

## A Message from the Chancellor



To Members of the College Community:

It is hard to believe but we are approaching the last months of the 20<sup>th</sup> century and ushering in the millennial year – excepting, of course, those numerology purists who are expecting to live another year in the century. I trust that everyone is looking forward to an exciting and productive fall term, while hoping to hear no more ominous predictions about the end of 1999 and perhaps expelling from our vocabularies that cryptogram from outer space – Y2K.

As you know, the institution's self-study process has been underway throughout this past year, with ten "standards" committees and the steering committee working intensively to produce a report of their investigation and recommendations for action. Many of you may not have been aware of how intensive and thorough their work has been. I have just received an initial copy of the resulting report, and even though it is an unedited version, I see how insightful and useful this can be for our institution – if we digest it and use it. So, you will understand why I feel it is important for us to devote time during the August Flex Days program to examining the study and exploring its implications. Accordingly, I have asked that the morning of Thursday, August 19, be dedicated to a workshop for this purpose.

It is still our intent during the next academic year to pursue an additional phase to the self-study, called the Enhanced Self-Study and focus on exploring in depth the topics and factors associated with achieving higher levels of student success at CCSF. Attention will be given to both the self-study and the supplemental effort (e.g., framework for the study, how to get involved, areas to be studied and timetable) during my address on August 18 and during the workshop of August 19. I invite you to join us for the events of Fall Flex Days and to participate in the unfolding and continuing phases of the self-study process.

As we begin the fall term of 1999, I know you look forward to the experience of engagement in the core mission of City College and that our students' success will be the reward for your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip R. Day, Jr." with a long, sweeping underline.

Dr. Philip R. Day, Jr.  
Chancellor

# SPRING FLEX 2000

*Friday, January 14, 2000*

T A B L E o f C O N T E N T S	PAGE
Schedule-at-a-Glance	3
Flex Rules and Requirements	16-18
AB1725 Grant Deadline Dates	19

## SCHEDULE

7:45 am - 9:00 am	Continental Breakfast: <i>Super Crown Catering</i> Visual Arts Lobby	Page 5
8:00 am - 9:00 am	Academic Senate, Classified & Administrative Meetings	5
9:15 am - 10:15 am	Keynote Address: Dr. David Spence Diego Rivera Theatre Overflow Rooms: VA 114 & 115	5
10:30 am - 12:30 pm	Department Meetings	6-9
11:00 am - 1:30 pm	Lunch: <i>Karen Bevel's Catering</i> Visual Arts Lobby	10
1:15 pm - 2:00 pm	Welcoming Address: Chancellor Philip R. Day, Jr. Diego Rivera Theatre Overflow Rooms: VA 114 & 115	10
2:00 pm - 3:00 pm	Refreshments: <i>Karen Bevel's Catering</i> Visual Arts Lobby	
2:15 pm - 6:15 pm	Workshop Sessions:	10-15
	<i>1 hour Sessions</i>	<i>2 hours Sessions</i>
	2:15 – 3:15	2:15 – 4:15
	3:15 – 4:15	3:15 – 5:15
		4:15 – 6:15
		<i>3 hours Sessions</i>
		2:15 – 5:15
		3:15 – 6:15



**7:45-9:00 AM**  
**Continental Breakfast**  
 Visual Arts Courtyard  
 Super Crown Catering

*Peter Goldstein, Vice Chancellor Finance & Administration*

Time: 8:00 - 9:00  
 Place: Arts 133  
 Credit: 1.0

This meeting is for administrators only. Agenda to be distributed at meeting. Greetings, update, and discussion of priority issues and plans.

**REGISTRATION -- Visual Arts Lobby**

8:00 AM – 4:00 PM

**Health & Dental Benefits Enrollment for Eligible Part-Time Faculty Only**

All newly eligible part-time faculty can drop by the benefits enrollment table in Visual Arts Lobby to sign up for health and dental coverage.

