Subject: [staffdev] Staff Development News [10.25.12]
Date:    Thursday, October 25, 2012 4:26:55 PM PT
From:    Marykay Englen
To:      Marykay Englen

De Anza College
STAFF AND ORGANIZATIONAL DEVELOPMENT
Announcement List

In this email:
[01] Did You Know?
[02] Special Announcements
[03] Conference Funding and Applications
[04] Workshops and Events
[05] Technology Training

[01] DID YOU KNOW?
Our Good Friend and Colleague, Stan Judkins, from ETS, is Retiring on October 31st!
(Yes, it IS scary! :-))
Please join us for a small reception and light refreshments on Tuesday, October 30 from 1:30-3:30 PM at the
Staff Development Office at MLC-246!

[02] SPECIAL ANNOUNCEMENTS
The New CollegeBuys.org / $39.99 Microsoft Office Offer!
We are excited to announce that students and staff* can now purchase Microsoft Office Professional Plus software for
$39.99 - available exclusively through CollegeBuys. This price, negotiated by CollegeBuys on behalf of California
Community Colleges, is the lowest offered anywhere for our colleges.
CollegeBuys is administered by the Foundation for California Community Colleges - the official nonprofit supporting our
system. CollegeBuys is the only group purchasing program focused exclusively on the needs of Community Colleges.
The new Microsoft offering is part of the CollegeBuys program, which has helped faculty, staff and students secure
educational discounts on Microsoft and Adobe software purchases for over 10 years. To check your eligibility, visit
CollegeBuys.org.

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

Meetings For Fall Quarter Funding
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

[04] WORKSHOPS AND EVENTS
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. Our full quarter calendar is posted on our events calendar page.
Please pre-register with the Staff Development Office so that adequate materials can be provided. Email Mary Kay Englen
at staffdevelopment@deanza.edu.
There are seats still available in:

**Basic Workstation Ergonomics** / **Measure C Furniture Project**
*Fri, October 26; 12:30 - 2:00 PM; MLC-243*

**Faculty 1st Year Experience: Contract Issues for New Faculty**
*Mon, October 29; 12:30 - 1:30 PM; MLC-233*
Repeated: *Fri, November 2; 1:30 - 2:30 PM; MLC-246*

**Online Teaching with Catalyst Basic**
*Wed, October 31; 1:00 - 3:00 PM; MLC-243*
Contact [David Garrido](mailto:David.Garrido@deanza.edu) for registration or information.

**Weight Watcher’s At Work**
*Mon, October 29; 12:30 - 1:00 PM; MLC-246*
Weekly on-campus Meeting for Weight Watcher’s.
Call Mary Kay at (408) 864-8322 or email her at englenmarykay@fhda.edu.

**Staff Development Leave for Classified Professionals**
*Wed, October 31; 12:00 - 1:00 PM; MLC-246*

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**NOVEMBER WORKSHOPS**

Please pre-register with the Staff Development Office so that adequate materials can be provided. Email Mary Kay Englen at staffdevelopment@deanza.edu.

**Catalyst Assessment Tools**
*Fri, November 2; 2:00 - 4:00 PM; MLC-243*
Repeated: *Wed, November 14; 1:00 - 3:00 PM; MLC-243*
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](mailto:David.Garrido@deanza.edu), Distance Learning Center Instructional Designer, so that adequate materials can be provided. He can be contacted at ext. 8970 or e-mailed at <garridodavid@deanza.edu>

**Classified Professional Growth Award Working Group**
*Wed, November 7; 12:00 - 1:00 PM; Admin Conf Rm 109*
All classified staff are welcome to attend these working sessions where interested staff get together to organize their materials and work on their professional growth award application. Share your knowledge and experience with other staff!

**Faculty Teaching and Learning Seminars:**

**Enhancing Learning Via Emotional Intelligence in the Classroom**
*Fri, November 9; 9:00 AM - 1:00 PM; MLC-108*
This workshop is designed to give an overview of Emotional Intelligence (EI), and its use in the classroom. We will investigate and develop ways to foster EI in your classroom to enhance learning. We will be using scenarios that you will contribute ahead of time, that could include topics such as: how to foster comfort and caring within the classroom to enhance learning, how to re-center a classroom, how to reach out when someone or a group has been marginalized because of a difficult topic, conversation or because of hate speech. Part-time faculty receive a $100 stipend, Full-time faculty are eligible for professional growth.

