Workshops Begin in Early August
Professional Development welcomes you back for the Fall 2013 semester. This Flex booklet provides information regarding the August workshops, upcoming semester events and information about various professional development programs. We encourage you to explore the numerous offerings and take advantage of these opportunities.

• The official calendar start of Faculty Flex Week is Thursday, August 15th. The activities shown in this booklet are opportunities for Flex credit, with the exception of Institute Day Activities which are required for full-time faculty.

• Activities presented during the six Flex days, August 15th – 23rd, provide opportunities for full-time and associate faculty to gather Flex credit hours to fulfill their Flex obligation. All college employees are invited to attend and participate.

Year-round Activities
Year-round activities provide professional development and personal growth opportunities for Butte College employees. Although some workshops are designed for specific audiences, most workshops are open to all college employees.

Appreciating Expertise, Creativity & Effort
Many members of the Butte College community will make presentations this August. Their expertise, creativity, and effort are rewarded by your participation in their workshops. Please plan to attend and to earn your Flex hours. By participating in the August Flex Days, you say “thank you” to our volunteers. Their continued willingness to share with us is vital for the continuation of Professional Development.

Professional Development Calendar, Flex Booklet & Forms available at our website:
Butte College Home page
Departments/Programs/Services
Professional Development
Also accessible from MyBC
Groups and Committees
Professional Development – Faculty

The goal of the websites is to keep you informed and to be sustainable in our effort to provide information and share opportunities.

Updates and revisions to the August workshops will be reflected in RED in the August 2013 Calendar at a Glance and the Flex Booklet posted on the sites above.

Butte College Core Values
Students First
Excellence
Respect
Diversity in Community
Communication
Accountability
Sustainability
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Campus Location Key

| AHPS | Allied Health Public Svcs. |
| ARTS | Arts Building |
| CAS  | Center for Academic Success |
| CF E | Center for Excellence (LB 210) |
| EH   | Environmental Horticulture |
| GYM  | Gymnasium |
| LB   | Library |
| LB 216 | Computer Lab inside the CFE |
| LRC  | Learning Resource Center |
| MC   | Media Center |
| PS   | Physical Science |
| SS F/G | Swing Space F / Swing Space G |
Fall Semester, 2013

Monday, August 12

1000  26th Annual Great Teachers Seminar

18 hrs Flex credit  Units
Lisa Gunn  Lake Oroville Golf & Event Center

Three-day seminar attended by faculty and administrators with discussion focused on teaching and learning as well as instructional issues at the college. Pre-registration is required.

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
4. Maximizing Resources to Support Student Learning
6. Enhancing a Culture of Inclusiveness

Thursday, August 15

5  New Faculty Orientation

6 hrs Flex credit  Units  9 — 3pm
Suzanne Gripenstraw, Laura Rapozo-Davis, Brenda Stagner  CAS / LRC

Newly hired full-time faculty will meet with New Faculty Orientation leaders for an extended tour of the campus, lunch and discussion of issues pertinent to newly hired full-time faculty.

Strategic Initiatives
5. Modeling Sustainability

370  StrengthsQuest

6 hrs Flex credit  Units  9 — 3pm
Jo Anne Cripe  Center for Excellence

Do you use StrengthsQuest in your classes or work? Do you want to do more with it, but need resources and tools? Are you interested in using StrengthsQuest, and wonder what your options are? Do you wonder how “deep” the use of this instrument can go in empowering students’ lives? Join us for a one-day training, where participants will learn how to help students gain personal and interpersonal insight, self-confidence, and academic and career self-efficacy through deepened awareness of their “Top Five Strengths Themes.” Participants will receive a manual with substantive curriculum and activities for use in classroom and workshop settings. Participants in the full workshop may opt for Flex credit (8 hours) or .5 units of column movement/longevity. RSVP to Magian Smith at smithma@butte.edu to attend this session. Limited to 30, RSVP today! Participants who have not yet taken the Clifton Strengths Finder must contact Jo Anne Cripe cripejo@butte.edu for a code, and take the assessment prior to the workshop. Lunch will be included.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness
Chairs & Coordinators Retreat

Thursday, August 15

Department Chairs & Coordinators will meet for the day to prepare for the academic year.

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
6. Enhancing a Culture of Inclusiveness

Friday, August 16

350.10  Butte FYI # 1

Don’t miss this opportunity to get valuable, useful information about a variety of Butte College Policies and Procedures. Everything from getting your purchase request through Business Services in a timely manner to the difference between a facilities work request and a facilities use request to booking the Center for Excellence for your event to how to secure various leaves of absence and more!