Enrollment forms are also available at the following locations:

**Human Resources Dept.**  
 33 Gough Street  
 8:00 am – 5:00 pm

**AFT Union Office**  
 311 Miramar Avenue  
 9:30 am – 4:00 pm

**#202-Classified Senate Plenary**

*Alice Munoz-Shvarts, President, Classified Senate*

Time: 8:00 - 9:00  
 Place: Arts 302  
 Credit: 1.0

This meeting is for classified staff only. Agenda to be distributed at meeting. Report on Committee and California Community Colleges Classified Senate activities.

**#203-Keynote Speaker**

*Dr. David Spence, Executive Vice Chancellor and Chief Academic Officer, California State University System*

Time: 9:15-10:15  
 Place: Diego Rivera Theatre, Overflow: VA114 & VA115  
 Credit: 1.0

**MORNING WORKSHOPS -- (8:00 – 11:00)**

**#200-Academic Senate Plenary**

*Raymond J. Berard, President, Academic Senate*

Time: 8:00 – 9:00  
 Place: Diego Rivera Theatre  
 Credit: 1.0

This meeting is for faculty only. Agenda submitted by President Ray Berard.

**AGENDUM**

1. *Approval of Agenda*
2. *Welcome and Introduction*
3. *Officers' Reports: Issues We are Facing*
4. *Accreditation / Shared Governance Reports*
5. *Unfinished Business*
6. *New Business*
7. *Adjournment*

Dr. Spence will address how the influx of students ("Tidal Wave II") into higher education over the next decade will impact the California State University (CSU) system and the State's community colleges. As enrollment continues to swell, CSU is implementing a policy of "no more endless remediation" (SF Chronicle, 9/7/99) and is examining its admissions criteria particularly as it relates to high school graduates. What does that mean for California's community colleges? Specifically, what does that mean for City College, located at the epicenter of the much anticipated "tsunami?" As the responsibility for developmental education shifts, the need to continue to provide access to post-secondary educational opportunities and maintain the open door falls almost entirely on the shoulders of the Community College System. When the trend is viewed within the context of a growing emphasis on performance-based funding (Partnership for Excellence), its implications and importance to City College are increasingly obvious. Are we ready?

