Subject: [staffdev] Staff Development News [10.15.12 October Professional Development]
Date: Monday, October 15, 2012 4:06:48 PM PT
From: Marykay Englen
To: Marykay Englen

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De Anza College
STAFF AND ORGANIZATIONAL DEVELOPMENT
Announcement List
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[01] SPECIAL ANNOUNCEMENTS
National Boss’ Day – Tuesday, October 16th!
National Boss Day offers employees an opportunity to recognize those in supervisory positions. National Boss Day was started in 1958 when Patricia Bays Haroski, then an employee at State Farm Insurance Company in Deerfield, Ill., registered the holiday with the Chamber of Commerce of the United States. She designated October 16 as the special day because it was her father's birthday. Ms. Haroski's purpose was to designate a day to show appreciation for her boss and other bosses. She also hoped to improve the relationship between employees and supervisors. She believed young employees often do not realize the challenges bosses face in running a business.

Outlook Web Application for E-Mail and Calendaring
Thu, October 18; 9:30 - 11:00 AM; MLC-243, Faculty and Staff Computer Lab
Outlook Web Application (OWA) Email and Calendar training class, presented by Susan Malmgren of ETS. This workshop will cover how to use the basic functions of each plus tips and tricks to make it easier to navigate.
Please pre-register with the Kari Elliott so that adequate materials can be provided <elliottkari@fhda.edu> or call her at ext. 6917.

SAVE THE DATES!
• Fall Quarter Employee of the Month Celebration: December 14, 2:00-3:00 PM, Fireside Room, Campus Center
• 2013 Partners in Learning Conference: Friday, March 1, 2013

Weight Watcher's At Work
Mondays, 12:30 - 1:00 PM; MLC-246, Staff & Organizational Development
Ongoing Weekly On-campus Meeting for Weight Watchers. By losing just 10 percent of your body weight, you can lower your cholesterol, reduce your blood pressure, lower your risk for Type 2 Diabetes, feel better, and increase your energy level! Are you ready to start a healthier school year? Weigh-ins are confidential. Free eTools with membership! The monthly membership fee is $39.95.

[02] CONFERENCE FUNDING AND APPLICATIONS
The Staff Revitalization and Professional Conference Funds Committee meets to consider applications:

Meetings For Fall Quarter Funding
Thu, October 25 (for applications received by Wed., October 17)
Thu, November 15 (for applications received by Tue, November 6)
If funding is still available for Winter conferences, they will start to be considered at the Nov 15 meeting.
Thu, December 6 (for applications received by Tue, November 27)

Plan Far Ahead for International Travel!
Travel and Conference that is funded through general district/campus funds 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.
See our website at: http://www.deanza.edu/staffdev/conferences/fundstatus.html
WORKSHOPS AND EVENTS
Sign language interpreting or other accommodations available upon request. Contact Mary Kay Englen at ext. 8322 at least 5 days in advance of the event.
Please register in advance with Mary Kay at Staff Development so that adequate materials can be provided for all participants!

PT Faculty Teaching and Learning Seminars
Teaching Perspectives and Classroom Basics
Part-time faculty will receive a $100 stipend for attending the workshop, full-time faculty may receive professional growth. Fri, October 19; 9:00 AM - 1:00 PM; Room MLC-108
The Teaching Perspectives Inventory helps us – as faculty – think about how we approach our classrooms and what techniques work well given our approach. In this inventory there is no right or wrong way to teach, rather it proposes ways to be the BEST instructor you can be GIVEN your teaching perspective. (Participants will take the Teaching Perspective Inventory prior to the workshop.) The second part of the workshop, Classroom Basics, is designed to have us talk about making explicit that which is implicit in classroom structure and management. In this part of the workshop we will be using scenarios that you will contribute ahead of time, that could include topics such as the basics of lesson planning, plagiarism, addressing difficult students in class, after class, in your office, addressing awkward moments in the classroom, addressing hate speech or personal attacks in the class. Presenter: Jackie Reza, Director of Staff & Organizational Development.

Professional Growth Award Workshop for Classified Professionals
Wed, October 24; 12:00 - 1:00 PM; MLC-246, Staff & Organizational Development
This workshop gives a quick review of the PGA application and eligibility requirements, and defines what constitutes professional growth activities for classified staff. Mary Kay Englen will provide adequate time to answer your specific questions about filing a PGA application. All participants will be provided with a PGA Organizer for their use.

Staff Development Fly By Workshop
Building Politics Into Your Curriculum
Wed, October 24; 12:30 - 1:30 PM; Conference Room A, Campus Ctr
Q: How do you represent politics in your curriculum?
A: The Politics of Representation / The Representation of Politics
Eugene Rodriguez, workshop facilitator, will demonstrate the ways he has inserted politics into all his classes in order to cultivate a critical awareness of the myriad connections between visual media, aesthetics, politics, and consumerism. The main goal is to show the many ways students’ image-making practices can have a significant effect in the shaping of contemporary culture.

Basic Workstation Ergonomics
Thu, October 25; 2:00 – 3:30 PM; MLC-243, Faculty and Staff Computer Lab
Fri, October 26; 12:30 - 2:00 PM; MLC-243, Faculty and Staff 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 this workshop is given just for you. 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.

First Year Experience
Know Your Contract: Contract Issues for New Faculty
Mon, October 29; 12:30 - 1:30 PM; MLC-233, MLC Video Conference Room
Faith Milonas (VP of the FHDA Faculty Association) will discuss contract topics that are pertinent to new faculty: scheduling, fulltime and parttime assignments; FSA’s (Faculty Service Areas) and how they relate to a reduction-in-force; leaves that are available to faculty: personal necessity leave, sick leave, unpaid leave, and contract reduction. If time allows they will also cover load and class size. Bring your FA Contract with you to familiarize yourself with where to find the information presented.

Staff Development Leave for Classified Staff
Wed, October 31; 12:00 - 1:00 PM; MLC-246, Staff & Organizational Development
Presented by Mary Kay Englen and Blanche Monary, this workshop will answer these questions: What does the classified Agreement say? What should be included in the application? What is the process for applying? What happens when you return from your leave?

TECHNOLOGY TRAINING
Sign language interpreting or other accommodations available upon request. Please contact Mary Kay Englen at ext. 8322 at least 5 days in advance of the event. Most technology workshops are held in the Faculty and Staff Computer Lab in MLC-243. It is located on the upper floor of the Learning and Media Center building (located just across from the Flint Center Parking Garage) in room 243.

**Online Teaching with Catalyst Basic**
*Fri, October 19; 11:00 AM - 1:00 PM; MLC-243, Faculty and Staff Computer Lab*
Repeated: *Fri, October 26; 2:00 - 4:00 PM; MLC-243, Faculty and Staff Computer Lab*
Repeated: *Wed, October 31; 1:00 - 3:00 PM; MLC-243, Faculty and Staff Computer 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.

**Catalyst Assessment Tools**
*Tue, October 23; 11:00 AM - 1:00 PM; MLC-243, Faculty and Staff Computer Lab*
*Fri, November 2; 2:00 PM - 4:00 PM; MLC-243, Faculty and Staff Computer Lab*
*Wed, November 14; 1:00 PM - 3:00 PM; MLC-243, Faculty and Staff Computer Lab*
This workshop focuses on the assignment, quiz and gradebook features in Catalyst. Basic knowledge and experience with Catalyst is recommended.

Please pre-register with 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>

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