Strategic Initiatives
3. Using Data-Informed Processes for Continuous Improvement
6. Enhancing a Culture of Inclusiveness

250.2  TMI Symposium - Mobile Devices and their Role in Higher Education

Mobile is one of the important topics in the higher education technology community today. Many colleges have responded by developing apps, mobile versions of their websites, or enhancing their wireless infrastructure. At the center of this issue is the debate over how to harness the power of mobile devices with our students, while not feeling that we are enabling a distraction. Please join us as we explore how mobile devices are changing the way we teach, in and out of the classroom.

Strategic Initiatives
4. Maximizing Resources to Support Student Learning
5. Modeling Sustainability
### New Hire Orientation

<table>
<thead>
<tr>
<th>Time</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 — 10</td>
<td>MC 243</td>
<td>Human Resources will provide an overview of the Butte College benefits package.</td>
</tr>
</tbody>
</table>

**Strategic Initiatives**

1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning

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### Coffee’s On Us

<table>
<thead>
<tr>
<th>Time</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 — 9</td>
<td>Center for Excellence</td>
<td>Join the Professional Development Leadership Team in the Center for Excellence for a cup of coffee before you start the day!</td>
</tr>
</tbody>
</table>

**Strategic Initiatives**

1. Enhancing a Culture of Completion and Academic Achievement

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### What’s New at the Bookstore?

<table>
<thead>
<tr>
<th>Time</th>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>9 — 10</td>
<td>Center for Excellence</td>
<td>Find out about the new competitive pricing structure, the rental program, and the electronics products we now carry! Come talk with the Textbook Manager and discuss textbook ordering philosophy and get a brief overview of the faculty adoptions website ordering module used to submit textbook requisitions.</td>
</tr>
</tbody>
</table>

**Strategic Initiatives**

4. Maximizing Resources to Support Student Learning

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### Fictitious Forces & Gravity

<table>
<thead>
<tr>
<th>Time</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 —11</td>
<td>MC 244</td>
<td>We’ve all felt what are called “fictitious forces:” when you sit at a red light and then hit the gas when the light turns green, you feel pulled backward into your seat. Ever wondered why? Join Michael Panunto for an engaging clarification of gravity.</td>
</tr>
</tbody>
</table>

**Strategic Initiatives**

2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness
355.10  Digging Into the Data

1.5 hrs Flex credit  Units  9:30 — 11

Carrie Monlux, Heather Rau  MC 247

This Flex activity will look at all of the data resources available to staff on the Reports Server. From degree and certificate information to class schedules and classroom availability, there is a lot of information at your fingertips to help your department with unit plans, program review, etc. Come learn more about digging into the data!

Strategic Initiatives
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning
5. Modeling Sustainability

402  Exploring Google Drive

1.5 hrs Flex credit  Units  9:30 — 11

Dave Welton  LB 216

Google Drive offers a free alternative to Microsoft Office products. A Google account provides access to tools for word processing (Word), spreadsheets (Excel), presentations (PowerPoint) and more. Documents are stored on Google servers and accessible by most any online device. Google Drive (formerly Google Docs) fosters collaboration by allowing documents to be edited by multiple people.

Strategic Initiatives
4. Maximizing Resources to Support Student Learning
5. Modeling Sustainability

200  Club Advisor’s Luncheon

1.5 hrs Flex credit  Units  11 — 12:30pm

Yvette Zuniga  Swing Space F (SS-F)

Join advisors from all the clubs to network and get important club updates. This meeting is strongly recommended for all club advisors.

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success

360  GELOs - What Are They and What To Do With Them?

1.5 hrs Flex credit  Units  11 — 12:30

Christie Trolinger  MC 243

This workshop is a pre-acitivity in preparation for the Institute Day Large Group Session. During the Institute Day session, faculty who teach GE courses will map course SLOs to the recently approved General Education Learning Outcomes (GELOs). This workshop lays the groundwork for the mapping exercise. During this session I will explain how GELOs fit into the larger SLO picture, summarize the process by which the Butte College GELOs were developed, preview the Institute Day mapping work, and suggest ways to assess GELOs.

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
Recession with Steve Price  
1.5 hrs Flex credit Units 11 — 12:30pm

Steve Price  MC 248

Is the Great Recession really over? -- and what the heck just happened? This workshop integrates psychology, history, sociology, philosophy, and, of course, economics, to explore the differing opinions and policies that explain how we got here, and how we might get moving in the right direction. We’ll look at data to illustrate what led to the Great Recession, our sputtering recovery, and our economic path forward. We’ll also examine opinions from all sides of the political spectrum, giving each their due. Please come with your own opinions and an open mind to perspectives of others.

Create! Enact! Reflect! Creative Drama Goes to College  
1.5 hrs Flex credit Units 12:30pm — 2pm

Shirleigh Brannon  MC 244

Creative drama is an interactive, process-focused approach to teaching and learning, is NOT “theater” and is NOT just for children! Join Jan, Shaaron, and Shirleigh for an overview of strategies and techniques for incorporating imagination activities, role play, story, games, and other experiential, self-reflective activities into college-level curriculum – and come away with some new ideas and strategies for your own classes.