**#201-Administrators' Meeting**

*Dr. Philip R. Day, Jr., Chancellor*

## DEPARTMENT MEETINGS SCHEDULE

CRN#	DEPARTMENT	TIME	LOCATION
<b>A</b> .....			
100	Administration of Justice & Fire Science Technology	10:30 AM 12:30 PM	BATMALE -221
101	Aeronautics	10:30 AM 12:30 PM	Airport
101X	<i>Aeronautics - Extended</i>	12:30 PM 2:30 PM	Airport
102	African-American Studies	10:30 AM 12:30 PM	BATMALE -513
103	Aircraft Maintenance Technology	TBA TBA	TBA
104	Architecture	10:30 AM 12:30 PM	BATMALE -245
105	Art	10:30 AM 12:30 PM	VISUAL ART -131
106	Asian American Studies	10:30 AM 12:30 PM	BATMALE -551
106X	<i>Asian American Studies - Extended</i>	12:30 AM 1:30 PM	BATMALE -551
107	Asian Studies	10:30 AM 12:30 PM	ART -210
108	Astronomy	10:30 AM 12:30 PM	BATMALE -321
109	Automotive/Trade Skills	10:30 AM 12:30 PM	ART -303
110	Automotive/Trade Skills (Evening)	7:00 PM 9:00 PM	1400 EVANS
<b>B</b> .....			
111	Behavioral Sciences	10:30 AM 12:30 PM	BATMALE -349
112	Biological Sciences	10:30 AM 12:30 PM	BATMALE -511
112X	<i>Biological Sciences - Extended</i>	12:30 PM 1:30 PM	BATMALE -511
113	Broadcast Electronic Media Arts	10:30 AM 12:30 PM	ART EXTENSION -170
113X	<i>Broadcast Electronic Media Arts - Extended</i>	1:00 PM 3:00 PM	ART EXTENSION -170
114	Business	10:30 AM 12:30 PM	LL Stud. Union
114X	<i>Business - Extended</i>	12:30 PM 3:30 PM	LL Stud. Union
<b>C</b> .....			
115	Career Dev. & Placement Center (CDPC)	11:30 AM 12:30 PM	BATMALE -451
116	CDPC/ Counseling & EOPS Joint Meeting	10:30 AM 11:30 AM	CONLAN HALL 101
117	Chemistry	10:30 AM 12:30 PM	BATMALE -222
118	Child Development/Family Studies	10:30 AM 12:30 PM	BATMALE -208
118X	<i>Child Development/Family Studies - Extended</i>	12:30 PM 1:30 PM	BATMALE -208
119	Computer & Information Science	10:30 AM 12:30 PM	BATMALE -453
119x	<i>Computer &amp; Information Science - Extended</i>	12:30 PM 3:00 PM	BATMALE -453
120	Consumer Arts and Sciences	10:30 AM 12:30 PM	BATMALE -203
121	Consumer Education	10:30 AM 12:30 PM	ART EXTENSION -183
121x	<i>Consumer Education - Extended</i>	12:30 AM 1:00 PM	ART EXTENSION -183
122	Counseling	11:30 AM 1:30 PM	SU COUNSEL
116	<i>Counseling/ CDPC &amp; EOPS Joint Meeting</i>	10:30 AM 11:30 AM	CONLAN HALL 101
<b>D</b> .....			
123	Dental Laboratory Technology	10:30 AM 12:30 PM	CLOUD -364
124	Diagnostic Med Imaging/Rad Oncology Tech	10:30 AM 12:30 PM	BATMALE -611
124x	<i>Diagnostic Med Imaging/Rad Oncology Tech - Extended</i>	12:30 PM 2:30 PM	BATMALE -611
125	Disabled Students Programs & Services	10:30 AM 12:30 PM	ART EXTENSION -261
125x	<i>Disabled Students Programs &amp; Services - Extended</i>	12:30 PM 1:30 PM	ART EXTENSION -261

CRN#	DEPARTMENT	TIME	LOCATION
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**E**

126	Earth Sciences	10:30 AM	12:30 PM	BATMALE -413
127	Engineering & Technology	10:30 AM	12:30 PM	BATMALE -651
128	English	10:30 AM	12:30 PM	VISUAL ART -115
129	Environ. Horticulture & Floristry	10:30 AM	12:30 PM	Orn. Hort.
129x	<i>Environ. Horticulture &amp; Floristry - Extended</i>	12:30 PM	2:30 PM	<i>Orn. Hort.</i>
130	EOPS	11:30 AM	12:30 PM	BUNGALOW -403
116	<i>EOPS/ CDPC &amp; Counseling Joint Meeting</i>	10:30 AM	11:30 AM	<i>CONLAN HALL 101</i>
131	ESL-English as a Second Language	10:30 AM	11:30 AM	Diego Rivera
132	ESL-Alemany Campus	11:45 AM	1:15 PM	ART -315
133	ESL-Chinatown/North Beach Campus	11:45 AM	1:15 PM	ART -302
134	ESL-Downtown/Southeast Campus	11:45 AM	1:15 PM	ART -316
135	ESL-John Adams Campus	11:45 AM	1:15 PM	ART -308
136	ESL-Mission Campus	11:45 AM	1:15 PM	ART -314
137	ESL-Phelan Campus	11:45 AM	1:15 PM	ART -133
138	ESL-Credit ESL Curriculum Redesign Task Force	2:15 PM	3:15 PM	ART -302
139	ESL-231 Grant Update	2:15 PM	3:15 PM	ART -308
140	ESL-Credit Curriculum Comm. Mtg.	3:15 PM	4:15 PM	ART -314
141	ESL-Non-Credit Curriculum Mtg.	3:15 PM	4:15 PM	ART -309
142	ESL-Staff Development	3:15 PM	4:15 PM	ART -307
143	ESL-Personnel Committee Mtg.	3:15 PM	4:15 PM	ART -310

