

**CHAFFEY COLLEGE**

SPRING 2020 FLEX PROGRAM

# CREATING A SENSE OF BELONGING

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JANUARY 9-10, 2020



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# President's Message Spring 2020



Welcome to the Spring 2020 Flex Program. I hope everyone had an exciting and restful winter break and you are ready for spring semester.

The Jacqueline Woodson children's book "The Day You Begin" tells the story of Angelina, who expresses a feeling of "otherness" when she returns to school after summer. While other children had adventures in faraway places, Angelina shared her experience of spending her summer at home, leaning out her city window and watching birds fly. She reflected, "What good is this when others were flying and sailing?" But the book also shows us that Angelina is actually not alone - children around her have that same feeling of "otherness" for different reasons, whether it's speaking with an accent or having "strange" food in their lunchbox; while our students are older than those in this book, I believe many Chaffey students have the same feeling of "otherness."

This story is relevant because the theme for this spring's program is "Creating a Sense of Belonging."

We are a place of diversity at Chaffey College, with a vast array of ethnic and cultural backgrounds represented on our campuses. Our International Student Center alone serves students who hail from nearly 60 countries – from Albania to Japan to Yemen.

We're also diverse in terms of age. Our students have a median age of 22, but our population runs the gamut of teens to senior citizens, and 58 percent of our student body is female.

And that's why it's critical that we, as educators, establish a welcoming environment, create a sense of belonging for all of our students and give them ample support to succeed. How are we doing this?

Our work to comply with Assembly Bill 705 has given all of our students a shot at completing college-level English and math in their first year. We saw a 44 percent increase in new students taking those courses in the fall. Our English department will take our efforts to eliminate equity barriers a step further by placing all students into English 1A starting in summer 2020.

We're going full speed ahead with Guided Pathways, promoting our new "Academic and Career Communities." This ensures that all students – regardless of their chosen career path – know exactly what classes they'll need to take to reach their academic and career goals.

Our dual enrollment team gave us a huge victory in October with the passage of Senate Bill 544, which expands the dual enrollment program to students enrolled in adult education programs. As you know, the number of people in the Inland Empire without a high school diploma remains at an unacceptable rate: around 20 percent in San Bernardino County and 19 percent in Riverside County. By giving our adult learners the option to earn free college credit at the same time they're pursuing their high school equivalency, we're letting them know that they belong here and that they are college material.

Chaffey College has also been working to improve how we serve our most at-risk populations through the new Panther Care Program. This program serves as a prime example of the holistic approach we embrace here at Chaffey, because we need to support the whole student in order for them to succeed. We may not always be aware of all the adversities our students face just to make it to campus every day, but by providing services like the Panther Care Program, Extended Opportunity Programs and Services, Disability Programs and Services, CalWORKs and more, we're putting out a welcome mat that sends the message that Chaffey College is a place where all students belong.

Sincerely,



Henry D. Shannon, Ph.D.

Superintendent/President



# Dr. Daisy Gonzales



Dr. Daisy Gonzales is the first Latina to serve as Deputy Chancellor of the California Community College Chancellor’s Office (CCCCO). As Deputy Chancellor, she is responsible for overseeing the largest system of public higher education in the nation composed of 115 colleges and 73 districts. She coordinates the divisions of Academic Affairs; Student Services and Special Programs; Economic Development and Workforce Preparation; and the Institutional Effectiveness Partnership Initiative (IEPI). Her primary duties including directing the progress towards the Vision for Success—the systems strategic plan to close student equity gaps over the next five and ten years.

She began her career in the classroom as a dual-immersion 3rd grade teacher in Oakland, California. Prior to joining the Chancellor’s Office, she served as the Associate Director of Policy Analysis for California Education (PACE), a research center located at Stanford University, and as Principal Consultant for the Assembly Budget Committee, where she managed \$11.2 billion in state funds. Dr. Gonzales is a first-generation college student, former foster youth, and English-learner. She holds a PhD and M.A. in Sociology from the University of California Santa Barbara and a B.A. in Public Policy from Mills College. In 2018, she was awarded the Medal of Courage in Education by the Lucille and Edward R. Roybal Foundation and earlier this year she was named as one of 40 national Aspen Presidential Fellows.