I’m not ignoring you...I’m hearing impaired  
1.5 hrs Flex credit Units 12:30pm — 2pm

Jaime Dillard, Bambi Mayfield  SAS 237

Would you like to learn how DSPS supports not only the students with hearing impairments in the classroom, but you as a faculty member as well? If you answered yes, this is the workshop for you. DSPS Director, Jaime Dillard, and DSPS Alternate Media Support Specialist, Bambi Mayfield will offer some insights and techniques that will help you in your classroom when working with this unique student population. Among the topics to be discusses are assistive listening devices, Video Remote / Live Interpreting as well as strategies to maximize student learning. Please join us for this informative discussion!

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness
MOOCs are "massive open online courses" and some say they're transforming the face of higher education. Join Mark Hall and Dan Barnett for a discussion on the implications for Butte College, faculty as well as students.

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
4. Maximizing Resources to Support Student Learning

Join Michael Bertsch to share insights and tips on teaching the research and writing process.

Strategic Initiatives
3. Using Data-Informed Processes for Continuous Improvement

Join Dr. Roger Ekins and learn about his new book titled, “In Search of the Double Incline”.

Strategic Initiatives
6. Enhancing a Culture of Inclusiveness

Learn the fundamentals of retirement at this workshop.
Please RSVP to smithma@butte.edu

Strategic Initiatives
4. Maximizing Resources to Support Student Learning

Evaluator training is mandated by faculty contract once a full-time faculty member reaches tenure. The training session must take place before a newly-tenured instructor serves on an evaluation team for a colleague, and the workshop also serves as a good review of the evaluation process for any instructor or administrator.

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
407 Using the New Library

1.5 hrs Flex credit 
Units 2pm — 3:30pm

Morgan Brynnan LB 206

Your library has moved to a new online catalog that indexes all our resources as well as many found on
the Web. We have also launched a new web page for easier access to our resources and services. Join us
for a tour of your new Butte College library online.

Strategic Initiatives
4. Maximizing Resources to Support Student Learning
5. Modeling Sustainability

202 Faculty/Staff Rights & Student Due Process

1.5 hrs Flex credit 
Units 3pm — 4:30pm

Al Renville MC 247

Student discipline problems are on the increase, and the number of student appeals and complaints have
gone up dramatically. What you don’t know about your rights and student due process can cause both
you and the student unnecessary problems. Topics of discussion will include:
What constitutes disruption?
Can you suspend a student?
How do you report an incident?
What records do you need to keep?
What key elements should be in your syllabus?

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement

302 VALIC / Fidelity

1 hrs Flex credit 
Units 3pm — 4pm

Bruce Thomas, Valic Financial Advisor MC 244

Financial Advisor, Bruce Thomas with Valic, will be on campus to present information on 403(b) and
457 plans. He has set aside plenty of time for your questions and answers after the presentation. Valic has
more than a century of experience helping Americans plan for and enjoy a secure retirement. We provide
real solutions for real lives by consistently offering products and services that are innovative, simple to
understand and easy to use.

Strategic Initiatives
4. Maximizing Resources to Support Student Learning

903 Curriculum Committee Retreat

1 hrs Flex credit 
Units 3pm — 4pm

Boyd Trolinger SSG-102

The Curriculum Committee will meet and review the goals for the upcoming year.

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
**Monday, August 19**

**903.10 Curriculum Committee New Members Training**

1 hrs Flex credit  
Units  
4pm — 5pm

Boyd Trolinger  
SSG-102

An opportunity for new Curriculum Committee Members to receive an orientation and training.

Strategic Initiatives

1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement

**25 Academic Senate Retreat**

3 hrs Flex credit  
Units  
5pm — 8pm

Stacey Bartlett  
TBA

The Academic Senate will meet to prepare for the upcoming academic year, establish Senate goals and to orient the new senators.

Strategic Initiatives

2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning
6. Enhancing a Culture of Inclusiveness

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**Tuesday, August 20**

**900 Academic Senate Forum**

2.5 hrs Flex credit  
Units  
9 — 11:30

Stacey Bartlett  
AHPS 118 A & B

The Senate will keep you informed about critical academic and professional issues. Emeritus Faculty will be honored. Plan to attend!

Strategic Initiatives

2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning
6. Enhancing a Culture of Inclusiveness

**901 BCEA Meeting & Lunch**

2 hrs Flex credit  
Units  
11:30 — 1:30pm

Mario Vela, Dorinda Salvo  
AHPS 118 A & B

Faculty are invited to lunch with BCEA representatives. Union leaders will give an update on “what’s new.”