**F**

144	Film Production	10:30 AM	12:30 PM	CLOUD -117
145	Financial Aid	10:30 AM	12:30 PM	TBA
146	Foreign Languages	10:30 AM	12:30 PM	ART -313
146x	<i>Foreign Languages - Extended</i>	12:30 PM	2:30 PM	<i>ART -313</i>
147	Chinese	12:30 PM	2:30 PM	ART -218
148	French	12:30 PM	2:30 PM	ART -211
149	German	12:30 PM	2:30 PM	ART -203a
150	Greek / Hebrew / Filipino	12:30 PM	2:30 PM	ART -203C
151	Italian	12:30 PM	2:30 PM	ART -212
152	Japanese	12:30 PM	2:30 PM	ART -214
153	Russian	12:30 PM	2:30 PM	ART -216
154	Spanish	12:30 PM	2:30 PM	ART -215

**G**

155	Gay, Lesbian and Bisexual Studies	10:30 AM	12:30 PM	CLOUD -208
155x	<i>Gay, Lesbian and Bisexual Studies - Extended</i>	12:30 PM	2:30 PM	<i>CLOUD -208</i>
156	Graphic Communications	10:30 AM	12:30 PM	VISUAL ART -140
156X	<i>Graphic Communications - Extended</i>	12:30 PM	2:30 PM	<i>VISUAL ART -140</i>

**H**

157	Health Care Technology	10:30 AM	12:30 PM	JAD
157x	<i>Health Care Technology - Extended</i>	12:30 PM	2:30 PM	<i>JAD</i>
158	Health Science	10:30 AM	12:30 PM	CLOUD -333
158x	<i>Health Science - Extended</i>	12:30 PM	2:30 PM	<i>CLOUD -333</i>
159	Hospitality Training	10:30 AM	12:30 PM	ART EXTENSION -184
160	Hotel & Restaurant Operation	10:30 AM	12:30 PM	Pierre Coste
160x	<i>Hotel &amp; Restaurant Operation - Extended</i>	12:30 PM	3:30 PM	<i>Pierre Coste</i>

CRN#	DEPARTMENT	TIME		LOCATION
<b>I</b> .....				
161	Institute for International Students	10:30 AM	12:30 PM	CLOUD -221
162	Interdisciplinary Studies (IDST)	10:30 AM	12:30 PM	BATMALE -711
<b>J</b> .....				
163	Journalism	10:30 AM	12:30 PM	BUNGALOW -209
163x	<i>Journalism - Extended</i>	12:30 PM	2:30 PM	BUNGALOW -209
<b>L</b> .....				
164	Labor Studies / Apprenticeship	TBA	TBA	TBA
165	Latin American Studies	10:30 AM	11:30 PM	BATMALE -613
165x	<i>Latin American Studies - Extended</i>	12:30 PM	2:30 PM	BATMALE -613
166	Learning Assistance	10:30 AM	12:30 PM	ROSENBERG -232
167	Library Information Technology	10:30 AM	11:30 PM	ROSENBERG -517
167x	<i>Library Information Technology - Extended</i>	1:00 PM	4:00 PM	ROSENBERG -517
168	Library Services	10:30 AM	12:30 PM	ROSENBERG -5th
168x	<i>Library Services - Extended</i>	12:30 PM	3:30 PM	ROSENBERG -5th
<b>M</b> .....				
169	Medical Assisting	10:30 AM	12:30 PM	JAD 106
169x	<i>Medical Assisting - Extended</i>	12:30 PM	2:30 PM	JAD 106
170	Mathematics	10:30 AM	12:30 PM	BATMALE -751
171	Music	10:30 AM	12:30 PM	ART -135
<b>N</b> .....				
172	Nursing -Registered	10:30 AM	12:30 PM	ART -209
172x	<i>Nursing -Registered - Extended</i>	12:30 PM	2:30 PM	ART -209
173	Nursing-Licensed Vocational	10:30 AM	12:30 PM	ART EXTENSION -186
173x	<i>Nursing-Licensed Vocational - Extended</i>	12:30 PM	3:30 PM	ART EXTENSION -186
<b>O</b> .....				
174	Older Adults	10:30 AM	12:30 PM	ART EXTENSION -275
174x	<i>Older Adults - Extended</i>	12:30 PM	1:30 PM	ART EXTENSION -275
<b>P</b> .....				
175	Paralegal / Legal Studies	6:00 PM	9:00 PM	CLOUD -111
176	Philippine Studies	12:00 PM	1:00 PM	BATMALE -360
177	Photography	10:30 AM	12:30 PM	ART -102
178	Physical Education & Dance	10:30 AM	12:30 PM	NGYM -
178x	<i>Physical Education &amp; Dance - Extended</i>	12:30 PM	2:30 PM	NGYM -
179	Physics	10:30 AM	12:30 PM	BATMALE -411
179x	<i>Physics - Extended</i>	12:30 PM	3:30 PM	BATMALE -411
<b>R</b> .....				
180	Radiation Oncology Technology	10:30 AM	12:30 PM	TBA
180x	<i>Radiation Oncology Technology - Extended</i>	12:30 PM	2:30 PM	TBA

