CHAFFEY COLLEGE

FLEX

APRIL 21, 2020

GOING VIRTUAL!

THIS SPECIAL EDITION OF FLEX IS BROUGHT TO YOU ONLINE BY PROFESSIONAL DEVELOPMENT, DISTANCE EDUCATION, AND THE FACULTY SUCCESS CENTER

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Welcome to Virtual Flex

As we transition to virtual instruction and services this semester, Flex will also be different. We will not have a faculty lecture this year and all of our Flex offerings will be online. We are aware that faculty have already received Flex credit for their efforts in moving their classes online. However, we'd like to recommend these trainings as an additional, optional resource. We hope you enjoy your virtual Flex!

Faculty Lecturer of the Year

THIS EVENT HAS BEEN POSTPONED TO April 2021

Michelle Dowd, Professor of Journalism

Flex FAQ'S Chart

This chart shows the usual Flex obligation. For this semester all faculty received 4-7 hours Flex credit per the recently signed, MOU due to COVID-19.

	Full-Time Faculty	Part-Time Faculty
Is flex required?	Yes	Yes, for faculty who would normally teach classes on the same day(s) of the week as required flex day(s). Consult with your dean or coordinator for more info.
How many flex hours are required per day?	4-7 hours per day	Hours equal to the number of teaching hours that would otherwise occur on that day of the week.
Is flex required if I teach online?	Yes, 4-7 hours per day	No, flex hours are not required for online classes.
Outside of flex days, can other professional development count towards my flex requirement?	2 of 5 flex days may be in-lieu of flex with prior approval from your dean. Consult your dean for the form and deadline.	Uncompensated professional development counts for flex credit if pre-approved by your dean.
On flex days, can I engage in professional development activities other than scheduled flex workshops?	Yes, refer to activity codes	

Flex Strand Certificates

Flex Strands: These Strands have been created to provide faculty with the opportunity to develop expertise in targeted areas.

College Information	Equity Strategies
Distance Education*	Student Success Strategies

How do I earn a Flex strand certificate? Employees who attend three different workshops in the same strand in the same academic year can earn a flex certificate. Flex certificates are given by request of the employee. Send your request to Vicky Valle (vicky.valle@chaffey.edu).

What can I do with a certificate?
Certificates are a professional addition to any office wall, a handy paragraph in a self-evaluation, and an impressive bullet on any resume.

What other options do I have for FLEX?
You may attend any of these workshops in isolation if you just want to learn a little about something.

If you want deeper knowledge, we encourage you to fulfill the requirements for earning a certificate (3 workshops), which can be accomplished by attending several workshops over the course of several Flex days in an academic year. You may also attend some of the general interest sessions not associated with the academies. All appropriate FLEX activities are indicated by a code, and the entire code list will be provided for you.

*Faculty earning a Flex strand certificate in Distance Ed still need to complete the required DE instructor training to teach online. For more info, contact Distance Education at (909) 652-6975.

Workshop Summary by Strand

College Information
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How to Register

Follow these quick steps to **register** for the workshops in My Learning Hub:

1. Go to the Portal (http://my.chaffey.edu/)
2. Under the launchpad on the left side, click "My Learning Hub"
3. Click on the title of the workshop
4. Click "Request"

What is My Learning Hub?
My Learning Hub tracks all Chaffey College professional learning and connect us to the California Community College Chancellor's Office Vision Resource Center. My Learning Hub will keep track of all your professional learning in "My Transcript" which will make it convenient when it is time to write your self-evaluation or update your CV/Resume.

Scan this QR code to watch a video on how to register.

Deadline to submit activity/evaluation sheet (Flex Participation Form): Thursday, April 30, 2020 at 4:00 pm.

Flex Workshop Details

Canvas: Tips, Tricks, and Techniques		
Strand:	DE/Tech	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am.
Flex Credit:	1.75	**How to register:** Click here to log in. You will complete the course directly in My Learning Hub.
Audience:	Classified, Faculty, Managers	**Description**: Canvas provides a variety of ways for instructors to engage with their students in an online or blended learning class. This course shows how to customize Canvas to create a more collaborative classroom. Learn how to communicate by posting video announcements and holding video conferences. Discover how to assess and grade students using rubrics and the SpeedGrader feature. Explore strategies for keeping files organized, including how to embed multimedia and use ePortfolios. Find out how to check if your content is meeting accessibility guidelines, and then how to make essential adjustments. Additionally, this course covers how to optimize content, integrate with other applications, and more.
Code:	611	

