INSTITUTE WEEK WORKSHOPS AND EVENTS

Tuesday, August 20, 2013 – MJC East Campus

Benefits Presentation for Faculty
Date:  Tuesday, August 20, 2013
Time:  9:00 am – 10:00 am
Total Flex hours:  1 hr
Location:  Founders Hall 152
Enrollment Limit:  35

Kathy Pritchard and Dora Lopez from YCCD Benefits office will explain to faculty the new benefits changes and help with open enrollment options.

Facilitator: Benefits Office

I DIDN’T KNOW I CAN DO THAT! Windows 7 Overview
Date:  Tuesday, August 20, 2013
Time:  10:30 am – 12:00 pm
Total Flex hours:  1.5 hrs
Location:  Founders Hall 111
Enrollment Limit:  40

In this Windows 7 Overview, you will be introduced to many new applets and features. Did you know that you can become the most popular PC guru in your building after you amaze them with a recording made by the Problem Steps Recorder? I DIDN’T KNOW I CAN DO THAT? More tips just like this one offered in this Windows 7 Overview. Can’t wait!

Facilitator: Mardi Brewer, Information Systems Support Specialist

Student Learning Outcomes, Assessment, and Program Review: A Dialog About Program Improvement, Student Success, and Our Current Cycle

Date:  Tuesday, August 20, 2013
Time:  10:30 am – 12:00 pm
Total Flex hours:  1.5 hrs
Location:  Forum 102
Enrollment Limit:  40

No description available.

Facilitator: James Todd, President, Academic Senate
**Mutual of Omaha Voluntary Life Insurance (Supplemental)**

Date: Tuesday, August 20, 2013  
Time: 1:00 pm – 4:30 pm (15 minute intervals)  
Total Flex hours: .5 hrs  
Location: Founders Hall 152  
Enrollment Limit: 40

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**Important Information Regarding Your Life Insurance Benefits**

All eligible employees enrolled in Basic Life coverage with Mutual of Omaha will have a one-time opportunity to also enroll in Voluntary Term Life up to $200,000 without having to complete a health questionnaire. In addition, Employees currently enrolled in the Voluntary Life may use this open enrollment opportunity to increase the benefit to $200. Coverage without completing a health questionnaire is available during this enrollment period only.

***Each eligible employee also has a chance to win an iPad and one of many Target gift cards from Mutual of Omaha for attending a meeting***

Preprinted enrollment forms with your specific rates can be picked up at the meetings. If you are unable to attend a meeting but would still like to take advantage of this opportunity, you may call Kathren Pritchard at (209) 575-6547 or e-mail pritchardk@yosemite.edu no later than Wednesday, August 28th, 2013.

No forms will be accepted for guarantee issue after this date. See you at the meetings!

Facilitator: Benefits Office

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**CISCO Phones**

Date: Tuesday, August 20, 2013  
Time: 3:00 pm – 4:00 pm  
Total Flex hours: 1 hr  
Location: Founders Hall 111  
Enrollment Limit: 40

In this workshop we will cover Cisco phone features and frequently asked questions such as answering incoming calls while on an existing call, creating conference calls, Cisco voice mail and voice mail commands, setting up your speed dial buttons (only available on the 7965 model), personal address book and PIN.

Facilitator: Lue Martin, Information Systems Support Specialist

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**Wednesday, August 21st, 2013 – MJC East Campus**

Financial Aid for Rookies  
Date: Wednesday, August 21, 2013  
Time: 8:30 am – 10:00 am  
Total Flex hours: 1.5 hrs  
Location: Founders Hall 152  
Enrollment Limit: 40
This workshop will be an overview of Financial Aid. A description of the flow of the office from when a student files their FAFSA (you can learn what that stands for), walks in or submits documents on line to how students receive funds in their hand or debt card. Lots of time for questions.

Facilitator: Barbara Wall, Financial Aid Assistant

Updates on Student Success Act
Date: Wednesday, August 21, 2013
Time: 10:30 am – 12:00 pm
Total Flex hours: 1.5 hrs
Location: TBA
Enrollment Limit: 40

Student Success Initiative. Where are we at with the Student Success Initiative? Spend this time with Dean Martha Robles to learn about the most recent updates from the California Community college chancellor’s Office & what it means for MJC.

