

Spring 2021 VIRTUAL PLENARY



**A BETTER
FUTURE**



PALOMAR COLLEGE

A Time For All Palomar College Employees to Learn Together

Thursday January 28th, 2021, 9am-4:30pm
All workshops/meetings will be held online

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Letter from our Superintendent/President

Welcome to the Spring 2021 Virtual Plenary!

As I reflect on this past semester and look ahead at Spring 2021, I find the following words come to mind: resilience, dedication, inspire, and support. Our College has been resilient during this pandemic, and it is mostly due to the dedication of all of you and the support you provide our students as they pursue their education in this challenging environment.

In fact, our College Theme as voted on by all of you – A BETTER FUTURE, aligns perfectly as we move forward. I am easily inspired by you, and all of our students. While it would be more ideal to be learning and engaging with one another in a classroom, I am very appreciative that you will be spending the day with us virtually.

We still do not know when we will be able to bring everyone back to campus and to our education centers. However, we do know that we will need to continue to rely on one another for words of encouragement as we move through this pandemic. We will need to remain committed to the success of every student, and we will do so together through our daily work, innovations, and transparent and collaborative communication.

I am really grateful to all who have developed our Plenary workshops and will share their knowledge with all of us. Please provide thanks to your colleagues as you learn something new, and increase your knowledge of the many valuable topics included in our agenda. These include but are not limited to: diversity, equity and cultural competency, Canvas, student engagement and support services, CTE transitions, credit for prior learning, and combating racism at our College.

It really is incredible what we can learn from one another. I have learned so much from all of you in this last year. I am really looking forward to Spring 2021 as we establish A BETTER FUTURE!

All of our success depends on all of us!

Cheers!

Jack S. Kahn, Ph.D.

Interim President/Superintendent, Palomar College

Important Information

Register for Plenary Workshops in 3 Steps



California
Community
Colleges

Vision
Resource Center

&

PALOMARPOWERED

Professional Development (3PD)

Register for Plenary workshops using our 3PD Portal (which is a part of the statewide Vision Resource Center)

1. Go to: <http://www2.palomar.edu/pages/pd> or to our [Single Sign On \(SSO\) page](#).
 - o Log-in using your network username and password (the same one you use for your Palomar email).
 - i. *Note: If you have problems accessing the 3PD Portal through Single Sign On, please contact the helpdesk at 2140 or email helpdesk@palomar.edu*
2. Go to **LEARNING** and select **WORKSHOP CALENDAR**
 - o Note: With so many workshops to choose from, you might find it helpful to switch to the **AGENDA** view which will put all of the workshops in a list.
3. Find the workshops you plan to attend and click on **REQUEST**
 - o If you are a **faculty or administrator**, you will automatically be registered after requesting the workshop.
 - o If you are a **classified, short-term, or student employee**, previously you were required to get your manager's approval to attend workshops. Manager approval is no longer conducted through the PD system. Instead, your manager will receive an email notifying them of your registration and asking them to respond. If there is an issue with your registration your manager will communicate directly with you. We hope this will make it easier for our staff to register and attend PD workshops.

Need help using the 3PD Portal? Here are a couple ways to get started:

1. Please go to the PD website and review the [3PD Portal Guide](#).
2. Watch the [Introduction to Palomar Professional Development video](#) on the homepage of the PD Website.

Faculty Professional Development (Flex) Requirement/Eligibility

Faculty, please review [Article 10 of the PFF contract](#) for contractual information about PD requirement/eligibility.

Full-Time Faculty Professional Development Requirement

Full-Time Faculty are required to complete 42 hours/year and must have all hours officially completed in the 3PD Portal by 2 weeks before the end of the spring semester. All hours completed after the annual due date are included in the follow years total hours.

Part-Time Faculty Professional Development Eligibility

Part-Time Faculty are eligible to be compensated extra pay for officially completing PD hours by the due date. The amount of hours each part-time faculty member is eligible to be compensated for is based on their workload.

PD Eligibility Calculation: *Workload x 21 = eligible hours*

- To calculate eligible hours for PT Faculty multiply the percentage workload by 21 hours (21 hours represents what a FT Faculty would receive on 100% load per semester).

- Example for a PT Faculty member with 60% load: $.6 \times 21 = 12.6$ hours
- Part-Time Faculty can see their workload and eligible hours on their welcome screen in the 3PD Portal.
 - NOTE: If the workload does not look correct, PT Faculty need to contact their Academic Department Assistant to make sure it is correct in PeopleSoft. The workload in the 3PD Portal is pulled directly from our system of record, PeopleSoft (the PD Office cannot adjust workload in the 3PD Portal, it must be corrected in PeopleSoft).

Due Dates for Part-Time Faculty PD:

- In the **Fall** semester PD hours must be officially recorded and completed in the 3PD Portal between August 1st and December 1st.
- In the **Spring** semester PD hours must be officially recorded and completed in the 3PD Portal between January 1st and May 1st.
- NOTE: Completed hours are not accepted after the due date, it is very important to check your Completed Hours Dashboard to ensure all of your hours are reported and counted.

How do you know when your PD hours have been officially completed and counted in your total?

- Check your Completed Hours Dashboard! Your Completed Hours Dashboard will show you exactly what is reported to payroll.
- How to access your Completed Hours Dashboard:
 - Log in to the 3PD Portal
 - Click on REPORTS
 - Select DASHBOARD
 - REFRESH the graph
- If you are missing hours on your Completed Hours Dashboard, please check these 2 things:
 - 1.) **REFRESH your Completed Hours graph.** The graph does not automatically refresh.
 - 2.) Make sure you don't have any training that is still Active on your Transcript as "Pending Evaluation" or "Pending Signature". If you have training that is still in a pending status they won't be included on your Completed Hours Dashboard.

How to Join the Plenary Workshops/Meetings Using Your Palomar Zoom

Steps:

- Step 1: Go to our Palomar Single Sign On to access your Zoom account (it is very important to be logged in to your Zoom account before attending a Zoom workshop/meeting. This ensures you get credit for attending).
- Step 2: Sign in through SSO using your network username and password.
- Step 3: Select the Zoom tile from our SSO
- Step 4: To access the meeting you have two options, 1.) copy and paste the Zoom URL into your browser, or 2.) click on "Join a Meeting" and enter in the Zoom Meeting ID.

Are you using the Zoom App (mobile or desktop)?

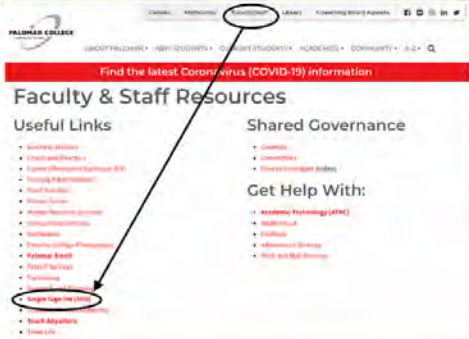
- If you are using the app, to log-in click on "Sign in with SSO." You will be asked to enter our company domain name which is "**palomar-edu**." You will then enter your SSO username and password.

Need help with Zoom?

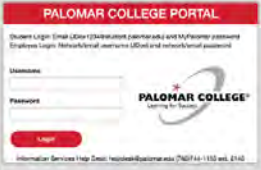
- If you need help joining a Zoom meeting, please review the Zoom instructions on [How to Join a Zoom Meeting](#)
- If you are having any difficulty with your Palomar Zoom account please contact: support-zoom@palomar.edu
- If you are new to using Zoom, please review the [online self-paced Zoom training available in the 3PD Portal](#).

Palomar College Zoom

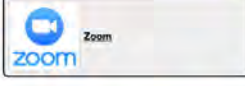
Step 1: Log in to your Zoom account through SSO




Step 2: Use your network username and password (same as accessing email)




Step 3: Select the Zoom tile to launch your Zoom account



Step 4: Either paste the meeting link into your URL, OR click on "Join a Meeting"





Need help with your Palomar Zoom account?
Contact:
support-zoom@palomar.edu

If you are using the Zoom mobile app or desktop client choose "Sign In with SSO". You will need our domain name.
Palomar Zoom Domain Name: Palomar-edu

Pre-Plenary Workshops

January 20th, 4-6pm: The Nuts and Bolts of Teaching at Palomar

- ★ **Facilitator(s):** Deans Justin Smiley, Fabienne Chauderlot, and Patricia Menchaca. Professional Development Coordinator, Kelly Falcone.
- ★ **Description:** Everything you need to know to have a successful semester! Please join us for this special workshop facilitated by several Palomar Administrators & the Professional Development Coordinator. This workshop will provide an overview of the basic mechanics of instructor responsibilities, including information about your class syllabus, class rosters, important dates, grading, Instructional and Counseling support services, and more. If you need a refresher or are new to Palomar College, this session will address any questions you might have. By offering this workshop prior to the start of the new semester, we hope to provide you with the information you need to start the semester off on the right foot.
- ★ **Intended Audience:** All Faculty and ADA's

January 27th 1:30-2:30pm: Lights, Camera, Angles...Looking Your Best on Zoom

- ★ **Facilitator(s):** Jenny Fererro
- ★ **Description:** We've all been spending a lot of time staring at ourselves and others in Zoom meetings...and there's no end in sight. Have you ever wished your students and colleagues could always see your best and brightest side in that little box? Want to amp up your video appearance? Tired of lurking in the dark during your meetings? Join us to learn some easy tips and tricks to help you look your best in your Zoom meetings, classes, and videos.
- ★ **Intended Audience:** All employees

January 27th 3:00-4:00pm: Zoom Icebreakers- A way to create community in your online classroom.

- ★ **Facilitator(s):** Erin Hiro
- ★ **Description:** Distance Education Coordinator Erin Hiro had a problem. She was running the campus newspaper online. That class depends on the students getting to know each other so they can work effectively together. But how to create a community with students who have never met in real life? Answer: Icebreakers. For 15 minutes once a week, she tried different games with students in her synchronous class and found students started turning their cameras on and engaging. By the end of the semester, the students were sad the class was over. She will demonstrate her favorite Icebreakers during this training.
- ★ **Intended Audience:** All employees

Plenary: Thursday, January 28th

9:00-10am: General Session: College Updates

- ★ **Facilitator(s):** College Leadership
- ★ **Description:** Important updates from college leadership.
- ★ **Intended Audience:** All Employees

10:15-11:15am: Trailblazing the Way for Antiracism

- ★ **Facilitator(s):** President Jack Kahn, Dean Leslie Salas, and Faculty members Eduardo Aguilar and Hossna Sadat Ahadi
- ★ **Description:** There are many necessary and transformational changes happening at Palomar College. This session includes updates related to Antiracism, Diversity, Equity, and Inclusion from our college leadership and the newly formed Faculty Senate DEqCC committee. Be a trailblazer and pave the way to transformational change!
- ★ **Intended Audience:** All Employees

11:30-12:30pm: Division Meetings

Important updates for each division. All Employees within each discipline are invited to attend.

★ **Social Behavioral Sciences (SBS)**

- **Facilitator(s):** Najib Manea

★ **Arts Media Business Administration (AMBA)**

- **Facilitator(s):** Dean Justin Smiley and Division Assistant Anne Delgado

★ **Math, Science, and Engineering Division Meeting**

- **Facilitator(s):** Dean Patricia Menchaca and Division Assistant Allison Tyra

★ **Counseling Services (Coun)**

- **Facilitator(s):** Dean Leslie Salas and Division Assistant Lisa Taylor

★ **Career Technical and Extended Education (CTEE)**

- **Facilitator(s):** Interim Dean Nichol Roe and Division Assistant Melissa Adan

★ Languages and Literature Division Meeting

- **Facilitator(s):** Dean Dr. Fabienne Chauderlot and Division Assistant AnnaKate Hilton

★ Early Childhood Education Lab School (ECELS) Division Meeting

- **Facilitator(s):** Coordinator/Director Tamara Holthaus

12:30-1pm: LUNCH BREAK

1:00-2:00pm: Workshop Session I

★ Joint Faculty Senate and PFF Meeting

- **Facilitator(s):** Teresa Laughlin, Barbara Baer, Jenny Fererro, Rocco Versaci
- **Description:** A joint meeting between the Faculty Senate and the Palomar Faculty Federation. Learn about contract updates and current issues on campus. Let your faculty leaders know your concerns and questions. All faculty welcome!
- **Intended Audience:** All Faculty

★ Accessibility 101: 5 Steps to Awesomeness

- **Facilitator(s):** Amy Caterina
- **Description:** Check out these simple and effective ways to make your Canvas class accessible! Topics include page design basics, headings, alt text, color and contrast, and captioning in Zoom.
- **Intended Audience:** All Employees

★ Biology department meeting

- **Facilitator(s):** Richard Albistegui-DuBois
- **Description:** Meeting for faculty in the biology department to review current situation
- **Intended Audience:** All employees of the Biology Department

★ Chemistry Department Meeting

- **Facilitator(s):** Jennifer Zabzdyr
- **Description:** Department meeting for chemistry faculty and staff.
- **Intended Audience:** All employees of the Chemistry Department

★ Creating Accessible Microsoft Office Documents

- **Facilitator(s):** Kelly Helming
- **Description:** Learn how to optimize Microsoft Word, PowerPoint and Excel files for assistive software and screen readers. We will also learn how to author PDFs from these Microsoft Office applications. This workshop explores Microsoft Office's built-in tools for managing accessibility and creating documents that can be accessed by the visually impaired.
- **Intended Audience:** All Employees

★ Canvas Overview

- **Facilitator(s):** Chris Norcross
- **Description:** In this workshop we will cover the basics of Canvas including setting a home page, adding files, creating assignments and publishing a course.

- **Intended Audience:** All Employees

★ Canvas Q & A with a Systems Administrator

- **Facilitator(s):** Shay Phillips
- **Description:** Come on in with your Canvas questions and we'll work to get them answered. This session will be conducted on a first come first served basis.
- **Intended Audience:** All Employees

★ Canvas Alternative File Formats (Ally)

- **Facilitator(s):** David Gray
- **Description:** During this session faculty will learn about the alternative file options made available through the Blackboard Ally tool in Canvas, with discussion of when a student might find these file formats useful. Faculty will also be shown how to exclude particular files from allowing the alternate file options, should that ever be necessary.
- **Intended Audience:** All Employees

★ Collaboration with grant funded programs, Educational Talent Search, NCEOC, Upward Bound, and GEAR UP

- **Facilitator(s):** Nellie Martinez, Yesenia Lazcano, Joe L. LeDesma
- **Description:** How can staff and faculty collaborate with post- secondary federal funded grant programs. Learn about the federal grant programs at Palomar College and the partnerships that help students achieve their academic goals. Our college preparatory programs ensure students successfully enroll, transition, and complete their post-secondary education.
- **Intended Audience:** All Employees

2:15-3:15pm: Workshop Session 2

★ CALMly searching Library OER: Faculty resources for ZTC and LTC

- **Facilitator(s):** Tamara Weintraub and Natalie Lopez
- **Description:** This workshop is intended for Faculty interested in using open educational resources (OER) or other no-cost-to-students course materials. It will focus on the Library's role supporting ZTC and LTC classes, and introduce an online guide organized to help instructors identify and use credible and reliable sources of OER.
- **Intended Audience:** All Employees

★ Credit for Prior Learning: Forward Thinking and Equity

- **Facilitator(s):** Candace Rose, Ben Mudgett, Nichol Roe
- **Description:** Learn how Credit for Prior Learning is closing the equity gap for our students while aligning with Guided Pathways, Vision for Success, Strong Workforce and the CVC Course Exchange, and how you can be part of this great initiative to help your students earn credit for learning experience gained outside the classroom.
- **Intended Audience:** All Employees

★ Chem 100 and Chem 100L Course Meeting

- **Facilitator(s):** Shannon Andrews and Lindsay Sperling
- **Description:** In this workshop we will discuss course requirements for the lecture and lab portions of Chem100. This will include lecture content requirements, lab content requirements (for online labs and at home experiments), online homework system and some tips and tricks for success online this spring.
- **Intended Audience:** All Employees

★ CHEM 115/115L Course Meeting

- **Facilitator(s):** Jennifer Zabzdyr
- **Description:** Meeting for chemistry faculty who are teaching CHEM 115 or 115L in Spring 2021.
- **Intended Audience:** Chemistry Faculty

★ Strategies for Student Success Using Lab Kits

- **Facilitator(s):** Wendy Gideon and Sara Krause
- **Description:** Are you teaching a science lab course using home lab kits for students? Join other faculty to share tips and strategies for overcoming challenges and maximizing student success using lab kits.
- **Intended Audience:** All Employees

★ Creating Accessible Microsoft Office Documents

- **Facilitator(s):** Kelly Helming
- **Description:** Learn how to optimize Microsoft Word, PowerPoint and Excel files for assistive software and screen readers. We will also learn how to author PDFs from these Microsoft Office applications. This workshop explores Microsoft Office's built-in tools for managing accessibility and creating documents that can be accessed by the visually impaired.
- **Intended Audience:** All Employees

★ Canvas Course Organization

- **Facilitator(s):** Chris Norcross
- **Description:** In this demo you will learn how to organize your course materials using the Modules tool.
- **Intended Audience:** All Employees

★ Using Proctorio on Canvas Quizzes

- **Facilitator(s):** Shay Phillips
- **Description:** Proctorio is an automated remote proctoring service integrated into Palomar's Canvas learning management system. In this workshop we will examine several common use scenarios for proctoring, and experience what students go through at various levels of proctoring while taking quizzes.
- **Intended Audience:** All Employees

★ Canvas Course Accessibility

- **Facilitator(s):** David Gray
- **Description:** Let's talk about the knowledge you'll need to make your course both technically accessible and usable to a broad range of students. We'll cover how to use tools within Canvas to create accessible resources and retrofit existing resources. By the end of this session you should have a good idea what your next steps will be on the road to making your course accessible.
- **Intended Audience:** All Employees

★ What is My Role? Instructor Role and Responsibilities Under Disability Laws

- **Facilitator(s):** Shauna Moriarty, Ed.D., Director, DRC and DRC Faculty and Staff
- **Description:** This dynamic presentation will provide answers to frequently asked questions:
 - What do I do when I receive an Accommodation Letter?
 - What if I suspect a student has a disability?
 - What if I am implementing the accommodations, yet the student is failing?
 - What if I disagree with an accommodation?
 - How do I address behaviors that aren't conforming with the code of conduct/ course expectations?

- Does ensuring access mean the same thing as ensuring success?
- **Intended Audience:** All Employees

★ Learn the Basics of TechConnect Zoom (ConferZoom)

- **Facilitator(s):** Heather Schmidt & Elane Torrissi
- **Description:** Learn the basics of TechConnect Zoom - everything from scheduling your meetings to sharing your recordings.
- **Intended Audience:** All Employees

★ Decolonizing Your Course Syllabus

- **Facilitator(s):** Hossna Sadat Ahadi and Luis Apolonio Guerrero
- **Description:** In this virtual and interactive workshop, you will learn the importance and impact of creating a decolonized and equity-focused course syllabus and getting started with extensive resources provided.
- **Intended Audience:** All Employees

★ An Overview of Student Support Services: DRC, SSS/TRIO, and EOPS/CARE/CalWORKs/FYRST

- **Facilitator(s):** Riham Mathieu, Steven Salter, and a DRC Team Member (TBD)
- **Description:** Palomar College serves a diverse community of learners, many of whom experience educational and economic disadvantage. There are many support services in place that address equitable access for our disadvantaged students. This informational session will provide an overview of three highly effective programs that directly address educational and economic barriers.
- **Intended Audience:** All Employees

★ When and How to Complete an Incident Report

- **Facilitator(s):** Pippa Pierce
- **Description:** We will focus on assisting faculty and staff on the basics of filing an Incident Report. We will also clarify what could prompt filing a report and what to expect after filing the incident report. The incident report is to facilitate adherence to the Student Code of Conduct as well as protecting student rights equitably during the process.
- **Intended Audience:** All Employees

★ Combating Racism (PART 1 of 2)

- **Facilitator(s):** Dr. Philip de Barros and Matthew Grills
- **Description:** For those who want to understand racism and how you as a citizen can combat it. Topics include implicit bias, whiteness, color blindness, aversive racism, passive racism, the birthday effect, racism in a workplace hierarchy, and institutional or systemic racism – how racist ideas have led to racist policies which have resulted in racial inequity and white privilege - and how to combat it.
- **Intended Audience:** All Employees

★ Teaching Math Corequisites: Preparing for the First Week

- **Facilitator(s):** Wendy Metzger and Cynthia Anfinson
- **Description:** This workshop is intended to help math faculty teaching corequisite courses prepare for the first week of the semester. We will discuss the CORs, syllabi, course materials and how to establish classroom culture that effectively supports equity and inclusion. This session qualifies for one hour of required Math Faculty AB 705 Training.
- **Intended Audience:** Math Faculty

★ Student Intersectionality And Its Correlation To Student Achievement

- **Facilitator(s):** Arnulfo Alejandro Arellano
- **Description:** This workshop will focus on introducing the theoretical framework for understanding how aspects of a person's social and political identities combine to create different modes of discrimination and privilege. We will go over real student issues that are brought to life by the student's intersectionality and how we as educators can flip the script and better support our students. Examples of these aspects are gender, caste, sex, race, class, sexuality, religion, disability, physical appearance, and height.
- **Intended Audience:** All Employees

★ Noncredit updates - Attendance, dual census, transcripts and more!

- **Facilitator(s):** Suzanne Sebring
- **Description:** There have been significant recent changes to noncredit that everyone should be aware of. These include a new attendance accounting method required for all noncredit online offerings involving a dual census, new guidelines to calculate FTES, new requirements for the CORs, inclusion of graded noncredit on transcripts and guidelines for setting up noncredit courses. Join us to get in the know!
- **Intended Audience:** All Employees

3:30-4:30pm: Workshop Session 3

★ Lessons from a Semester with the White Allies for Antiracism at Palomar College

- **Facilitator(s):** Lawrence Hamilton Lawson
- **Description:** In this session open to all employees, facilitators will lead the audience through a summary of the key thoughts, discoveries, and actions from the White Allies for Antiracism at Palomar College. Interested in how to support BILPOC colleagues on campus? Looking for a framework for having difficult discussions with friends and family around antiracism? We're here to offer a starting place.
- **Intended Audience:** All Employees

★ Service Learning Overview: Increasing Student Success & Retention

- **Facilitator(s):** José Briceño and Angela Kong
- **Description:** Did you know Service Learning can close equity gaps among underrepresented students? In this workshop, learn how to improve success and retention in your spring courses! Come discover unique opportunities for students to critically engage in course concepts through meaningful community service.
- **Intended Audience:** All Employees

★ What's new in the library

- **Facilitator(s):** Marie Templo-Capule & Tim Martin
- **Description:** Join Librarians for an informative session about Library resources and services available to you and your students, including library instruction, ebooks, streaming media, scholarly journals, and much more!
- **Intended Audience:** All Employees

★ Chem110/110L Course Meeting AND Knewton Alta Training

- **Facilitator(s):** Lindsay Sperling
- **Description:** In this workshop we will discuss course requirements for the lecture and lab portions of Chem110. This will include lecture and lab content requirements, online homework and some tips and tricks for success online. Additionally, our rep from Knewton Alta will join us about half way through the meeting (~4pm) to demonstrate the importing of assignments and grades directly into your canvas course!
- **Intended Audience:** All Employees

★ Guided Pathways - Did you know

- **Facilitator(s):** Wendy Nelson, Alex Cuatok, Glyn Bongolan, Sabrina Santiago
- **Description:** This workshop will provide the who, what, where, why, when and how of Guided Pathways. The Pillar Leads will also give an update on what we accomplished in 2020 and our goals for 2021.
- **Intended Audience:** All Employees

★ The Associate Degree for Transfer (ADT): Bridging the Equity Gap

- **Facilitator(s):** Benjamin Mudgett and PJ Demaris
- **Description:** The Associate Degree for Transfer is increasingly being used to screen applicants for competitive programs at the CSU and several private universities. This workshop will introduce the history of ADTs, how they benefit students, and their alignment with the vision for success goals in reducing unit accumulation, increasing time to completion, and reducing inequity gaps.
- **Intended Audience:** All Employees

★ Using Gender-Inclusive Pronouns

- **Facilitator(s):** Abbie Cory (she/her/hers) and Jenny Fererro (she/her/hers)
- **Description:** Pronouns are an important part of gender identity and a way to show respect for people and their gender, especially for those who identify as non-binary or transgender. Learn more about these pronouns and how to use them properly in the classroom, workplace, and community in this session.
- **Intended Audience:** All Employees

★ Peers Helping Peers Perfect their Online Course

- **Facilitator(s):** Amy Caterina and Linda Morrow
- **Description:** In this workshop you will experience the power of peer review for successful online course design. We will present an overview of the OEI CVC Rubric and self assessment Course Review Prep Form, and introduce you to the POOCR, Peer Online Course Review process. Your colleagues will show you quick and easy ways to improve your online courses!
- **Intended Audience:** All Employees

★ What's New at the Academic Technology Resources Center?

