores Davison

The adoption of plus/minus grades has brought increased attention to grading issues. At this session a group of faculty members will lead a discussion that focuses on plus/minus grades, grade data, policies at other institutions, and more.

A3 SLO'S - Not Just Another Four-Letter Word

Panel: Judy Miner, Rob Johnstone, Dolores Davison & Anu Khanna--VPs and Curriculum Committee Co-chairs

What makes people so angry about student learning outcomes (SLO's)? A facilitated discussion with faculty will be held on: What are SLO's? Why SLO's? How will SLO's impact faculty in the future? Insights from this discussion will help inform future curriculum processes on each campus.

A4 The Freshman Experience

Presenters: Kristin Samarov & Brian Lewis

This session will focus on how learning communities have been implemented at Foothill. Using Mfumo and Puente as models, the First Year Experience (FYE) Program was developed to focus on the retention and success of students placed in basic skills English and math. The presenters will highlight the rationale for the new program, lessons learned, and plans for future program development.

A5 Introduction to Learning Communities

Panel: Marcy Betlach, Marcos Cicerone, Herminio Hernando, Christine Chai & Charlotte Thunen

Interdisciplinary learning communities are created when two or three courses are offered together for the same cohort of students by faculty who restructure the curriculum, design and team-teach the connected classes. Participants will learn about the essential characteristics of learning communities and several models that have proven to be most effective at the community college. Finally participants will have the opportunity to work in small groups to actually design potential learning communities. (Participants must attend from 12:45-3:30.)

A6 Understanding Student Learning Outcomes and Assessment

Presenters: Bob Barr, Andrew Lamanque & Rob Johnstone

A college ideally enables deep student learning and learns how to better accomplish this over time. To learn how to improve learning, a college needs to be able to clearly state desired student learning outcomes and to assess their achievement in a reliable, objective manner at course, program, and institutional levels. The purpose of this session is to develop a deeper understanding of expressing and assessing student learning outcomes for improving the effectiveness of our work.

A7 Community Engagement as a Learning Strategy

Presenter: Brian Murphy

How do we empower students to exercise their political and civic responsibilities, and educate them beyond their academic or professional goals? This session will explore effective classroom strategies, curricular models, and programs outside the classroom.

A8 All About ETUDES NG and Sakai – Supporting Teaching and Learning

Presenter: Vivian Sinou

Learn about how the ETUDES-NG collaboration and learning environment can help you deliver, manage, and support online, hybrid, and traditional instruction. In this workshop, the presenter will walk attendees through the collaboration and learning tools available in ETUDES-NG, with a goal of demonstrating the range of possibilities in supporting web-based learning. The role of Foothill and the ETUDES Alliance in the national Sakai higher education effort will also be covered.

A9a Enhancing Student Success with Technology: Session 1, Portal Demonstration

Presenter: Gerry Gyuire

See a demonstration of the new portal environment, with an emphasis on the Early Alert project, which is designed to identify and get help for those students who are experiencing difficulties in their classwork. Faculty and student support personnel are particularly encouraged to attend.

A9b Enhancing Student Success with Technology: Session 2, Hands-on the Portal

Facilitator: Gerry Gyuire

After attending session one on the portal, you are encouraged to attend this session, during which you will get hands-on experience in the use and personalization of the portal environment.

A10 Faculty Association and Academic Senates: Representing the Faculty

Panel: Dan Mitchell, Robert Cormia & Rich Hansen

Full-time and part-time faculty are represented at the College and District levels by the Faculty Association and the Academic Senates. FA and Senate officers will define the roles of the groups, describe their organizational structures, explain how they work together on issues and policies of concern to faculty, and discuss ways for faculty to get involved in their activities.

A11 Dealing with Disruptive Students

Panel: Ron Levine, Don Dorsey, Laurel Torres & T.J. Walton

This panel presentation will give participants an opportunity to review Board Policy, California Education and Penal Codes that relate to disruptive behavior in the classroom or on campus. Specific techniques for managing disruptive student behavior will be discussed, in addition to reviewing follow up procedures required of faculty. Come share your successful strategies that help you maintain a productive learning environment.