# Faculty Lecturer of the Year

Michelle Dowd, Professor of Journalism  
Tuesday, April 21, 2020



Breaking the Story: It's a Brave New World

Michelle Dowd has the honor of being selected as the 2020 Faculty Lecturer of the Year. This event provides the academic community an opportunity to celebrate the talent and dedication of Chaffey College's faculty. In honor of this event, this Flex day is designated as a non-instructional day, and classes are not held so that all faculty may participate. Faculty Senate will provide additional information about this event during the spring term.

# Convocation & Flex FAQ'S Chart

	Full-Time Faculty	Part-Time Faculty
Is convocation required?	Yes	No
How is attendance at convocation counted?	Convocation is a service day	Flex hours
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 <a href="#">form</a> 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 <a href="#">activity codes</a>	

# Welcome Back Thursday, January 9, 2020



WELCOME BACK ACTIVITIES—NO REGISTRATION REQUIRED				
TIME	ACTIVITY	LOCATION	FLEX CREDIT	ACTIVITY CODE
8:30 am-8:55 am	Continental Breakfast-Chaffey College Car Club	Theatre Patio	0	--
9:00 am-9:10 am	Welcome-Robin Witt	Theatre	2.5	975
9:10 am-9:15 am	Welcome to classified professionals-Trisha Albertsen			
9:15 am-9:20 am	Welcome to faculty-Nicole DeRose			
9:20 am-10:20 am	Keynote speaker-Dr. Daisy Gonzales			
10:20 am-10:30 am	College update-Dr. Henry Shannon			
10:45 am-11:30 am	Student panel moderated by Dr. Daisy Gonzales			
12:00 pm-2:00 pm	School meetings	SEE NEXT PAGE	SEE NEXT PAGE	014

# School Meetings Thursday, January 9, 2020

SCHOOL MEETINGS—NO REGISTRATION REQUIRED				
TIME	SCHOOL	LOCATION	FLEX CREDIT	ACTIVITY CODE
12:00 pm-2:00 pm	Business & Applied Technology	BE-111	2	014
12:00 pm-2:00 pm	Counseling & Matriculation	AD-151	2	014
12:00 pm-2:00 pm	Health Sciences	HS-127	2	014
12:00 pm-2:00 pm	Hospitality, Fashion, Interior & Culinary Arts	ZH-117A	2	014
12:00 pm-2:00 pm	Institutional Effectiveness & Intersegmental Partnerships	Library	2	014
12:00 pm-2:00 pm	Kinesiology, Nutrition, & Athletics	G-119	2	014
12:00 pm-2:00 pm	Language Arts	CAA-218	2	014
12:00 pm-1:30 pm	Mathematics & Science	PS-112	1.5	014
12:00pm-2:00 pm	Social & Behavioral Sciences	SS-108	2	014
12:00 pm-2:00 pm	Visual & Performing Arts	CAA-215	2	014

PART-TIME FACULTY SCHOOL MEETINGS—NO REGISTRATION REQUIRED				
TIME	SCHOOL	LOCATION	FLEX CREDIT	ACTIVITY CODE
5:00 pm-9:00 pm	Mathematics & Science	ZH-116	4	014
5:00 pm-7:00 pm	Visual & Performing Arts	CAA-218	2	014

# 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**

(Fontana Campus) All Things Fontana Part II

(Chino Campus) Chino Advisory Team Meeting - Creating a Sense of Belonging

Campus & Classroom Safety

Online Activity for Part-Time Faculty-Online Orientation

Online Activity for Part-Time Faculty-Teaching Fast Track

Program SLO Taskstream Workshop

PSR Writer Training – Taskstream

## **DE/Tech**

Canvas for Beginners

Cyber Hygiene

DE Quality and the CVC-OEI and Peralta Rubrics

You are Not a Robot: Humanizing Online Instruction

## **Equity**

BLOOM 1

BLOOM 2

Effective Collaboration with Disability Programs and Services for Testing Accommodations