CRN#	DEPARTMENT	TIME	LOCATION
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**S** .....

181	Social Sciences	10:30 AM	12:30 PM	BATMALE -553
	<i>181X Social Sciences: Disciplines - Extended</i>	<i>TBA</i>	<i>TBA</i>	<i>BATMALE -654</i>
182	Social Sciences Colloquium	12:30 PM	2:00 PM	BATMALE -553
183	Student Health Services	10:30 AM	12:30 PM	BUNGALOW -201
	<i>183X Student Health Services - Extended</i>	<i>10:00 AM</i>	<i>3:00 PM</i>	<i>TBA</i>

**T** .....

184	Telecourses	10:30 AM	12:30 PM	ART EXTENSION -170
185	Theatre Arts	10:30 AM	12:30 PM	BUNGALOW -215
186	Transitional Studies	10:30 AM	12:30 PM	ART EXTENSION -188
	<i>186X Transitional Studies - Extended</i>	<i>12:30 PM</i>	<i>2:30 PM</i>	<i>ART EXTENSION -188</i>

**W** .....

187	Women's Studies	12:30 PM	2:30 PM	BATMALE -330
	<i>187X Women's Studies - Extended</i>	<i>2:30 PM</i>	<i>4:30 PM</i>	<i>BATMALE -330</i>

## 2:15PM WORKSHOPS

2:15-3:15 (1 hour)



### #205-COMPUTER ADAPTATIONS

*Becky Reilly, Muriel Dawkins & Dora Rodriguez, CCSF Instructors*

Time: 2:15-3:15  
Place: Batmale 231  
Credit: 1.0  
Max: 20 participants

View exciting computer adaptations. Watch a person speaking as text appears on a computer screen; listen to a computer reading a text assignment aloud; listen to a person typing; watch the computer predict what a person wants to say, and discover what else is possible.



### #206-INSTRUCTIONAL WEB PAGES MADE EASY

*Ryan Best, CCSF Instructor*

Time: 2:15-3:15  
Place: Rosenberg 209  
Credit: 1.0  
Max: 35 participants

This workshop will introduce you to a user-friendly web development program. Wouldn't it be nice to refer students to your web page for information they lose? Put your syllabus, course information, useful links, study guides/ questions, reading handouts, and more online.

### #207-IS THERE LIFE AFTER RETIREMENT?

*Steve Levinson, CCSF Instructor  
Panel of Representatives*

Time: 2:15-3:15  
Place: Arts Extension 262  
Credit: 1.0

A panel of CCSF retirees will discuss the adjustment required in moving from full employment to retirement. This workshop is designed to cover all that they don't tell you in the STRS workshops.

