YOU ARE INVITED TO ATTEND THE 2013–2014

FACULTY LECTURER OF THE YEAR ADDRESS

BY

JOANN EISBERG

PROFESSOR, ASTRONOMY

“Are We Alone in the Universe?
The Search for Another Earth”

WEDNESDAY, APRIL 16, 2014
9:45 – 11:00 A.M.
CHAFFEY COLLEGE THEATRE

DISCUSSION 11:00 A.M. – 12:00 P.M.
CENTER FOR THE ARTS (CAA) 211

SPONSORED BY:
FACULTY FLEX RESPONSIBILITY

Pursuant to the 2011-14 CCFA/District Agreement, Article 17.4 – Flex Calendar, all contract/regular and credit part-time instructional faculty are expected/obligated to participate in flex activities. For 2013-14, four flex days were built into the Academic Calendar (August 13, 2013; January 9, 10; and April 16, 2014).

For contract/regular faculty, four to seven hours constitute one day; therefore, contract/regular faculty must participate in a minimum of four hours of flex activities in a day for it to count as one of the service day obligations. Adjunct (credit part-time instructional) faculty are also obligated to participate in flex activities, at minimum, for the number of hours they would have taught had classes been offered during the scheduled flex days. However, they are not expected to participate in scheduled flex activity hours that are ABOVE the maximum number of hours required of a contract/regular faculty member (4-7 activity hours constitute one flex day). Flex obligations can be met by participating in approved flex activities.

Individual faculty may designate a maximum of two (2) of the five (5) flex days per year as in-lieu of flex. Activities in-lieu of flex shall be performed on non-service days or on service days outside of the individual faculty member’s accountable hours (performance of teaching, counseling, library services, student success center services, office hours, and scheduled professional responsibilities as identified in Article 18.2.3).

Flex verification forms and evaluations can be found on the Professional Development website at www.chaffey.edu/profdev/flex; deadline dates for submission are printed on the form.

All faculty must complete and submit online, the appropriate and required flex activity form no later than five (5) service days for contract faculty and no later than seven (7) service days for part-time faculty from the last flex date in the fall and spring terms. When absent from a flex day obligation, faculty are required to submit their official absence form within ten (10) service days from the date of absence. Failure to do either of the above shall result in a pro-rata payroll deduction.

Please complete your flex activity forms online in compliance with the CCFA/District agreement (see Article 17.4 of the CCFA/District Agreement – pages 33-34).

If you have any questions or concerns about these items, please feel free to contact your first-level manager or CCFA President.
Brain Matters: Brain-Compatible Teaching & Learning Strategies

How can our students’ learning and memory be impacted by our approach to teaching? How can we help students improve their memory and comprehension without losing class time on specific strategies? How can we help students overcome the barriers of test-taking anxiety and a fixed mindset? Come join us as we explore these questions and gain insight into how to enhance our students’ memory and learning through brain-compatible teaching and learning strategies.

Module 1: Overview
Module 2: Learning
Module 3: Memory
Module 4: Emotions

Each module will take approximately one hour to complete. You will receive one unit credit for each module that you complete.

FLEX Online Activity will be accessible online in Moodle Wednesday, April 16, 2014 at 8:00 AM until Sunday, April 20, 2014 at 11:55 PM.

Please make sure you are able to access the online activity before the start date:

1. Go to http://moodle2.chaffey.edu/

2. Enter your username and password:
   - **Username**
     First initial followed by your last name, as they are in ChaffeyView. If your name in Chaffey View is Roberta Smith-Jones and you go by Bobbi, your username in Moodle will be rsmith-jones.
   - **Password**
     By default it is your 7-digit Chaffey ID.

3. Click on the My courses (left side of your screen) and click on Success on Demand

4. Click on the FLEX Online Activity button.

Questions on content and how to navigate the Moodle course contact Grace Reotutar at grace.reotutar@chaffey.edu.

Technical issues (i.e., cannot login to the course, forgotten password) contact the Distance Education help desk at 909-652-6975 during regular business hours.
Sexual Harassment Prevention Training for Faculty:

To continue the District's commitment in prohibiting unlawful discrimination and/or harassment in employment and education for students and employees, we are offering our new online version of this training. Full prevention training is given through this online workshop and will count as three hours of Flex credit for your 2013-2014 Flex commitment. Discussion Boards and email will be available for questions and answers.