Working with Veterans and Dependents

## **Student Success**

Supporting Students in Crisis

Integrating Embedded Tutoring & Instructional Support into Your Class

Online Activity for Part-Time Faculty-Metacognition: Addressing Affective Factors-Module 1

Online Activity for Part-Time Faculty-Metacognition: Addressing Affective Factors-Module 2

Online Activity for Part-Time Faculty-Metacognition: Addressing Affective Factors-Module 3

# Flex Workshop Details

Directions on how to register for these workshops are on page 16

Deadline to register for face-to-face workshops: [Thursday, January 2, 2020 at 4:30 pm.](#)

If you miss the registration deadline, you may still walk-in the day of the workshop if space is available

Deadline to submit activity/evaluation sheets: [Wednesday, January 22, 2020 at 4:00 pm.](#)

Chino—Friday, January 10, 2020—Chino Advisory Team Meeting - Creating a Sense of Belonging			
<b>Strand:</b>	College Information	<b>Time:</b>	11:00 am-12:50 pm
<b>Audience:</b>	Faculty, Staff	<b>Room:</b>	CHMB-161
		<b>Flex Credit:</b>	2
		<b>Code:</b>	908
<p><b>Teresa Hull</b>            An interactive and engaging workshop with faculty and staff sharing how they create a sense of belonging in their offices and in their classrooms within a show &amp; tell tips-style discussion (e.g. ice breakers, Zoom tips &amp; tricks, etc.). Lunch will be served.</p>			

Fontana—Friday, January 10, 2020—All Things Fontana Part II			
<b>Strand:</b>	College Information	<b>Time:</b>	8:00 am-9:50 am
<b>Audience:</b>	Classified, Faculty, Managers	<b>Room:</b>	FNAC 101, Lounge, and Library
		<b>Flex Credit:</b>	2
		<b>Code:</b>	909
<p><b>Yolanda Friday &amp; Shelley Marcus</b>            The Fontana Advisory Committee will meet to discuss faculty and staff resources and future campus plans to help with student success, campus sense of belonging, and share techniques for increasing positivity in all our campus spaces. This session will also feature our campus librarian on library resources for faculty and students to maximize our learning and understanding potential.</p>			

Rancho—Thursday, January 9, 2020—Canvas for Beginners			
<b>Strand:</b>	DE/Tech	<b>Time:</b>	2:30 pm-3:20 pm
<b>Audience:</b>	Faculty	<b>Room:</b>	BE-104
		<b>Flex Credit:</b>	1
		<b>Code:</b>	716
<p><b>Angela Cardinale, Jon Ausubel, &amp; Selene Pineda</b>            Do you want to try Canvas to support your face-to-face courses? Join us for a hands-on workshop to get you started with Canvas. You'll learn how to make a basic front page, upload files, create a grade book, and use basic communications tools in Canvas. Bring your laptop and files if you have them!</p>			

## Flex Workshop Detail Continued

Rancho—Thursday, January 9, 2020—BLOOM 1		
<b>Strand:</b> Equity	<b>Time:</b> 2:30 pm-4:20 pm	<b>Flex Credit:</b> 2
<b>Audience:</b> Classified, Faculty, Managers	<b>Room:</b> LA-102	<b>Code:</b> 349
<p><b>Ava Nguyen &amp; Nicole Barbari</b>            Our faculty, staff, and students’ identities intersect in both visible and invisible ways that impact equity. While Chaffey has made great progress in our equity efforts, we need to continue the process of unpacking intersectionality and multiculturalism in order to create an inclusive environment. Join us as we explore some useful tools and frameworks for building multiculturalism at Chaffey. Topics discussed include guidelines for interacting, multiple identities, multicultural process of change, diversity vs. multiculturalism, and defining equity. Completion of a BLOOM workshop in the past year satisfies the hiring committee training requirement.</p>		