A12a Environmental Stewardship & Community-Based Learning

Presenters: Pat Cornely, Julie Phillips & Kristin Jensen Sullivan

Learn about the new Kirsch Center for Environmental Studies - "the building that teaches about energy, resources and stewardship" combined with programs that emphasize sustainable communities & consensus-based learning along the 37th parallel.

A12b Kirsch Center Tour at De Anza College: Environmental Stewardship & Community-Based Learning

Presenters: Julie Phillips, Kristin Jensen Sullivan & Pat Cornely

Tour the new Kirsch Center for Environmental Studies - "the building that teaches about energy, resources and stewardship" combined with programs that emphasize sustainable communities & consensus-based learning along the 37th parallel.

A13 Cultivating Academic Integrity

Presenters: Don Dorsey, Howard Irvin, T.J. Walton & Rosemarie Menager-Beely

This session will address how to define academic integrity from the district's perspective. It will inform participants of academic issues and standards and provide for audience discussion.

A14 Building Student Equity Brick by Brick

Presenters: Marion Winters and the Equity Collaboration Teams

This workshop will examine the process that has been utilized to establish a campus wide student equity initiative, aimed at narrowing the achievement gap and improving the student success of targeted ethnic, gender and disability groups. The roles of administration, faculty, and staff in the development and implementation of Division and Department Equity Action Plans will be explored. In addition, we will discuss the role of the Academic Senate and other shared governance bodies in providing various levels of accountability for this student equity initiative. We will also discuss the Five Point Model that guided the departments and divisions in designing interventions to address the differential success of student groups within their disciplines.

A15 Krause Center for Innovation Tour at Foothill College

Presenter: Gay Krause

Learn about and tour the KCI, a center devoted to learning and technology, training K-14 educators. Learn about our open access multimedia lab for both you and your students' use with up-to-date software in an innovative setting.

A16 Fitness Center Tour and Demonstrations at Foothill College

Presenters: Foothill Physical Education Faculty

Instructors from the Foothill physical education staff will be on hand at the new Foothill Fitness Center (Room 2506) to give tours, demonstrations and get the staff signed up for fall quarter.

Basic Training and Support

Workshop Descriptions

B1 Tenure Review Committee Orientation for Foothill Faculty

Panel: Bernadine Chuck Fong, Paul Starer, Janice Carr, Warren Hurd & Linda Lane

According to new contract language, all full-time faculty who wish to participate on a tenure review committee must receive training. This orientation session will provide that training. All Foothill faculty who intend to serve on newly formed tenure committees this fall must attend one of these two opening day sessions.

B2 Sexual Harassment Prevention Training

Presenter: Jane Enright

This session will provide a review of the District policy and procedures on preventing sexual harassment in a learning environment. This is required training for all new employees.

B3a Respect in the Workplace: Foothill Faculty Focus Groups

Presenters: Foothill Faculty Co-Facilitators

Based on data from the District Diversity Climate survey, a structured discussion centered on specific questions in the workplace at Foothill will be held. Information will guide the development of training, policies and procedures to support a respectful work environment.

B3b Respect in the Workplace: De Anza Faculty Focus Groups

Presenters: De Anza Faculty Co-Facilitators

Based on data from the District Diversity Climate survey, a structured discussion centered on specific questions in the workplace at De Anza will be held. Information will guide the development of training, policies and procedures to support a respectful work environment.

B4 The District's New Hazardous Materials Management Program

Presenter: Mona Voss

The new Director of Environmental Health and Safety for our district, Mona Voss, will outline the changes we are making to our Hazardous Material Management program and what your role will be in your department.

B5 Online Information Security

Presenter: Sharon Luciw

Learn about security issues, trends, and solutions and what can you do to help in our attempts to maintain secure systems at Foothill-De Anza. Security experts from the industry will participate in a panel discussion.

B6 Technology Tools for Survival: Getting and Using Campus Email, Meeting Maker and other Related Software

Facilitator: Kathy Fransham

For those "newbies" amongst us, or those who want to brush up on their skills, this session will help you with the software tools you need as a basic part of your work at Foothill-De Anza.