- **Facilitator(s):** Najib Manea, David Gray, Shay Phillips, Chris Norcross, Kelly Helming, Myrna Valencia, Brian Chan, Shannon Beach, Erin Hiro
- **Description:** What's new at ATRC? Participants will be treated to a preview of new technology and tools available for Spring 2021 as well as a "sneak preview" of the training offered during the next semester.
- **Intended Audience:** All Employees

★ ESL Department Faculty Workshop

- **Facilitator(s):** Tina-Marie Parker
- **Description:** This workshop will outline strategies for humanizing online learning and allow faculty an opportunity to share best practices and ideas for the upcoming semester.
- **Intended Audience:** All Employees

★ What is My Role? Instructor Role and Responsibilities Under Disability Laws

- **Facilitator(s):** Shauna Moriarty, Ed.D., Director, DRC and DRC Faculty and Staff
- **Description:** This dynamic presentation will provide answers to frequently asked questions:
 - What do I do when I receive an Accommodation Letter?

- What if I suspect a student has a disability?
- What if I am implementing the accommodations, yet the student is failing?
- What if I disagree with an accommodation?
- How do I address behaviors that aren't conforming with the code of conduct/ course expectations?
- Does ensuring access mean the same thing as ensuring success?
- **Intended Audience:** All Employees

★ CTE Transitions -Early College Credit and Career Readiness

- **Facilitator(s):** Elena Chirkova
- **Description:** Updates on new Policy and procedures. Documentation and deadlines. Articulation best practices.
- **Intended Audience:** All Employees

★ Classified Council of Employees #4522, General Membership Meeting

- **Facilitator(s):** Anel Gonzalez
- **Description:** General Membership meeting for CCE Local #4522
- **Intended Audience:** CCE Employees

★ Combating Racism (PART 2 of 2)

- **Facilitator(s):** Dr. Philip de Barros and Matthew Grills
- **Description:** For those who want to understand racism and how you as a citizen can combat it. Topics include implicit bias, whiteness, color blindness, aversive racism, passive racism, the birthday effect, racism in a workplace hierarchy, and institutional or systemic racism – how racist ideas have led to racist policies which have resulted in racial inequity and white privilege - and how to combat it.
- **Intended Audience:** All Employees

★ Keeping Students Engaged with Group Activities in Zoom

- **Facilitator(s):** Wendy Metzger, Cynthia Anfinson
- **Description:** Have you found that facilitating an active learning environment can be very different and more challenging in online Zoom classes than in your face-to-face classes? In this session, we will discuss concerns and share strategies for maintaining student engagement in Zoom. This session qualifies for one hour of required Math Faculty AB 705 Training.
- **Intended Audience:** All Employees

★ Don't Steal Our Culture and Ignore Our Struggle

- **Facilitator(s):** Mercedes Tiggs, LCSW, Dr. Mireya Gutiérrez-Agüero, and Dr. Hossna Sadat Ahadi
- **Description:** In this workshop, you will learn the detrimental impact of cultural appropriation in education. You will learn and engage in critical conversations regarding dismantling cultural appropriation and implementing cultural inclusivity in your class and on campus.
- **Intended Audience:** All Employees

★ Part-time Faculty Updates

- **Facilitator(s):** Barbara Baer and Anastasia Zavodny
- **Description:** Providing updates and information on union issues and other concerns relevant to part-time faculty by the Palomar Faculty Federation.

*Thank you for your commitment to your own lifelong learning and
your contributions to the success of our students!*



PALOMAR COLLEGE

Fall 2020 VIRTUAL PLENARY

A Time For All Palomar College Employees to Learn Together

Thursday and Friday August 20th and 21st, 2020
All workshops/meetings will be held online

PROFESSIONAL DEVELOPMENT OFFICE: WWW2.PALOMAR.EDU/PAGES/PD

Letter from our Superintendent/President

Welcome to the Fall 2020 Virtual Plenary!

What an incredible change to our traditional opportunity to gather together to learn, collaborate and innovate! As we continue to support and educate our students during this pandemic, we will definitely need to lean on one another to overcome challenges and build a new normal for our campus. I really appreciate your dedication and commitment to using these next two days to do so.

You have probably heard me reflect on these past six months as a time that has been unexpected and unpredictable. However, it is also inspiring to see how as a college we have responded. We continue to have transparent communication, collaboration and the sharing of information and innovation during this unusual time. For this, I am grateful!

We should all be grateful for the incredible work that has gone into planning this virtual plenary. It truly is a time for all of us to learn together. During this 2-day event, there is a plethora of topics to explore and engage in, including, credit for prior learning, combating racism and discrimination, best practices in the Zoom and Canvas environments, ways to support our Puente and Umoja students, Microsoft Office and Adobe software use, and creating culturally responsive classrooms, just to name a few.

It really is incredible what we can learn from one another. As we embark on this new academic year, I want you all to know that we have committed to the very important work to build an anti-racist culture for our college. This is not just another initiative, this is not just another discussion that will be filed away – **THIS IS OUR FUTURE!** Palomar College will establish an anti-racist culture that will positively impact the future generations of staff, faculty and students. We will be a better institution!

We will also continue to address our fiscal instability. We must also do this important work so that we can become financially solvent and be able to continue to serve the needs of this incredible District. We will do so together and we will remain diligent until we succeed.

All of our success depends on all of us!

Cheers!

Jack S. Kahn, Ph.D.
Interim President/Superintendent, Palomar College

Plenary at a Glance

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Plenary: Thursday, August 20th

9:00-9:50am: Workshop Session 1

[Credit for Prior Learning](#)

[Learn the Basics of TechConnect Zoom \(ConferZoom\)](#)

[Student Organization Advisors](#)

[Combating Racism: How you can make a difference.](#)

[Canvas Course Accessibility](#)

[Canvas Overview](#)

[Clean Up Your Website](#)

[Canvas Studio: The Easiest Way to Use Videos in Canvas](#)

10:00-10:50am: Workshop Session 2

[PFF - PT Faculty Updates and Benefits](#)

[El Amor en los Tiempos del COVID: Tutoring, Academic Support, and Equity](#)

[Bridges, not Walls: Palomar College Puente Program](#)

[CHEM100 Lecture and Lab Course Meeting](#)

[Student Services Division Welcome](#)

[Canvas Discussions](#)

[Making Videos & Other Media Formats Accessible](#)

[Zoom: Security and Privacy](#)

[PT Faculty CalSTRS Retirement Workshop](#)

11:00-11:50am: Workshop Session 3

[From Black Lives Matter to Black Students Matter: How Can You Help Support Umoja Students Virtually?](#)

[CCE General Meeting](#)

[Alta Training for Chemistry Faculty](#)

[How to share learning progress with your students through Canvas](#)

[Canvas Quizzes](#)

[Using Proctorio on Canvas Quizzes](#)

[Preparing Images for the Web: Best Practices and Accessibility](#)

[Palomar Online Education Training \(POET\) Overview](#)

12:30-1:20pm: Workshop Session 4

[What's New in the Library](#)

[Seen and Unseen: Perceptions of Black and Brown Women in the Classroom](#)

[Integrating Effective Group Activities in Zoom](#)

[Microsoft Office & Adobe Creative Suite • What Does Palomar Offer?](#)

[Canvas Grades](#)

[Introduction to Accessibility](#)

[1:30-2:20pm: Workshop Session 5](#)

[Decreasing student conduct incident reporting through deescalating behavioral management strategies while assisting students with virtual connections to on and off campus resources.](#)

[Selection Committee Training • Part A](#)

[Seeing Your Blind Spots: Using Disaggregated Data to Improve Student Experience for Retention and Success](#)

[Adobe Sign](#)

[Canvas Course Organization](#)

[Canvas Overview](#)

[Using Images on the Web: Copyright and Usage Best Practices](#)

[Canvas External Tools](#)

[2:30-3:20pm: Workshop Session 6](#)

[Full-Time Faculty CalSTRS Retirement Workshop](#)

[Selection Committee Training • Part B](#)

[ESL Faculty Workshop • Part A](#)

[The Negative Effects of Body Discrimination, Stigma, and Fit Culture](#)

[Canvas Discussions](#)

[Faculty Online Course Showcase](#)

[Students Computer Lab Overview](#)

[3:30-4:20pm: Workshop Session 7](#)

[Decolonizing Your Course Syllabus](#)

[Strategies to Keep Students Engaged in Multi-Hour Zoom Class Sessions](#)

[ESL Faculty Workshop • Part B](#)

[Teaching Math Corequisites: Preparing for the First Week](#)

[Canvas Alternative File Formats \(Ally\)](#)

[Canvas Quizzes](#)

[Microsoft Word – Best Practices for Authoring and Accessibility](#)

[Teams Training](#)

[4:30-5:20pm: Workshop Session 8](#)

[Creating a Culturally Responsive Classroom](#)

[Providing Equity for Formerly Incarcerated Students](#)

[Canvas Grades](#)

[Canvas Communications](#)

[Faculty Help Hour - Helping faculty with transitioning to online](#)

[Outlook Overview](#)

[Plenary: Friday, August 21st](#)

[9:00-9:50am: General Session: College Updates](#)

[10-10:50am: Institutionalizing Antiracism at Palomar College](#)

11:00-11:50am: Division Meetings

[Social Behavioral Sciences \(SBS\)](#)

[Arts Media Business Administration \(AMBA\)](#)

[Math, Science, and Engineering Division Meeting](#)

[Counseling Services \(Coun\)](#)

[Career Technical and Extended Education \(CTEE\)](#)

[Languages and Literature Division Meeting](#)

[Early Childhood Education Lab School \(ECELS\) Division Meeting](#)

12:30-1:20pm: Department Meetings

[Chemistry Department Meeting](#)

[ESL Department Meeting](#)

[Art Department Meeting](#)

[Counseling Department Meeting](#)

[Biology Department Meeting](#)

[Media Studies Department Meeting](#)

[Child Development Department Meeting](#)

[Business Administration Department Meeting](#)

[Earth, Space, and Environmental Sciences](#)

[Design and Manufacturing](#)

[Library Department](#)

[Graphic Communications Department Meeting](#)

[Math Department Meeting](#)

[Speech/ASL Department Meeting](#)

[ECELS Department Meeting](#)

1:30-2:20pm: Workshop Session 9

[Joint Faculty Senate and PFF Meeting](#)

[WordPress Overview](#)

[Making Your Website Accessible](#)

[Microsoft Office & Adobe Creative Suite • What Does Palomar Offer?](#)

2:30-3:20pm: Workshop Session 10

[Get to Labster for Chemistry](#)

[Curriculum - DE, Stackable Certificates, META and More](#)

[Establishing Participation in the First 10 Minutes of Zoom Without Using a Poll or Breakout Room](#)

[What's new at the Academic Technology Center?](#)

[Integrating Virtual Service Learning Opportunities Into Your Fall 2020 Class](#)

3:30-4:20pm: Workshop Session 11

[Chemistry 110 Lecture and Laboratory Course Meeting](#)

[Providing Social Capital Via ePortfolios](#)

[Canvas Collaborations](#)

[Canvas Q & A with a Systems Administrator](#)

[Introduction to Accessibility](#)

[Students Computer Lab Overview](#)

4:30-5:20pm: Workshop Session 12

Important Information

Register for Plenary Workshops in 3 Steps

Register for Plenary workshops using our 3PD Portal (which is a part of the statewide Vision ResourceCenter)

1. Go to: <http://www2.palomar.edu/pages/pd> or to our [Single Sign On \(SSO\) page](#).
 - Log-in using your network username and password (the same one you use for your Palomar email).
 - i. *Note: If you have problems accessing the 3PD Portal through Single Sign On, please contact the helpdesk at 2140 or email helpdesk@palomar.edu*
2. Go to **LEARNING** and select **WORKSHOP CALENDAR**
 - Note: With so many workshops to choose from, you might find it helpful to switch to the **AGENDA** view which will put all of the workshops in a list.
3. Find the workshops you plan to attend and click on **REQUEST**
 - If you are a **faculty or administrator**, you will automatically be registered after requesting the workshop.
 - If you are a **classified, short-term, or student employee**, your manager will receive an email to approve/deny your request to register. *Note: If your manager name is not correct in the 3PD Portal please contact Human Resources, all employee data in the 3PD Portal is pulled directly from PeopleSoft.*

Need help using the 3PD Portal? Here are a couple ways to get started:

1. Please go to the PD website and review the [3PD Portal Guide](#).
2. Watch the [Introduction to Palomar Professional Development video](#) on the homepage of the PD Website.

Faculty Professional Development (Flex) Requirement/Eligibility

Faculty, please review [Article 10 of the PFF contract](#) for contractual information about PD requirement/eligibility.

Full-Time Faculty Professional Development Requirement

Full-Time Faculty are required to complete 42 hours/year and must have all hours officially completed in the 3PD Portal by 2 weeks before the end of the spring semester. All hours completed after the annual due date are included in the follow years total hours.

Part-Time Faculty Professional Development Eligibility

Part-Time Faculty are eligible to be compensated extra pay for officially completing PD hours by the due date. The amount of hours each part-time faculty member is eligible to be compensated for is based on their workload.

PD Eligibility Calculation: *Workload x 21 = eligible hours*

- To calculate eligible hours for PT Faculty multiply the percentage workload by 21 hours (21 hours represents what a FT Faculty would receive on 100% load per semester).
- Example for a PT Faculty member with 60% load: $.6 \times 21 = 12.6$ hours
- Part-Time Faculty can see their workload and eligible hours on their welcome screen in the 3PD Portal.
 - NOTE: If the workload does not look correct, PT Faculty need to contact their Academic Department Assistant to make sure it is correct in PeopleSoft. The workload in the 3PD Portal is pulled directly from our system of record, PeopleSoft (the PD Office cannot adjust workload in the 3PD Portal, it must be corrected in PeopleSoft).

Due Dates for Part-Time Faculty PD:

- In the **Fall** semester PD hours must be officially recorded and completed in the 3PD Portal between August 1st and December 1st.
- In the **Spring** semester PD hours must be officially recorded and completed in the 3PD Portal between January 1st and May 1st.
- NOTE: Completed hours are not accepted after the due date, it is very important to check your Completed Hours Dashboard to ensure all of your hours are reported and counted.

How do you know when your PD hours have been officially completed and counted in your total?

- Check your Completed Hours Dashboard! Your Completed Hours Dashboard will show you exactly what is reported to payroll.
- How to access your Completed Hours Dashboard:
 - Log in to the 3PD Portal
 - Click on REPORTS
 - Select DASHBOARD
 - REFRESH the graph
- If you are missing hours on your Completed Hours Dashboard, please check these 2 things:
 - 1.) REFRESH your Completed Hours graph. The graph does not automatically refresh.
 - 2.) Make sure you don't have any trainings that is still Active on your Transcript as "Pending Evaluation" or "Pending Signature". If you have training that is still in a pending status they won't be included on your Completed Hours Dashboard.

How to Join the Plenary Workshops/Meetings Using Zoom



All Plenary workshops/meetings will be held using Zoom.

You can join Zoom session in several ways:

1. Using the [Zoom website](#).
2. Download the Zoom app to your desktop and join from the app.
3. Download the Zoom app from your mobile device and join from the app.

When joining a Zoom meeting you might be given a URL, a Meeting ID, or a Personal Meeting name. All of these methods will work to connect you with meetings.

Prior to joining a workshop/meeting please first sign in to your own zoom account! This ensures you are authenticated and we know who you are.

Joining Zoom Sessions from the Web, from your Desktop App, from your phone App



How to Join a Zoom Session

 **Web Browser**

JOINING FROM THE WEB BROWSER

- GO TO **Zoom.us**
- **SIGN IN TO YOUR ACCOUNT**
- CLICK ON "JOIN A MEETING"
- YOU CAN JOIN A MEETING EITHER USING A PERSONAL LINK OR A MEETING ID. FOR EXAMPLE, YOU MIGHT JOIN A SESSION WITH AN ID THAT SAYS "KFALCONE" OR YOU MIGHT JOIN A MEETING THAT PROVIDES A NUMBER. BOTH OF THESE TAKE YOU TO THE SAME MEETING.

 **Windows** |  **Mac**

JOINING FROM A DESKTOP APP

- OPEN THE APP ON YOUR COMPUTER
- **SIGN IN TO YOUR APP**
- CLICK ON "JOIN"
- YOU CAN JOIN A MEETING EITHER USING A PERSONAL LINK OR A MEETING ID. FOR EXAMPLE, YOU MIGHT JOIN A SESSION WITH AN ID THAT SAYS "KFALCONE" OR YOU MIGHT JOIN A MEETING THAT PROVIDES A NUMBER. BOTH OF THESE TAKE YOU TO THE SAME MEETING.

 **Android**

 **iOS**

JOIN FROM A MOBILE DEVICE APP

- OPEN THE APP ON YOUR DEVICE
- **SIGN IN TO YOUR APP**
- CLICK ON "JOIN"
- YOU CAN JOIN A MEETING EITHER USING A PERSONAL LINK OR A MEETING ID. FOR EXAMPLE, YOU MIGHT JOIN A SESSION WITH AN ID THAT SAYS "KFALCONE" OR YOU MIGHT JOIN A MEETING THAT PROVIDES A NUMBER. BOTH OF THESE TAKE YOU TO THE SAME MEETING.

PLEASE SIGN IN TO YOUR OWN ZOOM ACCOUNT BEFORE JOINING SESSIONS!

 **Palomar College Fall 2020 Virtual Plenary** 

Sign Up for Your Own ConferZoom (TechConnect Zoom) Account


To prepare for connecting to plenary workshops/meetings, please begin by ensuring you have your own Zoom account. As Palomar College employees, you can sign up for a FREE upgraded licensed account through ConferZoom (TechConnectZoom), which is the Zoom account paid for by the CCC Chancellor's Office.

Go to <http://conferzoom.org/>, click on Sign Up, be sure to sign up using your Palomar email address.





How to Join Zoom Meetings







Virtual Plenary Tips for SUCCESS!






Stay MUTED when not purposefully speaking to the group.

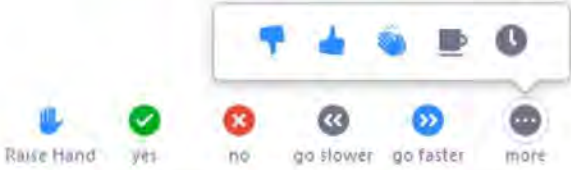




Use the CHAT to connect! Introduce yourself and share your learning.



Start Video to allow others to see you!
Note: If there are wifi challenges it is helpful to Stop video.



Raise your hand to request to be unmuted and speak to the group, or use nonverbal feedback buttons to respond to questions.

Plenary: Thursday, August 20th

9:00-9:50am: Workshop Session I

★ Credit for Prior Learning

- **Facilitator(s):** Candace Rose & Ben Mudgett
- **Description:** Credit for Prior Learning is a student-centered, equity-driven success strategy to help students who come to Palomar College with skills gained through military, workplace or civic experiences to get credit for what they already know and can do. Learn what you can do to support our students and roll out this new initiative here at Palomar College this fall 2020.
- **Intended Audience:** All Employees

★ Learn the Basics of TechConnect Zoom (ConferZoom)

- **Facilitator(s):** Heather Schmidt and Elane Torrisi
- **Description:** Learn the basics of using TechConnect Zoom (ConferZoom), from scheduling your meetings to sharing your recordings with others. TechConnect creates, supports, and leverages technology to enhance student success and advance community colleges. Its services are available 24/7 and free to all faculty, staff and students of the California Community Colleges. These projects are funded by grants from the California Community Colleges Chancellor's Office.
- **Intended Audience:** All Employees

★ Student Organization Advisors

- **Facilitator(s):** Kelly Donaghy
- **Description:** Join the Office of Student Life & Leadership to learn how you can become an advisor for a student organization. Within our new remote world, we will discuss the processes and procedures to successfully serve in your role.
- **Intended Audience:** All Employees

★ Combating Racism: How you can make a difference.

- **Facilitator(s):** Philip de Barros, Professor Emeritus
- **Description:** For those who want to understand racism and how you as a citizen can combat it. After defining racism and its origins, topics include implicit bias, whiteness, colorblindness, aversive racism, passive racism, the birthday effect, and racism in a workplace hierarchy. Includes a group exercise. Presenter has been a member of a biracial family for 45 years, with 14 years living in West Africa.
- **Intended Audience:** All Employees

★ Canvas Course Accessibility

- **Facilitator(s):** David Gray
- **Description:** Let's talk about accessibility within our Canvas courses, focusing on the knowledge you'll need to make your course both technically accessible and usable to a broad range of students. We'll cover how to use online tools within Canvas to create accessible resources and retrofit existing resources. By the end of this session you should have a good idea what your next steps will be on the road to making your course accessible.
- **Intended Audience:** All Employees

★ Canvas Overview

- **Facilitator(s):** Shay Phillips
- **Description:** In this workshop we will cover the basics of Canvas including setting a home page, adding files, creating assignments and publishing a course.
- **Intended Audience:** All Employees

★ Clean Up Your Website

- **Facilitator(s):** Kelly Helming
- **Description:** Learn how to clean up your WordPress website content. In this workshop you will gain the skills needed to rid your site of duplicate content, locate orphaned files, and improve the overall user experience for your site visitors. Previous experience with WordPress is required.
- **Intended Audience:** All Employees

★ Canvas Studio: The Easiest Way to Use Videos in Canvas

- **Facilitator(s):** Scott Richison and Erin Hiro
- **Description:** Join Digital Broadcast Arts Professor Scott Richison and DE Coordinator Erin Hiro to learn about the new Canvas Studio program that will vastly improve your ability to interact, assess and monitor student engagement via a single, intuitive video production tool. This new ADA compliant instrument is available to both students and instructors alike and can be implemented in everything from discussion threads, course announcements and responses to a variety of assignments and, of course, the COVID-era digital lecture. Time will be made for discussion or questions.
- **Intended Audience:** All Employees

10:00-10:50am: Workshop Session 2

★ PFF - PT Faculty Updates and Benefits

- **Facilitator(s):** Barbara Baer
- **Description:** PFF will inform part-time faculty of any changes to Contract and updated Union benefits information.
- **Intended Audience:** PT Faculty

★ El Amor en los Tiempos del COVID: Tutoring, Academic Support, and Equity

- **Facilitator(s):** Dr. Fabienne S. Chauderlot
- **Description:** Presentation of the benefits and challenges of supporting students with online only tutoring. Overview of creative approaches developed and being improved in the Languages & Literature Tutoring Centers. Appeal to collaboration of faculty for increased contributions and common strategies to increase outreach to particularly vulnerable students and those who dread taking classes online.
- **Intended Audience:** All Employees

★ Bridges, not Walls: Palomar College Puente Program

- **Facilitator(s):** Lisette Ordorica Lasater and Cynthia Cordova
- **Description:** A puente, or bridge, is a means of connection. The Puente Community College Program is an academic, counseling and mentoring student equity program to build the skills necessary for success in both academic and career goals while in community college. Join us to learn more about the three pillars of student success, equitable practices, and how the Puente Program works.
- **Intended Audience:** All Employees

★ CHEM100 Lecture and Lab Course Meeting

- **Facilitator(s):** Shannon Andrews
- **Description:** How has the CHEM100 lecture and lab courses changed now that they are online? Participants in this meeting will discuss and troubleshoot some of the challenges associated with delivering content in an online format. Questions regarding the lab and lecture curriculum will be addressed. The new at-home lab kit will also be presented during this meeting.
- **Intended Audience:** Chemistry Faculty

★ Student Services Division Welcome

- **Facilitator(s):** Dr. Vikash Lakhani, Vice President for Student Services
- **Description:** Overview/Introduction of the Student Services Division
- **Intended Audience:** All Employees

★ Canvas Discussions

- **Facilitator(s):** Chris Norcross
- **Description:** Learn how to conduct online discussions with your students using both the Canvas Discussions tool and Notebowl.
- **Intended Audience:** All Employees

★ Making Videos & Other Media Formats Accessible

- **Facilitator(s):** Najib Manca

- **Description:** Making digital content accessible means meeting the standards and complying with federal and state laws, avoiding discrimination, lawsuits, and other legal complications, and improving usability for all types of users. This workshop will show you how to make your videos accessible, request 3CMedia closed captioning, generate and edit closed captioning for YouTube and other media formats.
- **Intended Audience:** All Employees

★ Zoom: Security and Privacy

- **Facilitator(s):** Steve Perry
- **Description:** Learn how to properly configure the settings in Zoom for security and privacy concerns. The practical aspects of what an instructor and students must do (or not do) to protect privacy will also be discussed.
- **Intended Audience:** All Employees

★ PT Faculty CalSTRS Retirement Workshop

- **Facilitator(s):** Wendy Corbin, Palomar Benefits, and CalSTRS Representatives
- **Description:** Workshops take an in-depth look at your CalSTRS membership - how your monthly retirement benefit is calculated, the gap between your benefit and income goals and how to bridge it, your option choices at retirement, and more.
- **Intended Audience:** All Employees

11:00-11:50am: Workshop Session 3

★ From Black Lives Matter to Black Students Matter: How Can You Help Support Umoja Students Virtually?

