
MONDAY – SEPTEMBER 13

Improve Your Minute Taking Skills

Monique Babin

9-10

McLoughlin

This session will review basic minutes-taking skills and will identify some strategies for improving the organization and reference value of meeting minutes.

Preparing for Your Performance Appraisal/Professional Development Plan

TBD

10-11

Pauling 101

This session for classified employees will discuss effective methods for working with your supervisor to make the most of the performance appraisal process, thinking through your professional goals and developing a plan.

Developing Effective Performance Appraisals/Professional Development Plans

TBD

11-12

Pauling 101

This workshop for supervisors will review the keys to conducting successful performance appraisals, the importance of clarifying expectations, performing ongoing performance coaching, and working with your employees to set goals.

TUESDAY – SEPTEMBER 14

Three Days to Better Teaching – 2010

Steve Beining

Streeter Labs

Student Learning Styles (Global vs. Sequential, Active vs. Reflective, Sensing vs. Intuitive, Visual vs. Verbal) and Balanced Design

Provided: Lunch and Moodle Demonstrations

Business Office Updates

Business Office Staff

9-11

McLoughlin 201

Update on new Business Office procedures and tools. Includes changes in purchasing/payables, payroll, etc.

Financial Aid Supervisor Orientation

Tawnya Stauffer

10-11

Community Center 127

Provide FWS supervisors with the necessary tools to initiate and maintain the employment of Work Study students within their departments.

Phone System “Tips & Tricks”

Scott Branscum

11-12

Roger Rook

Waiting outline

WEDNESDAY – SEPTEMBER 15

Three Days to Better Teaching – 2010

Steve Beining

Streeter Labs

Wikis and their impact on writing, instruction, and assessment

Provided: Lunch and Moodle Demonstrations

Mass collaboration, co-generation of instructional materials, and group research

Datatel Assignment Contract Refresher

Sara Simmons/Sandi Sargent

9-11

Training Center 126

Refresher on Faculty Assignment Contracts and How to use Reporting Services for FAC information.

Work Place Communication

Ray Hoyt and CT Staff

11-1

Pauling 101

This workshop provides insight into a person's strengths and behavioral preferences using the PREP Personality Profile Assessment.

THURSDAY – SEPTEMBER 16

Three Days to Better Teaching – 2010

Steve Beining

Streeter Labs

Scholarship/Research in the Age of Wikipedia

Provided: Lunch and Moodle Demonstrations

“Mash-ups” and the changing meaning of “Plagiarism”

Recognizing and Responding to Potential Sexual Harassment

Karen Vickers

10-11

Training Center

This training session will assist supervisors in understanding what behavior is acceptable so they can identify and appropriately respond to incidents of sexual harassment.

Family Leave 101

Karen Vickers

11:15 – 1:30

Training Center

This workshop will provide an overview of family leave (federal/state) and discuss the relationship to workers' comp and the Americans with Disabilities Act (ADA).

Word and Excel “Tips and Tricks”

Tanya Patrick

10-11

McLoughlin 130

An introduction to some useful time-saving features when working with Excel and Word, as independent programs and in conjunction with each other.

Snag IT

Mary Collins

11-12

Roger Rook

Snag It software, from TechSmith, can capture images, text, and video, from your whole screen, a program's window, a rectangle you drag out or even a free-form region you draw with your mouse. Learn how, and see how this can help you get your work done with fewer frustrations.

Introducing Communications Management

Mary Collins

12-1

Roger Rook

Communications Management is a datatel module that lets you record communications to and from your audience. In this workshop we will overview what it can do for your office.

FRIDAY – SEPTEMBER 17

New Student Experience (7:30-3:30)

Mindy Brown

New Employee Orientation

Human Resource Staff

DeJardin 233 – 8:00-4:30

MONDAY – SEPTEMBER 20

Jumpstart – Wellness Project

CCC quad

New Faculty Experience-Electronic Resources

Steve Beining

9-10

Streeter Lab

The college provides computers, software, instructional hardware and many networked systems for faculty to use, including systems for communication (outlook), student info (datatel and myclackamas), content and learning management (contribute and moodle). This session will show faculty members new to the college the institutional data systems that are available to them, how they work, and how to get help when they have questions.

Sabbatical Preparation

Nora Brodnicki/Amanda Coffey

9-10

Roger Rook 208

This presentation will cover a brief overview of the Sabbatical Committee and its purpose, timelines, process of submitting proposals, and criteria for sabbatical leaves.