- Enrollment Priorities
- Improve student support services;
- Incentivize student success;
- Increase consistency by using common assessment instruments;
- Communicate progress with the use of Student Success Scorecards;
- Require that students with fee waivers meet minimum academic standards; and
- more…

Facilitator: Martha Robles, Dean, Matriculation, Admissions & Records

Learn About Accreditation Brown Bag
Date: Wednesday, August 21, 2013
Time: 12:00 pm – 1:00 pm
Total Flex hours: 1 hr
Location: East Campus Staff Dining Room
Enrollment Limit: 40

Please come and participate in our college-wide review of the MJC Accreditation Follow-Up Report October 2013. We will have an initial draft for a read through by our college community.

Facilitator: James Todd, Debi Bolter & Susan Kincade, Vice President of Instruction
Blackboard Update
Date: Wednesday, August 21, 2013
Time: 12:00 pm – 1:30 pm
Total Flex hours: 1.5 hrs
Location: Founders Hall 111
Enrollment Limit: 40

No description.

Facilitator: Michael Smedshammer, Interim Course Design Coordinator

Laughing Matters
Date: Wednesday, August 21, 2013
Time: 1:00 pm – 2:00 pm
Total Flex hours: 1 hr
Location: Founders Hall 155
Enrollment Limit: 40

Did you know that laughter not only affects your health but also how others perceive you? No kidding! Join us to learn the many benefits of laughter, and the secrets of living a happy, healthy life.

Facilitator: Derek Waring, Counselor

NIMS/SEMS Training
Date: Wednesday, August 21, 2013
Time: 1:00 pm – 5:00 pm
Total Flex hours: 4 hrs
Location: Journalism 150
Enrollment Limit: 40

All YCCD full time employees are required to take state, federal and emergency operations plan disaster training within one year of employment. If you have not taken this four-hour training, this is a great time to get it done. Take all four modules at once if you can. But, if you cannot stay for the full 4 hours, take what you can and we will work with you to make up the other modules.

This 4-hour training is one-time training. Training is offered once in the Fall semester.
1st Module: SEMS Introduction (35 minutes): We will introduce all of the training at the beginning of this module and then provide the training on the California Standardized Emergency Management System. Learn how proactive California has been in preparing for and responding to disasters.

2nd Module: NIMS Introduction (40 minutes): This is the National Incident Management System, established after the tragic attacks on September 11, 2001. Learn how the nation has established a management tool for disasters planning, response and recovery.
3rd Module: ICS Introduction (90 minutes): The Incident Command System was established to manage an incident from planning to recovery. This is the language that police and fire departments use across the nation when responding to an incident. When we learn this language we will be able to interact better with first responders coming to assist us.

4th Module: CEOP Orientation (75 minutes): Learn how you can now apply what you learned in the first three modules to our experience at the college and how you can better prepare yourself and your family from an “all hazards” approach.

No need to RSVP -- Just show up for training. Learn how cool disaster preparedness really is! Open to all YCCD full-time employees.

Facilitator: Becky Crow, Director of Campus Safety, YCCD/MJC

**Thursday, August 22nd, 2013 – MJC East Campus**

**Introduction to Blackboard**
Date: Thursday, August 22, 2013
Time: 8:30 am – 10:00 am
Total Flex hours: 1.5 hrs
Location: Founders Hall 111
Enrollment Limit: 40

A New Look for Blackboard. This workshop will cover new Blackboard Service Pack 10 features including message notifications, text messaging, discussion board avatars, the text box editor and the new calendar.

Facilitator: Mike Smedshammer, Interim Instructional Design Coordinator

**Question, Persuade, Refer: Suicide Prevention Training**
Date: Thursday, August 22, 2013
Time: 8:30 am – 10:00 am
Total Flex hours: 1.5 hrs
Location: Founders Hall 152
Enrollment Limit: 40

Learning to become a Gatekeeper for suicide prevention. Recognizing the warning behaviors and communications of suicidal persons. Identifying those most at risk persons and providing appropriate interventions.

Facilitator: Amy Yribarren, Health Services Senior Nurse & Annastasia Butman, Health Services Nurse
Course Unit Values at MJC: Improving Student Success and Tackling State Curriculum Initiative at the Local Level
Date: Thursday, August 22, 2013
Time: 10:00 am – 11:45 am
Total Flex hours: 1.5 hrs
Location: Forum 102
Enrollment Limit: 40

No description.

