

Cañada College

Professional Learning Newsletter

November 2017

August and October Flex Days

Thank you to everyone involved in making our August and October Flex Days successful! Both days were well attended: 141 signed-in attendees for August and 134 signed-in attendees for October. Please visit the [Flex Day Resources](#) webpage for links to presentations from August and October Flex Days. This page also includes previous Flex Day agendas.

January and March Flex Days

The College's next Flex Days will be January 12 & 13, and March 9. The Campus-wide Professional Learning Committee is in the process of organizing the Spring Semester Flex Days with further discussion at the next meeting. All are welcome to attend [Professional Learning Committee](#) meetings. The next meeting will be held on November 21 from 1:00 p.m. – 3:00 p.m. in 5-108.

2017-18 Professional Learning Committee

The Professional Learning Committee meets on the third Tuesday of every month from 1:00 p.m. – 3:00 p.m. Meeting locations change, so please watch for email announcements about committee meetings. The 2017-18 Professional Learning Committee members are

- Lale Yurtseven – Business Faculty
- Mallory Stevens - CBOT Faculty
- Chrissy Kincer - Division Assistant for Counseling
- Vacant – CSEA in conjunction with Classified Senate – Please contact [Jeanne Stalker](#) if interested in this role
- R Abd-aljawad - ASCC Student Representative
- Phillip King - Vice President of Student Services
- Erin Moore - Director of Professional Development and Innovation

Conference & Workshop Presenters

If you will be presenting at a workshop, please contact [Erin Moore, the Director of Professional Learning and Innovation](#) with information on the workshop and presentation so it can be included in the Professional Learning Newsletter.

Our vision for Professional Learning is to foster an ongoing community of lifelong learning that embraces and responds to change through promoting innovative and equitable practices campus wide.

College-wide Needs Assessment

In order to determine professional learning opportunities for our College, the Campus-wide Professional Learning Committee has coordinated with the Academic Senate, Classified Senate, and Cabinet to develop and distribute a Professional Learning Needs Assessment.

Thank you to the 63 employees who have completed the survey at this time. The brief survey will be open through November 17. If you have not had an opportunity, please take a moment to complete the [Professional Learning Needs Assessment](#). This is an opportunity to help program professional learning on our campus.

Professional Development Fund Applications

Cañada employees who meet eligibility requirements can apply for professional development funds to attend a conference or a workshop. Classified Professionals who meet eligibility requirements also have the opportunity to receive tuition reimbursement from the College or District. For more information on the application process, please visit the [Professional Development Fund Application](#) page and click the appropriate job classification.

Please direct questions about Faculty Professional Development to [Lisa Palmer](#), the Faculty Professional Development Chair. Please contact the Director of Professional Development and Innovation, [Erin Moore](#), with questions about Classified and Administrator Professional Development funds.

Local and Online 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. Please email [Erin Moore](#) with other opportunities not included on this page.

Professional Learning Network & Accessing Online Learning Opportunities

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 search for opportunities 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

Recommended Lynda.com courses and vid

Courses

Redefining PowerPoint in the College Classroom (1hour 38 min)

Listening to Customers (16 min 49 sec)

Improving your Focus (56 min)

Videos

Using attentive nonverbal cues (3 min 40 sec)

Outlook: Delete redundant messages with

Conversation Cleanup (1 min 39 sec)

Life audit: Identifying digital triggers (4 min31 sec)