**Staff Development Fly-By: Do NOT Do Noth’en - Suicide Can Be Prevented!**
*Tue, November 13; 11:30 AM - 12:30 PM; MLC-246*
Have you ever had a student show a sudden loss of energy or motivation? … have an unexpected decline in enthusiasm? .. show signs of helplessness? This workshop is for staff, faculty and administrators and has been specifically designed to give some quick intervention techniques you can use to support students during stressful times. Come learn the QPR method to help students who might be suicidal…you never know…you might save a life.

**Faculty 1st Year Experience: Teaching Perspectives Inventory**
*Tue, November 20; 12:30 - 1:30 PM; MLC-246*
This workshop focuses on defining and articulating how YOU frame YOUR pedagogy via the Teaching Perspectives Inventory (TPI). The TPI allows us to look more deeply at the underlying values and assumptions related to teaching and learning and gives us a process for critical reflection by articulating a teacher's beliefs about learning, knowledge, and the social role of “teacher.” Prior to the workshop participants will need to go to http://www.TeachingPerspectives.com and take the TPI and bring the results to the workshop.

**Faculty Teaching and Learning Seminars:**

**Creating Spoken Histories in the Digital World of YOUR Classroom**
*Fri, November 30; 9:00 AM - 1:00 PM; MLC-243*
Creating Spoken Histories in your classroom with Ethan Lee. Spoken histories are memories of living people. Learn how to do biographical and generational spoken histories. Learn why they are important, how to sell students on doing them,
how to create them, problems and solutions, technical issues, and presentation. The benefits include: Students becoming interested in the history of their ethnic group, community, and their own family. The students also create a historical archive that can be used by future generations.

**DECEMBER WORKSHOPS AND EVENTS**

**Faculty 1st Year Experience: Writing Your Self-Evaluation for Tenure Review**

*Mon, December 3; 12:30 - 1:30 PM; MLC-233*

*Repeated: Fri, December 7; 1:30 - 2:30 PM; MLC-246*

This workshop focuses on writing your self-evaluation, an important part of the tenure process that affects all phases of tenure. Learn what to include, what NOT to include, and get guidelines and practical tips.

**New Classified Staff Orientation to De Anza College**

*Fri, December 7; 8:30 AM - 12:30 PM; MLC-246*

New classified staff are encouraged to attend a De Anza College orientation. 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.

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

*Mon, December 10; 3:00 - 5:00 PM; MLC-246 (College Orientation)*

*Mon, December 10; 5:30 - 7:00 PM; MLC-243 (FHDA Technology Orientation)*

New part-time faculty are encouraged to attend a De Anza College orientation with Jackie Reza, the 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. Mary Ellen Goodwin, part-time representative of the Faculty Association will be present to talk about part-time faculty rights and benefits.

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**[05] 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.

**High Tech Center Training Unit / De Anza College / Hoeffler Building**

**December 4, 2012: Dragon NaturallySpeaking 11**

Voice recognition software is coming of age. With advances in processor speed and amount of available RAM, voice recognition is now a viable option for mobility impaired and RSI students, as well as anyone who wants to work hands free. Participants will be able to do the following:

- create a voice profile
- navigate menus by voice
- use mouse grid
- surf the Web by voice
- explore materials used to teach DNS to students
- learn the differences between the different levels of DNS software

**December 5, 2012: Advanced Dragon NaturallySpeaking 11**

Dragon Naturally Speaking (DNS) Professional Version 11.0 contains a number of advanced features that will allow you to help your students customize the program for their specific needs. Participants will be able to do the following:

- understand and create DNS macros
- use the vocabulary builder
- customize training materials
- understand the options for customizing DNS
- understand how to create a profile for a digital recorder

Any FHDA employee wishing to register for these free trainings may log into the HTCTU Web site: [http://www.htctutraining.net/](http://www.htctutraining.net/) If you are new to the website, please create an account.

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**Staff & Organizational Development**