Facilitator: James Todd

Working with CISCO Phones: Creating Voice Mail Distribution List
Date: Thursday, August 22, 2013
Time: 10:30 am – 11:30 am
Total Flex hours: 1 hr.
Location: Founders Hall 111
Enrollment Limit: 30

In this workshop we will cover how to create, edit and use a voice mail distribution list.

Facilitator: Lue Martin, Information Systems Support Specialist

Emerging from the Shadows: The Story of Undocumented Students
Date: Thursday, August 22, 2013
Time: 10:30 am – 12:00 pm
Total Flex hours: 1.5 hrs
Location: Forum 101
Enrollment Limit: 40

The story of undocumented students and their parents is often misunderstood. This Power Point Presentation and Panel Discussion will help to clarify who they are, why and how they are here, how they feel about their experiences and the current legislation that is in place for undocumented students to pursue an education and employment opportunities. The Panel Discussion will center around the experiences of four undocumented students who are currently attending MJC. There will be a time reserved for questions.

Facilitator: Barbara St. Urbain, International Student Program Counselor
Blackboard Update
Date: Thursday, August 22, 2013
Time: 11:45 am – 1:15 pm
Total Flex hours: 1.5 hrs
Location: Founders Hall 111
Enrollment Limit: 40

No description.

Facilitator: Mike Smedshammer, Interim Instructional Design Coordinator

“Political Turmoil and Legislation Affecting the CCC System”
Featuring FACCC CEO Jonathan Lightman
Date: Thursday, August 22, 2013
Time: 12:00 pm – 1:30 pm
Total Flex hours: 1.5 hrs
Location: Ansel Adams 206
Enrollment Limit: 40

No description.

Facilitator: James Todd, Jillian Daly

Annual CEOP Training
Date: Thursday, August 22, 2013
Time: 1:15 pm – 2:15 pm
Total Flex hours: 1 hr.
Location: Forum 101
Enrollment Limit: 85

All full time employees are required to receive one hour of CEOP training each year. We will offer this training several times during the fall semester. Besides the training coming up on August 22nd, watch for the announcement for the other training dates/times. There is much you can get from this training. We provide you with personal/family disaster preparedness training as well as training on your role at the college/district. Come and learn what is new in the CEOP; refresh on what you already know; and learn how disaster preparedness training is like a tube of toothpaste. Why not get this training out of the way before the semester starts?

Facilitator: Becky Crow, Director of Campus Safety, YCCD/MJC
**Introduction to Blackboard (Repeat)**
Date: Thursday, August 22, 2013
Time: 2:45 pm – 4:15 pm
Total Flex hours: 1.5 hrs
Location: Founders Hall 111
Enrollment Limit: 40

A New Look for Blackboard. This workshop will cover new Blackboard Service Pack 10 features including message notifications, text messaging, discussion board avatars, the text box editor and the new calendar.

*Facilitator: Mike Smedshammer, Interim Instructional Design Coordinator*

**Crafting Better Faculty Peer Observations**
Date: Thursday, August 22, 2013
Time: 2:45 pm – 4:15 pm
Total Flex hours: 1.5 hrs
Location: Forum 101
Enrollment Limit: 40

This discussion will focus on how to improve the peer observation experience and will look at evaluation from three perspectives: the contract, the faculty and administration.

*Facilitators: Debi Bolter, Jennifer Hamilton and Susan Kincade*

**New Adjunct and Full-time Faculty Orientation, Part I: Professional, Academic, and Security Issues**
Date: Thursday, August 22, 2013
Time: 4:15 pm – 5:15 pm
Total Flex hours: 1 hr.
Location: Forum 110
Enrollment Limit: 100

The discussion will focus on the YFA organizational structure, benefits of membership, and a quick tour of the faculty contract.

*Facilitator: Yosemite Faculty Association (YFA)*
New Adjunct and Full-time Faculty Orientation, Part II: Contract Issues
Date: Thursday, August 22, 2013
Time: 5:15 pm – 6:16 pm
Total Flex hours: 1 hr.
Location: Forum 110
Enrollment Limit: 40

This discussion will focus on the YFA Organizational structure, benefits of membership, and a quick tour of the faculty contract.

Facilitator: Yosemite Faculty Association (YFA)

Faculty Reception
Date: Thursday, August 22, 2013
Time: 6:30 pm – 8:00 pm
Total Flex hours: 2 hrs.
Location: TBA
Enrollment Limit: 40

No description.

Facilitator: Office of Instruction