Rancho—Friday, January 10, 2020—PSR Writer Training - Taskstream		
<b>Strand:</b> College Information	<b>Time:</b> 8:00 am-9:50 am	<b>Flex Credit:</b> 2
<b>Audience:</b> Faculty	<b>Room:</b> BE-100	<b>Code:</b> 910
<p><b>Jo Alvarez &amp; Tara Paul</b>            Chaffey is on the verge of a PSR transformation that is designed to refine and streamline our previous process. This workshop will introduce writers to their PSR workspace in Taskstream and cover the PSR scoring process, along with Chaffey’s evidence-based approach to decision making. Writers will be given the opportunity to begin working on their PSR, so please bring data files/materials to assist you with the writing process. The workshop will be hands-on, in a computer lab.</p>		

Rancho—Friday, January 10, 2020—DE Quality and the CVC-OEI and Peralta Rubrics		
<b>Strand:</b> DE/Tech	<b>Time:</b> 8:00 am-9:50 am	<b>Flex Credit:</b> 2
<b>Audience:</b> Faculty	<b>Room:</b> LA-106	<b>Code:</b> 610
<p><b>Angela Cardinale, Jon Ausubel, &amp; Selene Pineda</b>            DE enrollment is on fire, but how do we ensure quality as we grow? Come learn about the California Virtual Campus-Online Education Initiative (CVC-OEI) and Peralta Equity Rubrics and how they can help all of us ensure quality in our DE courses. If you love acronyms, this is the workshop for you!</p>		

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## Flex Workshop Detail Continued

Rancho—Friday, January 10, 2020—Integrating Embedded Tutoring & Instructional Support Into Your Class			
<b>Strand:</b>	Student Success	<b>Time:</b>	8:00 am-9:50 am
<b>Audience:</b>	Faculty	<b>Room:</b>	CAA-218
		<b>Flex Credit:</b>	2
		<b>Code:</b>	869
<p><b>Sharon Alton, Kimberly George, &amp; Rose Ann Osmanian</b>            Do you want to learn more about the changes in English course placement and how it will affect your class? Are you curious about ways you can continue to support your students’ reading and writing development across the curriculum? Do you want new ideas on embedding reading and writing support in your classes? Then this workshop is for you!</p>			

Rancho—Friday, January 10, 2020—Working with Veterans and Dependents			
<b>Strand:</b>	Equity	<b>Time:</b>	9:00 am-9:50 am
<b>Audience:</b>	Classified, Faculty, Managers	<b>Room:</b>	WH-142
		<b>Flex Credit:</b>	1
		<b>Code:</b>	347
<p><b>Fili Michel &amp; Victor Sandoval</b>            An overview of veterans and dependents of veterans. This presentation will talk about the matriculation process, educational benefits, and overall best practices when working with this specific population. Workshop is for instructors, counselors, or anyone who is interested in learning more about VA educational benefits as well as how to best engage this population.</p>			

Rancho—Friday, January 10, 2020—Supporting Students in Crisis			
<b>Strand:</b>	Student Success	<b>Time:</b>	10:00 am-10:50 am
<b>Audience:</b>	Classified, Faculty, Managers	<b>Room:</b>	SS-110
		<b>Flex Credit:</b>	1
		<b>Code:</b>	870
<p><b>San Bernardino County Department of Behavioral Health</b>            An overview of mental health diagnoses, crisis intervention resources, and suicide warning signs.</p>			

Rancho—Friday, January 10, 2020—Program SLO Taskstream Workshop			
<b>Strand:</b>	College Information	<b>Time:</b>	10:00 am-11:50 am
<b>Audience:</b>	Faculty	<b>Room:</b>	BE-100
		<b>Flex Credit:</b>	2
		<b>Code:</b>	911
<p><b>Jo Alvarez, Laura Picklesimer, &amp; Shannon Jessen</b>            SLOs are still here and Chaffey’s focus this year is on program SLOs! Come to this workshop to learn how to enter program SLOs, curriculum maps, and chronological assessment plans (CAPs) into Taskstream. In the first hour of the workshop we will update you on college SLO plans and demonstrate how to navigate the instructional program SLO assessment workspaces. The second hour will be an open lab format to finish with program SLO workspaces and/or get caught up on entering course SLO assessment plans and results. Note: This is a hands-on workshop in a computer lab so please bring whatever SLO materials you will need to make the time as productive as possible.</p>			