- **Facilitator(s):** Karmi Minor-Flores
- **Description:** Topic is specifically to address the needs of our African-American students at Palomar College
- **Intended Audience:** All Employees

★ CCE General Meeting

- **Facilitator(s):** Anel Gonzalez, Carmelino Cruz, Tricia Frady
- **Description:** Meeting for Classified Employees to learn more about the union and opportunities to get involved.
- **Intended Audience:** All Classified Employees

★ Alta Training for Chemistry Faculty

- **Facilitator(s):** Shannon Andrews
- **Description:** This meeting is intended for CHEM100 lecture instructors. Jennie Marine, a Knewton Alta Customer Success Manager, will teach faculty how to import Alta into their Canvas courses. Questions about the program and final details will also be addressed.
- **Intended Audience:** Chemistry Faculty

★ How to share learning progress with your students through Canvas

- **Facilitator(s):** Katy Farrell
- **Description:** Learn how to use Canvas features (rubrics, outcomes, learning mastery) to simultaneously provide individual student feedback, assign a grade, and report student progress in meeting learning outcomes. On the other end, students are able to view their learning progress, instructor feedback, and grades all in one place. These features offer another avenue for connecting with and retaining students.
- **Intended Audience:** All Faculty

★ Canvas Quizzes

- **Facilitator(s):** David Gray
- **Description:** Learn the basics of creating and delivering Canvas Quizzes. Focus will be on basic question formats such as True/False and Multiple Choice, and on managing time restrictions when conducting timed tests.
- **Intended Audience:** All Employees

★ Using Proctorio on Canvas Quizzes

- **Facilitator(s):** Shay Phillips
- **Description:** Proctorio is an automated remote proctoring service integrated into Palomar's Canvas learning management system. In this workshop we will examine several common use scenarios for proctoring, and experience what students go through at various levels of proctoring while taking quizzes.
- **Intended Audience:** All Employees

★ Preparing Images for the Web: Best Practices and Accessibility

- **Facilitator(s):** Kelly Helming
- **Description:** Do you use Photoshop? What size should that photo be? Do you have permission to use that photo at all? This workshop will explore pixel resolution, RGB/CMYK color space, creative commons, tagging for accessibility, and other best practices for image manipulation, photo editing, and usage on the Web.
- **Intended Audience:** All Employees

★ Palomar Online Education Training (POET) Overview

- **Facilitator(s):** Erin Hiro
- **Description:** If you haven't jumped into the POET pool yet, here is a way to dip your toe in. This session will provide an overview of the self-paced, online training program that you can take as part of your Professional Development hours this fall. This will include how to use Palomar's handy course templates to get your class ready in a hurry.
- **Intended Audience:** All Employees

12:30-1:20pm: Workshop Session 4

★ What's New in the Library

- **Facilitator(s):** Alexandra Doyle Bauer
- **Description:** Join the Library to learn about the ways you can navigate the online resources available during the Fall 2020 semester! Topics include, but not limited to, databases, electronic resources, Inter-Library Loan, Library Instruction Sessions available via Zoom, and updated student textbook information!
- **Intended Audience:** All Employees

★ Seen and Unseen: Perceptions of Black and Brown Women in the Classroom

- **Facilitator(s):** Amber Colbert and Dr. Angelica Yanez
- **Description:** We will be discussing the perceptions of Black and Brown women in the classroom (both as students and faculty) and how to dismantle barriers to their success.
- **Intended Audience:** All Employees

★ Integrating Effective Group Activities in Zoom

- **Facilitator(s):** Wendy Metzger and Cynthia Anfinson

- **Description:** This workshop will focus on the practical aspects of integrating equitable, inclusive group activities into your Zoom classroom. Participants will have the opportunity to experience breakout rooms from both the faculty and the student perspectives. This session qualifies for one hour of required Math Faculty AB 705 Training.
- **Intended Audience:** All Employees

★ Microsoft Office & Adobe Creative Suite • What Does Palomar Offer?

- **Facilitator(s):** Matt Grills
- **Description:** Have you wondered where you can get Office for your computer or laptop? What about Adobe Creative Suite? If you have asked yourselves these two basic questions, then this drop-in event is just for you. Learn how to use Palomar's license for both of these Enterprise wide software platforms, both in the online or on your device of choice.
- **Intended Audience:** All Employees

★ Canvas Grades

- **Facilitator(s):** Chris Norcross
- **Description:** In this demo you will learn to manage grades within Canvas. Participants who attend the demo will learn more about: 1) Assignments for File Upload 2) SpeedGrader 3) Assignment Groups Weight
- **Intended Audience:** All Employees

★ Introduction to Accessibility

- **Facilitator(s):** Steve Perry
- **Description:** Do you want to know what is accessibility? During this workshop we will: 1) discuss federal and state regulations important to accessibility in online education, 2) explain barriers to access, 3) explain assistive technologies and accessibility standards designed to overcome these barriers; 4) share with you our accessibility campaign plans to help faculty make their course contents accessible, 5) identify campus resources that support building and delivering accessible courses.
- **Intended Audience:** All Employees

1:30-2:20pm: Workshop Session 5

★ Decreasing student conduct incident reporting through deescalating behavioral management strategies while assisting students with virtual connections to on and off campus resources.

- **Facilitator(s):** Sherry M. Titus and Pippa Pierce
- **Description:** Our goal is to decrease the number of students reported for alleged student conduct violations. Data indicates our students are facing a variety of life challenges and our office works to connect students to appropriate basic needs resources, on and off campus resources and of course, assisting with inappropriate behavior. Prevention, equity and engagement are keys to keeping students in school!
- **Intended Audience:** All Employees

★ Selection Committee Training • Part A

- **Facilitator(s):** Shawna Cohen
- **Description:** Will you be serving on a selection committee soon? How we hire can deeply impact the lives of our students, over the long term - and particularly in our record of hiring people of color and other diverse individuals. This training provides an overview of Palomar College's hiring process and EEO regulations while delving into how implicit bias and understanding of diversity influence each stage. You will receive an email from the presenter with important training information before the training begins.
- **Intended Audience:** All Employees

★ Seeing Your Blind Spots: Using Disaggregated Data to Improve Student Experience for Retention and Success

- **Facilitator(s):** Candace Rose, Susan Miller, Monique Lineback, Wendy Nelson, Richard Albistegui-DuBois
- **Description:** Learn how you can use disaggregated data to improve success, retention, and equity. Faculty that participated in the Strong Workforce Institute will share data, examples, and the processes they used to explore ideas for improvement in their classes.
- **Intended Audience:** All Faculty

★ Adobe Sign

- **Facilitator(s):** Matt Grills
- **Description:** This course is for using and understanding when to use Adobe Sign. With the advent of more and more processes being moved towards a digital space, Adobe Sign is a great tool that can help offices, working, groups, classes, and a myriad of other possible collections of colleagues to expedite and simplify the requirement for signed documents. Join us to learn how to create and send forms, track signatures, and receive back a completely signed "document".
- **Intended Audience:** All Employees

★ Canvas Course Organization

- **Facilitator(s):** David Gray
- **Description:** In this demo you will learn how to organize your course materials using the Modules tool.
- **Intended Audience:** All Employees

★ Canvas Overview

- **Facilitator(s):** Shay Phillips
- **Description:** In this workshop we will cover the basics of Canvas including setting a home page, adding files, creating assignments and publishing a course.
- **Intended Audience:** All Employees

★ Using Images on the Web: Copyright and Usage Best Practices

- **Facilitator(s):** Kelly Helming
- **Description:** What does it mean to comply with Palomar College's Access and Use Guidelines? Everyone who manages content on Palomar College websites should ask the following before publishing an image or other content: Am I the author of this content?; Do I have the right to publish this content?; If I am not the author or copyright holder, what are the author/copyright holder's requirements for usage (e.g., attribution, monetary fee, etc.)?
- **Intended Audience:** All Employees

★ Canvas External Tools

- **Facilitator(s):** Najib Manca
- **Description:** In this session you will learn some of the tools to improve learning course content and communication with your students. In this demo you learn about many tools that we integrated with Canvas such as Office 365 & Adobe CC. You will learn how you can add video/audio and many other interactive tools to your classes.
- **Intended Audience:** All Employees

2:30-3:20pm: Workshop Session 6

★ Full-Time Faculty CalSTRS Retirement Workshop

- **Facilitator(s):** CalSTRS representative and Palomar College Benefits office, Wendy Corbin
- **Description:** Workshops take an in-depth look at your CalSTRS membership - how your monthly retirement benefit is calculated, the gap between your benefit and income goals and how to bridge it, your option choices at retirement, and more.
- **Intended Audience:** Faculty

★ Selection Committee Training • Part B

- **Facilitator(s):** Shawna Cohen
- **Description:** Will you be serving on a selection committee soon? How we hire can deeply impact the lives of our students, over the long term - and particularly in our record of hiring people of color and other diverse individuals. This training provides an overview of Palomar College's hiring process and EEO regulations while delving into how implicit bias and understanding of diversity influence each stage.
- **Intended Audience:** All Employees

★ ESL Faculty Workshop • Part A

- **Facilitator(s):** Tina Parker, Tracy Fung
- **Description:** Small-group discussions based on ESL level will center around equitable and inclusive teaching practices for the online learning environment that support Palomar's antiracist framework.
- **Intended Audience:** Faculty only

★ The Negative Effects of Body Discrimination, Stigma, and Fit Culture

- **Facilitator(s):** Elizabeth Stephens and Adrienne DeRosa, CSCS
- **Description:** In this workshop we will be discussing the negative effects of body discrimination and stigma. Not all body types are the same and there is no "one size fits all" approach to movement. We will be diving in to the messages we see on social media from the fit culture that we live in and how to reframe the negative thoughts and redefining your relationship with movement.
- **Intended Audience:** All Employees

★ Canvas Discussions

- **Facilitator(s):** Chris Norcross
- **Description:** Learn how to conduct online discussions with your students using both the Canvas Discussions tool and Notebowl.
- **Intended Audience:** All Employees

★ Faculty Online Course Showcase

- **Facilitator(s):** Erin Hiro
- **Description:** One of the best ways to learn about teaching online is to see how others are teaching online. Join us to view the online courses of your fellow Palomar faculty and get and share ideas. There will be time for questions and discussion at the end of this session.
- **Intended Audience:** All Employees

★ Students Computer Lab Overview

- **Facilitator(s):** Myrna Valencia & Brian Chan

- **Description:** In this session, Brian and Myrna will give you a brief overview of our plans to virtualize computer labs to provide a computer lab for students who do not have access to technology, or who require access to higher capability computers and internet service than is available remotely. Faculty are welcome to bring their questions and we'll work to get them answered.
- **Intended Audience:** All Employees

3:30-4:20pm: Workshop Session 7

★ **Decolonizing Your Course Syllabus**

- **Facilitator(s):** Dr. Hossna Sadat Ahadi and Luis Apolonio Guerrero
- **Description:** In this virtual workshop you will learn the importance and impact of creating an equity-focused course syllabus. You will learn how you can incorporate and promote equity, diversity, inclusion, and anti-racism in your course syllabus.
- **Intended Audience:** All Employees

★ **Strategies to Keep Students Engaged in Multi-Hour Zoom Class Sessions**

- **Facilitator(s):** Claude Ognibene
- **Description:** In this workshop you will learn strategies to keep large classes engaged in multi-hour Zoom sessions. You will learn about specific instructional strategies and experiences, along with tips for being conscience of different student backgrounds, experiences, financial struggles and hurdles in today's environment.
- **Intended Audience:** All Employees

★ **ESL Faculty Workshop • Part B**

- **Facilitator(s):** Tina Parker, Tracy Fung
- **Description:** Small-group discussions based on ESL level will center around equitable and inclusive teaching practices for the online learning environment that support Palomar's antiracist framework.
- **Intended Audience:** Faculty only

★ **Teaching Math Corequisites: Preparing for the First Week**

- **Facilitator(s):** Wendy Metzger and Cynthia Anfinson
- **Description:** This workshop is intended to help math faculty teaching corequisite courses prepare for the first week of the semester. We will discuss the CORs, syllabi, course materials and how to establish classroom culture that effectively supports equity and inclusion. This session qualifies for one hour of required Math Faculty AB 705 Training.
- **Intended Audience:** Math Faculty

★ **Canvas Alternative File Formats (Ally)**

- **Facilitator(s):** David Gray
- **Description:** During this session faculty will learn about the alternative file options made available through the Blackboard Ally tool in Canvas, with discussion of when a student might find these file formats useful. Faculty will also be shown how to exclude particular files from allowing the alternate file options, should that ever be necessary.
- **Intended Audience:** All Employees

★ **Canvas Quizzes**

- **Facilitator(s):** Shay Phillips

- **Description:** Learn the basics of creating and delivering Canvas Quizzes. Focus will be on basic question formats such as True/False and Multiple Choice, and on managing time restrictions when conducting timed tests.
- **Intended Audience:** All Employees

★ Microsoft Word – Best Practices for Authoring and Accessibility

- **Facilitator(s):** Kelly Helming
- **Description:** Learn to make clean, well-formatted, and accessible documents with Microsoft Word. This workshop will teach you best practices for authoring Word documents with an eye toward design and accessibility. We will teach you: how to style your documents in a consistent manner using Microsoft's built-in themes and layouts; how to automatically generate a table of contents for larger documents; how to add content to the header and footer area; best practices for using images; how to check for and enhance accessibility; and much more.
- **Intended Audience:** All Employees

★ Teams Training

- **Facilitator(s):** Matt Grills
- **Description:** Learn the basics of Microsoft Teams and get your questions answered. Whether you are using the cloud-based, desktop app, and/or mobile app, this training will help you get started.
- **Intended Audience:** All Employees

4:30-5:20pm: Workshop Session 8

★ Creating a Culturally Responsive Classroom

- **Facilitator(s):** Dr. Roxanne Ocampo
- **Description:** Grounded in Cultural Validation Theory (Dr. Laura Rendón), this workshop focuses on why and how culturally responsive classrooms improve attendance, engagement, and performance in California community college classrooms. This workshop is aligned with the equity goals learned in the POET training, and offers tools to incorporate Validation Theory to create a more equitable classroom.
- **Intended Audience:** All Faculty

★ Providing Equity for Formerly Incarcerated Students

- **Facilitator(s):** Dr. Hossna Sadat Ahadi, Dr. Susan Miller, Dr. Nora Kenney and Martin Leyva
- **Description:** In this virtual workshop you will learn to apply theoretical frameworks and equity practices for elevating formerly incarcerated students in academia.
- **Intended Audience:** All Employees

★ Canvas Grades

- **Facilitator(s):** David Gray
- **Description:** In this demo you will learn to manage grades within Canvas. Participants who attend the demo will learn more about: 1) Assignments for File Upload 2) SpeedGrader 3) Assignment Groups Weight
- **Intended Audience:** All Employees

★ Canvas Communications

- **Facilitator(s):** Chris Norcross
- **Description:** In this demo you will learn about various communication tools within Canvas. Participants who attend the demo will learn more about: 1) Announcements 2) Canvas Inbox 3) Notifications to Email and Text Message 4) Message Students Who... through the Grades area

- **Intended Audience:** All Employees

★ Faculty Help Hour - Helping faculty with transitioning to online

- **Facilitator(s):** Erin Hiro
- **Description:** When building your online course, sometimes you just need to ask a question of a real person. That is what this session is for. The Distance Education Coordinator will be available to answer or find the answer to all of your teaching quandaries. Please stop in and get your course finished for the fall semester.
- **Intended Audience:** All Employees

★ Outlook Overview

- **Facilitator(s):** Matt Grills
- **Description:** What is Outlook? It is so much more than just a place to read your email. Learn how to schedule meetings, manage your calendar, and connect with your Palomar Community College District colleagues - not only with Outlook, but how it works with Microsoft Teams as well.
- **Intended Audience:** All Employees

Plenary: Friday, August 21st

9:00-9:50am: General Session: College Updates

- ★ **Facilitator(s):** College Leadership
- ★ **Description:** Important updates.
- ★ **Intended Audience:** All Employees

10-10:50am: Institutionalizing Antiracism at Palomar College

- ★ **Facilitator(s):** Hossna Sadat Ahadi
- ★ **Description:** This session will include listening and learning a few of the narratives and lived experiences of Black Indigenous People of Color at Palomar College. Also, the call to action to get involved in antiracism efforts in academia!
- ★ **Intended Audience:** All Employees

11:00-11:50am: Division Meetings

Important updates for each division. All Employees within each discipline are invited to attend.

★ **Social Behavioral Sciences (SBS)**

- **Facilitator(s):** Dean Pearl Ly and Division Assistant Allison Tyra

★ **Arts Media Business Administration (AMBA)**

- **Facilitator(s):** Dean Justin Smiley and Division Assistant Anne Delgado

★ **Math, Science, and Engineering Division Meeting**

- **Facilitator(s):** Dean Patricia Menchaca and Division Assistant Emily Miller

★ **Counseling Services (Coun)**

- **Facilitator(s):** Acting Dean Olga Diaz and Division Assistant Lisa Taylor

★ **Career Technical and Extended Education (CTEE)**

- **Facilitator(s):** Dean Margie Fritch and Division Assistant Melissa Adan

★ **Languages and Literature Division Meeting**

- **Facilitator(s):** Dean Dr. Fabienne Chauderlot

★ **Early Childhood Education Lab School (ECLS) Division Meeting**

- **Facilitator(s):** Coordinator/Director Tamara Holthaus

12:30-1:20pm: Department Meetings

Important updates for each department. All Employees within each department are invited to attend.

NOTE: Not all academic departments submitted meeting information, if your department is not listed here please reach out to your department chair for confirmation.

★ **Chemistry Department Meeting**

- **Facilitator(s):** Jennifer Zabzdyr

★ **ESL Department Meeting**

- **Facilitator(s):** Tracy Fung

★ **Art Department Meeting**

- **Facilitator(s):** Mark Hudelson

★ **Counseling Department Meeting**

- **Facilitator(s):** Glyn Bongolan

★ **Biology Department Meeting**

- **Facilitator(s):** Jim Gilardi

★ **Media Studies Department Meeting**

- **Facilitator(s):** Wendy Nelson

★ **Child Development Department Meeting**

- **Facilitator(s):** Laurel Anderson

★ **Business Administration Department Meeting**

- **Facilitator(s):** Jackie Martin

★ **Earth, Space, and Environmental Sciences**

- **Facilitator(s):** Sean Figg

★ **Design and Manufacturing**

- **Facilitator(s):** Rita CampoGriggs

★ **Library Department**

- **Facilitator(s):** Tami Weintraub

★ **Graphic Communications Department Meeting**

- **Facilitator(s):** Lillian Payn

★ **Math Department Meeting**

- **Facilitator(s):** Craig Chamberlin

★ **Speech/ASL Department Meeting**

- **Facilitator(s):** Kevin McLellan

★ ECELS Department Meeting

- **Facilitator(s):** Coordinator/Director Tamara Holthaus

1:30-2:20pm: Workshop Session 9

★ Joint Faculty Senate and PFF Meeting

- **Facilitator(s):** Teresa Laughlin, Barbara Baer, Jenny Fererro, Rocco Versaci
- **Description:** A joint meeting between the Faculty Senate and the Palomar Faculty Federation. Learn about contract updates and current issues on campus. Let your faculty leaders know your concerns and questions. All faculty welcome!
- **Intended Audience:** All Faculty

★ WordPress Overview

- **Facilitator(s):** Chris Norcross
- **Description:** This workshop explains what WordPress is and how it is used at Palomar College for creating and managing websites. Attendees will gain a basic understanding of WordPress that will prepare them for more advanced training.
- **Intended Audience:** All Employees

★ Making Your Website Accessible

- **Facilitator(s):** Kelly Helming
- **Description:** Is your website accessible? In this workshop, you will learn how to use WordPress and Siteimprove to identify common accessibility issues. It is strongly recommended that you sign up for Siteimprove before attending this workshop by following the instructions at <https://www2.palomar.edu/pages/wordpresscentral/improve-your-site-in-3-easy-steps/>
- **Intended Audience:** All Employees

★ Microsoft Office & Adobe Creative Suite • What Does Palomar Offer?

- **Facilitator(s):** Matt Grills
- **Description:** Have you wondered where you can get Office for your computer or laptop? What about Adobe Creative Suite? If you have asked yourselves these two basic questions, then this drop-in event is just for you. Learn how to use Palomar's license for both of these Enterprise wide software platforms, both in the online or on your device of choice.
- **Intended Audience:** All Employees

2:30-3:20pm: Workshop Session 10

★ Get to Labster for Chemistry

- **Facilitator(s):** Lindsay Sperling
- **Description:** This meeting will take you through the ins and outs of using Labster built into your canvas course shell. We will discuss how instructors will import these as assignments into their canvas courses and how they can set up the assignment due dates, grading, and other features. Chemistry 100 and 110 courses WILL be using Labster for select assignments in Fall 2020.
- **Intended Audience:** Chemistry Faculty

★ Curriculum - DE, Stackable Certificates, META and More

- **Facilitator(s):** Wendy Nelson & Cheryl Kearse
- **Description:** Are you thinking about adding DE to your course, creating a new certificate, or applying for the multicultural requirement? Attend this year's curriculum workshop and learn how to do all of these things and get the latest META updates.
- **Intended Audience:** Full-Time Faculty

★ Establishing Participation in the First 10 Minutes of Zoom Without Using a Poll or Breakout Room

- **Facilitator(s):** Solange Wasef
- **Description:** Would you like more students to answer questions and actively engage in Zoom? If so, join this workshop to learn 3 strategies that can be implemented in the first 10 minutes of your Zoom class to promote active engagement. The goal of this workshop is to give you tools to start the session interactively so that students are more likely to continue actively participating for the rest of your class.
- **Intended Audience:** All Employees

★ What's new at the Academic Technology Center?

- **Facilitator(s):** ATRC staff
- **Description:** What's new at ATRC? Participants will be treated to a preview of new technology and tools available for Fall 2020 as well as a "sneak preview" of the training offered during the Fall semester.
- **Intended Audience:** All Employees

★ Integrating Virtual Service Learning Opportunities Into Your Fall 2020 Class

- **Facilitator(s):** José Briceño and Angela Kong
- **Description:** Join us for a workshop to explore virtual Service Learning opportunities for students! We have prepared a virtual community partner list, Canvas resources, syllabus blurbs, assignments, and student sign-up packets to help you get started. Come learn about unique opportunities for your students to critically engage in course concepts through meaningful service with local non-profit organizations.
- **Intended Audience:** All Faculty

3:30-4:20pm: Workshop Session I / I

★ Chemistry 110 Lecture and Laboratory Course Meeting

- **Facilitator(s):** Lindsay Sperling
- **Description:** Chemistry course leads will facilitate meetings for specific chemistry courses. Meeting topics include: course objectives and expectations, the lecture and lab schedule, course changes and faculty questions.
- **Intended Audience:** Chemistry Faculty

★ Providing Social Capital Via ePortfolios

- **Facilitator(s):** Katy Farrell, Jackie Martin, Hossna Sadat
- **Description:** Students may use Portfolium, available free in Canvas, to showcase academic work, achievements, projects, skills, and connect to social media for academic and career opportunities. Portfolium is used to assess Credit For Prior Learning (CPL) and assist students in seeking meaningful employment. It is also used at four-year colleges, graduate level, and connects students to professional careers.
- **Intended Audience:** All Employees

★ Canvas Collaborations

- **Facilitator(s):** David Gray
- **Description:** In this demo you will learn about the Collaborations component within Canvas. Participants who attend the demo will discuss options for using Google Docs, Google Apps, and Microsoft Office 365 components for collaborative work, as well as seeing options for student submission of work directly from Google Drive or Microsoft OneDrive.
- **Intended Audience:** All Employees

★ Canvas Q & A with a Systems Administrator

- **Facilitator(s):** Shay Phillips
- **Description:** Come on in with your Canvas questions and we'll work to get them answered. This session will be conducted on a first come first served basis.
- **Intended Audience:** All Employees

★ Introduction to Accessibility

- **Facilitator(s):** Steve Perry
- **Description:** Do you want to know what is accessibility? During this workshop we will: 1) discuss federal and state regulations important to accessibility in online education, 2) explain barriers to access, 3) explain assistive technologies and accessibility standards designed to overcome these barriers; 4) share with you our accessibility campaign plans to help faculty make their course contents accessible, 5) identify campus resources that support building and delivering accessible courses.
- **Intended Audience:** All Employees

★ Students Computer Lab Overview

- **Facilitator(s):** Myrna Valencia & Brian Chan
- **Description:** In this session, Brian and Myrna will give you a brief overview of our plans to virtualize computer labs to provide a computer lab for students who do not have access to technology, or who require access to higher capability computers and internet service than is available remotely. Faculty are welcome to bring their questions and we'll work to get them answered.
- **Intended Audience:** All Employees

4:30-5:20pm: Workshop Session 12

★ Canvas Q & A with a Systems Administrator

- **Facilitator(s):** David Gray
- **Description:** Come on in with your Canvas questions and we'll work to get them answered. This session will be conducted on a first come first served basis.
- **Intended Audience:** All Employees

★ PlayPosit in Canvas

- **Facilitator(s):** Shay Phillips
- **Description:** Want to add interactive video content into your Canvas course? This demonstration session will demonstrate how to add PlayPosit interactive videos into Canvas from various sources.
- **Intended Audience:** All Employees

★ WordPress Posts and Pages

- **Facilitator(s):** Chris Norcross
- **Description:** This workshop demonstrates how to create and manage pages and posts in WordPress. Attendees will learn how to add many different types of content such as text, images, audio, and video while following accessibility guidelines.
- **Intended Audience:** All Employees

★ Microsoft PowerPoint – Best Practices for Authoring and Accessibility

- **Facilitator(s):** Kelly Helming
- **Description:** Regardless of whether you use PowerPoint just for presenting or more of a page layout tool, this workshop will guide you toward making a cleaner, more streamlined and accessible presentation. In this high-level view we will touch on several aspects of PowerPoint, like: how to access and customize the built-in themes; how to choose which master slide layout to use; best practices for using images; best practices for consistent and hassle-free font and color use, how to check for and enhance accessibility; and much more.
- **Intended Audience:** All Employees

★ Making Videos & Other Media Formats Accessible

- **Facilitator(s):** Najib Manea
 - **Description:** Making digital content accessible means meeting the standards and complying with federal and state laws, avoiding discrimination, lawsuits, and other legal complications, and improving usability for all types of users. This workshop will show you how to make your videos accessible, request 3CMedia closed captioning, generate and edit closed captioning for YouTube and other media formats.
 - **Intended Audience:** All Employees
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Thank you for your commitment to your own lifelong learning and your contributions to the success of our students!