### #208-PACIFIC BELL VOICE MAIL TRAINING

*Jim Froby, PacBell Technical Service Manager*

### LUNCH

(11:00 – 1:30)

Visual Arts Lobby

Karen Bevel's Catering

Lunch Box:

Chicken/ Vegetarian Sandwich,  
Pasta Salad, Fruit, and a Soft Drink  
\$6.00



## CCSF Faculty Art Showcase



11:00 – 5:00  
Visual Arts Gallery  
Kay Russell & Mine Turner  
Co-Chairpersons, Art Gallery  
Committee.

Come Join the opening reception of the Art Faculty Art Works Exhibition and Auction. Refreshments will be served. Art works will be on display from 1/14-2/4/00.

## #204-Chancellor's Welcome Address *Dr. Philip R. Day, Jr. Chancellor*

Time: 1:15-2:00  
Place: Diego Rivera Theatre, Overflow: VA114 & VA115  
Credit: 1.0

Chancellor Day's welcome address to CCSF faculty, staff and administrators.

Time: 2:15-3:15  
Place: Arts Extension 180  
Credit: 1.0

This workshop provides training for voice mail users. You will learn how to forward messages, create groups, send universal messages, and access your voice mail anytime, anywhere.

2:15-4:15 (2 hours)

**#209-AFT-TEACHING LABOR HISTORY ACROSS DISCIPLINES WITH GOLDEN HANDS/WORKING HANDS**

*Fred Glass, Communication Director, California Federation of Teachers*

*Alex Alexander, CCSF Affirmative Action/ EEO Hiring Monitor*

Time: 2:15-4:15  
Place: Arts Extension 187  
Credit: 2.0

Golden hands, a ten-part video history of the California labor movement, challenges history, social science, economics and English students to understand working people as historical change agents. This workshop will utilize parts of the video to demonstrate how to create lesson plans to help redesign curricula to reflect the contributions of workers.

**#210G-HIS TALK/ HER TALK: LEARN TO IMPROVE GENDER COMMUNICATION STYLES**

*Chris Nihil, Assist U, Corporate Trainer*

Time: 2:15-4:15  
Place: Arts Extension 182  
Credit: 2.0

Why is it that verbiage between the sexes often feels like cross-cultural communication? Frequently men and women in the work place walk away from a communication with completely different impressions of the same conversation. Only by understanding each other can we accept differences without blaming one another or ourselves.

**#211-LEARNING ABOUT LEARNING COMMUNITIES: TAKING STUDENT LEARNING SERIOUSLY**

*Ethel Tang-Quan, Learning Communities Coordinator and CCSF Speech Instructor*

Time: 2:15-4:15  
Place: Arts Extension 261  
Credit: 2.0

Come see a portion of the National Learning Communities Conference and learn more about the Learning Communities classes. Brainstorm ideas for linked classes. Meet faculty currently teaching in the Learning Communities Program.

**#212-SEIU LOCAL 790, AND CLASSIFIED EMPLOYEES WORKSHOP**

*Athena Steff, President, SFCCD Chapter Local 790*

Time: 2:15-4:15  
Place: Arts 217  
Credit: 2.0

Orientation to and discussions of issues relating to all classified employees, SEIU Local 790, and City College of San Francisco.

**#213-SHAKESPEARE: SPEAKING THE HEARING WORD!**

*Susan Jackson Collins, CCSF Instructor*

Time: 2:15-4:15  
Place: Arts Extension 184  
Credit: 2.0

“All the World’s a Stage...” Speak the words, hear the sounds as they convey meaning, and explore the location of theatricality in William Shakespeare’s memorable words! Sections from plays and sonnets, a performance by an actress, and film clips will provide inspiration and insight to all participants! No “acting” experience necessary!

**#214-WHAT JAZZ BROUGHT TO POETRY**

*Loren Bell, Michael Calvello & Craig Kleinman, CCSF Instructors*

Time: 2:15-4:15  
Place: Arts 311  
Credit: 2.0

Examine polyphonic/ contrapuntal rhythmic effects; the phonetic reproduction of words; 2 or 3 separate rhythmic patterns to underscore one; antiphonal singing: all techniques employed in African music.