Strategic Initiatives

2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
902  Department Meetings

3 hrs Flex credit  Units  2pm — 5pm

Chairs & Coordinators  Various Locations

Chairs and coordinators will inform faculty of locations and times. These meeting times are held open for department meetings required of full-time faculty. Individual departments may choose alternate meeting times.

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
6. Enhancing a Culture of Inclusiveness

308  Chemical Hygiene Basics

3 hrs Flex credit  Units  6pm — 9pm

Tony Wren  PS 131

This introductory course is required for all who use chemicals in instructional laboratory settings (science instructors and support personnel). If you have not attended a Butte College Chemical Hygiene Basics course before, and work in an instructional laboratory, this class is for you.

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success

Wednesday, August 21

363  Take a Tour & Identify Campus Resources for Students & Faculty

2 hrs Flex credit  Units  9 — 11

Wendy Brown  Center for Excellence

Butte College has amazing resources to help both you and your students. Learn what and who is where. You’ll learn where to get a free TB test; where a student can get a tutor; how to put books on reserve; and where to acquire book loans, résumé training and transfer information. Join Wendy Brown for a campus tour to address your questions—and those your students are likely to have!

Strategic Initiatives
6. Enhancing a Culture of Inclusiveness

7  Associate Faculty Orientation & Updates

2.5 hrs Flex credit  Units  11 — 1:30pm

Gail Terhorst, Penny Lillie  MC 244

This session is developed primarily for new associate faculty. All associate faculty are welcome and can benefit from the workshop. Don’t miss a wonderful opportunity to gain critical information that can decrease new instructor stress! Your faculty colleagues will answer questions about your first semester at Butte College and provide information about record keeping, rosters, grades, and so on.

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
The Book in Common for Academic Year 2013-2014 will be “The Yellow Birds,” by Kevin Powers. *The Yellow Birds* is a highly acclaimed novel about a soldier’s experiences in the Iraq war, his torn loyalties between a promise made to a friend, his duty as a soldier and the difficulties readjusting to civilian life. The Book in Common is a shared community read designed to promote discussion and understanding of important issues facing the broader community.

**Strategic Initiatives**
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
5. Modeling Sustainability

---

**The Privilege and Challenge of Working with New International Students**

This workshop will provide an opportunity for faculty and staff who will be working with and teaching new international students in the fall to discuss common issues and opportunities. Special focus will be placed on language and cultural barriers and their impact on classroom assignments and participation. Participants will also discuss resources available or needed to help support the students and those who teach them. The workshop will include an internationally-themed lunch. Limited to 30 people and priority will be given to those faculty, CAS staff and International Counselor/Advisers who work with and teach first semester international students. RSVP is required to smithma@butte.edu

**Strategic Initiatives**
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

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**ISW Planning Meeting**

Join Colin Ferguson as he discusses plans for the Instructional Skills Workshops.

**Strategic Initiatives**
2. Supporting Student, Faculty and Staff Success

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**Institute Day Large Group Session  SLO’s & PLO’s**

Join Christie Trolinger as she facilitates a discussion on Student Learning Outcomes and Program Learning Outcomes.

**Strategic Initiatives**
3. Using Data-Informed Processes for Continuous Improvement
Part-time Faculty Association (PFA) Meeting
1.5 hrs Flex credit Units 2:15pm — 3:45pm
Stacey Burks  Center for Excellence

Join Associate Faculty Association President Stacey Burks and get an update on all the PFA issues as well as the work being done through the Senate, the Participatory Governance Committee and Professional

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

President’s Address & Vice President Updates
1 hrs Flex credit Units 4pm — 5pm

Campus Center

Strategic Initiatives
4. Maximizing Resources to Support Student Learning
5. Modeling Sustainability

PFA Awards / Golden Awards
.5 hrs Flex credit Units 5pm — 5:30pm

Campus Center

Strategic Initiatives
6. Enhancing a Culture of Inclusiveness

BBQ Dinner
1 hrs Flex credit Units 5:30pm — 6:30pm

Campus Fountain Lawn

Department Meetings
1.5 hrs Flex credit Units 6:30pm — 8pm

Locations for department meetings will be provided at the Presidents

Strategic Initiatives
6. Enhancing a Culture of Inclusiveness
Thursday, August 22

104  Planting, Pruning and Propagation: Horticulture Basics Survival Guide

1.5 hrs Flex credit  Units  8 am — 9:30 am

Carrie Monlux  Environmental Horticulture

This fun and hands-on Flex activity will introduce you to the world of horticulture and how it relates to your home garden. We’ll discuss propagation by cuttings and sowing seed, transplanting, irrigation, and winter pruning. Bring your sun hat and shears if you have them since this lab will be held outdoors and in the greenhouse. You will get to grow a plant to take home!