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EXPLORE

Spring 2020 All-College Plenary

AGENDA

Thursday January 23rd, 2020
8am-4pm

THE

POSSIBILITIES

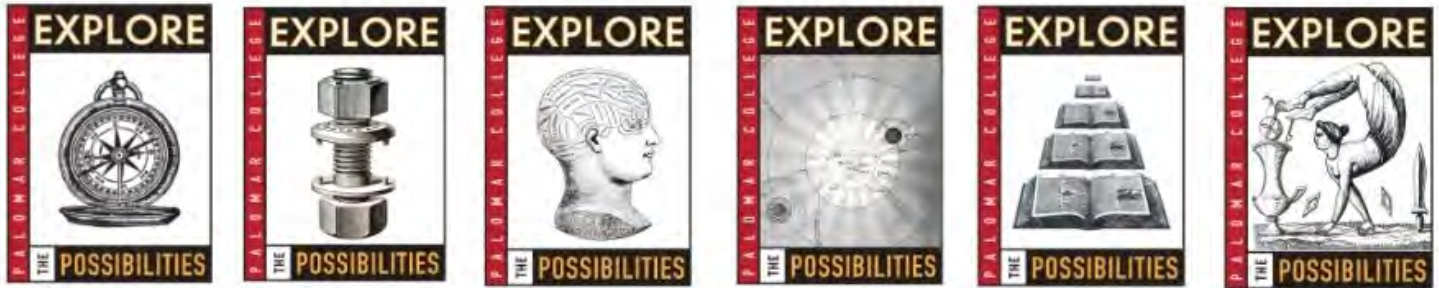
Plenary at a Glance

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9:00-9:15 am: Welcome and College Updates (Location: Student Union)	8
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1D: Library Instruction for your Students offered all semester long! (Room: LRC-125)	9
1E: Microsoft PowerPoint – Best Practices for Authoring and Accessibility (Room: LRC-308)	9
1F: The Impact of Racial Microaggressions in Academia (Room: TLC-112)	9
1G: Canvas Q & A with a Systems Administrator (Room: LRC-210)	9
1H: Introduction to Accessibility (Room: LRC-116)	10
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2C: Making Your Website Accessible (Room: LRC-308)	11
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3H: ESL Faculty Meeting, note meeting is 2-4:30pm (Room: H-213)	12
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4B: Teaching Math Corequisites: Preparing for the First Week (Room: MD-104)	13
4C: For Non-Union Faculty: Union Updates on Contract and Protections (Room: MD-203)	13
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Important Information

Our 2019-2020 College Theme is Explore the Possibilities!



We invite you to “Explore the Possibilities” this year by integrating this theme into the awesome work you do as faculty, staff, and administrators. The “Explore the Possibilities” logo is available with several different center images to help align with your unique use. The logo is also available in varying sizes from thumbnail to poster size. Visit the PD website to access the logo files for your own use.

Please register for plenary workshops by January 17th!

By registering for plenary workshops at least a week prior to Plenary, you are helping us get a more accurate head count to ensure we order the correct amount of food for all plenary attendees. With the transition from a faculty-only plenary to an all-college plenary it has been difficult to estimate the attendance to ensure we order enough food for all - we don't want to run out of food nor order so much that we have a large amount of leftovers.

Register for Plenary workshops using our 3PD Portal (which is a part of the statewide Vision ResourceCenter).

1. Go to: <http://www2.palomar.edu/pages/pd> or to our [Single Sign On \(SSO\) page](#).
2. Log-in using your network username and password (the same one you use for your Palomar email).
 - o *Note: If you have problems accessing the 3PD Portal through Single Sign On, please contact the helpdesk at 2140 or email helpdesk@palomar.edu*
3. Go to the Workshop Calendar.
4. Find the workshops you plan to attend and click on “Request.”
 - o If you are a faculty or administrator, you will automatically be registered
 - o If you are a classified, short-term, or student employee, your manager will receive an email to approve/deny your request to register. *Note: If your manager name is not correct in the 3PD Portal please contact Human Resources, all employee data in the 3PD Portal is pulled directly from PeopleSoft.*

Need help using the 3PD Portal? Here are 3 ways to get started:

1. Please go to the PD website and review the **3PD Portal Guide**.
2. Log in to the 3PD Portal and go to the **Professional Development Connect Community** to ask a question or see past questions and answers.
3. Watch the **Introduction to Palomar Professional Development** video on the homepage of the PD Website

Parking permits are now digital!

Contact Campus Police to setup your digital parking pass.

<https://www2.palomar.edu/pages/police/parking-permits/>

Professional Development (or Flex) Requirement/Eligibility

Faculty, please review [Article 10 of the PFF contract](#) for contractual information about PD requirement/eligibility.

Full-Time Faculty Professional Development Requirement

Full-Time Faculty are required to complete 42 hours/year and must have all hours officially completed in the 3PD Portal by 2 weeks before the end of the spring semester.

Part-Time Faculty Professional Development Eligibility

Part-Time Faculty are eligible to be compensated extra pay for officially completing PD hours by the due date. The amount of hours each part-time faculty member is eligible to be compensated for is based on their workload. To calculate eligible hours for PT Faculty multiply the percentage workload by 21 hours (21 hours represents what a FT Faculty would receive on 100% load per semester).

PD Eligibility Calculation: *Workload x 21 = eligible hours*

Example for a PT Faculty member with 60% load: $.6 \times 21 = 12.6$ hours

Part-Time Faculty can see their workload and eligible hours on their welcome screen in the 3PD Portal. If the workload does not look correct PT Faculty need to contact their Academic Department Assistant to make sure it is correct in PeopleSoft. The workload in the 3PD Portal is pulled directly from our system of record, PeopleSoft (the PD Office cannot adjust workload in the 3PD Portal, it must be correct in PeopleSoft).

Due Dates for Part-Time PD:

- In the **Fall** semester PD hours must be officially completed in the 3PD Portal between August 1st and December 1st.
- In the **Spring** semester PD hours must be officially completed in the 3PD Portal between January 1st and May 1st.
- NOTE: Completed hours are not accepted after the due date!

How do you know when your PD hours have been officially completed and counted in your total?

- Check your Completed Hours Dashboard! Your Completed Hours Dashboard will show you exactly what is reported to payroll. If you are missing hours on your Completed Hours Dashboard, please check these 2 things:
 - 1.) REFRESH your Completed Hours graph. The graph does not automatically refresh.
 - 2.) Make sure you don't have any trainings that are "Pending Evaluation" or "Pending Signature". If you have trainings that are in a pending status they won't be included on your Completed Hours Dashboard.

Our 3PD Portal = The Vision Resource Center



In the Fall 2017 we launched our 3PD Portal which is powered by a professional learning management system called Cornerstone On Demand. In the Fall 2018, we began transforming our 3PD Portal into what is now known as the statewide Vision Resource Center. We led the way for Professional Development transformation across the state helping many colleges move from paper triplicate forms for PD to this same online system we are using. Now our 3PD Portal is just one of the many portals within the VRC that are specifically for other colleges. At this time almost 40 colleges have joined us!

How does being a part of the Vision Resource Center benefit us?

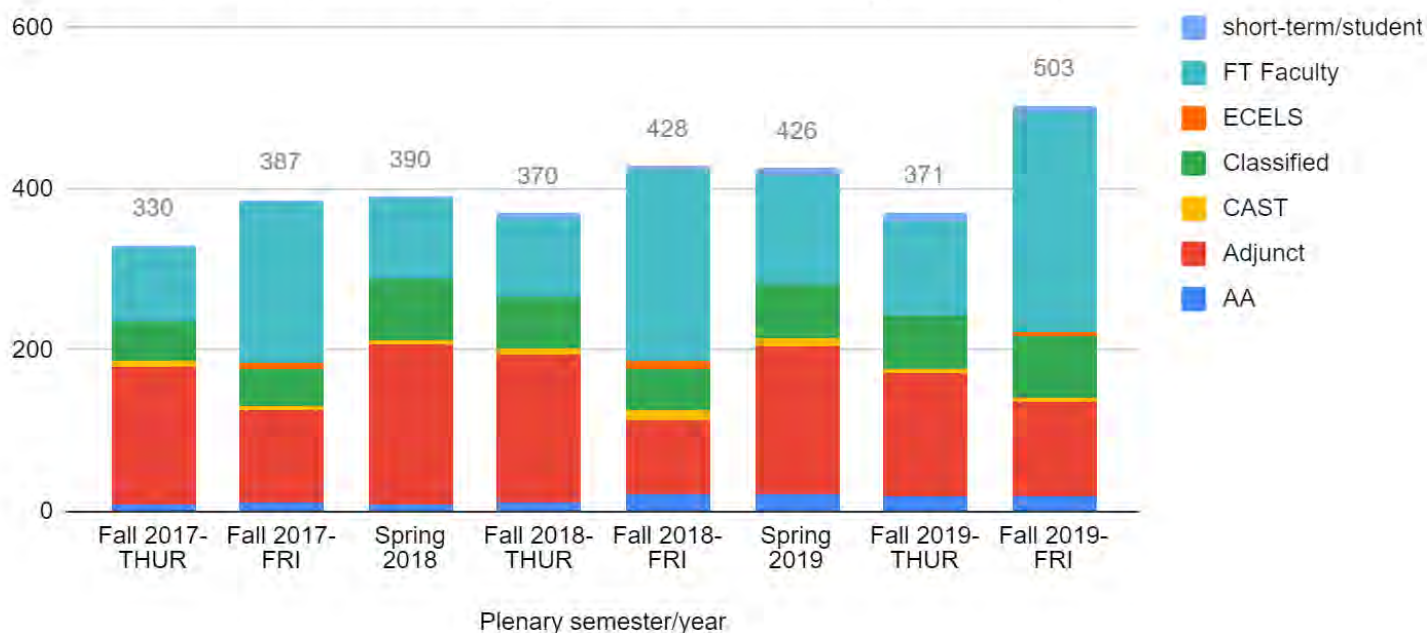
- The system is now paid for by the Chancellor's Office! Big cost savings for us!
- Continued access to thousands of online courses from providers such as LinkedInLearning (formerly Lynda.com) and Skillsoft.
- Online courses are developed and offered to us that are specific to the CCC system! The Chancellor's Office is continually working with partner organizations, such as the ASCCC, to develop and offer trainings important to our system, such as:
 - Pursuing the Vision for Success
 - Introduction to Guided Pathways
 - Guided Pathways Inquiry Guide
 - Collecting Student Voices for Guided Pathways
 - Dual Enrollment
 - Improving Equity in Campus Hiring
 - Effective Corequisite Support
 - Data Coaching to Inform Guided Pathways
 - AB 705: Corequisite Support in California's Community Colleges
 - Student Centered Funding Formula
 - Instruction in Prisons Series
 - Guided Pathways Field Notes
 - Supporting Undocumented Students
 - Leading Guided Pathways Reform
 - Strong Workforce Training for CEOs and Trustees
- **Connect with colleagues from across the state! Join a Statewide CONNECT community!**
 - Connect communities are a place for discussion, sharing, and collaboration. We now have a place where we can share best practices across our 115 California Community Colleges. You can join statewide communities on topics such as: Guided Pathways, Equity, Instructional Design, Vision for Success, and Zero Textbook Costs.



Who attends our All-College Plenary?

The PD Office often gets asked who attends plenary, here's a look at the numbers from the last few years.

PLENARY ATTENDANCE (By Year and Employee Group)



Join us in January for additional PD workshops offered before plenary!

Don't miss out on these other workshops offered in January! **Space is limited**, be sure to register using the 3PD Portal!

Date/Time	Title	Location
Tuesday, 1/7/20, 9am-4pm	7 Habits of Highly Effective People- a Be Epic Workshop	MD-105
Monday, 1/13/20, 10:30am-11:30am	Copyright Usage: WordPress Best Practices	LRC-208
Tuesday, 1/14/20, 10am-12pm	5 Love Languages of Appreciation- a Be Epic Workshop	MD-105
Tuesday, 1/14/20, 11am-12pm	Notebow! An Alternative to Canvas Discussions	LRC-208
Tuesday, 1/14/20, 2pm-3:30pm	How to Use Google Docs - @ Rancho Bernardo- specifically for RB Employees!	SEC-413
Wednesday, 1/15/20, 5pm-8pm	The Nuts and Bolts of Teaching at Palomar - Everything you need to know to have a successful semester!	LRC-438
Thursday, 1/16/20, 1pm-2:30pm	Employee Campus Tour	Meet at Clock Tower
Tuesday, 1/21/20, 9am-4pm	Dealing with Difficult People - a Be Epic Workshop	MD-103
Tuesday, 1/21/20, 12pm-1:30pm	Fallbrook Education Center Faculty Orientation	Fallbrook
Wednesday, 1/22/20, 2pm-3:30pm	Creating Accessible PDF's for the Web	LRC-308

Plenary: Thursday, January 23rd

8-9:00am: Breakfast and pick up information from campus programs/departments (Location: Student Union)

Join us for an hour before our keynote to enjoy a continental breakfast and have an opportunity to connect with colleagues from across campus. You will have the chance to get information from various departments and programs.

Continental breakfast provided by Aramark to include: Coffee, Decaf, Tea, Juice, Sliced Fruit, Muffins, Scones, and Bagels.

9:00-9:15 am: Welcome and College Updates (Location: Student Union)

Short updates from our college leadership.

9:15-10:45 am: Diversity, Equity and Unconscious Bias: Creating a School Where We All Belong (Location: Student Union)

Keynote Description:

In this interactive presentation, Eugene will share data, research and his personal observations across all levels of public education in California to help us explore why diversity and equity matter to our organization, employees and students and how unconscious bias often prevents us from creating a sense of belonging that is critical for success.

Keynote Speaker:

Eugene Whitlock, J.D.

Eugene uses a unique blend of humor, neuroscience and data-driven analysis to help people in both the private and public sectors (primarily administrators, faculty, staff and students at all levels of education) create and sustain inclusive workplaces and classrooms. Eugene is most proud of his work to infuse equity into the hiring process by rewriting job announcements and interview questions, as well as training each person who is part of the decision-making process on the benefits of diversity and reducing the impact of unconscious bias. In 2017, the Association of California Community College Administrators selected Eugene for its “Progress in Diversity” Award given for “Outstanding Achievement in Support of Diversity in the Higher Education Community.” Since August 2019 Eugene has been the Chief Human Resources Officer (Assistant Vice Chancellor) at UC Berkeley. Previously, Eugene served as the Vice

Chancellor, Human Resources and General Counsel for the San Mateo County Community College District. When Eugene is not working, you can find him spending time with his wife and three children who feature prominently in his colorful anecdotes.

<http://eugenewhitlock.com/>

Intended Audience: All Employees

11-11:50am: Session #1

★ 1A: Building strong connection with your HS partners- Articulation process and documentation (Room: MD-103)

- **Facilitator(s):** Elena Chirkova-Sikora

- **Description:** Designed for new full time faculty or any full time faculty who would like to get familiar with processes, benefits, and documentation involved in Articulation process and partnership with feeder High Schools. Understanding Articulation process will help to build a better, stronger guided pathway for our programs, while we are working on updating/ reconstructing our program certificates..
- **Intended Audience:** All Employees

★ 1B: CalSTRS Retirement Workshops (Room: MD-104)

- **Facilitator(s):** Wendy Corbin
- **Description:** Workshops take an in-depth look at your CalSTRS membership - how your monthly retirement benefit is calculated, the gap between your benefit and income goals and how to bridge it, your option choices at retirement, and more.
- **Intended Audience:** Faculty

★ 1C: Canvas Course Accessibility (Room: LRC-208)

- **Facilitator(s):** David Gray
- **Description:** We'll cover how to use online tools within Canvas to create accessible resources and retrofit existing resources. By the end of this session you should have a good idea what your next steps will be on the road to making your course accessible.
- **Intended Audience:** Faculty

★ 1D: Library Instruction for your Students offered all semester long! (Room: LRC-125)

- **Facilitator(s):** Natalie Lopez
- **Description:** Prepare your students for research! Librarians can: 1) Teach your students how to find credible sources using library databases and beyond; 2) Create helpful online guides; 3) Work with you to make connections to our collections! You can request a Library tour for your class or let us know what learning outcomes you would like your students to master. All disciplines are welcome!
- **Intended Audience:** Faculty

★ 1E: Microsoft PowerPoint – Best Practices for Authoring and Accessibility (Room: LRC-308)

- **Facilitator(s):** Kelly Helming
- **Description:** In this high-level view we will touch on several aspects of PowerPoint, like: how to access and customize the built-in themes; how to choose which master slide layout to use; best practices for using images; best practices for consistent and hassle-free font and color use, how to check for and enhance accessibility; and much more.
- **Intended Audience:** All Employees

★ 1F: The Impact of Racial Microaggressions in Academia(Room: TLC-112)

- **Facilitator(s):** Dr. Hossna Sadat and Dr. Nancy Browne
- **Description:** This workshop will unfold what racial microaggressions are and provide case examples of people who encounter them in academic settings. In addition, this workshop will provide you supportive methods in overcoming your implicit bias and further support and promote racial equity and social justice at Palomar College.
- **Intended Audience:** All Employees

★ 1G: Canvas Q & A with a Systems Administrator (Room: LRC-210)

- **Facilitator(s):** Shay Phillips
- **Description:** Come on in with your Canvas questions and we'll work to get them answered. This session will be conducted on a first come first served basis.
- **Intended Audience:** All Employees

★ 1H: Introduction to Accessibility (Room: LRC-116)

- **Facilitator(s):** Steve Perry
- **Description:** During this workshop we will: discuss federal and state regulations important to accessibility in online education, explain barriers to access, explain accessibility standards designed to overcome these barriers; share with you our accessibility campaign plans to help faculty make their course contents accessible, identify campus resources that support building and delivering accessible courses.
- **Intended Audience:** All Employees

★ 1I: Integrating Service Learning Into Your Spring 2020 Class (Room: MD-131)

- **Facilitator(s):** José Briceño & Angela Kong
- **Description:** Bring your course to life! Join us for a hands-on workshop to integrate Service Learning into your course! We have prepared Canvas resources, syllabus blurbs, assignments, student packets, and a community partners list to get started for Spring 2020. You will learn how to provide a unique opportunity for your students to apply course concepts to meaningful work with local non-profit organizations.
- **Intended Audience:** All Employees

★ 1J: TechConnect Zoom's Appointment Booking (Room: MD-203)

- **Facilitator(s):** Elane Torrisi "ET", CCC TechConnect
- **Description:** Cloud-based appointment booking available from TechConnect Zoom (ConferZoom) enables faculty and other campus departments (Health, Financial Aid, etc.) to allocate time for student appointments. This allows students to reserve a one-on-one appointment using Canvas from a browser or mobile device. Attend this workshop to learn more about how this service can support your students and your work!
- **Intended Audience:** All Employees

★ 1J: De-Escalation Strategies: Identifying and Assisting Students in Distress (Room: MD-204)

- **Facilitator(s):** Patrick J. Savaiano, Psy.D.
- **Description:** Join this workshop to learn strategies for identifying and assisting students who are experiencing distress. Dr. Savaiano will also provide an overview of Behavioral Health Counseling Services and other resources for Palomar students.
- **Intended Audience:** All Employees

12-12:50pm: LUNCH in the Student Union



Lunch provided by Mr. Taco: Carne Asada, Pollo Asada, Grilled Veggies, and Whole Beans with traditional rice and beans, salsa, tortillas, guacamole.

1-1:50pm: Session #2

★ 2A: Faculty Senate/PFF Meeting and Updates (Room: MD-157)

- **Facilitator(s):** Craig Thompson, Jackie Martin Klement, Teresa Liughlin, and Barbara Baer
- **Description:** Updates from Faculty Senate and PFF

- **Intended Audience:** All Faculty

★ 2B: How to use Google Docs (Room: LRC-208)

- **Facilitator(s):** Najib Manea
- **Description:** Google Docs is a free, easy-to-use, web-based collaborative writing tool. In this workshop, you will learn how to create a new Google Docs account and use it efficiently. Learners will learn how to create an account, how to create new documents and spreadsheet, how to share files, how to edit files simultaneously, and how to make a Real-Time presentation.
- **Intended Audience:** All Employees

★ 2C: Making Your Website Accessible (Room: LRC-308)

- **Facilitator(s):** Chris Norcross
- **Description:** Is your website accessible? In this workshop, you will learn how to use WordPress and Siteimprove to identify common accessibility issues. It is strongly recommended that you sign up for Siteimprove before attending this workshop by following the instructions at <https://www2.palomar.edu/pages/wordpresscentral/improve-your-site-in-3-easy-steps/>.
- **Intended Audience:** All Employees

★ 2D: Diversity Awareness- a Be Epic Workshop, note: this is a 2-hour workshop from 1-3pm (Room: MD-105)

- **Facilitator(s):** Be Epic Training Solutions with support from Celina de la Torre in HR
- **Description:** This workshop examines diversity and its various components related to an individual's perceptions, experiences, values, and home and work environments. Activities are used in this class for participants to be more actively involved and engaged in the learning process.
- **Intended Audience:** All Employees

2-2:50pm: Session #3

★ 3A: Best practices for online teaching and CVC-OEI Course Design Rubric training (Room: MD-131)

- **Facilitator(s):** Brent Hamaoka and Dean Pearl Ly
- **Description:** Learn best practices for online teaching and how to complete a self-review of an online course in accordance with the CVC-OEI Course Design Rubric (standard adopted by Palomar College Faculty Senate). This course is focused on training for Improving Online CTE Pathways Grant faculty participants but will also be open to anyone who is interested in improving online teaching and course design.
- **Intended Audience:** All Employees

★ 3B: Canvas Course Accessibility (Room: LRC-208)

- **Facilitator(s):** David Gray
- **Description:** We'll cover how to use online tools within Canvas to create accessible resources and retrofit existing resources. By the end of this session you should have a good idea what your next steps will be on the road to making your course accessible.
- **Intended Audience:** Faculty

★ 3C: Canvas Q & A with a Systems Administrator (Room: LRC-210)

- **Facilitator(s):** Shay Phillips
- **Description:** Come on in with your Canvas questions and we'll work to get them answered. This session will be conducted on a first come first served basis.