Poems become rhythmic rather than metric, the pulse jazz, and the tradition oral. Enhance your life with poetry.

2:15-5:15 (3 hours)



**#215-EDUCATION IN THE NEW MILLENNIUM – INTEGRATING CREATIVITY INTO THE LEARNING PROCESS**

Marcia Kimmell, Director, The Next Stage Theater & School

Time: 2:15-5:15  
Place: Visual Arts 114  
Credit: 3.0

How do we engage students as participants in effective learning processes that they will find exciting? We will explore how we can use creative projects as learning experiences designed by the student according to his/her interests with the instructor as facilitator. You will choose a subject from your curriculum.

### #216-RECOGNIZING INAPPROPRIATE OR DISRUPTIVE CAMPUS BEHAVIORS AND ACCESSING APPROPRIATE SUPPORT SERVICES

Gerald Amada, CCSF Psychologist  
Carol Fregly, CCSF Instructor  
Charles Hoenisch, Chair, Administration of Justice  
Officer Kenneth Baccetti, Campus Police Officer  
Anita Martinez, Dean of Students  
David Orzech, CCSF Instructor

Time: 2:15-5:15  
Place: Arts Extension 181  
Credit: 3.0

This workshop is designed to help establish a basis for recognizing the different types of inappropriate and/or disruptive campus behaviors and to be aware of the various support services available at CCSF. Members of the panel will discuss protocol and procedures to be used in these situations.



## 3:15PM WORKSHOPS

3:15-4:15 (1 hour)

#217V-LESSONS IN TOLERANCE WEBSITE WORKSHOP  
Nancy Husari & Venette Cook, CCSF Instructors

Time: 3:15-4:15  
Place: Rosenberg 207 (open lab area)  
Credit: 1.0

Venette Cook and Nancy Husari (ESL Instructors) have developed a website entitled "Lesson in Tolerance," supporting teachers' efforts to create, share, and use curriculum that addresses many diversity issues. A special student forum is provided. Participants in the workshop will have an opportunity to access the "Lesson in Tolerance" website and discuss its uses and future development.

#218R-REFUGEES FROM THE FORMER YUGOSLAVIA  
Sonja Franeta, CCSF Instructor

Time: 3:15-4:15  
Place: Arts 312  
Credit: 1.0

This past summer, Ms. Franeta had the opportunity to work with Albanian refugees in Macedonia. She will show photos and speak about ethnic conflicts in that region. Ms. Franeta will also discuss issues of displaced people. Her strong interest in the region is related to her immigrant parents' background.

#219-USING THE COMPUTER LEARNING LAB  
John T. Kennedy, CCSF Staff

Time: 3:15-4:15  
Place: Rosenberg 209  
Credit: 1.0

The Computer Learning Lab is now available for faculty to bring students for software demonstrations and/or computer skills workshops. This presentation will help faculty make the most of their time in the lab. We'll cover the nuts and bolts of using the lab equipment, and we'll talk about how to structure activities so as to keep students active and engaged.

3:15-5:15 (2 hours)

#220-PEER MENTORING OR SERVICE LEARNING FOR FACULTY

Nina Gibson, Coordinator, Office of Peer Mentoring & Service Learning  
And CCSF Instructors

Time: 3:15-5:15  
Place: Ats 211  
Credit: 2.0

If you are interested in starting a peer mentoring or service learning project, this workshop will provide you with some insights, tools and techniques for a successful project. Topics include reasonable expectations for you and your students, your role and responsibilities, how to select mentors and mentees, develop an action plan, and integrate service learning into your curriculum.

### **#221-PREVENTING AND MANAGING REPETITIVE STRAIN INJURY**

*Judy Doane, Vocational Rehabilitation Counselor and Repetitive Strain Injury Specialist*

Time: 3:15-5:15  
Place: Visual Arts 115  
Credit: 2.0

In this workshop you will learn the causes, contributing factors, signs and symptoms, and major categories of diagnoses for repetitive strain injury. The presenter will provide strategies for preventing injury as well as strategies for coping with repetitive strain on a daily basis.