B7 Foothill-De Anza Foundation: Cultivating, Soliciting and Stewarding Private Support for Your Programs

Presenters: Marie Fox Ellison and Cheryl Hylton

The FHDA Foundation is the fiscal steward for all private support given to the colleges and the district. This workshop will include information about the Foundation's services, and discussion about the processes involved in raising and stewarding support from individuals and foundations.

B8 Taking Charge of Your Time

Presenter: Wally Anderson of United Behavioral Health Staff

Time may be our most valuable resource, but it often is given away thoughtlessly, unconsciously or reactively. This seminar focuses on the development of a conscious appreciation of time as a precious asset. Participants are introduced to decision-making and time-allocation techniques. Program Highlights: gain a personalized understanding of time management principles; increase our ability to use time to our best advantage; gain an awareness of how our values should help us set goals and prioritize activities; and identify and address time wasters.

- B9 Creating Eye-Catching Posters & Flyers: Basic Design for Non-Designers**
Presenter: Mia Casey
Master a few basic principles of design and give your flyers, posters and postcards a more professional look. Learn how to avoid common mistakes and deliver your message with style!
- B10. Getting Promoted: Moving Up in the District**
Presenters: Kim Chief Elk and Duncan Graham
Are you happy working as a classified staffperson in the District but looking for new challenges in the staff, faculty or management ranks? Learn what you need to do to succeed in District hiring processes and how to avoid common pitfalls.
- B11a Learning to Use Financial Records System (FRS)**
Presenter: Bernata Slater
This hands-on workshop will provide you with an overview of the system, an introduction to commonly used screens and codes, and frequently asked questions. IMPORTANT NOTE: If you do not already have access to FRS with an authorized account and password, please contact Hector Quinonez (x6250) at least one week prior to the workshop to request an account.
- B11b Understanding and Learning to Use Month End Reports (MERs)**
Presenter: Bernata Slater
This session will teach you how to access, read, interpret and use MERs with an overview of accounting and purchasing terminology, deadlines and restrictions, and frequently asked questions.
- B12 Meeting the Challenge of the Difficult Customer**
Presenter: Wally Anderson of United Behavioral Health Staff
In today's service-oriented economy, providing excellent customer service is of paramount importance. While many good customer service training programs abound, this program takes a specific focus: How should an employee respond when a customer is unduly demanding, rude, abusive or potentially violent? This program provides tips on communication skills employees need to defuse these tense situations. Program Highlights: Develop and practice skills and techniques needed to deal effectively with difficult, angry customers; learn how to address customer feelings; and practice a problem-solving approach in addressing the customer's complaints.
- B13 Better Back Health: Back, Balance and Posture**
Presenter: Karl Knopf
This interactive, participatory workshop will teach you how to maintain a healthy back, including important information about balance and posture. Wear comfortable clothes.
- B14 Professional Growth Award Workshop**
Presenters: Kris Lestini, Denise Perez
Learn how easy it is to complete the requirements for the classified staff Professional Growth Award (PGA) in this practical workshop where processes and paperwork will be fully explained. Don't miss this opportunity for professional development and extra compensation.
- B15 Take Up to a Year Off... With Pay!**
Presenter: David Garrido
The classified Staff Development Leave is a phenomenal benefit that is similar to a faculty sabbatical. Take a quarter or two or three to enhance your professional skills or get a substantial start on a new field of expertise, all while being paid most of your regular salary and benefits. This workshop will also discuss other professional benefits such as educational expense and conference reimbursement.
- B16 Relaxation, Meditation and Stress Management**
Presenter: Kara Giannetto
Learn practical techniques for managing stress at work and home. Use them to promote greater physical and mental health — you deserve it!
- B17 Stronger Together: Classified Unions and Classified Senates**
Panelists: Leo Contreras, Javier Rueda, Dennis Shannakian, Bret Watson, Carmela Xuereb; David Garrido, moderator
This panel of senate and union leaders will discuss the complementary roles played by the different organizations that represent classified staff in the District. Come see your staff leaders and get answers to the question, "Is this a union or senate issue?"