## Flex Workshop Detail Continued

Rancho—Friday, January 10, 2020—You are Not a Robot: Humanizing Online Instruction		
<b>Strand:</b> DE/Tech	<b>Time:</b> 10:00 am-11:50 am	<b>Flex Credit:</b> 2
<b>Audience:</b> Faculty	<b>Room:</b> BE-104	<b>Code:</b> 714
<p><b>Angela Cardinale, Jon Ausubel, &amp; Selene Pineda</b>            Did you know social presence is one of the number one factors for success and retention in DE courses? In this interactive, hands-on workshop, you will learn how to build community and connection in your DE courses using tools in Canvas and beyond! Bring your laptop and files if you have them!</p>		

Rancho—Friday, January 10, 2020—Effective Collaboration With Disability Programs and Services for Testing Accommodations		
<b>Strand:</b> Equity	<b>Time:</b> 10:00 am-11:50 am	<b>Flex Credit:</b> 2
<b>Audience:</b> Classified, Faculty, Managers	<b>Room:</b> LA-100	<b>Code:</b> 348
<p><b>Jacob Peck &amp; Janet Trenier</b>            An in-depth overview of accommodation procedures and faculty responsibility when implementing academic adjustments, auxiliary aids, and services.</p>		

Rancho—Friday, January 10, 2020—Campus & Classroom Safety		
<b>Strand:</b> College Information	<b>Time:</b> 1:00 pm-2:50 pm	<b>Flex Credit:</b> 2
<b>Audience:</b> Classified, Faculty, Managers	<b>Room:</b> LA-106	<b>Code:</b> 912
<p><b>Kelli Florman</b>            This workshop will cover campus, classroom, and personal safety beyond the active shooter drill. Topics will include situational awareness and strategies for handling disruptive students.</p>		

Rancho—Friday, January 10, 2020—Cyber Hygiene		
<b>Strand:</b> DE/Tech	<b>Time:</b> 1:00 pm-2:20 pm	<b>Flex Credit:</b> 1.5
<b>Audience:</b> Classified, Faculty, Managers	<b>Room:</b> BE-108	<b>Code:</b> 715
<p><b>David Nimri</b>            Ever heard of Cyber Hygiene? Cyber hygiene consists of the steps and means one takes to maintain the integrity and confidentiality of information. Additionally, cyber hygiene helps ensure the ability of computing devices such as phones and laptops. The goal of this cyber hygiene event is to help you ensure the confidentiality and integrity of information as well as the systems you use. During this interactive session, we will show you simple tools, tips and tricks that you can use to protect yourself and the college. Yes, your personal systems and accounts can be a vector for infecting campus systems. It's kind of like making sure you have a toothbrush and toothpaste so your teeth are super clean. However, in our case, we will be ensuring the bits and bytes of your digital world are cyber clean!</p>		

## Flex Workshop Detail Continued

Rancho—Friday, January 10, 2020—BLOOM 2					
<b>Strand:</b>	Equity	<b>Time:</b>	1:00 pm-3:50 pm	<b>Flex Credit:</b>	3
<b>Audience:</b>	Classified, Faculty, Managers	<b>Room:</b>	LA-102	<b>Code:</b>	350

**Yubel Svensson & Michelle Martinez**  
After exploring the concept of multiculturalism and equity in Module 1, participants will dig deeper into concepts that impact our perspective of ourselves and our interactions with others. Participants will engage in small and large group activities that foster insights toward an inclusive college environment. Completion of a BLOOM workshop in the past year satisfies the hiring committee training requirement.

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.