- **Intended Audience:** All Employees

★ 3D: What's New in the Library (Room: LRC-125)

- **Facilitator(s):** Alexandra Doyle Bauer
- **Description:** For Faculty and Staff and everyone else too, come and learn what is new in the library so you can share the information with our students or just learn how to easily find what you need!Description.
- **Intended Audience:** All Employees

★ 3E: Making Videos & Other Media Formats Accessible (Room: LRC-116)

- **Facilitator(s):** Najib Manea
- **Description:** Making digital content accessible means meeting the standards and complying with federal and state laws, avoiding discrimination, lawsuits, and other legal complications, and improving usability for all types of users. This workshop will show you how to make your videos accessible, request 3CMedia closed captioning, generate and edit closed captioning for YouTube and other media formats.
- **Intended Audience:** All Employees

★ 3F: Microsoft Word – Best Practices for Authoring and Accessibility (Room: LRC-308)

- **Facilitator(s):** Kelly Helming
- **Description:** We will teach you: how to style your documents in a consistent manner using Microsoft's built-in themes and layouts; how to automatically generate a table of contents for larger documents; how to add content to the header and footer area; best practices for using images; how to check for and enhance accessibility; and much more.
- **Intended Audience:** All Employees

★ 3G: Perkins V Workshop (Room: MD-203)

- **Facilitator(s):** Susan Garland
- **Description:** Perkins V Reauthorization- What's new, the comprehensive needs assessment and the application process
- **Intended Audience:** Career Education

★ 3H: ESL Faculty Meeting, note meeting is 2-4:30pm (Room: H-213)

- **Facilitator(s):** Tracy Fung and Tine-Marie Parker, ESL Faculty
- **Description:** ESL department meeting
- **Intended Audience:** ESL FT and PT Faculty

★ 3H: AB 705 Now (Room: MD-104)

- **Facilitator(s):** Wendy Metzger
- **Description:** Discussion of what the Palomar college Mathematics Department is doing to comply with AB 705
- **Intended Audience:** All Employees

★ 3I: Active Shooter Response (Room: Campus Police Building PD-128)

- **Facilitator(s):** Chris Moore Chief of Police
- **Description:** Providing education with prevention methods for an active shooter event on campus.
- **Intended Audience:** All Employees

★ **3I: Question, Persuade, and Refer (QPR) Gatekeeper Training for Suicide Prevention NOTE: workshop is 2-3:50pm (Room: MD-103)**

- **Facilitator(s):** Lenka Schalkle, Palomar College Student Health Center, and Cynthia Robertson, San Diego County Suicide Prevention Council
- **Description:** QPR is designed to give members of the general public the basic skills necessary to recognize the warning signs that someone may be contemplating suicide. As CPR is for the heart, QPR is for the mind. As a QPR-trained Gatekeeper, you will learn to: Recognize warning signs of suicide, Know how to offer hope, Know how to get help and save a life.
- **Intended Audience:** All Employees

★ **3J: ASL Department Meeting (Room: MD-204)**

- **Facilitator(s):** Liz Mendoza, ASL Faculty
- **Description:** A meeting for ASL Faculty
- **Intended Audience:** ASL Faculty

★ **3K: Biology Department Meeting and SLO/Curriculum Review (Room: NS-217)**

- **Facilitator(s):** Sara Krause, Biology Faculty
- **Description:** A meeting for Biology Faculty
- **Intended Audience:** Biology Faculty

3-3:50pm: Session #4

★ **4A: Best practices for online teaching and CVC-OEI Course Design Rubric training (Room: MD-131 Computer Classroom)**

- **Facilitator(s):** Brent Hamaoka
- **Description:** Learn best practices for online teaching and how to complete a self-review of an online course in accordance with the CVC-OEI Course Design Rubric (standard adopted by Palomar College Faculty Senate). This course is focused on training for Improving Online CTE Pathways Grant faculty participants but will also be open to anyone who is interested in improving online teaching and course design.
- **Intended Audience:** All Employees

★ **4B: Teaching Math Corequisites: Preparing for the First Week (Room: MD-104)**

- **Facilitator(s):** Wendy Metzger
- **Description:** This workshop is intended to help math faculty teaching corequisite courses prepare for the first week of the semester. We will discuss the CORs, syllabi, course materials and how to establish a classroom culture that effectively supports student learning.
- **Intended Audience:** Math Department

★ **4C: For Non-Union Faculty: Union Updates on Contract and Protections (Room: MD-203)**

- **Facilitator(s):** Barbara Baer
- **Description:** Non-PFF members often do not attend Union meetings where most of the contract updates are provided. This meeting will fill non-members in on the current contract updates all faculty work under, as well which protections the faculty union are required by law to provide.
- **Intended Audience:** Faculty

★ **4D: What's New at the Academic Technology Resources Center? (Room: LRC-210)**

- **Facilitator(s):** Najib Manea, Steve Perry, David Gray, Chris Norcross, Kelly Helming, Shay Phillips
- **Description:** What's new at ATRC? Participants will be treated to a preview of new technology and tools available for Spring 2020 as well as a "sneak preview" of the training offered during the Spring semester.
- **Intended Audience:** All Employees

★ **4E: Math, Science, and Engineering Division Meeting (Room: NS-138)**

- **Facilitator(s):** Nichol Roe, Acting Dean of Math, Science, and Engineering
- **Description:** Division Meeting.
- **Intended Audience:** Employees in the MSE Division

★ **4F: Social and Behavioral Sciences Division Meeting (Room: MD-157)**

- **Facilitator(s):** Pearly Ly, Dean of SBS
- **Description:** Division Meeting.
- **Intended Audience:** Employees in the SBS division.

★ **4G: Arts Media and Business Administration Division Meeting (Room: P-32)**

- **Facilitator(s):** Justin Smiley, Dean of AMBA
- **Description:** Division Meeting.
- **Intended Audience:** Employees in the AMBA division.

★ **4H: Languages and Literature Division Meeting (Room: LRC-438)**

- **Facilitator(s):** TBD, Dean of L&L
- **Description:** Division Meeting.
- **Intended Audience:** Employees in the L&L division.

★ **4I: CTEE Division Meeting (Room: Campus Police Building PD-128)**

- **Facilitator(s):** Margie Fritch, Dean CTEE
- **Description:** Division meeting
- **Intended Audience:** Employees in CTEE

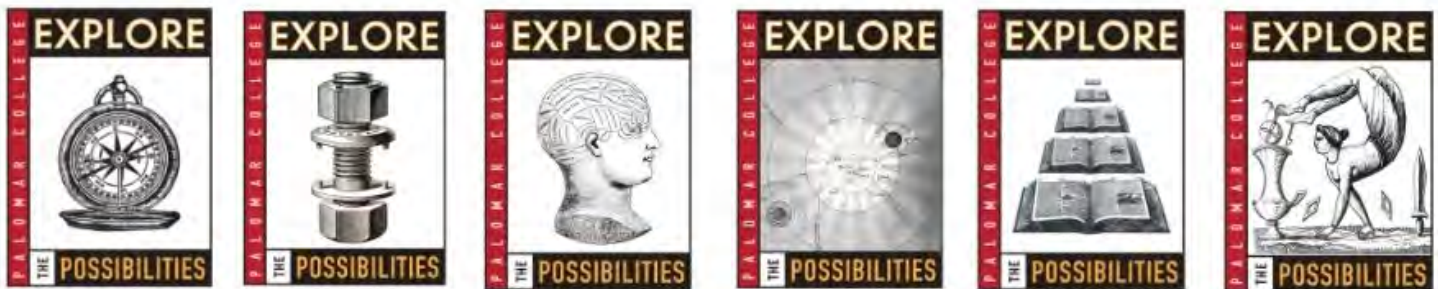
★ **4J: Counseling Division Meeting (Room: SSC-1)**

- **Facilitator(s):** Olga Diaz, Acting Dean of Counseling
- **Description:** Division meeting
- **Intended Audience:** Employees in Counseling

Thank you for your commitment to your own lifelong learning and your contributions to the success of our students!

Fall 2019 All-College Plenary Agenda

**Thursday, August 15th, 9am-4pm
& Friday, August 16th, 9am-4pm**



Plenary at a Glance

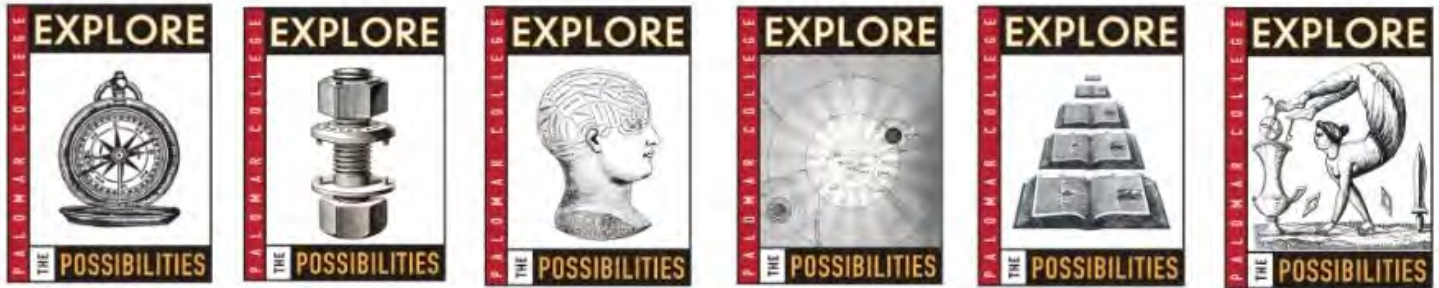
Important Information	5
Our 2019-2020 College Theme is Explore the Possibilities!	5
Please register for plenary workshops by August 9th	5
Get your new digital parking permit during plenary, 10am-2pm in TLC!	5
Plenary Massage Therapy! Friday 8/16, 11am-2pm	6
Plenary: Thursday, August 15th	6
8-9:00am: Continental Breakfast and pick up information from campus programs/departments (Location: In front of Howard Brubeck Theater)	6
9:15-10:45 am: Plenary Keynote- Math Across the Curriculum Holistically (MATCH) (Location: Howard Brubeck Theater)	6
11-11:50am: Session #1	7
1A: Canvas Q & A with a Systems Administrator (Room: LRC-210)	7
1B: Microsoft Word – Best Practices for Authoring and Accessibility (Room: LRC-308)	7
1C: Introduction to Palomar Online Education Training (POET) (Room: LRC-208)	7
1D: Canvas Course Launch Checklist (Room: LRC-116)	7
1E: Student Affairs: Basic Needs and Resources (Room: SU-19)	7
1F: What's New in the Library (Room: LRC-125)	7
1G: AB 705 NOW (Room: MD-103)	8
1H: Curriculum and META (Room: H-107)	8
1I: Starfish Degree Planner Boot Camp (Room: SU-1)	8
1J: Connect Your Classroom With CCC Techconnect Services (Room: MD-205)	8
1K: The Impact of Microaggressions in Academia (Room: MD-104)	8
1L: No more lectures! (Room: MD-105)	8
1M: The Completion Academy! (Room: MD-204)	8
1N: Biology Department Meeting	9
12-12:50pm: LUNCH in the Student Union	9
1-1:50pm: Session #2	9
2A: Faculty Senate/PFF Meeting and Updates for Part-time Faculty (Room: MD-157)	9
2B: Excel: Introduction to Excel Charts (Room: LRC-208)	9
2C: Reporting Student Conduct and Deescalation Strategies: Perspectives from Student Affairs and Behavioral Health Counseling Services (Room: MD-103)	9
2D: CalPERS “Filling the Retirement Gap” (Room: MD-203)	9
2E: Classroom Audio Visual Training Workshop (Room: LRC-116)	9
2F: Goals for AB 705 - Equity and Capability (Room: P-32)	10
2G: Campus Safety / Emergency Preparedness (Room: MD-204)	10
2-2:50pm: Session #3	10
3A: Canvas Q & A with a Systems Administrator (Room: LRC-210)	10
3B: Microsoft PowerPoint – Best Practices for Authoring and Accessibility (Room: LRC-208)	10
3C: Vista Detention Facility (VDF) & Transitions Program - Learning for a Better Future (Room: MD-103)	10
3D: Canvas Course Accessibility (Room: LRC-116)	11

3E: Safe Zone Training (Room: MD-104)	11
3F: Supporting ESL Students Across the Curriculum (Room: MD-105)	11
3G: MATCH Your Course (Room: MD-203)	11
3H: Help our students develop resumes that would attract local employers! (Room: MD-204)	11
3I: Part Time Faculty Insurance Benefits (Room: MD-205)	11
3J: Question, Persuade, and Refer (QPR) Gatekeeper Training for Suicide Prevention (Room: MD-206)	11
3-3:50pm: Session #4	12
4A: What's New in the Academic Technology Resources Center? (Room: LRC-210)	12
4B: Puente and Umoja- Transfer Bound Student Equity Programs (Room: MD-103)	12
4C: Perkins V Preview (Room: MD-104)	12
4D: MATCH at the planetarium (Room: Planetarium)	12
4E: New Daily Attendance Process (Room: MD-203)	12
4F: "Palomar Makes It Possible" Advertising Campaign Update & Training (Room: MD-157)	12
4G (note this workshop will be 3-5PM): CalSTRS Mid-Career Workshop (Room MD-204)	12
4H: Getting Started at Palomar: A Nuts and Bolts refresher (Room: MD-105)	13
Plenary: Friday August 16th	13
8-9:00am: Continental Breakfast and pick up information from campus departments/programs (Location: In front of Howard Brubeck Theater)	13
9:00-10:45am: General Session and Keynote (Location: Howard Brubeck Theater with overflow seating in Studio Theater)	13
9-9:30- Hear Important Updates from College Leadership	13
9:30-10:45 am: Keynote Speaker, Tim Wise, "Personal and Institutional Opportunities for Creating Equity"	13
11-11:50am: Session #5- Division Meetings & Staff Workshops	14
5A: Arts, Media, and Business (AMBA) Division plus Speech/ASL, World Languages, & TLC (Room: Studio Theater)	14
5B: Career, Technical, and Extended Education division (CTEE), Workforce Community & Continuing Education (WCCE), and Math Science Engineering division (MSE) (Room: P-32)	14
5C: Social and Behavioral Sciences (SBS) Division plus English, ESL, Reading, and STAR tutoring (Room: MD-157)	14
5D: Counseling Division Meeting (Room: SSC-1)	14
5E: Clean Up Your Website (Room: LRC-208)	14
5F: CANCELLED: Caring Campus (Room: MD-103)	14
12-12:50pm: LUNCH in the Student Union	15
1-1:50pm: Session #6	15
6A: Faculty Senate and PFF Meeting for Faculty (Room: MD-157)	15
6B: Caring Campus (Room: MD-103)	15
6C: AB 705 NOW (Room: P-1)	15
6D: Active Learning in Chemistry Courses (Room: NS-359)	15
6E: Active Shooter Run Hide Fight (Room: Police Building)	15
6F: Improving Online CTE Pathways Grant (Room: MD-104)	15
2-2:50 pm: Session #7	16
7A: Canvas Q & A with a Systems Administrator (Room: LRC-210)	16
7B: Introduction to Accessibility (Room: LRC-308)	16
7C: Mathematics Department Meeting (Room: P-1)	16

7D: How to use Google Docs (Room: LRC-208)	16
7E: Use Canvas to Streamline and Assess Student Learning Outcomes (Room: TBD - Computer Lab Needed)	16
7F: Credit for Prior Learning (Room: MD-103)	16
7G: What's New in the Library (Room: LRC-125)	16
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Important Information

Our 2019-2020 College Theme is Explore the Possibilities!



We invite you to “Explore the Possibilities” this year by integrating this theme into the awesome work you do as faculty, staff, and administrators. The “Explore the Possibilities” logo is available with several different center images to help align with your unique use. The logo is also available in varying sizes from thumbnail to poster size. Visit the PD website to access the logo files for your own use.

Please register for plenary workshops by August 9th

By registering for plenary workshops by August 9th, you are helping us get a more accurate head count to ensure we order the correct amount of food for all plenary attendees. With the transition from a faculty-only plenary to an all-college plenary it has been difficult to estimate the attendance to ensure we order enough food for all - we don't want to run out of food nor order so much that we have a large amount of leftovers.

Register for Plenary workshops using our 3PD Portal (which is a part of the statewide Vision ResourceCenter).

1. Go to: <http://www2.palomar.edu/pages/pd> or to our [Single Sign On \(SSO\) page](#)
2. Log-in using your network username and password (the same one you use for your Palomar email)
3. Go to the Workshop Calendar
4. Find the workshops you plan to attend and click on “Request”
 - a. If you are a faculty or administrator, you will automatically be registered
 - b. If you are a classified, short-term, or student employee, your manager will receive an email to approve/deny your request to register.

Reminder: Full-Time Faculty are required to attend Friday plenary!

- PFF Contract states: “In any academic year, there shall be seven (7) professional development days, equal to forty-two (42) hours, as authorized by Title 5 California Code of Regulations (CCR) §55724. The seven (7) professional development days for full-time faculty include one (1) required orientation day (Plenary on the Friday immediately preceding the start of the fall semester).”
- Since the Friday of plenary is a required Professional Development day for FT Faculty, it is important to be sure the day is spent doing activities that are allowable for PD. Unfortunately, preparing for the academic year by working on syllabi, assignments, or lectures does not qualify as PD. Please register for the plenary events!

Get your new digital parking permit during plenary, 10am-2pm in TLC!

NEW Digital Parking Permits! Campus Police will be launching the digital parking permit platform in mid-July. You will have two weeks after the start of the Fall semester to enter your information. There is no fee for the permit, and you can add up to 5 vehicles. Adjunct Faculty will no longer need to stand in line to obtain a permit. The digital permit will be permanent. For those who teach at multiple colleges, you may retain a paper permit, we just ask you complete the digital registration, valid at all

four campuses. Campus Police will be able to assist staff and faculty with obtaining digital parking permits from 10am-2pm at the TLC on both days of Plenary.

Plenary Massage Therapy! Friday 8/16, 11am-2pm



Plenary: Thursday, August 15th

8-9:00am: Continental Breakfast and pick up information from campus programs/departments (Location: In front of Howard Brubeck Theater)

Join us for an hour before our keynote to enjoy a continental breakfast and have an opportunity to connect with colleagues from across campus. You will have the chance to get information from various departments and programs.

Continental breakfast provided by Aramark to include: Coffee, Decaf, Tea, Juice, Sliced Fruit, Muffins, Scones, and Bagels.

9:15-10:45 am: Plenary Keynote- Math Across the Curriculum Holistically (MATCH) (Location: Howard Brubeck Theater)

Facilitator(s): Math Faculty: Luis Guererro, Shelbi Mayo, Gina Sanders

Description: Why is it ok for a person to say they are bad at math (innumerate) when they would never claim to be illiterate? Tired of having students in your classes who do not have the prerequisite math skills to succeed in your courses? It is our job as educators to ensure we are creating quantitatively literate students. We need to support faculty in creating projects and/or courses that make the mathematical dimensions of their disciplines more explicit, and provide students with experiences that demonstrate the utility, beauty and value of mathematics in their studies and everyday lives. Come learn why innumeracy/quantitative literacy/math across the curriculum is a school wide issue. Explore The Possibilities YOU play in supporting our students to become “global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world,” with our Palomar MATCH initiative.

11-11:50am: Session #1

★ 1A: Canvas Q & A with a Systems Administrator (Room: LRC-210)

- **Facilitator(s):** Shay Phillips
- **Description:** Come with your Canvas questions and we'll work to get them answered. This session will be conducted on a first come first served basis.
- **Intended Audience:** All Employees

★ 1B: Microsoft Word – Best Practices for Authoring and Accessibility (Room: LRC-308)

- **Facilitator(s):** Kelly Helming
- **Description:** Learn to make clean, well-formatted, and accessible documents with Microsoft Word. This workshop will teach you best practices for authoring Word documents with an eye toward design and accessibility. We will teach you: how to style your documents in a consistent manner using Microsoft's built-in themes and layouts, how to automatically generate a table of contents for larger documents, how to add content to the header and footer area; best practices for using images; how to check for and enhance accessibility, and much more.
- **Intended Audience:** All Employees

★ 1C: Introduction to Palomar Online Education Training (POET) (Room: LRC-208)

- **Facilitator(s):** Stephen Perry
- **Description:** Whether you are new to teaching online or looking for new approaches, the POET series guides you through the process by offering methods, techniques, tools, checklists, and best practices for delivering an effective online course. POET focuses on the pedagogy of online learning, not how to use Canvas. The face-to-face orientation will get you started, and then you will complete four modules online: Online Learning, Using Canvas Tools, Effective Design, and Course Management. You will earn a Certificate of Completion at the end of the training.
- **Intended Audience:** All Employees

★ 1D: Canvas Course Launch Checklist (Room: LRC-116)

- **Facilitator(s):** David Gray
- **Description:** Ready to use Canvas with your students? Want to be sure you've resolved any issues BEFORE making the course live for your students? During this workshop we will go over the common pitfalls when launching a Canvas course to ensure you won't get trapped.
- **Intended Audience:** All Faculty

★ 1E: Student Affairs: Basic Needs and Resources(Room: SU-19)

- **Facilitator(s):** Sherry Titus and Kelly Donaghy
- **Description:** Gain insight on how the Office of Student Affairs operates in assisting students with providing them with resources to basic needs. Our office will be providing a tour of our facilities so Palomar employees can learn about our services as well as connect students who are in need.
- **Intended Audience:** All Employees

★ 1F: What's New in the Library (Room: LRC-125)

- **Facilitator(s):** Natalie Lopez
- **Description:** Join Librarians for an informative session about what your library has for YOU. Whether you are faculty, staff, or administrator, come learn about resources and services the library has to offer! We will also provide updates about Palomar's libraries at the San Marcos campus and the Centers.
- **Intended Audience:** All Employees

★ **1G: AB 705 NOW (Room: MD-103)**

- **Facilitator(s):** Jay Wiestling
- **Description:** Discussion of what the Palomar College Mathematics Department is doing to comply with AB 705.
- **Intended Audience:** All Employees

★ **1H: Curriculum and META (Room: H-107)**

- **Facilitator(s):** Wendy Nelson and Cheryl Kearse
- **Description:** Do you need to update your curriculum? Are you interested in writing a new course? We will cover best practices in curriculum writing and how to use META.
- **Intended Audience:** All Employees

★ **1I: Starfish Degree Planner Boot Camp (Room: SU-1)**

- **Facilitator(s):** Sierra Lovelace
- **Description:** Counselors, stop by for a Degree Planner Q&A session, updates, and open lab.
- **Intended Audience:** Counselors

★ **1J: Connect Your Classroom With CCC Techconnect Services (Room: MD-205)**

- **Facilitator(s):** Heather Schmidt
- **Description:** Overview of the features and benefits of CCC TechConnect, a grant-funded project hosted right here at Palomar College. Learn how to use 3C Media Solutions to create a video repository, how to use the Canvas LTI to embed your videos in your course, and best practices for using ConferZoom. Our Appointment Booking feature makes it easy to schedule one-on-one sessions as well.
- **Intended Audience:** All Employees

★ **1K: The Impact of Microaggressions in Academia (Room: MD-104)**

- **Facilitator(s):** Dr. Hossna Sadat and Dr. Nancy Browne
- **Description:** This workshop will unfold what microaggressions are and provide case examples of students who encounter them in academic settings. In addition, this workshop will provide you supportive methods in overcoming your implicit bias and further support and promote racial equity and social justice at Palomar College.
- **Intended Audience:** All Employees

★ **1L: No more lectures! (Room: MD-105)**

- **Facilitator(s):** Julie Van Houten
- **Description:** Actively engage your students! Come to this session to learn ways to engage the students in active learning. Our students are not just wanting this, they are demanding it! Move your students through the learning process by participation. Learn ways to easily adapt material like using jigsaw, gallery walk, cooperative learning, and more active learning strategies.
- **Intended Audience:** All Faculty

★ **1M: The Completion Academy! (Room: MD-204)**

- **Facilitator(s):** Jack S. Kahn Ph.D.
- **Description:** This workshop will discuss the Completion Academy with the sole purpose of recruiting members! We will discuss progress on designing “completion packages,” which are organized sequences of classes in various formats (DE, 8 week etc.), along with linking Zero-Degree textbooks, work-based learning, and student support (tutoring etc.) more explicitly to our programs. See: www.palomar.edu/possible
- **Intended Audience:** All Employees

★ 1N: Biology Department Meeting

- **Facilitator(s):** Jim Gilardi, Biology Department Chair
- **Description:** A meeting for the Biology Department.
- **Intended Audience:** Biology Faculty and Staff

12-12:50pm: LUNCH in the Student Union



Lunch provided by Luna Grill: Sirloin, Chicken, and Veggie Kabobs with Salad, Pita Bread, Rice, Dips, and Dressings

1-1:50pm: Session #2

★ 2A: Faculty Senate/PFF Meeting and Updates for Part-time Faculty (Room: MD-157)

- **Facilitator(s):** Barbara Baer
- **Description:** An update on all the new programs, contract language, and information for Part-time Faculty by your Palomar Faculty Federation Co-Presidents and new Faculty Senate President. A chance to ask questions as well.
- **Intended Audience:** Part-Time Faculty

★ 2B: Excel: Introduction to Excel Charts (Room: LRC-208)

- **Facilitator(s):** Chris Norcross
- **Description:** Learn the basics of Excel charts in this workshop. Identifying the different elements of a chart and how to choose the right chart type will be discussed. Attendees will get to create their own chart during the hands-on demonstration.
- **Intended Audience:** All Employees

★ 2C: Reporting Student Conduct and Deescalation Strategies: Perspectives from Student Affairs and Behavioral Health Counseling Services (Room: MD-103)

- **Facilitator(s):** Sherry Titus and Patrick Savaiano, Psy.D.
- **Description:** Director Sherry Titus and Assistant Director Patrick Savaiano will offer deescalation strategies pertaining to students and their exhibited behavior. They will also demonstrate how to file Incident Reports regarding alleged student conduct violations. A very brief overview of resources available to assist our students and strategies to support students in distress will also be discussed in this engaging and interactive workshop.
- **Intended Audience:** All Employees

★ 2D: CalPERS “Filling the Retirement Gap” (Room: MD-203)

- **Facilitator(s):** Wendy Corbin and Dan Puplava, SDCOE Deferred Compensation Program
- **Description:** Learn about the CalPERS pension system and how it will work for you in retirement. Understand how the 403(b) or 457(b) investment program can be used to ensure that you can retire on your own schedule.
- **Intended Audience:** All Employees who participate in the CalPERS pension system

★ 2E: Classroom Audio Visual Training Workshop (Room: LRC-116)

- **Facilitator(s):** Ryan Davis, AV Technician
- **Description:** Basic overview of Palomar College classroom Audio Visual systems, with emphasis on Touch Panel systems and the components that comprise them. This is a great opportunity for our Palomar Faculty to

understand how to use our classroom AV from our AV technicians. Our AV technicians will share common problems that occur with classroom tech and will share any new technologies.

