

# California Community Colleges 2012-13 Flexible Calendar Activity Submission Form

Response ID: Data

## 1. Flexible Calendar Activity Submission Form

### 1. Please enter today's date

05/24/2012

## 2. College information page

### 1. New Page Logic Action

### 2. Select your college from the dropdown list below.

Skyline College

### 3. Please complete the following information for the Flexible Calendar Coordinator.

#### First Name

Nina

#### Last Name

Floro

#### Title

English Professor

#### Email Address

floro@smccd.edu

#### Phone Number

650-738-4414

#### Fax Number

650-738-4373

#### Mobile Phone

510-205-9932

### 4. How do you prefer to be contacted?

Email

### 5. Will your college be participating in the Flexible Calendar Program in the 2012-13 Academic Year?

Yes

## 3. College calendar configuration, number of instructional days, and number of "Flex" days page

6. Please select your college's calendar configuration from the list below. (Note: A "Flexible Calendar" is a community college calendar and course scheduling plan pursuant to Section 84890 of the Education Code and Section 55720 of the California Code of Regulations, title 5).

b) Traditional Calendar (Semester or Quarter)

7. Please indicate the number of instructional days that when combined with the number of "Flex" days in question number 8 below will meet the 175 Day Rule (title 5, section 58120).

170

8. Please indicate the number of "Flex" days which the instructional staff will participate in staff, student and instructional improvement activities in lieu of regular classroom instruction.

5

#### 4. Flexible Calendar activity page

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9. Please list those activities related to course instruction and evaluation. (Limit of 300 characters per activity)

- Activity 1 : STOT (training in online teaching tools)
- Activity 2 : Curricunet Training
- Activity 3 : TracDat Training
- Activity 4 : WebAccess Training
- Activity 5 : WebSmart Training
- Activity 6 : Accelerated Teaching/Learning Workshops
- Activity 7 : Discipline/Department/Division-Centered Workshops & Training
- Activity 8 : Contextualized Teaching/Learning Workshops
- Activity 9 : Assessment Tools/Techniques Workshops
- Activity 10 : Teaching Pedagogy Workshops
- Activity 11 : Holistic Scoring Sessions
- Activity 12 : Inter-departmental Discussions
- Activity 13 : Program Review and Development Workshops/Presentations
- Activity 14 : Curriculum Review and Development Sessions
- Activity 15 : Turn-It-In Training
- Activity 16 : Rubric Development Sessions

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#### Attached Workshops List.

10. Please list those activities related staff development, in-service training and instructional improvement. (Limit of 300 characters per activity)

- Activity 1 : STOT (training in online teaching tools)
- Activity 2 : Curricunet Training
- Activity 3 : TracDat Training
- Activity 4 : WebSmart Training
- Activity 5 : Accelerated Teaching/Learning Workshops
- Activity 6 : WebAccess Training
- Activity 7 : Discipline/Department/Division-Centered Workshops & Training
- Activity 8 : Assessment Techniques Workshops
- Activity 9 : Various Teaching Pedagogy Workshops
- Activity 10 : Rubric Development, Holistic Scoring Sessions
- Activity 11 : Banner Workshops
- Activity 12 : On-Course Training/Workshops
- Activity 13 : New Faculty/Staff Orientation
- Activity 14 : Classified/Faculty/Managers Retreats
- Activity 15 : Student Equity Retreat
- Activity 16 : Program Review and Development Workshops/Presentations
- Activity 17 : Various Distance Learning/Computer Safety/Web User Workshops
- Activity 18 : Turn-It-In Training
- Activity 19 : Various Computer Software Training Workshops
- Activity 20 : Sexual Harrassment Training

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#### Copy of Attached Workshops List.

**11. Please list those activities related to program and course curriculum or learning resource development and evaluation. (Limit of 300 characters per activity)**

- Activity 1 : Program Review and Development Workshops/Presentations
- Activity 2 : Discipline/Department/Division-Centered Workshops & Training
- Activity 3 : Curriculum Review and Development Sessions
- Activity 4 : Language Lab/Software Training
- Activity 5 : Tutor Training Workshops
- Activity 6 : Accelerated Teaching/Learning Workshops
- Activity 7 : Contextualized Teaching/Learning Workshops
- Activity 8 : Inter-Departmental Sessions (Special Topics)

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**Copy of Attached Workshops List.**

