CONFERENCE AND TRAVEL FUNDS
Due to the large number of applications submitted early for conference and travel funds, the monies have been depleted for faculty Spring Quarter activities. Any faculty applications submitted to the committee for the rest of Spring Quarter, will be approved on a contingency basis, depending on funding that is returned from those who have to cancel their awarded activity. There is still conference funding available for classified professionals.

Meetings For Spring Quarter Funding
Thu, May 8 (for applications received by Tue, Apr 29)
Thu, May 29 (for applications received by Tue, May 20)
(Summer applications will start to be considered here.)
Thu, June 12 (for applications received by Tue, June 3)

Plan Far Ahead for International Travel!
International Travel and Conference must be approved ahead of time by the Chancellor's Office. We have provided resources for you to help you plan in obtaining the required forms, applications, and authorizations to attend.
http://www.deanza.edu/staffdev/conferences/intltravel.html

SPECIAL EVENTS AND ACTIVITIES

VINCE TINTO SPEAKING ON MAY 2
Please join us for an exciting, interactive opportunity to speak with, and learn from Vince Tinto, noted author, researcher and advocate of "first-time college students," on Friday, May 2. Hear him talk about Learning Communities and his most recent book, Completing College.
*10:00 – 10:25 AM Coffee and pastry with Vince, MLC-246
*10:30 – 11:45 AM Vince’s Lecture, MLC–105
To learn more about Vince and his research go to:

For more information, contact Matt Abrahams, LinC Program co-coordinator at abrahamsmatt@deanza.edu or 408.864.8534.

iBooks Author Workshop on April 30
Wed, April 30: 1:30 - 3:30 PM; MLC-243
With iBooks Author, you can create interactive learning materials that work best for your students. Available free on the Mac App Store, iBooks Author allows anyone to create beautiful iBooks Textbooks—and just about any other kind of book—for iPad and Mac. Come to this event and learn how to create interactive learning materials that bring content to life in ways the printed page never could. Discover how you can create Multi-Touch books tailored to your lesson and class level. Get tips for organizing your book content, then use a professionally designed template to get started. Customize your book with text, video, audio, a glossary, and more. Bring your own materials or use sample content provided for you. Explore free learning resources in iTunes U and see how easy it is to include this engaging content in your book.
You’ll leave the session ready to begin creating interactive books and learning materials on any topic.

Welcome Home Veterans
Fri., June 13, 8:30 AM–1:00 PM, Campus Ctr, Conf Rm B
The California Community Colleges Student Mental Health Program, in partnership with De Anza College is now offering the Welcome Home Veterans on Campus training. This is a 4-hour, no-cost training for faculty and staff about the specific readjustment and mental health needs of student veterans. The major objectives of the training are to increase awareness about military culture, the transition challenges veterans face when leaving the military, and the particular stressors faced by student veterans, including the signs and symptoms of post-traumatic stress disorder (PTSD), traumatic brain injury (TBI), and suicide so that faculty and staff can better understand how these conditions might impact student success in the classroom and on campus. This training includes three hours of lecture and one hour dedicated to a panel made up of student veterans.
To register, go to: http://tinyurl.com/DeAnzaWH

TEACHING AND LEARNING

Cultural Humility as a Path to Educational Equity – Part VI: Negotiating Identities
Thu, May 1; 2:30 - 6:30 PM; MLC-246, Staff Dev Office
As an educator we navigate multiple identities, just like our students. Part of navigating identities is also acknowledging the role of power and privilege in each interaction. How we see ourselves and how others see us matters, as well as the messages we have internalized about our perceived identities. Cultural Humility requires an honest assessment of the role of power and privilege in our daily life, and how it shapes our interactions. In order to fully engage in equity, social justice, and culturally humble engagement we must not only recognize our privileged identities, we must understand how to negotiate them, name them aloud, and move towards ally-ship. This workshop, presented by Veronica Neal, will examine power and privilege in the academy, navigating personal identities, and ally behavior.

Implementing the REAL Test in the Classroom
Fri, May 23; 12:30 - 4:30 PM; MLC-270
The focus of this workshop, facilitated by JuanCarlos Arauz, is assessing our students for strengths in Innovation, Adaptability, Critical analysis, Cross-cultural Communication and Teamwork (the five 21st Century Skills needed for our students to succeed), AND how to capitalize on these strengths in the classroom.

For more information, contact Jackie Reza, Director, Staff & Organizational Development at rezajacquelyn@deanza.edu
To enroll in any workshop: please email Mary Kay Englen at staffdevelopment@deanza.edu
Participants will view 3 short videos; engage in analysis of those videos in relation to the five skills listed above. Participants will work case studies of various students and classes vis-à-vis their strengths, to answer the question: how could I adjust my methods in relation to the strengths this student(s) and/or this class(es) bring(s). By the end of this 4-hour workshop participants will have several strategies they can use to teach to the strengths of our students. This workshop is a follow up to both the March 2014 Partners in Learning Conference and to the Fall 2013 Workshop already presented, however you need NOT to have attended either event to participate.