- **Intended Audience:** All Faculty

★ 2F: Goals for AB 705 - Equity and Capability (Room: P-32)

- **Facilitator(s):** Barb Neault Kelber
- **Description:** AB 705 is the most important challenge we'll face this year. Would you like to understand WHY? What are the changes in curriculum that will affect our students and programs? If you're wondering, then this session is for you! We'll focus on the goals of Equity, Capability, and Instructional Practices. Context: Practices relating to assessment and placement have blocked equal access to college for many people. Data plainly points to the disproportionate impact on people of color and non-college-going communities and neighborhoods. AB 705, specifically in its changes to assessment and placement requirements, offers real potential for a significant structural change. This potentially positive shift offers a correction to one element of a discriminatory system. Here at Palomar, we will be in structural/curricular compliance in the Fall semester, but the goal of greater EQUITY will depend on how we change our minds and the minds of our students with regard to what is possible for them. This will require the work and commitment of the entire campus, so these sessions are open to all. Both sessions will cover the same content. Please join us for this important discussion. Representatives from English, Math, ESL, and Reading will be available to answer questions.
- **Intended Audience:** All Employees

★ 2G: Campus Safety / Emergency Preparedness (Room: MD-204)

- **Facilitator(s):** Derrick Johnson
- **Description:** Campus Safety Strategies - The Big Five (Evacuation, Lockdown/Barricade, Drop Cover and Hold On, Shelter In Place, and Secure Campus)
- **Intended Audience:** All Employees

2-2:50pm: Session #3

★ 3A: Canvas Q & A with a Systems Administrator (Room: LRC-210)

- **Facilitator(s):** Shay Phillips
- **Description:** Come on in with your Canvas questions and we'll work to get them answered. This session will be conducted on a first come first served basis.
- **Intended Audience:** All Employees

★ 3B: Microsoft PowerPoint – Best Practices for Authoring and Accessibility (Room: LRC-208)

- **Facilitator(s):** Kelly Helming
- **Description:** Regardless of whether you use PowerPoint just for presenting or more of a page layout tool, this workshop will guide you toward making a cleaner, more streamlined and accessible presentation. In this high-level view, we will touch on several aspects of PowerPoint like: how to access and customize the built-in themes, how to choose which master slide layout to use; best practices for using images, best practices for consistent and hassle-free font and color use, how to check for and enhance accessibility, and much more.
- **Intended Audience:** All Employees

★ 3C: Vista Detention Facility (VDF) & Transitions Program - Learning for a Better Future (Room: MD-103)

- **Facilitator(s):** Suzanne Sebring and Martin Leyva
- **Description:** Learn about the Palomar College Transition Program from three perspectives: 1) The supervising counselor at Vista Detention Facility (VDF); 2) a student that has transitioned from VDF to our Transitions Program on campus; and, C) a panel of Transitions students who will discuss what education means to them and what type of support from faculty and staff would aid their retention and success.
- **Intended Audience:** All Employees

★ **3D: Canvas Course Accessibility (Room: LRC-116)**

- **Facilitator(s):** David Gray
- **Description:** Let's talk about accessibility within our Canvas courses, focusing on the knowledge you'll need to make your course both technically accessible and usable to a broad range of students. We'll cover how to use online tools within Canvas to create accessible resources and retrofit existing resources. By the end of this session you should have a good idea what your next steps will be on the road to making your course accessible.
- **Intended Audience:** All Faculty

★ **3E: Safe Zone Training (Room: MD-104)**

- **Facilitator(s):** Tony Quiroz, Susan Miller, Dylan Davidson
- **Description:** Did you know that LGBTQ students perform better academically, are more likely to stay in school, and are more likely to complete their higher education when they attend schools that are supportive and welcoming of their presence? How can you make your work space/classroom/curriculum more LGBTQ-friendly? What are the latest issues that our queer students face? Come find out at this training!
- **Intended Audience:** All Employees

★ **3F: Supporting ESL Students Across the Curriculum (Room: MD-105)**

- **Facilitator(s):** Tina-Marie Parker, Tracy Fung
- **Description:** Come learn ways to support international, immigrant, and multicultural students in your classroom. English as a Second Language (ESL) instructors share insights on common misconceptions between ESL students and faculty. Intercultural communication tips and pedagogical approaches are discussed to increase student involvement and improve teacher-student communication.
- **Intended Audience:** All Employees

★ **3G: MATCH Your Course (Room: MD-203)**

- **Facilitator(s):** Luis Guerrero and Shelbi Mayo
- **Description:** MATCH is an initiative that supports all of our students as they progress at our college by highlighting math/numeracy/quantitative reasoning components in all disciplines. Come to this workshop if you want to share a class activity that has a quantitative/math aspect, or better yet join us to browse and find topics/activities that highlight MATCH in your discipline. All are welcome.
- **Intended Audience:** All Employees

★ **3H: Help our students develop resumes that would attract local employers! (Room: MD-204)**

- **Facilitator(s):** Bruce Reaves, Job Developer Case Manager
- **Description:** What do local employers want to see in resumes? Come to this workshop and hear from them and our job developer! Whether you are teaching students how to develop resumes in your class or just informally mentor students, this workshop will help you to better prepare our students for jobs.
- **Intended Audience:** All Employees

★ **3I: Part Time Faculty Insurance Benefits (Room: MD-205)**

- **Facilitator(s):** Wendy Corbin
- **Description:** Information about what kind of insurance benefits are available to part time faculty. How can a part time faculty member qualify for medical, dental, and vision benefits? How will insurance premiums be paid? Please attend to have you questions answered.
- **Intended Audience:** Part-Time Faculty

★ **3J: Question, Persuade, and Refer (QPR) Gatekeeper Training for Suicide Prevention (Room: MD-206)**

- **Facilitator(s):** Lenka Schalkle, Student Health Center, ext. 3711

- **Description:** Just as people trained in CPR and the Heimlich Maneuver help save thousands of lives each year, QPR trains in how to recognize warning signs, what questions to ask, and how to offer hope and help to someone in a suicide crisis. Learn this emergency intervention and help save a life!
- **Intended Audience:** All Employees

3-3:50pm: Session #4

★ 4A: What's New in the Academic Technology Resources Center? (Room: LRC-210)

- **Facilitator(s):** Najib Manea & ATRC Staff
- **Description:** What's new at ATRC? Participants will be treated to a preview of new technology and tools available for Fall 2019 as well as a "sneak preview" of the training offered during the Fall semester.
- **Intended Audience:** All Employees

★ 4B: Puente and Umoja- Transfer Bound Student Equity Programs (Room: MD-103)

- **Facilitator(s):** Letty Aguirre, Karimi Flores, Michael Lundell
- **Description:** What are Puente and Umoja? Why are these programs beneficial to students?
- **Intended Audience:** All Employees

★ 4C: Perkins V Preview (Room: MD-104)

- **Facilitator(s):** Susan Garland
- **Description:** A preview of the Perkins V requirements and the application process.
- **Intended Audience:** Employees of Career Education (Top Coded Programs)

★ 4D: MATCH at the planetarium (Room: Planetarium)

- **Facilitator(s):** Scott Kadel, Luis Guerrero, Shelbi Mayo
- **Description:** Come and explore the possibilities of Math Across the Curriculum Holistically at our own planetarium. Enjoy the premier showing of the film: "Fractal Explorations," enjoy the fun and visually captivating side of math. Discussion at the end will brainstorm ideas on how to collaborate with other disciplines, courses, and programs across all of Palomar. ALL are welcomed.
- **Intended Audience:** All Employees (maximum attendance is 142 people)

★ 4E: New Daily Attendance Process (Room: MD-203)

- **Facilitator(s):** John Lewis & Kendyl Magnuson
- **Description:** Overview and instructions on the use of the new daily attendance process for positive attendance classes
- **Intended Audience:** Instructors teaching positive attendance courses

★ 4F: "Palomar Makes It Possible" Advertising Campaign Update & Training (Room: MD-157)

- **Facilitator(s):** Julie Lanthier Bandy, Ryan Williams, Deanna Shoop
- **Description:** Explore the "Palomar Makes It Possible" advertising campaign! Are you interested in the training or updates? Would you like to provide input? Learn about the various facets of the campaign, the process used to create it, the landing page, and the consistent brand messaging we are all using to engage our audiences. Please join us to learn more, give feedback and hear about the exciting next phase!
- **Intended Audience:** All Employees

★ 4G (note this workshop will be 3-5PM): CalSTRS Mid-Career Workshop (Room MD-204)

- **Facilitator(s):** Wendy Corbin and Jaime Monreal, CalSTRS Benefit Specialist
- **Description:** Learn how to make the most of your CalSTRS membership. Understand how to calculate your retirement benefit. Steps you can take now to increase your retirement benefit. Survivor and disability benefits.
- **Intended Audience:** All CalSTRS Eligible Employees

★ **4H: Getting Started at Palomar: A Nuts and Bolts refresher (Room: MD-105)**

- **Facilitator(s):** Dean Pearly Ly (SBS) and Dean Justin Smiley (AMBA)
- **Description:** This workshop is a shortened version of our bi-annual Nuts and Bolts of Teaching at Palomar Workshop. This workshop will briefly provide an overview of the basic mechanics of instructor responsibilities, including information about your class syllabus, class rosters, important dates, grading, Instructional and Counseling support services, and more. If you need a refresher or are new to Palomar College, this session will address any questions you might have.
- **Intended Audience:** All Employees, most beneficial for new Faculty

Plenary: Friday August 16th

8-9:00am: Continental Breakfast and pick up information from campus departments/programs (Location: In front of Howard Brubeck Theater)

Join us for an hour before our keynote to enjoy a continental breakfast and have an opportunity to connect with colleagues from across campus. You will have the chance to get information from various departments and programs.

Continental breakfast provided by Aramark to include: Coffee, Decaf, Tea, Juice, Sliced Fruit, Muffins, Scones, and Bagels.

9:00-10:45am: General Session and Keynote (Location: Howard Brubeck Theater with overflow seating in Studio Theater)

9-9:30- Hear Important Updates from College Leadership

The Plenary General Session is our time to hear from our college leadership. This year the plenary general session is being shortened to provide time for a keynote speaker. To ensure you still receive important information you will be provided with written updates!

9:30-10:45 am: Keynote Speaker, Tim Wise, “Personal and Institutional Opportunities for Creating Equity”

Keynote will include:

- The difference between individual bias and institutional bias
- The harms of inequity for all members of an institution, including dominant group members
- Strategies for creating equity in the classroom, workspace, and throughout our institutions



About Tim Wise: Tim Wise is among the most prominent anti-racist writers and educators in the United States. He has spent the past 25 years speaking to audiences in all 50 states, on over 1000 college and high school campuses, at hundreds of professional and academic conferences, and to community groups across the country. He is also the host of the new podcast, Speak Out with Tim Wise.

He has also lectured internationally, in Canada and Bermuda, and has trained corporate, government, entertainment, media, law enforcement, military, and medical industry professionals on methods for dismantling racism in their institutions. Wise has provided anti-racism training to educators and administrators nationwide.

Wise is the author of seven books, including his latest, *Under the Affluence: Shaming the Poor, Praising the Rich and Sacrificing the Future of America* (City Lights Books). Other books include *Dear White America: Letter to a New Minority* (City Lights Books); his highly acclaimed memoir, *White Like Me: Reflections on Race from a Privileged Son* (recently updated and re-released by Soft Skull Press); *Affirmative Action: Racial Preference in Black and White*; *Speaking Treason*

11-11:50am: Session #5- Division Meetings & Staff Workshops

PLEASE NOTE: The Languages and Literature Division has been split between SBS and AMBA. The MSE Division will join with CTE.

★ 5A: Arts, Media, and Business (AMBA) Division plus Speech/ASL, World Languages, & TLC (Room: Studio Theater)

- **Facilitator(s):** Dean Justin Smiley
- **Description:** Meet with your division dean and your colleagues to learn about important updates specific to your division. Speech/ASL, World Languages, and TLC will join with AMBA.
- **Intended Audience:** All Faculty and Staff

★ 5B: Career, Technical, and Extended Education division (CTEE), Workforce Community & Continuing Education (WCCE), and Math Science Engineering division (MSE) (Room: P-32)

- **Facilitator(s):** Dean Margie Fritch and Associate Dean Nichol Roe
- **Description:** Meet with your division dean and your colleagues to learn about important updates specific to your division. Nursing and Dental will join with CTEE.
- **Intended Audience:** All Faculty and Staff

★ 5C: Social and Behavioral Sciences (SBS) Division plus English, ESL, Reading, and STAR tutoring (Room: MD-157)

- **Facilitator(s):** Dean Pearl Ly
- **Description:** Meet with your division dean and your colleagues to learn about important updates specific to your division. English, ESL, Reading, and STAR will join with SBS.
- **Intended Audience:** All Faculty and Staff

★ 5D: Counseling Division Meeting (Room: SSC-1)

- **Facilitator(s):** Acting Dean Olga Diaz
- **Description:** Meet with your division dean and your colleagues to learn about important updates specific to your division.
- **Intended Audience:** All Faculty and Staff

★ 5E: Clean Up Your Website (Room: LRC-208)

- **Facilitator(s):** Chris Norcross, Kelly Helming
- **Description:** Learn how to clean up your WordPress website content. In this workshop you will gain the skills needed to rid your site of duplicate content, locate orphaned files, and improve the overall user experience for your site visitors. Previous experience with WordPress is required.
- **Intended Audience:** All Employees

★ 5F CANCELLED: Caring Campus (Room: MD-103)

- ~~**Facilitator(s):** Carmelino Cruz and the Caring Campus Liaisons~~
- ~~**Description:** Caring Campus is an initiative recognizing the role of staff in creating a campus environment that helps students feel connected and succeed. The Palomar Caring Campus liaisons want to share their work developing an initial set of commitments that build on the care we individually bring to our work and interaction with students. Join us for a session that celebrates staff as the heart of Palomar.~~
- ~~**Intended Audience:** Staff Only~~

12-12:50pm: LUNCH in the Student Union



Lunch provided by Mr. Taco: Carne Asada, Pollo Asada, Grilled Veggies, and Whole Beans with traditional rice and beans, salsa, tortillas, guacamole.

1-1:50pm: Session #6

★ 6A: Faculty Senate and PFF Meeting for Faculty (Room: MD-157)

- **Facilitator(s):** Senate President, Craig Thompson, PFF Co-Presidents, Teresa Laughlin and Barbara Baer
- **Description:** Updates on Union activities, negotiations, and Senate goals.
- **Intended Audience:** Full-Time Faculty

★ 6B: Caring Campus (Room: MD-103)

- **Facilitator(s):** Carmelino Cruz and the Caring Campus Liaisons
- **Description:** Caring Campus is an initiative recognizing the role of staff in creating a campus environment that helps students feel connected and succeed. The Palomar Caring Campus liaisons want to share their work developing an initial set of commitments that build on the care we individually bring to our work and interaction with students. Join us to find out how you can be part of this initiative.
- **Intended Audience:** Staff Only

★ 6C: AB 705 NOW (Room: P-1)

- **Facilitator(s):** Jay Wiestling
- **Description:** Discussion of what the Palomar College Mathematics Department is doing to comply with AB 705.
- **Intended Audience:** All Employees

★ 6D: Active Learning in Chemistry Courses (Room: NS-359)

- **Facilitator(s):** Shannon Andrews
- **Description:** Chemistry faculty will present various active learning techniques they currently use in their courses.
- **Intended Audience:** Chemistry Faculty

★ 6E: Active Shooter Run Hide Fight (Room: Police Building)

- **Facilitator(s):** Chris Moore Chief of Police
- **Description:** An opportunity to discuss this emerging topic with a 10 minute educational video.
- **Intended Audience:** All Employees

★ 6F: Improving Online CTE Pathways Grant (Room: MD-104)

- **Facilitator(s):** Dean Pearl Ly
- **Description:** Palomar College was awarded a state grant to develop new online Career and Technical Education (CTE) degrees, certificates, and programs. This meeting is designed for CTE faculty interested in building new online classes and learning about best practices for online education.
- **Intended Audience:** All Employees

2-2:50 pm: Session #7

★ 7A: Canvas Q & A with a Systems Administrator (Room: LRC-210)

- **Facilitator(s):** Shay Phillips
- **Description:** Come on in with your Canvas questions, and we'll work to get them answered. This session will be conducted on a first come first served basis.
- **Intended Audience:** All Employees

★ 7B: Introduction to Accessibility (Room: LRC-308)

- **Facilitator(s):** Stephen Perry
- **Description:** Do you want to know what accessibility is? During this workshop we will: 1) discuss federal and state regulations important to accessibility in online education, 2) explain barriers to access, 3) explain assistive technologies and accessibility standards designed to overcome these barriers; 4) share with you our accessibility campaign plans to help faculty make their course contents accessible, 5) identify campus resources that support building and delivering accessible courses.
- **Intended Audience:** All Employees

★ 7C: Mathematics Department Meeting (Room: P-1)

- **Facilitator(s):** Jay Wiestling
- **Description:** Introductions and information only
- **Intended Audience:** Math Faculty

★ 7D: How to use Google Docs (Room: LRC-208)

- **Facilitator(s):** Najib Manea
- **Description:** Google Docs is a free, easy-to-use, web-based collaborative writing tool. It allows multiple users to work on the same document at one time. In this workshop, you will learn how to create a new Google Docs account and use it efficiently. Learners will learn how to create an account, how to create new documents and spreadsheet, how to share files, how to edit files simultaneously, and how to make a Real-Time presentation.
- **Intended Audience:** All Employees

★ 7E: Use Canvas to Streamline and Assess Student Learning Outcomes (Room: TBD - Computer Lab Needed)

- **Facilitator(s):** Katy Farrell, Mark Bealo
- **Description:** Learn how to use Canvas to streamline and assess student learning outcomes at the course, program, and college level. Course instructors can simultaneously grade assignments and record outcomes assessment, AND students will receive immediate feedback on their learning progress. Assess the learning happening in one course section or across multiple courses or course sections.
- **Intended Audience:** All Employees

★ 7F: Credit for Prior Learning (Room: MD-103)

- **Facilitator(s):** Candace Rose, Ben Mudgett, Tina Barlolong, Nichol Roe
- **Description:** Credit for Prior Learning (CPL) is a state-wide initiative to award college credit to students with skills gained through military, workplace or civic experiences, and Palomar is at the forefront of this exciting initiative! Learn about Palomar's role in creating policies, expanding prior learning assessment, and streamlining internal processes to award credit and expand options for our students.
- **Intended Audience:** All Employees

★ 7G: What's New in the Library (Room: LRC-125)

- **Facilitator(s):** Alexandra Doyle Bauer and Tim Martin

- **Description:** Join Librarians for an informative session about what your library has for YOU. Whether you are faculty, staff, or administrator, come learn about resources and services the library has to offer! We will also provide updates about Palomar's libraries at the San Marcos campus and the Centers.
- **Intended Audience:** All Employees

★ 7H: Demystifying Collaboration (Room: Studio Theater)

- **Facilitator(s):** Michael Mufson, Molly Faulkner, and Ellen Weller
- **Description:** Learn theories, techniques, and skills for making successful collaborations in the classroom and any group enterprise. Born out of a campus wide focus group on teamwork and collaboration outcomes.
- **Intended Audience:** All Employees

★ 7I: Chemistry Department Meeting (Room: NS-356)

- **Facilitator(s):** Jennifer Zabzdyr
- **Description:** Fall semester department meeting. FT faculty, PT faculty, and support staff are all welcome.
- **Intended Audience:** Chemistry Faculty and Staff

★ 7J: Demystifying TERB Processes for Evaluators (Room: MD-104)

- **Facilitator(s):** Lawrence Hamilton Lawson, TERB Coordinator
- **Description:** Faculty are responsible for conducting and completing evaluation reports for part-time, peer, and probationary faculty, but the processes have many moving parts. Join this workshop to learn about those processes (the timeline, the paperwork, the DOs and DON'Ts) and to ask your TERB-related questions. PLEASE NOTE: This workshop is oriented toward *EVALUATORS*, not evaluatees, in the TERB process.
- **Intended Audience:** Faculty

★ 7K: Umoja Program Matters- PART 1 of 2 (Room: MD-205)

- **Facilitator(s):** Karmi Minor-Flores
- **Description:** Explore the Umoja Program's history and impact on African American students. There will be a discussion on African American student success at Palomar College. NOTE: This is a 2-hour workshop!
- **Intended Audience:** All Employees

★ 7L: Integrating Service Learning in Your Course (Room: MD-130)

- **Facilitator(s):** José Briceño and Angela Kong
- **Description:** 8 out of 10 students desire Service Learning in their courses. 1 out of 4 students who participate in Service Learning are offered an internship or job by the end of the semester. Join us in a computer lab for a hands-on workshop to integrate Service Learning in your class! We've prepared syllabus blurbs, assignments, student packets, Canvas resources, a community partners list, & more for you.
- **Intended Audience:** All Employees

★ 7M: Open Enrollment Benefit Workshop (Room: MD-203)

- **Facilitator(s):** Wendy Corbin
- **Description:** Benefit updates for 2019. Receive information directly from the medical, dental, and vision carriers. Get your questions answered. Learn about the new High Deductible Health Plan/Health Savings Account incentives for 2019.
- **Intended Audience:** All Employees

★ 7N: Vista Detention Facility (VDF) & Transitions Program, Learning for a Better Future (Room: MD-105)

- **Facilitator(s):** Suzanne Sebring and Martin Leyva
- **Description:** Learn about the Palomar College Transition Program from three perspectives: 1) The supervising counselor at Vista Detention Facility (VDF); 2) a student that has transitioned from VDF to our Transitions

Program on campus; and, 3) a panel of Transitions students who will discuss what education means to them and what type of support from faculty and staff would aid their retention and success.

