Subject: [staffdev] Staff Development News [9.24.12]
Date: Monday, September 24, 2012 10:31:32 AM 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
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[04] Workshops and Events

Welcome to the 2012-2013 Academic Year and Fall Quarter!!

[01] DID YOU KNOW?
... that we’ve had a MOVING experience this summer? Staff & Organizational Development, the Technology Resource Group, and the Distance Learning Center have moved to their new locations on the upper floor of the Media and Learning Center building (MLC). Come on by for a visit and see our spectacular new facility!

[02] SPECIAL ANNOUNCEMENTS

Drop-in Labs with Susan Malmgren/ETS for Outlook and MyPortal support for faculty!
Tue., September 25; 2:00 – 4:00 PM; Faculty and Staff Computer Lab, Media and Learning Center, MLC-243
Thu., September 27; 2:00 – 4:00 PM; Faculty and Staff Computer Lab, Media and Learning Center, MLC-243

[03] NEW CONFERENCES LISTING

October 25-27, 2012
24th Annual Southwest Seminar for Great Teaching
Santa Fe, NM
For more information

November 9, 2012
The San Francisco Bay Area Administrative Assistants Conference
San Jose, California
For more information

November 8-10, 2012
Next Generation STEM Learning: Investigate, Innovate, Inspire
Kansas City, Missouri
For more information

November 9, 2012
[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.

Tenure Review and You For Committee Members
Wed, October 3; 11:30 AM - 1:30 PM; Staff Development, MLC-246
This interactive training session for Tenure Review Committee Members is conducted by Jackie Reza, Director of Staff and Organizational Development, and Mary Bennett, Chair of the Tenure Review Committee. This is your opportunity to gain essential knowledge and useful skills directly related to your work as a tenure review committee member. Topics covered include: Overview of Tenure Review Process and Article 6A; Tenure Review Committee: responsibilities and timeline; Conducting and Reporting a Classroom Observation; and Writing the Tenure Review Committee Recommendation. Please pre-register with the Staff Development Office so that adequate materials can be provided.

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