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
4. Maximizing Resources to Support Student Learning
5. Modeling Sustainability

103.10  Timeline of the Universe

1.5 hrs Flex credit  Units  9:30 — 11

Colin Ferguson  MC 243

Take a walk through time from the Big Bang to the present on the new 420-foot concrete “timeline” behind the Physical and Life Science buildings. How long is a billion years? Too long to comprehend? We will use the timeline to visualize the vast amounts of time that separate significant events that happened since the formation of the universe, including the formation of our galaxy, our solar system, and the earth. We will also look at the timing of important events that happened in Earth’s history- first life, dinosaurs and local landforms relative to the entire age of the universe. Bring your walking shoes and be prepared for a 13.8 billion year journey!

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

207  Career Readiness and Syllabus

1.5 hrs Flex credit  Units  9:30 — 11

Ruth Ann Hansen  MC 247

Join Employment Technician, Ruth Ann Hansen, to learn more about career readiness and how it relates to your syllabus.

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement

403  Handy Apps and Web Tools for Education and Daily Needs

1.5 hrs Flex credit  Units  9:30 — 11

Louise Lee  MC 244

Want to make the best use of your smartphone, tablet, and computer? This workshop is a showcase of excellent cross-platform apps and Web tools for education and daily needs. We will talk about apps and Web tools for learning, teaching, note-taking, PDF editing, file access & sharing, communication, personal organization, shopping, and more.

Strategic Initiatives
5. Modeling Sustainability
105.1 Ragtime to Cool Jazz

Mark Latham  ARTS 113

African-Americans created American popular music. If that comes as news to you, then this workshop is for you. As part of a series of presentations, learn how Ragtime gave America the first musical craze of the 20th century and launched the beginning of White appropriation of Black musical innovation. We will go as far as the appearance of Cool Jazz in the beginning of the 1950's. Musical examples and short video clips promise to make this a lively time......

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

106.2 Collaborative Learning in the Classroom

Heidi Evaro  MC 253

Join Heidi Evaro as she discusses collaborative learning in the classroom techniques.

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

107.2 The Most Amazing Physics Demonstrations

Jason Trento  MC 248

In this workshop participants will be amazed as we explore the best demonstrations the physics department offers. All who attend will have the opportunity to: Lay on a bed of nails, pirouette like a ballerina, hurl a lightning bolt in the room(a small gap), see the strange effects of quantum mechanics, ride a hovercraft and bend light.

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

236.2 Life Talks - Guide to Bringing Back Conversation

Peggy Jennings-Severe  MC 243

Life Talks is a book whose purpose is to provide individuals, couples, friends, families and communities the tools, in the form of questions and activities, to expand and deepen conversation and as a result, strengthen relationships.

Strategic Initiatives
6. Enhancing a Culture of Inclusiveness
### 360.1 SLOs: What's Needed and How to Proceed

**1.5 hrs Flex credit**
**Units**
**1 pm — 2:30 pm**

**Christie Trolinger**  **MC 247**

This workshop will begin with a brief overview of the SLO process, including timelines and documentation. The overview will be followed by guided hands-on activities designed to help faculty write strong SLOs, identify options for assessing student achievement of outcomes, and create an assessment strategy. Whether you are working on Program SLOs or Course Level SLOs, the goal of this workshop is help you develop an authentic, valuable, and sustainable approach.

**Strategic Initiatives**
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement

### 405 Unleashing the Power of PowerPoint

**1.5 hrs Flex credit**
**Units**
**1pm — 2:30pm**

**Louise Lee**  **MC 248**

Do you want to take your PowerPoint skills to the next level? Come to this workshop! You will be presented with tips and resources for creating multimedia and interactive PowerPoint presentations to engage students in learning. You will also learn how to use PowerPoint as a learning center and an assessment tool.

**Strategic Initiatives**
5. Modeling Sustainability

### 701.10 Flex on Flex

**1.5 hrs Flex credit**
**Units**
**1pm — 2:30pm**

**Shirleigh Brannon**  **MC 244**

Confused about flex requirements? Do you know how to do a flex plan--or even why you have to? Come find out with "Flex on Flex" and leave with your completed Flex Plan! *(Flex Plan Due Friday 8/28/13)*

**Strategic Initiatives**
1. Enhancing a Culture of Completion and Academic Achievement
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning

### 350 Diversity Committee Meeting

**1.5 hrs Flex credit**
**Units**
**2pm — 3:30pm**

**Shahroukh Mistry**  **MC 253**

Individuals interested in fostering diversity on campus are invited to join the Diversity Committee meeting and hear an overview of their work on campus and plan for the upcoming year. The Diversity Committee works to promote an inclusive community that embraces all aspects of diversity among students, faculty, and staff. To raise awareness toward this goal, the committee organizes events and participates in campus events; provides diversity workshops and trainings on campus; funds faculty, staff, and students to diversity workshops off campus; and makes recommendations to faculty, staff, and administration on diversity-related topics.