- **Intended Audience:** All Employees

★ **7O: New Daily Attendance Process (Room: MD-204)**

- **Facilitator(s):** John Lewis & Kendyl Magnuson
- **Description:** Overview and instructions on the use of the new daily attendance process for positive attendance classes
- **Intended Audience:** Instructors teaching positive attendance courses

3-3:50 pm: Session #8

★ **8A: What's New in the Academic Technology Resources Center? (Room: LRC-210)**

- **Facilitator(s):** Najib Manea & ATRC Staff
- **Description:** What's new at ATRC? Participants will be treated to a preview of new technology and tools available for Fall 2019 as well as a "sneak preview" of the training offered during the Fall semester.
- **Intended Audience:** All Employees

★ **8B: ESL FT Faculty Meeting (Room: H-304)**

- **Facilitator(s):** Tracy Fung
- **Description:** Meeting to plan and discuss ESL plans for Fall 19/Spring 20 related to AB705 changes to ESL placement and curriculum, SLO changes and work, and noncredit work connected to CASAS and/or COAPPs.
- **Intended Audience:** ESL Full-Time Faculty

★ **8C: Chemistry Course Meetings (Room: NS-359)**

- **Facilitator(s):** Shannon Andrews
- **Description:** Chemistry course leads will facilitate meetings for specific chemistry courses. Meeting topics include: course objectives and expectations, the lecture and lab schedule, course changes and faculty questions.
- **Intended Audience:** Chemistry Faculty

★ **8D: The Every 28 Hours Plays & Dialogue (Room: Studio Theater)**

- **Facilitator(s):** Michael Mufson
- **Description:** A performance of one-minute plays that launch a dialogue on systemic racism in the USA. The title comes from the widely shared and contested statistic that every 28 hours a black person is killed by a vigilante, security guard, or the police in the United States. Each play packs a punch that will move you in your heart and mind to see this urgent problem in a new way.
- **Intended Audience:** All Employees

★ **8E: MATCH Your Course (Room: F-1)**

- **Facilitator(s):** Luis Guerrero and Shelbi Mayo
- **Description:** MATCH is an initiative that creates supports all of our students as they progress at our college by highlighting math/numeracy/quantitative reasoning components in all disciplines. Come to this workshop if you want to share a class activity that has a quantitative/math aspect, or, better yet, join us to browse and find topics/activities that highlight MATCH in your disciplines. All are welcome.
- **Intended Audience:** All Employees

★ **8F: Starfish Degree Planner Boot Camp (Room: SU-1)**

- **Facilitator(s):** Meighan Ahmadi and Sierra Lovelace
- **Description:** Counselors, stop by for a Degree Planner Q&A session, updates, and open lab.
- **Intended Audience:** Counselors

★ **8G: Library Instruction for your students offered all semester-long! (Room: LRC 125)**

- **Facilitator(s):** Professors Natalie Lopez (Outreach Librarian) and April Cunningham (Instruction Librarian/Department Co-Chair)
- **Description:** All disciplines are welcome to schedule Library Instruction in the new Library! Librarians can: 1) prepare your students to navigate the Library databases to find scholarly articles, 2) create online guides tailored to your needs, 3) work with you to make connections to our collections, 4) Give your classes a tour of the new library. Let us know what learning outcomes you would like your students to master!
- **Intended Audience:** All Faculty

★ **8H: Umoja Program Matters- PART 2 of 2 (Room: MD-205)**

- **Facilitator(s):** Karmi Minor-Flores
- **Description:** Explore the Umoja Program's history and impact on African American students. There will be a discussion on African American student success at Palomar College.
- **Intended Audience:** All Employees

★ **8I: CalSTRS “Filling the Retirement Gap” (Room: MD-103)**

- **Facilitator(s):** Wendy Corbin and Dan Puplava, SDCOE Deferred Compensation Program
- **Description:** Learn about the CalSTRS pension system and how it will work for you in retirement. Understand how the 403(b) or 457(b) investment program can be used to ensure that you can retire on your own schedule.
- **Intended Audience:** All Employees who participate in the CalSTRS pension system

★ **8J: Classroom Audio Visual Training Workshop (Room: MD-157)**

- **Facilitator(s):** Ryan Davis, AV Technician
- **Description:** Basic overview of Palomar College classroom Audio Visual systems, with emphasis on Touch Panel systems and the components that comprise them. This is a great opportunity for our Palomar Faculty to understand how to use our classroom AV from our AV technicians. Our AV technicians will share about common problems that occur with classroom tech and will share about any new technologies.
- **Intended Audience:** All Faculty

★ **8K (note this workshop will be 3-5PM): CalSTRS Mid-Career Workshop (MD-104)**

- **Facilitator(s):** Wendy Corbin and Jaime Monreal, CalSTRS Benefit Specialist
- **Description:** Learn how to make the most of your CalSTRS membership. Understand how to calculate your retirement benefit. Steps you can take now to increase your retirement benefit. Survivor and disability benefits.
- **Intended Audience:** All CalSTRS Eligible Employees

Thank you for your commitment to your own lifelong learning and your contributions to the success of our students!

Spring 2019 Plenary

Thursday, January 24, 2019, 9am-8pm

Welcome to the 2019 Better Together Spring Plenary! Last year was an exciting time for us at Palomar College. Our Fallbrook and Rancho Bernardo Centers opened and are thriving. The Palomar Promise Program has provided access to over 1500 students and our enrollment is steadily increasing. In order to keep the momentum, we have identified three institutional priorities - Diversity, Guided Pathways and Fiscal Stewardship. We continued our Equity and Inclusion Lecture series and kicked off our Guided Pathways initiative with nationally recognized pathways thought leaders that focus on student success. As a campus community we are exploring alternative revenue streams that support scholarships and innovation.

Together we have accomplished a tremendous amount and can achieve even more if we stay focused on student success! We are Better Together!

Have a great spring semester!

*Joi Lin Blake, Ed.D.
Superintendent/President
Palomar Community College District*

Important Information

Parking Permits are available from Campus Police.

Register for Plenary workshops using our 3PD Portal.

- Go to: <http://www2.palomar.edu/pages/pd>
- Click on "3PD Portal (click here)."
- Log-in using your network username and password (the same one you use for your Palomar email).
- Go to the Workshop Calendar.
- Find the workshops you plan to attend and click on "Request."
 - ◆ If you are a faculty or administrator, you will automatically be registered.
 - ◆ If you are a classified, short-term, or student employee, your manager will receive an email to approve/deny your request to register.
- **Please register for workshops by Thursday, January 17th to ensure we order enough food for everyone!**
 - ◆ Food will be provided for those who are attending plenary. In order to be included in the food order, please register for at least one workshop using the 3PD Portal by January 17th- THANK YOU!

FT and PT Faculty PD hours

- **FT Faculty PD Requirement:** FT Faculty are required to complete 42 hours of Professional Development. PD hours for FT Faculty are due 2 weeks before the end of the academic year (May 11th).
- **PT Faculty PD Eligibility:** PT Faculty are compensated for PD hours completed up to their eligible hours. Eligible hours are based on a percentage of 21 hours with the percentage equal to percentage workload. PT Faculty see their eligible PD hours on the welcome screen and under "My Account" in the 3PD portal. For Spring semester, only hours completed between January 1st - May 1st are eligible for compensation. For Fall, the timeframe is August 1st to December 1st.

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Palomar Pathways

We are welcoming Dr. Rob Johnstone a Guided Pathways expert from the National Center for Inquiry and Improvement!

The National Center for Inquiry and Improvement (NCII) is a leader in helping community colleges implement authentic change through a unique blend of energy, passion, and optimism. Authentic, large-scale improvement begins with colleges rethinking how their policies, programs, and services come together to create the optimal student experience.

Workshop 10:45-12pm: Workshop “Exploring Metamajors” (Room: MD-157)

Description: Students entering community college are often described as “undecided”, which there is no doubt is partially because they are new to the college or higher education and because of some of them are 18-20 years old. BUT - it’s also because historically CCs have not done much to help students make a decision about programs of study. The term “metamajor” has evolved to describe an approach where first-semester / first-year students make an initial decision about broad areas of study and then enter a customized first-semester / first-year experience to help them make an informed decision about programs. This approach and its implications will be explored in this session with real-world examples from colleges around the country who have implemented them.

Workshop 1-2:15pm: “Exploring the Key Transformations on the Four Pillars of Guided Pathways” (Room: MD-157)

Description: Guided Pathways has four key pillars: Clarifying the Path, Getting Students on the Path, Keeping Students on the Path, and Ensuring that Students are Learning. In this session, we will explore the key transformations on each of the four pillars, with examples shared from colleges who have implemented guided pathways.

Keynote 2:30-4pm: “Guided Pathways Demystified: Importance of Equity, Economic Mobility, and Social Justice” (Room: Student Union)

Description: Our best efforts by our best people to significantly improve community college completion rates haven’t produced the scaled improvements in outcomes we’ve desired - especially for the students we most hope to serve. During this session, we’ll explore how to build on our past efforts and evolve our thinking about how students are recruited to enter and progress through our colleges so they complete their goals at markedly higher rates. We will begin by setting the table for an exploration of guided pathways by focusing on the issues of economic mobility and equity. This session will integrate Dr. Johnstone’s work on the AACC Pathways Initiative, the Aspen Prize for Community College Excellence, California Guided Pathways Demonstration Project, Completion by Design, NCII’s A2I2 Cohort Beyond Financial Aid, JFF’s Student Success Centers, and numerous other national, state and college-level projects.

Plenary Workshops

9am-2:30pm: EEO Hiring Committee Training (MD-104)

Description: While colleges and universities regularly assert, in their webpages and their strategy plans that they are committed to increasing the diversity of their faculties, as well as their administrators and staff, it is rare they include, in the knowledge, skills and experience sought in candidates during the hiring process, any serious attempt to ask for what they claim they need. This workshop is designed to address how the hiring processes can bring about new and diverse members through a case analysis and interactive approach as well as how to select candidates who add cultural consciousness and competence to our disciplines, classrooms, policies and practices. Participants will work together to identify various dimensions of cultural competence and will focus on those which represent the most critical needs for positions in their particular schools. Learn practical methods and strategies, including ways to design appropriate advertisements, improve paper screening procedures, and write effective interview and reference questions. This interactive workshop will result in participants gaining both the insights and the tools to design every hiring process in a way that strengthens the school's cultural capacity for equity and inclusion. This workshop is for all who hire or participate in any aspect of the hiring process. All participants who take this workshop will meet the mandatory training required to serve on a selection committee per AP7120.

9-10:30am: Workshop Session #1

★ 1A: What's new in the New Library, (Room: MD-103)

- **Facilitator(s):** Natalie Lopez and Alex DoyleBauer
- **Description:** Join librarians in the new library for an informative session about library resources and services available to you and your students, including textbooks reserves, library instruction, eBooks, streaming media, scholarly journals and more.

★ 1B: Canvas Q & A with a Systems Administrator (Room: MD-332)

- **Facilitator(s):** Shay Phillips
- **Description:** Come on in with your Canvas questions and we'll work to get them answered. This session will be conducted on a first come first served basis.

★ 1C: Introduction to Palomar Online Education Training (POET) (Room: MD-229)

- **Facilitator(s):** Steve Perry
- **Description:** The POET series focuses on the pedagogy of online learning, not how to use Canvas. The face-to-face orientation will get you started, and then you will complete four modules online. You will earn a Certificate of Completion at the end of the training.

★ 1D: Creating Accessible Microsoft Office Documents for the Web (Room: MD-228)

- **Facilitator(s):** Kelly Helming
- **Description:** Learn how to optimize Microsoft Word, PowerPoint and Excel files for assistive software and screen readers. We will also learn how to author PDFs from these Microsoft Office applications. This workshop explores Microsoft Office's built-in tools for managing accessibility and creating documents that can be accessed by the visually impaired.

★ 1E: Map the Student Path for your Major/Certificate (Room: H-105)

- **Facilitator(s):** Katy Farrel, Kelly Falcone, Karan Huskey, Glyn Bongolan, Wendy Nelson
- **Description:** What path does a Palomar student take in order to complete a degree or certificate in your major? Have you tried to create a plan for your students? Have you talked with your department about what the best path might be to help your students succeed? In this workshop the pathways team will help you begin creating program maps. We know our students take many different routes through college and we know they start from different knowledge and skill levels. As we begin creating major/certificate maps we will start

with creating a map for our students who are eligible to take transfer level English and math and who intend to complete a degree or certificate in your program.

★ **1F: Learning to relax (Room: MD-203)**

- **Facilitator(s):** TEAM LIFE co-chairs Marti Snyder and Wendy Corbin, and workshop Facilitator Loran Thompson
- **Description:** Discover the potential health benefits of relaxation and how you can be more productive during the day and sleep better at night.

★ **1G: TEAM LIFE Recess! (Room: Clock Tower Lawn (Dome, if incimate weather))**

- **Facilitator(s):** TEAM LIFE committee
- **Description:** Enjoy casual competition, find a creative outlet, or just have fun with your peers. The goal is to get away from the desk, move a little, and let go of the work stress.

★ **1H: Biology Department SLO and Curriculum Review (Room: NS-217)**

- **Facilitator(s):** Sarah Krause
- **Description:** Biology department faculty will meet to review course curriculum and SLO results. We will work together to make action plans to maximize student success.

10:45-12pm: Workshop Session #2

★ **2A: Exploring Meta-Majors, (Room: MD-157)**

- **Facilitator(s):** Rob Johnstone from the National Center for Inquiry and Improvement
- **Description:** Students entering community college are often described as “undecided”, which there is no doubt is partially because they are new to the college or higher education and because of some of them are 18-20 years old. BUT - it’s also because historically CCs have not done much to help students make a decision about programs of study. The term “meta-major” has evolved to describe an approach where first-semester / first-year students make an initial decision about broad areas of study and then enter a customized first-semester / first-year experience to help them make an informed decision about programs. This approach and its implications will be explored in this session with real-world examples from colleges around the country who have implemented them.

★ **2B: Perkins Informational Workshop (Room: MD-103)**

- **Facilitator(s):** Margie Fritch and Susan Garland
- **Description:** An informational workshop that discusses application requirements for Perkins funding for Career Education programs for the upcoming fiscal year. This is the first of two workshops discussing the requirements for applying for Perkins funding. The second workshop will be scheduled in February. To apply for Perkins funding YOU MUST ATTEND one of the workshops.

★ **2C: Canvas Q & A with a Systems Administrator (Room: MD-229)**

- **Facilitator(s):** Shay Phillips
- **Description:** Come on in with your Canvas questions and we’ll work to get them answered. This session will be conducted on a first come first served basis.

★ **2D: Using Proctorio on Canvas Quizzes (Room: MD-332)**

- **Facilitator(s):** David Gray
- **Description:** Proctorio is an automated remote proctoring service integrated into Palomar's Canvas learning management system. In this workshop we will examine several common use scenarios for proctoring and experience what students go through at various levels of proctoring while taking quizzes.

★ **2E: Creating Accessible PDFs for the Web (Room: MD-228)**

- **Facilitator(s):** Kelly Helming
- **Description:** Learn how to optimize Adobe Acrobat PDF files for assistive software and screen readers. In addition to a discussion of authoring PDFs from Microsoft Office applications, this workshop explores Adobe Acrobat Pro’s built-in tools for creating, editing, and validating tagged PDFs for the visually impaired.

★ 2F: Map the Student Path for your Major/Certificate (Room: H-105)

- **Facilitator(s):** Katy Farrel, Karan Huskey, Glyn Bongolan, Wendy Nelson
- **Description:** What path does a Palomar student take in order to complete a degree or certificate in your major? Have you tried to create a plan for your students? Have you talked with your department about what the best path might be to help your students succeed? In this workshop the pathways team will help you begin creating program maps. We know our students take many different routes through college and we know they start from different knowledge and skill levels. As we begin creating major/certificate maps we will start with creating a map for our students who are eligible to take transfer level English and math and who intend to complete a degree or certificate in your program.

★ 2G: Forgiveness: The art of letting go (Room: MD-203)

- **Facilitator(s):** TEAM LIFE co-chairs Marti Snyder and Wendy Corbin, and workshop Facilitator Loran Thompson
- **Description:** Forgiveness is a conscious, deliberate decision to release feelings of resentment or anger toward someone who has hurt you. Learn ways to let go of deeply held negative feelings so you can heal and move on with your life.

★ 2H: Make your syllabus accessible and usable for all students! (Room: MD-204)

- **Facilitator(s):** Sherry Goldsmith and Aaron Holmes
- **Description:** Have you created your syllabus in a way that is accessible and usable by all of your students? Have you thought about how a vision-impaired or hearing-impaired student would experience your syllabus? At this workshop you will be shown how just a few simple changes to the way you develop your syllabus can have a huge impact on your students' ability to access and understand it.

12-1pm LUNCH

1-2:15pm: Workshop Session #3

★ 3A: Exploring the Key Transformations of the Four Pillars of Guided Pathways, (Room: MD-157)

- **Facilitator(s):** Rob Johnstone from the National Center for Inquiry and Improvement
- **Description:** Guided Pathways has four key pillars: Clarifying the Path, Getting Students on the Path, Keeping Students on the Path, and Ensuring that Students are Learning. In this session, we will explore the key transformations on each of the four pillars, with examples shared from colleges who have implemented guided pathways.

★ 3B: Counseling Division Meeting (Room: SSC-1, Governing Board Room)

- **Facilitator(s):** Olga Diaz, Acting Dean of Counseling

★ 3C: Languages and Literature Division Meeting (Room: H-306)

- **Facilitator(s):** Shayla Sivert, Dean of Languages and Literature

★ 3D: Career, Technical, and Extended Education Division Meeting (**Moved to Room: SEAL Center SU-19**)

- **Facilitator(s):** Margie Fritch, Dean of Career, Technical, and Extended Education

★ 3E: Social and Behavioral Science Division Meeting (Room: MD-131)

- **Facilitator(s):** Pearl Ly, Dean Social Behavioral Sciences

★ **3F: Arts, Media, Business Division Meeting (Room: H-103 (Telescope))**

- **Facilitator(s):** Justin Smiley, Dean Arts, Media, Business Administration

★ **3G: Math, Science, and Engineering Division Meeting (Room: NS-138)**

- **Facilitator(s):** Richard Albistegui-Dubois, Acting Dean of Math, Science, and Engineering

★ **3H: What's new in the New Library (Room: MD-103)**

- **Facilitator(s):** Natalie Lopez and Alex Doyle Bauer
- **Description:** Join librarians in the new library for an informative session about library resources and services available to you and your students, including textbooks reserves, library instruction, eBooks, streaming media, scholarly journals and more.

★ **3I: Introduction to Accessibility (Room: MD-228)**

- **Facilitator(s):** Najib Manea & Steve Perry
- **Description:** Do you want to know what is accessibility? During this workshop we will: 1) discuss federal and state regulations, 2) explain barriers to access, 3) explain assistive technologies and accessibility standards, 4) share with you our accessibility campaign plans to help faculty make their course contents accessible, 5) identify campus resources that support building and delivering accessible courses.

★ **3J: Getting Started with WordPress (Room: MD-229)**

- **Facilitator(s):** Chris Norcross
- **Description:** A WordPress site hosted by Palomar College is the easiest path to a good website. How to obtain and manage a WordPress site for individuals, departments, and other programs will be discussed. If you have ever wanted a website but worry that you do not have the technical skills to create and manage one this workshop is for you.

★ **3K: Canvas Course Launch Checklist (Room: MD-332)**

- **Facilitator(s):** David Gray
- **Description:** Ready to use Canvas with your students? Want to be sure you've resolved any issues BEFORE making the course live for your students? During this workshop we will go over the common pitfalls when launching a Canvas course, to ensure you won't get trapped.

★ **3L: Stick With It: Make Your Dreams a Reality (Room: MD-203)**

- **Facilitator(s):** TEAM LIFE co-chairs Marti Snyder and Wendy Corbin, and workshop Facilitator Loran Thompson
- **Description:** Make your dreams reality: Get tips and insights about making those dreams a reality using plans; anticipating; saying "yes;" identifying obstacles and their accompanying myths, determining techniques for starting; and exploring motivators, flexibility and how to keep going.

★ **3M: TechConnect Online Meeting and Video Tools at no Cost to Faculty & Staff (Room: MD-204)**

- **Facilitator(s):** Heather Schmidt & Donna Gustafson
- **Description:** This workshop will give an overview of 3C Media Solutions and ConferZoom, two of the TechConnect projects that are available to faculty and staff of the CCC system at no cost to you. Learn how to conduct online meetings with a free ConferZoom account and host your videos in the 3C Media Cloud, enabling easy Canvas embeds.

★ **3N: Get SWAG into your classroom or group! (Room: MD-205)**

- **Facilitator(s):** Alexis Garcia
- **Description:** The Student Wellness Advocacy Group is dedicated to promoting mental health and wellness education in the Palomar College Community. Experience a workshop lead by Student Wellness Mentors and discover how much impact SWAG can make in our students lives.

★ 3O: PFF Faculty Negotiations Listening Session (Room: MD-206)

- **Facilitator(s):** Jenny Fererro & Teresa Laughlin
 - **Description:** Come share your feedback about the contract, including any suggestions or priorities you'd like the Negotiations Team to consider as they prepare for negotiating our next contract (2019-2022). If you cannot make the session, please email your suggestions to jfererro@palomar.edu
-

2:30-4pm: Keynote Speaker, Rob Johnstone, "Guided Pathways Demystified: Importance of Equity, Economic Mobility, and Social Justice" (Room: Student Union)

Keynote Speaker: Rob Johnstone from the National Center for Inquiry and Improvement :

Description: Our best efforts by our best people to significantly improve community college completion rates haven't produced the scaled improvements in outcomes we've desired - especially for the students we most hope to serve. During this session, we'll explore how to build on our past efforts and evolve our thinking about how students are recruited to, enter, and progress through our colleges so they complete their goals at markedly higher rates. We will begin by setting the table for an exploration of guided pathways by focusing on the issues of economic mobility and equity. This session will integrate Dr. Johnstone's work on the AACC Pathways Initiative, the Aspen Prize for Community College Excellence, California Guided Pathways Demonstration Project, Completion by Design, NCII's A2I2 Cohort Beyond Financial Aid, JFF's Student Success Centers, and numerous other national, state and college-level projects.

4-5pm: Appetizers and Expo

Stop by for some appetizers and to get information from various departments/groups.

5-6:30pm: General Session- Hear Important Updates from College Leadership (room: Student Union)

The general session is your time to hear important updates from our college leadership. This year the three main areas of focus are: Guided Pathways, Diversity, and Fiscal Stabilization.

6:45-8pm: Workshop Session #4

★ 4A: PFF Updates and PT Faculty Retirement Workshop (Room: MD-103)

- **Facilitator(s):** Barbara Baer, PFF co-president
- **Description:** A quick update on all new PFF gains, changes and member benefits. This will be followed by a guest speaker who is an expert on retirement options for part time faculty. Learn how CalSTRS, APPLE, and 403Bs work for PT faculty. Come and bring your questions!

★ 4B: What's New at the Academic Technology Resources Center? (Room: MD-229)

- **Facilitator(s):** Najib Manea
- **Description:** What's new at ATRC? Participants will be treated to a preview of new technology and tools available for Spring 2019 as well as a "sneak preview" of the training offered during the Spring semester.

★ 4C: Reduce your Workload! (Moved to Room: MD-217)

- **Facilitator(s):** Lin Sten
 - **Description:** This workshop presents information about how to adhere to the 2:1 Carnegie standard (Title V) in the amount of homework you assign without having the impossible task of scoring all of it.
-

*Thank you for your commitment to your own lifelong learning and
your contributions to the success of our students!*

Fall 2018 Plenary

Thursday, August 16th & Friday, August 17th

With Pre-Plenary events on Tuesday, 8/14 and Wednesday, 8/15

Welcome to the All-College Plenary.

We hope that everyone had an exciting summer and that you are ready for a Palomar-Powered 2018-2019 academic year! We look forward to meeting all of the new faculty and staff who are joining us for the first time.

Last year's campus theme Better Together resonated so well within the community that we have opted to use it once again. We know that we are a stronger institution when we work together. If you recall The Goose Story had several lessons for an organization. The first lesson from the story is that "people who share a common direction and sense of community can get where they are going more quickly and easily because they are traveling on the thrust of one another." We have demonstrated what can happen when we travel together. As we "redesign" our community college through guided pathways and district expansion, we exemplify our commitment to building a collective vision.

This year's Plenary is packed full of workshops and meetings, along with a not-to-be-missed general session with Dr. Pedro Noguera, an international scholar on equity and education reform (not to mention a member of my dissertation committee), as our keynote speaker.

We are starting the year with so many exciting initiatives, including new centers in the north (Fallbrook) and south (Rancho Bernardo) -- both centers opened to a successful summer semester. This fall we will see the opening of the new Library/Learning Resource Center, the Palomar College Police Department offices, the Maintenance and Operations buildings, and the Anita and Stan Maag Food and Nutrition Center.

Here is to another PALOMARPOWERED year serving our students and the region!

See you soon!

Joi Lin Blake, Ed.D.
Superintendent/President
Palomar College

College Information

*We are in our second year of our college theme “Better Together.”
We are PALOMARPOWERED Employees! We are Better Together!*



Want food at plenary? If so, be sure to register for workshops by August 9th!

Food will be provided for those who are attending plenary. In order to be included in the food order, you must register for at least one workshop using the 3PD Portal by August 9th. This year we will be checking names from a list, so please be sure to register and attend plenary workshops!

Parking Permits are available from Campus Police.

Register for Plenary workshops using our 3PD Portal.

- Go to: <http://www2.palomar.edu/pages/pd>
- Click on “3PD Portal (click here)”
- Log-in using your network username and password (the same one you use for your Palomar email)
- Go to the Workshop Calendar
- Find the workshops you plan to attend and click on “Request”
- ◆ If you are a faculty or administrator, you will automatically be registered
- ◆ If you are a classified, short-term, or student employee, your manager will receive an email to approve/deny your request to register.

Reminder: FT Faculty are required to attend Friday plenary!

- PFF Contract states: “In any academic year, there shall be seven (7) professional development days, equal to forty-two (42) hours, as authorized by Title 5 California Code of Regulations (CCR) §55724. The seven (7) professional development days for full-time faculty include one (1) required orientation day (Plenary on the Friday immediately preceding the start of the fall semester).” Since the Friday of plenary is a required Professional Development day for FT Faculty it is important to be sure the day is spent doing activities that are allowable for PD, unfortunately preparing for the academic year by working on our syllabi, assignments, or lectures do not qualify as PD. Please register for the plenary events!

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Pre-Plenary Workshops

Thursday August 9th, 5-8pm: The Nuts and Bolts of Teaching at Palomar (Room MD-157)

- ★ The Nuts and Bolts of Teaching at Palomar workshop will provide an overview of the basic mechanics of instructor responsibilities, including information about your class syllabus, class rosters, important dates, grading, instructional and counseling support services, and more. This is a great workshop for new faculty.