Course Design		
Strand:	DE/Tech	**Time:** April 21st from 1:00 pm-3:00 pm
Flex Credit:	2	**How to register:** Log in through My Learning Hub here and "request" to register by April 17th at 4:00 pm. Last minute "Zoom-ins" are allowed, space permitting. Please sign-in a few minutes early on the day of the workshop by following this Zoom link: https://cccconfer.zoom.us/my/selene.pineda
Capacity	30 participants	
Audience:	Faculty	**Description**: This workshop will review designing or redesigning your course. Learn about front page design, "chunking" content, accessibility, and using pages vs. modules.
Code:	615	**Presenter:** Selene Pineda

Workshop Details Continued

Creating a Sense of Belonging Module 1-Belonging

Strand:	Student Success	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am.	
Flex Credit:	1	**How to register:** Log in through My Learning Hub <u>here</u> and "request". Double-click the workshop title and follow the Canvas link to self-enroll. Complete these first steps no later than Wednesday, April 22, 2020 at 3:00 pm to ensure that you can access the course.	
Audience:	Faculty	**Description**: Belonging is a critical dimension of student success. In this online activity, we will focus on the role that belonging plays in academic success. Join us online as we explore tools and frameworks for creating a sense of belonging in your courses.	
Code:	873		

Creating a Sense of Belonging Module 2-Connectedness

Strand:	Student Success	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am.	
Flex Credit:	1	**How to register:** Log in through My Learning Hub <u>here</u> and "request". Double-click the workshop title and follow the Canvas link to self-enroll. Complete these first steps no later than Wednesday, April 22, 2020 at 3:00 pm to ensure that you can access the course.	
Audience:	Faculty	**Description**: Belonging is a critical dimension of student success. In this online activity, we will focus on the role that belonging plays in academic success. Join us online as we explore tools and frameworks for creating a sense of belonging in your courses.	
Code:	874		

Creating a Sense of Belonging Module 3-Community

Strand:	Student Success	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am.	
Flex Credit:	1	**How to register:** Log in through My Learning Hub <u>here</u> and "request". Double-click the workshop title and follow the Canvas link to self-enroll. Complete these first steps no later than Wednesday, April 22, 2020 at 3:00 pm to ensure that you can access the course.	
Audience:	Faculty	**Description**: Belonging is a critical dimension of student success. In this online activity, we will focus on the role that belonging plays in academic success. Join us online as we explore tools and frameworks for creating a sense of belonging in your ourses.	
Code:	875		

Workshop Details Continued

Creating a Sense of Belonging Module 4-Inclusion

Strand:	Student Success	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am.	
Flex Credit:	1	**How to register:** Log in through My Learning Hub <u>here</u> and "request". Double-click the workshop title and follow the Canvas link to self-enroll. Complete these first steps no later than Wednesday, April 22, 2020 at 3:00 pm to ensure that you can access the course.	
Audience:	Faculty	**Description**: Belonging is a critical dimension of student success. In this online activity, we will focus on the role that belonging plays in academic success. Join us online as we explore tools and frameworks for creating a sense of belonging in your courses.	
Code:	876		

Humanizing Online Instruction

Strand:	DE/Tech	**Time:** April 21st from 10:00 am-12:00 pm	
Flex Credit	2	**How to register:** Log in through My Learning Hub <u>here</u> and "request" to register by April 17th at 4:00 pm. Last minute "Zoom-ins" are allowed, space permitting. Please sign-in a few minutes early on the day of the workshop by following this Zoom link: https://cccconfer.zoom.us/my/angelacardinale	
Capacity:	30 participants		
Audience:	Faculty	**Description**: This workshop will discuss the importance of humanized instruction in an online environment and also provide practical tips for implementing in your own courses.	
Code:	613	**Presenter:** Angela Cardinale	

Learning Canvas (2019)

Strand:	DE/Tech	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am.	
Flex Credit:	1.75	**How to register:** Click <u>here</u> to log in. You will complete the course directly in My Learning Hub.	
Audience:	Classified, Faculty, Managers	**Description**: Canvas is a leading open-source learning management system (LMS), used by institutions and instructors around the globe. In this course, instructor Oliver Schinkten helps you get up and running with this powerful LMS, sharing how to set up a class, work with students, teach online, and leverage key tools and features in Canvas 2019 for student success. Oliver explores how to create a course, add students, and create groups. He also covers how to add assignments, create graded discussions, build quizzes, use the gradebook, communicate with students, and more.	
Code:	612		