**Strategic Initiatives**
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness
204  Coping with Disruptive Students

1 hrs Flex credit  Units  3pm — 4pm

Stephanie Jimenez – Program Coordinator Safe Place & Wellness Program

This workshop will address the question: “How do I confront a student about his/her disruptive behavior?” Participants will learn identifying red flags. Will leave with a complied list of resources and how to refer or report. Participants will learn diffusing language skills.

Strategic Initiatives
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success

404  Great Websites

1 hrs Flex credit  Units  3 pm — 4 pm

Shirleigh Brannon  MC 243

Discover some truly cool websites, and bring some to share yourself. This “capstone” activity, devised for the LIS classes is not only a perennial favorite activity for my students, but helps them learn and implement critical thinking, credibility testing, and other information literacy skills in a fun and always informative way.

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning

Friday, August 23

350.2  Butte FYI # 2

5 hrs Flex credit  Units  8 am — 1 pm

Ruth Ann Hansen  Center for Excellence

Don’t miss this opportunity to get valuable, useful information about a variety of Butte College Policies and Procedures. Everything from getting your purchase request through Business Services in a timely manner to the difference between a facilities work request and a facilities use request to booking the Center for Excellence for your event to how to secure various leaves of absence and more!

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

106.1  Art Coolness

3 hrs Flex credit  Units  9 — 12pm

Alex O’Neil  ARTS 106

Work with Dada and Surrealist techniques to build a 3D college. Your first assignment: come to ARTS 145 with a collection of both natural and man-made objects, and bring some kind of container. Contact Alex with questions.

Strategic Initiatives
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness
103 Can We Calm the Brain?

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<tr>
<th>Time</th>
<th>Units</th>
<th>Location</th>
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<tbody>
<tr>
<td>10 — 1pm</td>
<td>3 hrs Flex credit</td>
<td>LS 107</td>
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Kelly Wood  
Participants will work in small groups and monitor brain activity using an EEG (electroencephalograph) while being exposed to natural calming agents. Calming agents may include aromatherapy, music, or other environmental changes. Workshop limited to 18 participants. RSVP to smithma@butte.edu.

Strategic Initiatives  
2. Supporting Student, Faculty and Staff Success

504 Injury Management. Get a Grip!

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<tr>
<td>10 — 11:30</td>
<td>1.5 hrs Flex credit</td>
<td>GYM 117</td>
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Brenda Stagner  
Whether you are a marathon runner or a hardcore gamer, muscle aches and injuries cause unwanted pain and discomfort. Fortunately there are injury management techniques that teach you how to self-massage, prevent injury, and to work through injuries when (if) they strike. This workshop is interactive and geared for all activity levels. From the novice to the elite, learn how to prepare your muscles to tolerate the demands placed upon them! Limited to 15 people. RSVP to smithma@butte.edu

Strategic Initiatives  
2. Supporting Student, Faculty and Staff Success

502 Fitness Center Open House

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<th>Units</th>
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<tbody>
<tr>
<td>11:30 — 1:30pm</td>
<td>2 hrs Flex credit</td>
<td>GYM 117</td>
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Jim Lauer  
Need help getting motivated or staying motivated to exercise? Want to learn how to live a healthier lifestyle? Take advantage of this opportunity to improve your health and wellness. The Physical Education Department and Wellness Task Force are sponsoring a Fitness Center Open House to help you meet your fitness and health goals. Learn more about the no-cost, convenient services available to you. PE staff will be available to demonstrate fitness equipment and help you plan a workout schedule. Nutrition faculty will be onsite to provide healthy eating options. You will also receive a blood pressure screening and can complete the paperwork to turn workout sessions into flex credit! Don’t delay this opportunity to live a healthier life. Comfortable dress and shoes are recommended.

Strategic Initiatives  
2. Supporting Student, Faculty and Staff Success
Faculty Flex Calendar Basics
Fall 2013

The August 2013 Flex Workshops “Calendar at A Glance” and Flex Booklet, which includes workshop descriptions and professional development program information, are both available on-line in two locations.

- Butte College Home page
  Departments/Programs/Services
  Professional Development
- MyBC
  Groups and Committees
  Professional Development – Faculty

A limited number of print copies were distributed to Department Secretaries and made available in the CFE.

The purpose of the college’s Flexible Calendar

The Community College Flexible Calendar Program allows a college to use up to 15 classroom days (out of the mandated 175) for faculty participation in developmental activities related to “staff, student and instructional improvement” (Title 5, section 55720). The Flexible Calendar Program is a component of the college’s overall Professional Development overall program for faculty and staff.

Butte’s 11 Flex Days

Butte College has agreed to take twelve days of the state-mandated 175 instructional days, as Flexible Calendar Days. Six (6) in fall and six (6) in the spring. The state average for flexible calendar days is six.