Tuesday August 14th: Redesigning Palomar College through Guided Pathways with Researcher/Author/Speaker Davis Jenkins



Davis Jenkins is a senior research scholar at the Community College Research Center. He works with colleges and states to find ways to improve educational and employment outcomes for students, particularly those from disadvantaged backgrounds. Together with Thomas Bailey and Shanna Jaggars, he co-authored *Redesigning America's Community Colleges: A Clearer Path to Student Success* (Harvard University Press, 2015), which has helped to catalyze the national "guided pathways" reform movement. Dr. Jenkins is currently leading research on the [implementation of pathways reforms](https://ccrc.tc.columbia.edu/person/davis-jenkins.html) and their [effects on student outcomes and college performance](https://ccrc.tc.columbia.edu/person/davis-jenkins.html) in colleges across the country. <https://ccrc.tc.columbia.edu/person/davis-jenkins.html>

★ 10-12pm Keynote: "The Path to Implementing Guided Pathways – Why creating guided pathways is critical to student success" (Room: Studio Theater)

- Dr. Jenkins will provide an overview of the research behind the guided pathways approach and what he and his colleagues are learning about how to implement these reforms from research on pathways reforms in colleges across the country. This foundation will help create a common understanding of guided pathways. Learn what guided pathways entails, where it begins and where it goes. Dr. Jenkins will present data on positive and dramatic results of implementing guided pathways from colleges that were early adopters. Everyone on campus is a stakeholder - faculty senate, union leadership, counselors, student services staff and deans. Attend this session as preparation to help implement guided pathways at Palomar College.

★ **1-2pm Workshop: Expert Advice Q & A about Guided Pathways (Room: Studio Theater)**

- Both workshops are designed for robust follow-up discussion about developing a student-focused culture with guided pathways. Implemented correctly, guided pathways will allow students to explore academic interests, develop a completion plan, select the right courses to achieve their goals, and monitor their progress. Ask questions and get expert advice from Dr. Jenkins.

★ **2:30-3:30pm Workshop: Expert Advice Q & A about Guided Pathways (Room: Studio Theater)**

- Both workshops are designed for robust follow-up discussion about developing a student-focused culture with guided pathways. Implemented correctly, guided pathways will allow students to explore academic interests, develop a completion plan, select the right courses to achieve their goals, and monitor their progress. Ask questions and get expert advice from Dr. Jenkins.

Wednesday August 15th: How ASU Redeveloped their Programs for Student Success, with Maria Hesse Vice Chancellor, ASU



Maria Hesse serves as vice provost for academic partnerships, helping to create and sustain productive relationships with community colleges and other institutions, on behalf of students who wish to complete their baccalaureate degrees. Hesse was awarded the National Institutional Excellence for Students in Transition Award, received for the Guided Pathways to Success Program at Arizona State University in 2014. Maria Hesse will share how ASU redeveloped their programs and how it has impacted the student experience and their success. <https://isearch.asu.edu/profile/74182>

★ **10-12pm Keynote: “The ASU Story – The Real Work Of Implementing Guided Pathways” (Room: Studio Theater)**

- Lessons learned about implementing a guided pathways model at Arizona State University. Building the ideal team structure. Establishing an implementation timeline. Navigating impacts of workload changes. What worked well and what challenges had to be overcome. Best practices for strengthening pathways to baccalaureate degrees. Real data about Palomar pathways to ASU.

★ **1-2pm Workshop: Mapping Majors- Low Tech to High Tech (Room: Studio Theater)**

- Both workshops offer an overview of Dr. Hesse’s keynote followed by discussion questions. Get practical advice about implementation and impacts on student services and instruction. Learn about mapping majors. Starting off “low-tech” and scaling with technology tools.

★ **2:30-3:30pm Workshop: Mapping Majors- Low Tech to High Tech (Room: Studio Theater)**

- Both workshops offer an overview of Dr. Hesse’s keynote followed by discussion questions. Get practical advice about implementation and impacts on student services and instruction. Learn about

mapping majors. Starting off “low-tech” and scaling with technology tools.



Plenary: Thursday August 16th

8-9:20am: Session #1

★ 1A: Mathematics Department Adjunct Meeting (Room: P-1)

- Facilitator(s): Jay Wiestling
- Description: An orientation for mathematics department adjunct instructors.

★ 1B: 5 Steps for Getting to Zero Textbook Cost: The Why and How of Adopting Open Educational Resources (Room: MD-103)

- Facilitator(s): April Cunningham and Kelly Falcone
- Description: At this introduction to open educational resources (OER) and Palomar's Comets Affordable Learning Materials (CALM) initiative you'll learn about the research supporting OER adoption as a way to improve students' success. Do you have questions about how students will access OER materials? Do you wonder how the bookstore fits into the equation? Are you dying to find out what OER materials are out there for your discipline and how to combine resources from multiple sources? This workshop will satisfy all your curiosity. Snacks will be served.

9:30-10:50am: Session #2

★ 2A: Bringing Palomar College Values to Life (Room: MD-103)

- Facilitator(s): Marti Snyder and Wendy Corbin
- Description: A fun "escape room" style workshop designed to create connections between the Palomar Community College District Values and the services that we provide. Are you familiar with the values, do you incorporate them into your personal and departmental practices? Join us to

discover how this can make a difference in how people experience Palomar Community College District.

★ **2B: What's new in the NEW Library (Room: Library)**

- Facilitator(s): Tamara Weintraub, Natalie Lopez, Alexandra Doyle Bauer
- Description: Join Librarians for an informative session about Library resources and services available to you and your students, including textbook reserves, library instruction, ebooks, streaming media, OER, scholarly journals, and much more! We will also provide updates about Palomar's new libraries at the San Marcos campus, and North and South Centers.

★ **2C: Reduce your Workload! (Room: MD-305)**

- Facilitator(s): Lin Sten
- Description: This workshop presents information about how to adhere to the 2:1 Carnegie standard (Title V) in the amount of homework you assign without having the impossible task of scoring all of it.

★ **2D: Preventing Truth Decay (Room: MD-105)**

- Facilitator(s): William Leslie
- Description: "Post Truth" was Oxford dictionaries 2016 Word of the Year. If you think we, as professors, have obligation to teach our students to be good at Post Truth detecting above and beyond teaching the basics of our discipline please attend this session where several Palomar professors will share what they do in the classroom to help prevent truth decay.

★ **2E: Getting Started with WordPress (Room: LL-109)**

- Facilitator(s): Chris Norcross
- Description: A WordPress site, hosted by Palomar College is the easiest path to a good website. How to obtain and manage a WordPress site for individuals, departments, and other programs will be discussed. If you have ever wanted a website but worry that you do not have the technical skills to create and manage one this workshop is for you.

★ **2F: Introduction to Palomar Online Education Training (POET) (Room: LL-104)**

- Facilitator(s): Steve Perry and Tera Lisicky
- Description: Whether you are new to teaching online or looking for new approaches, the POET series guides you through the process by offering methods, techniques, tools, checklists, and best practices for delivering an effective online course. POET focuses on the pedagogy of online learning, not how to use Canvas. The face-to-face orientation will get you started, and then you will complete four modules online: Online Learning, Using Canvas Tools, Effective Design, and Course Management. You will earn a Certificate of Completion at the end of the training.

★ **2G: Curriculum Update (Room: MD-203)**

- Facilitator(s): Wendy Nelson
- Description: Are you planning to make changes to your curriculum? If so, please attend this important workshop. We will discuss best practices in curriculum design and changes at the state level.

~~★ **2H: CANCELLED Graph Lock Training (Room: MC-1 Math Center)**~~

- ~~○ Facilitator(s): Fari Towfiq and Mathews Chakkankuzhi~~
- ~~○ Description: Come learn how to use GraphLock! GraphLock is a graphing calculator app for students that also allows faculty control and customization of the technology as it is used in the classroom. Faculty will learn how to establish a Lockdown session during testing that keeps students from using their other features on their phones. GraphLock is always free for teachers.~~

★ **2I: Biology Department Meeting (Room: NS-217)**

- Facilitator(s): Beth Pearson
- Description: Biology department meeting.

11-12:20pm: Session #3

★ **3A: Use Canvas to Streamline and Assess Student Learning Outcomes (Room: H-104)**

- Facilitator(s): Katy Farrell
- Description: Participants will learn how to use new features in Canvas to streamline and assess student learning outcomes. Faculty may record assessment results while grading assignments, run reports, and view results across multiple course sections. Plus, students may see their progress towards meeting course outcomes. New Canvas features also support assessment of program outcomes.

★ **3B: Getting started with CCC Confer & 3C Media Solutions (Room: MD-103)**

- Facilitator(s): Donna Gustafson, ET-Elane Torrisi, Heather Schmidt
- Description: These valuable tools are free to faculty and staff of the California Community Colleges. As an employee of the California Community Colleges you can get a Zoom Pro account and unlimited storage for your educational media files, at no cost to you. Come find out what 3C Media Solutions and CCC Confer can do for you!

★ **3C: Student Wellness Advocacy Group (Room: MD-104)**

- Facilitator(s): Anjeanette Oberg, Alexis Garcia, Student Wellness Mentors
- Description: The Student Wellness Advocacy Group is a peer education program that promotes mental health and wellness education on campus. Our mission is to raise awareness about mental health and other related issues. We hope to provide valuable education and connect students to the resources available, both on and off campus, in order to promote success and wellness.

★ **3D: Students of Concern: Classroom Behavior, Students in Crisis, and Basic Needs Support (Room: MD-203)**

- Facilitator(s): Sherry Titus and Chelsea Kott
- Description: Our students come from many walks of life and carry a variety of needs. More than 55% are hungry, 15% are homeless, many experience trauma, and have mental health needs. How do you help a student who is distressed? Acting out? Disrespectful? When is the right time to report a Concern/ Incident Report? What is the Behavioral Intervention team? Student Affairs is here to answer your questions.

★ **3E: Canvas Course Launch Checklist (Room: LL-109)**

- Facilitator(s): David Gray and Tera Lisicky
- Description: Ready to use Canvas with your students? Want to be sure you've resolved any issues BEFORE making the course live for your students? During this workshop we will go over the common pitfalls when launching a Canvas course, to ensure you won't get trapped.

★ **3F: Team Life Gentle Yoga (Room: G-8)**

- Facilitator(s): Marti Snyder, Candace Rose, and Wendy Corbin
- Description: Sample one of TEAM LIFE's many Fall and Spring wellness activities. This gentle yoga class focuses on the benefits of stretching, stillness of mind, and stress reduction.

★ **3G: Connecting Education and Incarcerated (Room: MD-204)**

- Facilitator(s): Shalimar Jackson, Sheriff's Department
 - Description: Intergrading relationships between the currently incarcerated and educational institutions.
-

12:20-1pm: Lunch in the Student Union

1-2:20pm: Session #4

★ **4A: What's New in the NEW Library (Room: Library)**

- Facilitator(s): Tamara Weintraub, Natalie Lopez, Alexandra Doyle Bauer
- Description: Join Librarians for an informative session about Library resources and services available to you and your students, including textbook reserves, library instruction, ebooks, streaming media, OER, scholarly journals, and much more! We will also provide updates about Palomar's new libraries at the San Marcos campus, and the North and South Education Centers.

★ **4B: MyMathLab Advanced Session (Room: MC-1)**

- Facilitator(s): Mathews Chakkanakuzhi
- Description: If you are already an experienced MyMathLab user, come in for additional tips to customize your courses and get ready for fall!

★ **4C: Inspiring Students Through Service Learning (Room: MD-103)**

- Facilitator(s): José Briceño and Gina Wilson
- Description: Roughly 96% of Palomar's Service Learning students claimed that their volunteer experience impacted their educational and/or personal growth in a positive way and approximately 80% said they would like more professors to participate in Service Learning. Transform your student's educational experience by implementing service learning into your course work in a simple process. We've prepared the materials for you: registration process, syllabus blurbs, assignments, community partner lists, and much more.

★ **4D: Canvas Course Launch Checklist (Room: LL-109)**

- Facilitator(s): David Gray and Tera Lisicky
- Description: Ready to use Canvas with your students? Want to be sure you've resolved any issues BEFORE making the course live for your students? During this workshop we will go over the common pitfalls when launching a Canvas course, to ensure you won't get trapped.

★ **4E: Audio Visual Training Workshop (Room: MD-157)**

- Facilitator(s): Bob Fulmer
- Description: Basic overview of Audio Visual systems, with emphasis on Touch Panel systems and the components that comprise them.

★ **4F: NEW Palomar Medical, Dental, Vision, and Life Insurance Information (Room: P-32)**

- Facilitator(s): Wendy Corbin and Veronica Sadowski

- Description: New medical, dental, vision, and life insurance plans are available. Learn about the new plans, when they will take effect, and what action you must take to ensure that you are fully covered.

★ **4G: Best Proactive Practices for Working with Incarcerated Students (Room: MD-104)**

- Facilitator(s): Martin Leyva, Dr. Xuan Santos, Dr. Chris Bickel
- Description: Formerly incarcerated students often have a difficult time in class connecting and engaging with classmates and curriculum. This workshop aims to discuss ways to engage formerly incarcerated students and students who are system impacted and in the learning process. This workshop also aims to explore beliefs about formerly incarcerated students including stereotypes. This group will be hands on and the intent is to deepen the conversation about marginalized students.

★ **4H: Unlawful Discrimination and Sexual Harassment: Responsibilities, Rights, and Regulations (Room: MD-203)**

- Facilitator(s): Dr. Lisa Norman and Shawna Cohen
- Description: What would you do if a student or colleague told you they experienced unlawful discrimination, sexual harassment, or sexual violence? Learn about your responsibility to respond in a respectful and supportive way that upholds the victim's/survivor's rights and is compliant with relevant laws and regulations.

2:30-3:50pm: Session #5

★ **5A: Plenary with Dr. Pedro Noguera, “Educating Immigrant Youth During a Period of Xenophobia, Hostility and Hysteria: What Educators Can do to Create Safe Havens” (Room: MD-157)**

- Facilitator(s): Dr. Pedro Noguera
- Description: The ongoing political debate over immigration policy has created a hostile climate in many communities for immigrant youth and their families. Increasingly, educators are finding themselves at the center of this debate, and many are uncertain about what they can do to effectively educate and support immigrant youth. This presentation will address the present political climate and describe what educators can do to insure that immigrant youth receive the education they need and deserve. Drawing upon research and best practices from schools throughout the United States the presentation will show what schools can do to meet the needs of immigrant youth.

★ **5B: Understanding the New Part-Time Prioritization Process (MOVED from MD204 to Room: P-32)**

- Facilitator(s): Jenny Fererro, Christine Winterle
- Description: PFF and Human Resource Services will present the basics of the new PT prioritization process (taking effect for Fall 2019 scheduling) and answer questions from part-time faculty, department chairs, ADAs, and deans.

★ **5C: Changing the World One Wall at a Time (Room: MD-103)**

- Facilitator(s): Fari Towfiq
- Description: Changing the World, One Wall at a Time, a documentary feature film on Education Is Not A Crime – one of the world’s largest street art and human rights campaigns, which raises awareness of education discrimination by Iran’s government against tens of thousands of Baha’is – is now available. The film features interviews with popular artists – such as Rone from Australia, Astro from France, Marthalicia Matarrita from New York, and Elle from Los Angeles – as well as

activists with experience of the Civil Rights movement, the anti-Apartheid struggle in South Africa, and human rights work on behalf of Iranians of all backgrounds. Iranian Baha'is with personal experience of being denied their right to higher education also share their stories. Leon Davis of the Oceanside Bahai Community will lead a post-show discussion.

★ **5D: External Tools in Canvas (Room: LL-104)**

- Facilitator(s): Najib Manea
- Description: In this session you will learn some of the newly available tools to improve learning course content and communication with your students. You will learn how you can add video and audio to your classes. You will also see how to use new procedures for the library video databases in your Canvas courses.

★ **5E: Chem 100 and Chem 100L Meeting (Room: NS-347)**

- Facilitator(s): Shannon Andrews
- Description: Faculty will work together to develop a list of objectives and essential student skills for the lab course. This list will then be used to develop a common lab practical assessment. In addition, faculty will have the opportunity to run through the new "Cold Lava Lab." Time will be allotted for general discussion and planning of both the CHEM100 and CHEM100L courses.

★ **5F: International Student 101 (Room: MD-104)**

- Facilitator(s): Yasué O'Neill and Shayla Sivert
- Description: Inform faculty and staff who the international students with student visa are; what process they have to go through before arriving at Palomar College, what kind of federal regulation they must meet, what kind of challenges they may face, and support services available to them.

★ **5G: Puente & Umoja Student Equity Programs (Room: MD-203)**

- Facilitator(s): Letty Aguirre & Karimi Flores-Minor
- Description: Student Success & Equity Programs at Palomar College

4-5pm: Appetizers and Expo (Room: Howard Brubeck Theater Courtyard)

Stop by the Howard Brubeck Theater Courtyard for light appetizers, and learn about various programs and departments on campus.

5-6:30pm: Keynote Speaker Dr. Pedro Noguera (Room: Howard Brubeck Theater)



Keynote Description:

Educational leaders who succeed in serving the needs of all their students must find ways to pursue excellence and equity simultaneously, and to create conditions in schools that address the academic and non-academic needs of students. For this to occur, leaders must have a clear sense of systematic organizational change strategies. This presentation will provide examples of how the Guided Pathways model has increased student success – even for the most disadvantaged students.

About Dr. Pedro Noguera:

Pedro A. Noguera is a Distinguished Professor of Education at the Graduate School of Education and Information Studies at UCLA and founder of the Center for the Transformation of Schools (CTS) at UCLA. His scholarship and research focuses on the ways in which schools are influenced by social and economic conditions and demographic trends in local, regional and global contexts. Dr. Noguera serves on the board of numerous national and local organizations and appears as a regular commentator on educational issues on CNN, MSNBC, National Public Radio and other national news outlets.

<https://gseis.ucla.edu/directory/pedro-noguera/>

6:40-8:00pm: Session #6

★ 6A: What's New in the NEW Library (Room: Library)

- Facilitator(s): Tamara Weintraub, Natalie Lopez, Alexandra Doyle Bauer
- Description: Join Librarians for an informative session about Library resources and services available to you and your students, including textbook reserves, library instruction, ebooks, streaming media, OER, scholarly journals, and much more! We will also provide updates about Palomar's new libraries at the San Marcos campus, and the North and South Education Centers.

★ 6B: What's New in the Academic Technology Resources Center? (Room: LL-109)

- Facilitator(s): Najib Manea, Steve Perry, David Gray, Kelly Helming, Chris Norcross, Tera Lisicky, and Shay Phillips
- Description: What's new at ATRC? Participants will be treated to a preview of the new technology and tools available for Fall 2018 as well as a "sneak preview" of the training offered during the Fall semester.

★ **6C: Veteran Resource Center Open House (Room: ST-52)**

- Facilitator(s): Jessica Horn
- Description: Come and enjoy light refreshments while learning about the resources available to our military affiliated students in the Veteran Resource Open House. Learn ways to connect with military affiliated students in and out of the classrooms.

★ **6D: PFF: Part-Time Faculty Information Update (Room MD-203)**

- Facilitator(s): Barbara Baer
- Description: Providing updates and information on union issues and other concerns relevant to part-time faculty by the Palomar Faculty Federation

★ **6E: 5 Steps for Getting to Zero Textbook Cost: The Why and How of Adopting Open Educational Resources (Room: changed from MD-103 to MD-204)**

- Facilitator(s): April Cunningham and Kelly Falcone
- Description: At this introduction to open educational resources (OER) and Palomar's Comets Affordable Learning Materials (CALM) initiative you'll learn about the research supporting OER adoption as a way to improve students' success. Do you have questions about how students will access OER materials? Do you wonder how the bookstore fits into the equation? Are you dying to find out what OER materials are out there for your discipline and how to combine resources from multiple sources? This workshop will satisfy all your curiosity. Snacks will be served.

Plenary: Friday August 17th

7:30-8:30am: Coffee, Pastries, and Expo (Room: Howard Brubeck Theater Courtyard)

Stop by the Howard Brubeck Theater Courtyard for light breakfast, and learn about various programs and departments on campus.

8:30-10am: General Session- Updates from Palomar Leadership, (Room: Howard Brubeck Theater and Studio Theater)

Hear important updates from our college leadership! Overflow seating will be available in the Studio Theater and the general session will be ~~live-streamed~~ recorded to allow for off-campus viewing.

10am-12pm: Session #7

★ **7A: Palomar Pathways to Success (Room: Student Union)**

- Facilitator(s): Palomar's Guided Pathways Team

- Description: Have you heard about Guided Pathways? In 2017-2018 all 114 California Community Colleges conducted a Guided Pathways self-assessment and then developed a Guided Pathways Plan. In this workshop, our Guided Pathways team will introduce you to Guided Pathways, give you a brief overview of what we learned from our self-assessment, and then what we have planned to help us achieve this large-scale change for our college. The expectation is to fully implement Guided Pathways in five years. We need collaboration from all employees of Palomar College in order to successfully meet the five year goal. This workshop will be the kick-off of our five year improvement process to create a better college experience for our students. Rather than asking if our students are ready for college it is now time for us to continually ask ourselves, is our college ready for our students?
 - For more information about Guided Pathways please take a look at the following resources:
 - <https://www.caguidedpathways.org/resources/>
 - <http://www.careerladdersproject.org/guided-pathways-resources/>
 - <http://cccgp.cccco.edu/news/detail?ID=24>
 - <https://www.pathwaysresources.org/>
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12:00-1pm: Lunch in the Student Union

1-2:20pm: Session #8

★ 8A: Faculty Meeting: Senate & Palomar Faculty Federation Updates (Room: MD-157)

- Facilitator(s): Travis Ritt, Teresa Laughlin, Jenny Fererro
- Description: Faculty will hear important updates from the Faculty Senate and Palomar Faculty Federation and Faculty awards will be presented.

★ 8B: ALEKS for Chemistry Courses (Room: Room NS-356)

- Facilitator(s): Shannon Andrews & Jennifer Zabzydyr
- Description: Learn how to set up and customize your chemistry course in ALEKS. Gain insight into the various student data platforms available within ALEKS.

★ 8C: What's New at the Academic Technology Resources Center? (Room: LL-109)

- Facilitator(s): Najib Manea, Steve Perry, David Gray, Kelly Helming, Chris Norcross, Tera Lisicky, Shay Phillips
- Description: What's new at ATRC? Participants will be treated to a preview of new technology and tools available for Fall 2018 as well as a "sneak preview" of the training offered during the Fall semester.

~~★ 8D: MOVED TO THURSDAY 11-12:20pm. Connecting Education and Incarcerated (Room: MD-103)~~

- ~~○ Facilitator(s): Shalimar Jackson~~
- ~~○ Description: Intergrading relationships between the currently incarcerated and educational institutions.~~

2:30-3:50pm: Session #9

★ 9A: Arts, Media, and Business Division Meeting (Room: Studio Theater)

- Facilitator(s): Dean Justin Smiley

- Description: Meet with your division dean and your colleagues to learn about important updates specific to your division.

★ **9B: Career, Technical, and Extended Education Division Meeting (Room: AA-140)**

- Facilitator(s): Dean Margie Fritch
- Description: Meet with your division dean and your colleagues to learn about important updates specific to your division.

★ **9C: Languages and Literature Division Meeting (Room: H-306)**

- Facilitator(s): Dean Shayla Sivert
- Description: Meet with your division dean and your colleagues to learn about important updates specific to your division.

★ **9D: Math, Natural, and Health Sciences Division Meeting (Room: NS-138)**

- Facilitator(s): Acting Dean Richard Albistegui-Dubois
- Description: Meet with your division dean and your colleagues to learn about important updates specific to your division.

★ **9E: Social and Behavioral Sciences Division Meeting (Room: MD-157)**

- Facilitator(s): Dean Pearl Ly
- Description: Meet with your division dean and your colleagues to learn about important updates specific to your division.

★ **9G: Online Orientation: Canvas Tutorials (Room: LL-109)**

- Facilitator(s): Tera Lisicky
- Description: In this session you will learn about the Palomar College Online Orientation, which is available for all online courses. It includes engaging, interactive multimedia tutorials and resources designed to address the real challenges encountered by both new and experienced online students, as well as a diagnostic tools that offers remediation. Students will receive a badge upon completion.

★ **9H: Counseling Division Meeting (Room: SSC-1)**

- Facilitator(s): Acting Dean Olga Diaz
- Description: Meet with your division dean and your colleagues to learn about important updates specific to your division.

4-4:50pm: Session #10

★ **10A: Chemistry Department Meeting (Room NS-356)**

- Facilitator(s): Jennifer Zabzdyr
- Description: Fall semester Chemistry Department meeting for full-time faculty, part-time faculty, and classified staff.

★ **10B: Mathematics Department Meeting (Room: P-1)**

- Facilitator(s): Jay Wiestling
- Description: A regular department meeting focusing on AB 705

★ **10C: Graphic Communications Department Meeting (Room: MD135)**

- Facilitator(s): Lillian Payne
- Description: A department meeting for full-time and part-time faculty with refreshments

★ **10D: Media Studies Department Meeting (Room: H-135)**

- Facilitator(s): Wendy Nelson
 - Description: A department meeting for full-time and part-time faculty.
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Thank you for your commitment to your own lifelong learning and your contributions to the success of our students!