# Online Workshops for Part-Time Faculty

## Online Activity for Part-Time Faculty-Online Orientation

<b>Strand:</b> College Information	<b>Time:</b> Thursday, Jan 9, 2020 at 12:00 am through Sunday, January 12, 2020 at 11:59 am Login and enroll by on Friday Jan 10, 2020 at 3:00 pm to ensure that you can access the course.	<b>Flex Credit:</b> 2	<b>Code:</b> 871
<b>Audience:</b> Part-Time Faculty			

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.  
**Register using the steps on the following page**

## Online Activity for Part-Time Faculty-Teaching Fast Track

<b>Strand:</b> College Information	<b>Time:</b> Thursday, Jan 9, 2020 at 12:00 am through Sunday, January 12, 2020 at 11:59 am Login and enroll by on Friday Jan 10, 2020 at 3:00 pm to ensure that you can access the course.	<b>Flex Credit:</b> 2	<b>Code:</b> 872
<b>Audience:</b> Part-Time Faculty			

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.  
**Register using the steps on the following page**

## Online Activity for Part-Time Faculty-METACOGNITION: Addressing Affective Factors

<b>Strand:</b> Student Success	<b>Time:</b> Thursday, Jan 9, 2020 at 12:00 am through Sunday, January 12, 2020 at 11:59 am Login and enroll by on Friday Jan 10, 2020 at 3:00 pm to ensure that you can access the course.	<b>Flex Credit:</b>	<b>Code:</b>
<b>Audience:</b> Part-Time Faculty		Module 1: 1	866
		Module 2: 1	867
		Module 3: 1	868

Are you thinking about new ways to help students change their attitudes toward a more positive engagement in their learning? Join us online and explore strategies for creating expectations and framing assignments in a way that encourages students to prepare for class, complete their assignments, and reflect on the feedback they receive.  
**Register using the steps on the following page**

# How to Access Online Workshops

Prior to completing Online FLEX Activities, self-enrollment is required. The list of activities can be found on the previous page. Please be sure to log in and self-enroll between 12:00 a.m., Thursday, January 9 and 3:00 p.m., Friday, January 10 so that technical assistance is available should you need it (technical assistance is available from 10:00am, 1/9 through 3:00pm on 1/10). Once you have self-enrolled, the activities will be available for completion through 11:59 p.m., Sunday, January 12.

Follow the steps below to self-enroll in the activity (ies):

1. Select the Canvas link in your MyChaffey Portal. The link is located on the Launchpad.
2. Type in your log-in credentials:
  - Username = MyChaffey Portal Username
  - Password = MyChaffey Portal Password
3. Select the FSC Hub\* course card from your Canvas Dashboard
4. Click on the "Online FLEX Activities" button
5. Locate and click on the button with the name of your desired Online FLEX Activity
6. Click on the "Enroll in Course" button to complete self-enrollment. If you have successfully self-enrolled you will see "You have successfully enrolled in (Activity name)" on the screen.
7. You can either click on the "Go to the Course" button to begin the activity OR you can exit out and continue at a later time by following the steps below.

Steps to complete the activity(ies) in which you have previously self-enrolled:

1. Select the Canvas link in your MyChaffey Portal. The link is located on the Launchpad.
2. Type in your log-in credentials:
  - Username = MyChaffey Portal Username
  - Password = MyChaffey Portal Password
3. Select the FSC Hub\* course card from your Canvas Dashboard
4. Select the course card for the Online FLEX Activity in which you self-enrolled from your Canvas Dashboard

\*The newly created FSC Hub is a central place that houses a variety of faculty resources including online FLEX activities for part-time faculty. You can access the FSC Hub by logging in to Canvas and selecting the FSC Hub course card off your Dashboard beginning 12:00 a.m., Thursday, January 9.

If you have technical difficulties accessing Canvas, contact the DE Help Desk at (909) 652-6975.

If you have technical difficulties with the course, contact Grace Reotutar at [grace.reotutar@chaffey.edu](mailto:grace.reotutar@chaffey.edu) or (909) 652-6974.

# School Specific 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.)