Butte College:

- 163 instructional days + 12 days flex = 175 Days.
- 6 hours = 1 Flex day - Determined by the Board
- 12 X 6 = 72 hour Flex Obligation

Institute Days (2) and Flex days (11)

Two days, Institute Day Fall & Spring, bring the total to the 177 day Butte College faculty contract. Full -time faculty have a contractual obligation to attend Institute Day.

Flex Calendar Record Keeping

Sign-in on Flex Workshop Attendance Forms

The college is required to accurately track and account for those flex hours for which we are paid in lieu of instructional time.

Full-time Faculty: Full-time faculty’s hours are tracked and recorded by the Professional Development Office. Seventy-two hours (72) for the academic year. Your name and signature on the workshop attendance sheets, verifies your participation.

A summary of individual full-time faculty Flex hours will be mailed inner campus once each semester. Please make corrections and updates at that time and return to the Professional Development Office.

At the end of the academic year, a report of all full-time faculty flex hours is submitted to the Vice President for Learning and Economic Development.

Associate Faculty: Associate faculty’s flex opportunity/obligation is determined by each semester’s instructional contract. The Mandatory Meeting and Flex Payment Form, accessible on line, http://www.butte.edu/prodev/forms/ is used to report your flex activities. This form is signed off by your department chair/coordinator and routed to payroll for flex payment. Remember, you can only be paid for the number of flex hours indicated on your contract. It is allowable to complete fall 2013 flex hours during the spring semester 2014 if you are contracted for that semester as well. However, it is not allowable to carry over flex hours between academic years.

Professional Development

Flex Opportunities

To fulfill the flex obligation, faculty may use a combination of activities such as:

- August/January Flex Week Workshops
- Semester Flex Workshop
- Partnerships
- Travel & Conference
- Learning Group Activities
- Department Planned Projects and Activities
- Individual Activity Contracts.
- Academic Course Work
- Other workshops as planned by the flex committee.

Forms, applications and additional information for these programs are available on-line at the Professional Development web site. http://www.butte.edu/prodev/forms and applications.

-August/January Flex Workshops Pre-approved

Flex credit activities described in the August 2013 Flex Booklet, all have assigned flex numbers. These workshops have all been reviewed by the Faculty Flex Committee to ensure compliance with the Title 5 Flex Calendar Program Guidelines. The Professional Development Office will keep records of attendance at these flex workshops.
-Individual Activity Contracts (IAC)
Pre-approval required:
- Full-time Faculty – Deans & Directors
  Up to 50% of Flex Obligation
  (combined IAC / Travel & Conference)
- Associate Faculty – Chairs & Coordinators
  Up to 75% of Flex Opportunity

Flexibility and choice in determining what is best for your own professional development and growth is supported and encouraged. Faculty may choose to do individual projects for a portion of the overall flex obligation. However, Title 5 language and Butte College Policy do not allow an IAC’s to fulfill 100% of your flex obligation. For full-time faculty, up to 50% of your obligation may be in the form of IACs. (Deans & Directors may make exceptions up to 75%). For associate faculty, up to 75% of the flex opportunity is allowable in the form of an IAC or combination of IAC / Travel & Conference. Completed IACs are to be submitted to the Professional Development Office (CFE/LB) within 10 day of completion.

Guidelines are included on the Individual Activity Contract (IAC) form. If you are not sure your project qualifies under the guidelines, full-time faculty - ask your dean/director; associate faculty – ask your chair/coordiinator or call the Professional Development coordinator before you begin on your IAC.

-The Partnership Program
Partnerships offer faculty the opportunity to share ideas on classroom teaching, to improve skills, enhance knowledge, explore issues, and increase collegiality.

Faculty may participate in any number of partnerships per academic year, but not with the same individual. The partnership program allows faculty to receive from a minimum of three up to ten hours Flex credit per partnership.

Associate faculty have an opportunity once each semester to earn a stipend for a partnership.

Step One - Form the Partnership
“Forming the Partnership” establishes the partnership for each person. Each partner needs to complete this form. Deliver to the Professional Development office at the beginning of the partnership.

Step Two - Track the Partnership
“Tracking the Partnership”, keeps an ongoing record of the meeting dates, time spent, and the content and value of the discussions. Each partner needs to complete and sign this form. Deliver this completed and signed form to the Professional Development office at the end of the partnership.

-Learning Group Program
- Four to twelve faculty (full and/or associate) may form a learning group.
- Pre-approval by the Faculty Professional Development Coordinator is required.

Learning groups offer faculty the opportunity to collaboratively pursue an activity that leads to the improvement of the institution. The activity should lead to one or more of the following: 1) staff improvement 2) student improvement and/or 3) instructional improvement. Faculty may participate in two learning groups per academic year. The program allows the faculty participants to determine the number of flex hours required for the group’s activity (up to 54 hours per year). These hours will be earned through reading, group discussion, and other activities the group may determine are worthwhile and must be tracked.