This online Moodle workshop is offered to new faculty and returning faculty. This workshop will help prevent and eliminate harassment and discrimination in the educational environment. It will help you not become a victim of harassment/discrimination and to know what to do should you find yourself in such a situation. If you do not avail yourself of this or similar training and are charged with harassment/discrimination, you may lose an important legal defense to the claim against you. Training must be attended at least every three years due to changes in the law. Any faculty can attend the training online, however if you have not had the training in the last three years you will be receiving an email in the next two weeks to let you know your status.

This activity will be accessible online through Moodle beginning Wednesday, April 16, 2014 at 12:00 AM until Wednesday, April 16, 2014 at 11:55 PM.

Please make sure you are able to access the online activity before the start date as the Moodle shell will be available beginning April 15, 2014 with workshop content available for Flex credit at 12:00 AM through 11:55 PM on April 16, 2014:

1. Go to http://moodle2.chaffey.edu/
2. Enter your username and password:
   - **Username**
     First initial followed by your last name, as they are in ChaffeyView. If your name in Chaffey View is Roberta Smith-Jones and you go by Bobbi, your username in Moodle will be rsmith-jones.

   - **Password**
     By default it is your 7-digit Chaffey ID.

3. Click on the My courses (left side of your screen)
   On, April 16, 2014, click on “Prevention of Harassment/Discrimination Training”

Questions on content, contact Vera Dunwoody at SHPreventionTraining@gmail.com
Questions on how to navigate the Moodle course contact Grace Reotutar at grace.reotutar@chaffey.edu.

Technical issues (i.e., cannot login to the course, forgotten password) contact the Distance Education help desk at 909-652-6975 during regular business hours.
### Faculty Lecturer Day  
**WEDNESDAY, APRIL 16, 2014**

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| 9:45 am – 11:00 am | **Faculty Lecturer**  
Joann Eisberg, Professor of Astronomy, has the honor of being elected as the 2014 Faculty Lecturer of the Year. This event provides the academic community an opportunity to celebrate the talent and dedication that Chaffey faculty offer to the college. In honor of this event, this Flex day is designated as a non-instructional day in which classes are not held so that all faculty may participate. | Theatre | 2.5 | 403 |
| 11:00 am – 12:00 pm | **Discussion** | CAA-211 | | |
| 12:00 pm – 1:00 pm | **Lunch on Your Own** | | | |

| **Online Workshops – No Registration Required** | | | | |
| **Adjunct online activity will be available beginning at 8:00 am on 4/16/14 until 11:55 pm on 4/20/14.** | **Brain Matters: Brain-Compatible Teaching and Learning Strategies** -  
How can our students’ learning and memory be impacted by our approach to teaching? How can we help students improve their memory and comprehension without losing class time on specific strategies? How can we help students overcome the barriers of test-taking anxiety and a fixed mindset? Come join us as we explore these questions and gain insight into how to enhance our students’ memory and learning through brain-compatible teaching and learning strategies. | Refer to third page of booklet for description of the online activity and how to access it. | 4.0 | 832 |
| **Online Course will be available beginning at 12:00 am on 04/16/14 until 11:55 pm on 04/16/14.** | **Sexual Harassment Prevention Training for Faculty – V. Dunwoody (Online)**  
To continue the District’s commitment in prohibiting unlawful discrimination and/or harassment in employment and education for students and employees, we are offering our new online version of this training. Full prevention training is given through this online workshop and will count as three hours of Flex credit for your 2013- 2014 Flex commitment. Discussion Boards and email will be available for questions and answers. | Refer to fourth page of booklet for description of the online activity and how to access it. | 3.0 | 539 |

*See page 4 for instructions on how to log-in*

| **Afternoon Workshops – Registration Required (See Page 6)** | | | | |
| **1:00 pm – 4:00 pm** | **Enhanced Moodle Training – T. Helfand and K. Noseworthy**  
Required for instructors who plan to enhance their classes with Moodle. All participants must bring a USB drive containing files used in enhanced classes such as a syllabus, assignments, PowerPoint presentations, | BE-104 | 4.0 | 709 |
Please register for all workshops. Email Melissa Moreno at melissa.moreno@chaffey.edu to register for a workshop.

Last day to register for workshops:
Friday, April 11, 2014 at 4:00 pm.

****IMPORTANT****
Last day to submit activity/evaluation sheets: Thursday, April 24, 2014 at 4:00 pm.

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MY SCHEDULE OF FLEX ACTIVITIES

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SCHOOL SPECIFIC ACTIVITY CODES

To be entered on Flex Activity Form for School or Department Meetings

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.)