First Year Experience for Tenure-Track Faculty Transitioning from Phase I to Phase II for Tenure Candidates
Mon, April 28; 9:30-10:30 AM; MLC-246, Staff Dev Office
This interactive training session for Tenure Candidates will check in regarding the results of Phase I Tenure Process and then review the timeline and due dates for Phase II processes, facilitated by the Director of the Office of Staff & Organizational Development and the Tenure Review Coordinator.

It’s Just Good Andragogy: Emotional Intelligence (EI) in the Classroom
Mon, May 12; 9:30 - 10:30 AM; MLC-246, Staff Dev Office
This 50 minute session workshop is designed to give an overview of EI, and to discuss the importance of emotional intelligence in the classroom, and to develop ways / techniques to foster EI in your classroom to enhance learning. Come prepared with examples of what’s worked and situations that need work.

Collaborative Learning Strategies, Looking Back–Moving Ahead
Mon, June 2; 9:30 - 10:30 AM; MLC-246, Staff Dev Office
Collaborative Learning is a pedagogical approach in which structured learning activities dependent on group deliberations are created. The approach attempts to transfer power to the learner, promote group problem solving, and improve the social skills of learners. We’ll review what you can expect in your second, third and fourth years of tenure and what resources are available for you re: activities for campus participation and suggestions on how to continue to integrate with the De Anza community.

PROFESSIONAL DEVELOPMENT

Speaking Up Without Freaking Out!
Wed, April 23; 1:15 - 2:15 PM; Admin Conf Rm 109
This workshop is designed to help faculty and staff who want to feel more confident when presenting. Through brief lectures and hands-on practice, participants will discover specific anxiety management techniques they can use to reduce their speaking anxiety. Further, these techniques can be taught in classes to help students reduce their anxiety.

Basic Workstation Ergonomics
Tue, April 29; 11:30 AM-1:30 PM; MLC-243 Computer Lab
Ergonomics is the study of how we interact with our physical environment, including our tools, equipment and furniture, and how we use those items to complete our tasks. Are there times when you feel your equipment is set up in an awkward way or that supplies and equipment are out of reach? Does it feel like your office just doesn’t “fit?” Would you like to identify ways to arrange your work area for more comfort and ease of movement? Then join Mary Kay Englen for an interactive workshop that will help you evaluate your work area, chair, desk and computer setup and suggest ways to create effective and healthy work practices.

QPR: Question, Persuade, Refer) Suicide Prevention Gatekeeper Training
Fri, May 2; 1:30 - 3:30 PM; MLC-270
Like CPR or the Heimlich Maneuver, QPR may save a life. Learn the warning signs of suicide and how to ask the "Suicide" question. Acquire skills and knowledge to persuade someone to get help and refer the person to the appropriate resource. Practice skills in a supportive environment today and earn your QPR Suicide Prevention Gatekeeper Certification. Melanie Hale, Foothill Counselor, Psychological Services.

Social Security Overview for CalPERS Members
Fri, May 2; 3:00 - 4:30 PM; MLC-260
Rob Pepper will present an overview of Social Security topics, including: the new “My Social Security” online statement, the online benefit estimator and calculators, when to start your Social Security benefits, how work affects your benefits, a brief overview of disability benefits and Medicare. Information is most relevant to staff within 5 to 10 years of retirement but it may also be of interest to others to know about CalPERS and how the Social Security benefits may be offset.

How to Keep Technology from Killing Workplace Civility
Tue, May 6; 11 AM - 12:30 PM; MLC-246, Staff Dev Office
This webinar deals with the increased use of technology and how to keep respect at the forefront of all workplace interactions. You’ll learn how different situations call for different modes of communication, how to maintain etiquette and manners using social media, and how to turn a rude e-mail exchange into a productive conversation. Identify when it’s time to tune into the people around you instead of your phone or computer; learn how to turn a rude e-mail or text message into a productive conversation; learn how to apply workplace etiquette and manners across all communication technology; maintain professional communication with colleagues and business contacts when using social media; recognize what form of communication is best for different situations and why sending a text message may be more effective than you think it is; list 10 guidelines for using technology to successfully communicate.

Serving as an EO (Equal Opportunity) Hiring Committee Representative
Wed, May 7; 10:30 AM - 1:30 PM; MLC-246, Staff Dev
At the completion of this three-hour workshop Equal Opportunity Representatives (EO) will have a solid grounding in De Anza College’s philosophy and commitment to diversity & social justice that are at the heart of our Institutional Core Competencies. EO Reps will understand their role on the hiring committee, the six major segments of the hiring process and be able to

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demonstrate a variety of strategies they can use to implement concepts of inclusion and social justice during each segment of the hiring process.