Workshop Details Continued

Learning Zoom

Strand:	DE/Tech	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am. **How to register:** Click here log in. You will complete the course directly in My Learning Hub.
Flex Credit:	0.75	
Audience:	Classified, Faculty, Managers	**Description**: Collaborate more seamlessly using Zoom, the popular video conferencing tool. In this course, staff instructor Garrick Chow shows how to schedule, moderate, and participate in Zoom meetings. Garrick begins by showing how to set up your Zoom account and adjust audio and video settings. Next, he walks through joining and participating in meetings scheduled by others. Garrick covers how to use a variety of options during meetings such as adjusting views, muting your microphone, turning your video camera on and off, and sharing your screen. Finally, Garrick demonstrates how to host your own Zoom meetings, from scheduling and adjusting moderator settings to recording meetings.
Code:	614	

Online Orientation for Part-Time Faculty

Strand:	College Information	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am. **How to register:** Log in through My Learning Hub here and "request". Double-click the workshop title and follow the Canvas link to self-enroll. Complete these first steps no later than Wednesday, April 22, 2020 at 3:00 pm to ensure that you can access the course.
Flex Credit:	2	
Audience:	Faculty	**Description**: Are you a new faculty member at Chaffey College? This online orientation provides new faculty members with an overview of important information of both a practical and pedagogical nature.
Code:	913	

Teaching Fast Track

Strand:	College Information	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am. **How to register:** Log in through My Learning Hub here and "request". Double-click the workshop title and follow the Canvas link to self-enroll. Complete these first steps no later than Wednesday, April 22, 2020 at 3:00 pm to ensure that you can access the course.
Flex Credit:	2	
Audience:	Faculty	**Description**: Are you teaching Fast Track classes? This online module provides tips and strategies for Fast Track teachers based on the research conducted by the Fast Track Faculty Inquiry Team.
Code:	914	

Workshop Details Continued

Teaching Online: Synchronous Classes	
Strand: Student Success	**Time:** Workshop should be completed between Tuesday, April 21, 2020 at 12:00 am through Wednesday, April 22, 2020 at 11:59 am. **How to register:** Click here to log in. You will complete the course directly in My Learning Hub.
Flex Credit: 1.25	
Audience: Classified, Faculty, Managers	**Description:** Explore tools, tips, and techniques for leading real-time virtual training. No matter what teaching tool you use, from Adobe Connect to Blackboard to Google Hangouts, you can apply these lessons to your own digital classroom to increase collaboration and connection with students. Corbin and Kat Anderson cover the elements of creating virtual synchronous training, including selecting the right tools, implementing instructional strategies, and managing learner interactions and engagement. Find out how to apply the flipped classroom model to online teaching and get tips for engaging learners and assessing learning. These lessons are a great resource for anyone who conducts real-time training on the web, including instructional designers and presenters.
Code: 877	

Flex Activity Codes

001   Adjunct Faculty Orientation

002   Curriculum

003   Emerging Programs & Issues

004   Facilities Issues

005   Improving Department/Program Institutional Effectiveness by increasing understanding, sensitivity, commitment to, meeting the needs of the diverse academic, socioeconomic, cultural, disability & ethnic backgrounds of students and staff (e.g., diversity, communication, stress reduction, dealing with difficult people, etc.)

006   Laboratory Activities

007   Long-Range Planning

008   Matriculation

009   Program Accreditation

010   Program Review

011   Program Specific Orientations for Faculty (e.g., Writing Center, Library, Counseling, Tutoring, Interdisciplinary Centers, etc.)

012   Program Specific Training (e.g., CPR, OSHA, HAZMAT, Substance Abuse, Disaster Preparedness, etc.)

013   Scheduling

014   School or Department Meetings

015   Staffing Issues

016   Student Success Issues (e.g., Transitions, Retention, Intervention, Services, Learning Theories, etc.)

017   Technology (e.g., Web Page, Software, Projectors, Visualizers, VCRs, Computers, Scantrons, etc.)

018   College-wide Initiatives (e.g., Partnership for Excellence, Basic Skills Report, CalWORKs, etc.)

019   Innovative Pedagogical Methodologies (Classroom Assessment Techniques, Ethics Across the Curriculum, Service Learning, Collaborative Techniques, SCANS, Learning Theories, Brain Research, G.I.F.T.S., Teaching Demonstrations, etc.