**12. Please list those activities related to student personnel services. (Limit of 300 characters per activity)**

- Activity 1 : Tutor Training Workshops
- Activity 2 : Language Lab/Software Training
- Activity 3 : Student Equity Retreat
- Activity 4 : Classified Retreat
- Activity 5 : Campus Safety/Emergencies Workshop/Training
- Activity 6 : CPR Training
- Activity 7 : On-Course Workshops
- Activity 8 : Counseling Workshops
- Activity 9 : Degree Works Training
- Activity 10 : Transfer Initiative Workshops
- Activity 11 : Completion by Design Workshops
- Activity 12 : New Faculty Orientation

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**Copy of Attached Workshops List.**

**13. Please list those activities related to learning resource services. (Limit of 300 characters per activity)**

- Activity 1 : Author Readings (various)
- Activity 2 : Library Events (various)
- Activity 3 : Language Lab Training
- Activity 4 : Software Training (various)
- Activity 5 : Tutor Training Workshops
- Activity 6 : Library Orientation for Faculty
- Activity 7 : Supplemental Instruction Workshops

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**Copy of Attached Workshops List.**

**14. Please list those activities related to related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity. (Limit of 300 characters per activity)**

- Activity 1 : Student Equity Retreat
- Activity 2 : Rock the School Bells
- Activity 3 : Women on Writing Conference
- Activity 4 : Pilipino Cultural Night
- Activity 5 : Campus Career Night
- Activity 6 : Community, Strength in Unity LGBTQQIA Conference
- Activity 7 : Multicultural/Intercultural Workshops (various)
- Activity 8 : Transfer Model Curriculum Workshops
- Activity 9 : Campus Speakers (various)
- Activity 10 : Transfer Initiative Workshops

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**Copy of Attached Workshops List.**

**15. Please list those activities related to departmental or division meetings, conferences and workshops, and**

**institutional research. (Limit of 300 characters per activity)**

- Activity 1 : Faculty/Staff Division Meetings (various)
- Activity 2 : Department Meetings (various)
- Activity 3 : Institutional Research Presentations (various)
- Activity 4 : Discipline/Subject Area/Division Retreats (various)
- Activity 5 : Community, Strength in Unity LGBTQQIA Conference
- Activity 6 : Women on Writing Conference
- Activity 7 : Rock the School Bells Conference
- Activity 8 : Expanding Your Horizons Conference
- Activity 9 : Institutional Research

**Copy of Attached Workshops List.**

**16. Please list those activities related to other duties as assigned by the district. (Limit of 300 characters per activity)**

- Activity 1 : District Opening Day Events
- Activity 2 : Faculty Evaluations Training

**Copy of Attached Workshops List.**

**17. Other: If there is another category that contributes to the improvement of instruction, administrative, or student services, please list those activities related to that category in this section. Please identify the category online one. (Limit of 300 characters per activity)**

Please describe this category and how it improves either instruction, administrative or student services. : Activities that promote the general safety, health and wellness of college employees

- Activity 1 : CPR Training
- Activity 2 : Campus Safety/Emergency Preparedness Workshops
- Activity 3 : Stress Reduction Workshops
- Activity 4 : Back Health Workshops
- Activity 5 : Computer/Online Safety Workshops
- Activity 6 : Sexual Harrassment Training

**Copy of Attached Workshops List.**

**5. Flexible calendar advisory committee page**

**19. Please list the name, title and classification of each member of the Flexible Calendar Advisory Committee.**

	Member Name	Title	Classification
Member Name 1	Nina L. Floro	Prof. of English, Faculty/Staff Prof. Dev. Coordinator	Faculty
Member Name 2	Phyllis Taylor-Gulbransen	Prof. of Speech Communications	Faculty
Member Name 3	Laurie Biagi	Prof. of Cosmetology	Faculty
Member Name 4	Melissa Komadina	Counselor	Faculty
Member Name 5	Arthur Takayama	Prof. of Photography	Faculty
Member Name 6	Donna Bestock	Dean of Social Sciences/Creative Arts	Administator
Member Name 7	Melinda Herda	Staff Assistant	Classified
Member Name 8	Theresa Tentes	Administrative Assistant	Classified
Member Name 9	to be determined	Student Rep.	Student
Member Name 10			

Member Name 11			
Member Name 12			
Member Name 13			
Member Name 14			
Member Name 15			

## 6. Thank You!

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### 6. Number of Colleges Submitted

Send an email of the results in PDF