**We've Rescheduled!**

**Professional Achievement Award (for Faculty)**

Thu., May 8; 1:30 - 3:00 PM; Admin Conference Rm 109

Facilitated by Christina Espinosa-Pieb, Lisa Markus, and Cynthia Smith.

**Learn About the Library's New WorldCat Discovery System**

Thu, May 8; 11:30 AM - 12:30 PM; MLC-243

Repeated Wed, May 14; 12:30 - 1:30 PM; MLC-243

Learn about the library's new WorldCat Discovery System which allows you to search for books, eBooks, DVDs, magazine and journal articles, all in one search. Use WorldCat's powerful features to find books, videos and articles to incorporate in your classes.

**I Have a Customer Who . . .**

Fri, May 9; 9:00 AM - 2:00 PM; MLC-246

Emotional Intelligence (EI) has nothing to do with IQ, or how clever you are, but everything to do with how self-aware you are and how you interact with others. “Only 36 percent of people tested are able to accurately identify their emotions as they happen.” This means that two thirds of us are typically controlled by our emotions and are not yet skilled at spotting them and using them to our benefit. We enter the workforce knowing how to read, write, and report on bodies of knowledge, but too often, we are challenged to manage our emotions in the heat of the difficult situations. Good decisions require far more than factual knowledge. They are made using self-knowledge and emotional mastery when they’re needed the most. This workshop, facilitated by Jackie Reza, Director of Staff & Organizational Development, is designed to give an overview of Emotional Intelligence, and develop ways to foster EI in yourself, and use on the job. In this two-part workshop you will take an inventory to assess your strengths and areas for growth. Then you will create examples of customers who have triggered a strong emotional response and develop strategies to address similar situations, as they may occur again in the future.

**Professional Development Leave for Full-time Faculty**

Tue, May 13; 2:30 - 4 PM; MLC246, Staff Development

A “how-to” workshop on writing the application for professional development leave. Get ready for the application deadline in the Fall. Please bring your FHDA contract (Article 17). Facilitated by Linda Lane and Dorene Novotny.

**Classified Professional Growth Awards**

Thu, May 29; 12-1 PM; Admin Conference Room 109

This workshop gives a quick review of the PGA application and eligibility requirements, and defines what constitutes professional growth activities for classified staff. There will be adequate time to answer your specific questions about filing a PGA application. All participants will be provided with a PGA Organizer for their use.

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**NEW EMPLOYEE ORIENTATION**

**New Classified Professionals - Orientation to De Anza College**

Fri, May 30; 8:45 AM–4:00 PM; MLC-246, Staff Dev Office

New classified professionals are encouraged to attend a De Anza College orientation, facilitated by Mary Kay Englen, Senior Program Coordinator of Staff & Organizational Development. This meeting will include a nuts-and-bolts session with an overview of the New Employee Resource Guide, and an introduction to the culture and organization of De Anza College. Other topics include: the Classified Evaluation Process, Professional Growth, and Union and Senate Introduction.

**Light lunch will be served.**

**New Part-time Faculty - Orientation to De Anza College**

Mon, June 23; 1:30 - 6:30 PM; MLC-246, Staff Dev Office

New part-time faculty are encouraged to attend a De Anza College orientation with Jackie Reza, Director of Staff & Organizational Development. This meeting will include a nuts-and-bolts session with an overview of the Faculty Resource Guide, an introduction to the culture and organization of De Anza College, and a review of the various forms and procedures you will need to know in the first few weeks of the term. You will also receive a hands-on overview of FHDA technologies used: OWA, MyPortal and CourseStudio for student record-keeping and communications.

Mary Ellen Goodwin, part-time representative of the Faculty Association will be present to talk about part-time faculty rights and benefits. José Luis Rueda, of Educational Technology Services, will facilitate the technology overview.

**Light refreshments will be served.**

**TECHNOLOGY**

Please pre-register for Catalyst workshops with the David Garrido, Distance Learning Center Instructional Designer, so that adequate materials can be provided. He can be contacted at ext. 8970 or e-mailed at <garridodavid@fhda.edu>

**Online Teaching with the New Catalyst - Basic**

Fri, April 25; 2:00 - 4:00 PM; MLC243 Computer Lab

Repeated: Wed, May 7; 12:30-2:30 PM; MLC243 Lab

Repeated: Thu, May 15; 11 AM - 1 PM; MLC243 Lab

This hands-on workshop is part of the required training for any De Anza faculty who will be using Catalyst. In the workshop you will learn to create course content, add resources and activities, and use communication tools.

**Online Teaching with the New Catalyst - Assessment**

Fri, May 2; 2:00–4:00 PM; MLC243 Computer Lab

Repeat: Thu, May 22; 11 AM–1 PM; MLC243 Comp Lab

This workshop focuses on the assignment, quiz and gradebook features in Catalyst. Basic knowledge and experience with Catalyst is recommended.

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