

# Cañada College Professional Learning Newsletter

March 2017

## *March 8, 2017 Flex Day*

On March 8, 2017, 150 Cañada employees attended a variety of sessions for Flex Day. The morning began with a presentation and discussion about Pathways and Early College Credit. Sessions included an all-day On Course workshop focusing on instructional strategies made possible through funding from the HSI-STEM and MSEIP Inspirers Grants. Other sessions covered AFT Retirement, the Professional Learning Network, and Communities of Practice. Through the efforts of John Winchester in IT, Jai Kumar's session on Inclusive Access: Course Materials Delivery Print/Digital was livestreamed to both College of San Mateo and Skyline College. The video for this presentation can be found on the [Follow-up Flex Day Resources webpage](#).

### *Thank you to all who contributed to our March 8, 2017 Flex Day*

Facilities	Marcella Grant
IT	Michael Hoffman
Communities of Practice Advisory Group	Jai Kumar
Cañada Professional Learning Committee	Ray Lapuz
Gregory Anderson	Monica Malamud
Mina Dadgar from Career Ladders Project	Diva Ward
Amelito Enriquez	

Campus-wide Professional Learning Committee

## *International Women's Day*

During March 8 Flex Day, attendees had an opportunity to celebrate International Women's Day by sharing ideas for how they will #BeBoldForChange. Ideas shared included

- Always find a way to help other women
- Talk with my daughter about women who have contributed greatly to our history, urging her to be bold in her career choices
- Do best to eliminate gender bias
- Continue to speak my mind about things that matter to me
- Not be ashamed to be ambitious and competitive in an academic setting
- Be vocal for health services for women

"Our work should equip the next generation of women to outdo us in every field. This is the legacy we'll leave behind." Rupi Kaur

## *Classified Leadership Institute*

In Fall 2016, the Classified Professional Development Work Group developed an application process for Classified Professionals to apply to attend the Classified Leadership Institute. The Work Group also allocated Classified Professional Development funds for two applicants to attend the institute. The Work Group accepted applications through January 2017 and reviewed the applications in February 2017. Four Classified Professionals applied to attend this opportunity.

Cañada will send three attendees to the Classified Leadership Institute in June 2017: Maggie Baez, Maria Huning, and Maggie Lozano. Maggie Baez and Maria Huning will attend through funding from the Classified Professional Development Work Group. Maggie Lozano, current Classified Senate Vice President, will attend as a designee of the Classified Senate President. All three will also present on the ways in which Cañada's Classified Senate serves students, one another, and the college. In addition, Maggie Baez and Maggie Lozano also received scholarships from the California Community Colleges Classified Senate. We are excited these three Classified Professionals will represent Cañada.

## *Lunch and Learn with ACES*

The ACES Committee has arranged for three professional learning opportunities in late April/early March. Join colleagues in the following discussions:

- April 20, 2017 from 1:00 p.m. – 2:00 p.m. in 5-108 – Transparency in effective assessment design – Rebekah Taveau
- April 27, 2017 from 1:00 p.m. – 2:00 p.m. in 9-154 – How to set and maintain high expectations – Maggie Lozano
- May 4, 2017 from 1:00 p.m. – 2:00 p.m. in 9-154 – Showing care and compassion when working with students – Maggie Lozano

## *2017-18 Flex Days*

2017-18 Flex Days will be held on August 14 & 15 (the 14<sup>th</sup> is the District's Opening Day at Skyline College, and the 15<sup>th</sup> is Cañada's Opening Day), October 11, January 11 & 12, and March 8. The Professional Learning Committee will send a request for proposals in early April for those interested in holding a Flex Day session during the 2017-18 academic year. Please look for more information to come.

## *Professional Learning Opportunities*

Visit the [Professional Learning Opportunities webpage](#). This page includes a variety of Bay Area, on-campus, District, and online learning opportunities. The webpage also includes a variety of online certificates. Employees eligible may apply for College Professional Development Funds through the appropriate application process. You will find the professional development application process for [faculty](#), [managers](#), and [staff](#) on the Cañada Professional Development page. Please email [Erin Moore](#) with other opportunities not included on this page.