The First Day of School

Terry Irish

10-11

Gregory Forum a

What to say, how to say it and what it all means to students: Survival tips for the first day of class.

First Day Redux?

Kate Gray

11-12

Roundtable

Gregory Forum a

Each quarter offers the chance to redo the first day. What do you do? What would you do if you had the very first day to do again? Please join new and experienced faculty in a roundtable discussion.

Understanding Fitness Assessment

Jim Martineau

12 -1

Randall 210

This course is designed to give attendees a chance to understand body composition as it relates to overall health.

VP Meeting

1-3

GF 108 B/C

Yard Art

John Phelps

3-5

Training Center 165

Create a plant hook or hanging basket stand for your garden.

Tuesday – September 21

What is Learner-Centered Teaching?

Dave Mount/Brenda Marks

9-10

Gregory Forum ab

What is Learner-Centered Teaching? (Hint- it's not letting students do whatever they please!) . . .

What is Learner-Centered Teaching?

Dave Mount/Brenda Marks

10-11 (Repeat)

Gregory Forum ab

What is Learner-Centered Teaching? (Hint- it's not letting students do whatever they please!) . . .

What Learner-Centered Activities Have You Tried That Have Worked?

Bruce Nelson

11-12

Gregory Forum ab

Learner-centered teaching techniques as utilized in a variety of academic disciplines at Clackamas Community College are introduced using real life examples from selected classes.

Basic Nutrition

Jim Martineau

12-1

Randall 210

This course is designed to help promote the thinking of attendees about their current lifestyle and offer some alternatives in the way of nutrition, exercise, and weight management.

Streamer Frisbees Interactive Sculpture

Rick True

1-2

TBD

Group interactive sculpture event using streamer Frisbees invented by CCC instructor Rick True.

Department Chair Meeting

2-4

Gregory Forum A/B

Wednesday – September 22

Keynote speaker – Terry Doyle

Lunch - Provided by Outlaw BBQ

Division Meetings

1-5

Thursday – September 23

Exempt Staff Meeting

8-9

CC 127

Workshop with keynote Terry Doyle

P 131

Sabbatical Preparation

Nora Brodnicki/Amanda Coffey

9-10

Roger Rook 203

This presentation will cover a brief overview of the Sabbatical Committee and its purpose, timelines, process of submitting proposals, and criteria for sabbatical leaves.

Classified Staff ACE Meeting

12 -1 or 1-2

Gregory Forum abc

FT Faculty Meeting/Lunch

12-1

Cafeteria

PT Faculty Meeting/Lunch

Community Center 127

Friday – September 24

Scholarship and Research in the Age of Wikipedia

Steve Beining

9-10

McLoughlin Auditorium

Wikipedia engenders a variety of opinions from educators ranging from the strongly opposed to the deeply ambivalent, but whatever your opinion, this wildly popular reference tool will not be ignored. Attend this session to learn about Wikipedia and its impact on scholarship and research.

Reaching the Wired Student

Brenda Marks/Kate Gray

10-11

McLoughlin Auditorium

What does it mean to have been born after the popularization and mass adoption of the personal computer? How are our students' perspectives shaped by an onslaught of digital technology? How can faculty and staff reach the wired student and engage them in the college experience? Join us in a discussion of how to reach the wired student in a community college environment.

Capital Construction - Open forum

TBD

10-2

Gregory Forum

The myth of Multitasking: & The Power of Less: Book Discussion

Steve Beining/Brenda Marks

11-12

McLoughlin Auditorium

The pressures of living in an always-on world of instantaneous connectivity have led some people to adopt multitasking as a way to deal with the near-constant electronic interruptions we face today. Is this habit sustainable, valuable or productive? Join us in a discussion of two books that question the contemporary trends of doing it all and doing it all simultaneously.

Some copies will be available in the library.

Expanded Presidents' Council – August 11, 2010

Draft – Attachment #1

ASG BBQ

ASG

12-1

Quad, (CC Mall, if raining)

Self Defense

TBD

1-2

Randall 104 (gym)

Waiting on outline (sent to HPE)

I:\Hr Dept\Training\TRAINING RESOURCES\HMRS Staff Development\Workshop Outlines\10-11\Inservice\outline to Janet.doc