Step 1: Form the Learning Group
This step names the group members and establishes the texts or materials needed for the group’s activities. Initially, a Members and Project Plan Form (check Pro Dev web site for forms) must be completed and submitted to the Professional Development Faculty Coordinator for approval. At the completion of the group’s activities, each member must fill out an individual participation form.

Step 2: Track the Learning Group
The second step tracks the learning group throughout its duration. This step provides an accounting to the Chancellor’s Office for flex hours. Those hours will be awarded at the close of the group’s activities.

The learning groups are expected to meet together at the same time to fulfill the requirements of the program. The number and duration of the discussion sessions will be set by the group. A record of these meetings must be kept by each group member. Each group member will submit an individual “Tracking the Learning Group Form” to Professional Development at the conclusion of the group.

Flex FAQs
Is Institute Day mandatory?
Institute Day, beginning at 2:00 p.m. is mandated by the District for full-time teaching faculty. Institute Day participation does not count toward the 72 hour flex obligation for full-time faculty. Associate faculty are invited and encouraged to attend the President’s Address, VP updates, and PFA awards from 4 – 5:30pm in the Campus Center. Associate faculty will receive flex credit for their attendance.
What is my Professional development obligation?
The full-time faculty obligation is 72 hours for this academic year (2013/2014), July 1 to June 30. If you are teaching an overload class, you will have an additional Flex opportunity. Associate faculty Flex hours are based on load and determined by the Office for Student Learning and Economic Development.

What if I have reassigned time?
Flex hour requirements are reduced for full-time teaching faculty who have reassigned time outside of the classroom. For example: a coordinator with 25% reassigned time is responsible for 75% of the Flex hours (54 hours of Flex); a chair with 50% reassigned time would need to complete 37.5 Flex hours. Flex is not “given” for reassign time.

When can I fulfill my Flex Calendar obligation?
The Flex calendar year runs from July 1 through June 30. You may not participate (count hours for flex) at times you are scheduled to teach or hold office hours. Other than those two restrictions, you may participate in Flex activities, workshops, and individual activity contracts at any time during the day or evening.

Are Flex Calendar hours required of all employees?
Classified employees, non-classroom faculty members, and members of the management unit have no Flex calendar requirements. However, all are welcomed and encouraged to attend workshops.

Do mandatory State and insurance carrier workshops count towards Flex hours?
Yes. Professional Development and Human Resources work together to coordinate the schedule of mandatory workshops required by the State of California, BC Board Policy, and our insurance carrier. These mandatory workshops are eligible for Flex credit hours.

How do I learn about activities for Flex?
The schedule of workshops “Calendar at a Glance” will be provided in hard copy to all employees. In an effort to be sustainable, the Flex Booklet with workshops descriptions and Professional Development program information, will be available on-line at two web sites

- MyBC at the Professional Development - Faculty site under Groups & Committees
- Butte College Home page
  Professional Development - under the drop down menu for Departments/Programs/Services

What if I plan to do an activity that’s not scheduled? Can I create my own project?
If you are planning to do an individual activity, details for this contract—which require pre-approval—are clarified on page 16 of this Flex Calendar Basic document.

Who can offer workshop?
Professional Development welcomes new ideas for workshops and encourages faculty and staff to share their expertise. Contact, Shirleigh Brannon, the Faculty Professional Development Coordinator 895-2543 or email brannonsh@butte.edu.

Can Flex hours carry over from one academic year to the next?
No. Neither full nor associate faculty may carry over flex hours from one academic year to the next.

Associate faculty may carry over flex hours from fall to spring as well as apply spring hours back to the fall if needed.

Are department meetings eligible for Flex credit?
Full-time faculty are required to participate in day-to-day management of their department. Regularly scheduled department meetings, usually monthly, are not appropriate for Flex credit. Meetings above and beyond the norm (some departments hold weekly meetings) may be accepted for Flex. These “above and beyond” hours are approved in advance with the professional development faculty coordinator and then recorded by chairs/coordinators.

Besides Institute Days, which scheduled Flex activities are required for full-time faculty?
Department meetings, held on the last Tuesday before the beginning of instruction, are considered required for full-time faculty. Some departments schedule their meetings at other times.

How are all these decisions made?
California Code of Regulations Title 5, specifies criteria to participate in the Flexible Calendar Program. Actual number of flex days and the specific days are negotiated by the BCEA and the Board of Trustees. Faculty policies for Professional Development have been recommended by the Faculty Flex Committee and approved by the Academic Senate and supported by the administration.

Do You Have Ideas?
Contact Shirleigh Brannon at the Professional Development office with your suggestions and ideas for Fall 2012 workshops. Shirleigh can be reached at the Professional Development office or E-mail her at brannonsh@butte.edu.