## *Professional Learning Network*

The Chancellor's Office launched the [Professional Learning Network \(PLN\)](#) in the Spring 2016. The PLN is a "one-stop site to effective practices, training and other resources." This statewide network is available for **all** California Community College employees. It offers resources, a calendar of statewide professional learning opportunities, and a place for employees to create and track their own professional learning.

The PLN also provides access to three different online learning sites: Lynda.com, Grovo, and Skill Soft. These three online learning sites offer PLN members free access to a variety of videos and courses that cover tips for managing stress,

technology training, instructional methods, and many more topics. In order to access any of the online learning sites,

- Set up a [PLN](#) account by clicking Log in/Register
- Complete the account set-up information
- Click Learn
- Choose from Lynda.com, Grovo, and/or Skill Soft
- Fill in the appropriate information (if you have had a Lynda.com account in the past, make sure to check "Transfer History")
- Follow the directions for setting up the account
- Access the learning sites with any computer

## *The Influence of Food Insecurity on Student Success CCEAL Webinar*

SparkPoint and Professional Learning organized a shared viewing of the Community College's Equity Assessment Lab's (CCEAL) webinar The Influence of Food Insecurity on Student Success. Attendees viewed the webinar together and discussed major takeaways. In addition, those attending established some actionable items to help further alleviate student food insecurity while raising awareness throughout our campus. Attendees have expressed an interest in continuing to build upon the learning they shared through future opportunities.

## *College-wide Professional Learning Committee*

In the Spring 2016, PBC identified a structure for the College-wide Professional Learning Committee. Committee make-up includes 2 representatives from faculty, 2 representatives from staff, 2 ASCC representatives, 1 administrator, and the Director of Professional Development. Committee members were appointed by respective Senates with the administrator appointed by College Cabinet.

In October 2016, the Professional Learning Committee held its first meeting. The committee continues to meet in order to accomplish and maintain the following:

- Providing input and feedback on the Professional Learning Plan
- Aligning the Professional Learning Plan and campus-wide activities with the Professional Learning Framework
- Setting and assessing campus-wide professional learning goals
- Determining campus-wide professional learning needs through a needs assessment
- Planning themes and activities (including Flex Days) according to the campus-wide Professional Learning Framework, Plan, and employee needs
- Evaluating professional development activities based on participant feedback
- Collaborating with other on-campus professional development (ACES, Communities of Practice, Faculty Professional Development Committee, Classified Professional Development Work Group)
- Identifying additional tasks and responsibilities related to professional development

The Committee has two more meetings during the Spring 2017: April 10 and May 1 from 12:30 p.m. – 2:30 p.m. in 8-110. All are welcome to attend. All meeting agendas and minutes are posted on the [College-wide Professional Learning webpage](#).

### **Current Committee members:**

Faculty - open position. Please contact Academic Senate President Doug Hirzel for more information  
Mallory Stevens - CBOT Faculty  
Chrissy Kincer - Division Assistant for Counseling  
Chantal Sosa - Admissions and Records Assistant

Ben Yeh - ASCC Student Representative  
Michelle Marquez - Vice President of Administrative Services  
Erin Moore - Director of Professional Development and Innovation

## *Recommended Lynda.com courses and video*

### Courses

5 ways to Control your Time (1 hour 35 min.)  
Communicating Across Cultures (17 min. 58 sec.)  
Effective Listening (1 hour 8 min.)

### Videos

Tips for getting more learning into your life (3 min. 20 sec.)  
Communicating authentically as a leader (3 min. 53 sec.)  
Top 5 Excel shortcuts (6 min. 9 sec.)  
Problem-based learning (4 min. 48 sec.)  
Understanding the three principles of productivity (3 min. 44 sec.)

## *College-wide Professional Learning Plan*

The Professional Learning Committee is in the process of drafting the College-wide Professional Learning Plan. The Committee has categorized and reviewed data from previous Professional Learning discussions held on campus from 2014 and 2016 while also analyzing sample plans from other colleges and districts throughout California. In addition, the committee applied information from the [Fall 2016 IEPI Menu of Options](#).

At this time, College Council, Classified Senate, and Academic Senate have had an opportunity to review the draft goals and objectives as well as a working draft of the Professional Learning Plan. College Cabinet will review the working draft of the plan in early April, and the entire college will have an opportunity to review and provide feedback on the plan throughout April 2017. For more information on development of the College-wide Professional Learning Plan, please visit the [Professional Learning Plan webpage](#).