### **#222-STRS RETIREMENT WORKSHOPS FOR FACULTY**

*Dick Morgan, STRS Retirement Coordinator*

Time: 3:15-5:15  
Place: Arts 313  
Credit: 2.0

This workshop will give an overview on the STRS formula for calculating the retirement pension; important decisions which need to be made by age 55; STRS impact on the Social Security pension and tax-sheltered annuities; easy retirement benefit options, pre-annuities, and pre-elections; of options disability and survivor benefits.

Individual pre-retirement appointments are tentatively scheduled from March 13-17, 2000. If interested, sign up at this workshop.

### **#223-TEACHING & LEARNING ENGLISH WITH THE VIGEST APPROACH**

*Chau Nguyen, CCSF Instructor*

Time: 3:15-5:15  
Place: Arts 210  
Credit: 2.0

The Vigest approach involves teaching by using visuals and gestures. Come and share ideas with the presenter on how to make our "raw" beginners feel comfortable speaking English

on DAY ONE. We will give handouts on how to draw simple illustrations and present them in meaningful contexts (picture sentences, dialogues, short stories, etc.)

### **#224-TECHNOLOGY IN THE CLASSROOM – YEAR 5 TITLE III PILOT PROJECT**

*Janet Willett, Activity Director  
Title III Staff & Pilot Faculty*

Time: 3:15-5:15  
Place: Rosenberg 305  
Credit: 2.0

Creative ideas from pilot faculty working through the Title III grant on departmental and interdepartmental curricula. Presenters will discuss use of their chosen technology vis-a-vis implementation of their pilot proposals: creating databases of materials, interactive virtual spaces, interactive exercises, graphical tools that function as an equation editor, web-based course management, dynamic math animation, and more.

Departments represented are ESL and English, Architecture, Chemistry, Physics, and Mathematics. Faculty from these departments will be on hand to answer questions and demonstrate coursework. Pros and cons of the technologies will be discussed.

### **#225- USING IMAP TO MANAGE YOUR FOG E-MAIL WITH NETSCAPE MESSENGER OR MICROSOFT OUTLOOK EXPRESS.**

*Pierre Thiry, CCSF Instructor*

Time: 3:15-5:15  
Place: Batmale 313  
Credit: 2.0

In this hands-on workshop, instructions will be given on how to setup your favorite graphical e-mail program ( Netscape messenger or Outlook Express) to access interactively your e-mail account on fog.

3:15-6:15 (3 hours)

### **#226-HOW TO FIGHT BACK AND WIN – PERSONAL DEFENSE WORKSHOP**

*Judith Fein, Ph.D., Director, Evolve Institute for Violence Prevention*

Time: 3:15-6:15  
Place: Arts 303  
Credit: 3.0

In this fast-moving workshop, Dr. Fein will present the secrets of winning self-defense, including the following:

1. Master psychological skills so that you know your options and are in control.

2. Develop preventive skills and street smarts to keep assailants away.
3. Learn easy-to-do physical defense skills and receive information in the use of non-lethal self-defense weapons.

## **#227-Y2K IS HERE! COMMUNICATION REMAINS OUR GREATEST ASSET.**

*Gerry Garber, Principal, Global Voice*

Time: 3:15-6:15  
Place: Arts Extension 180  
Credit: 3.0

As human beings, our ability to communicate remains our common thread. Styles of communication will always be as unique as our cultural backgrounds and the workplace will always be comprised of individuals from different cultural and linguistic backgrounds. In this workshop, participants will gain an understanding of intercultural communication that will help build a supportive workplace in the new century.

## 4:15PM WORKSHOPS

4:15-6:15 (1 - 2 hours)

### **#228-DAEDALUS TRAINING**

*Elma Cabahug, CCSF Instructor*

Time: 4:15-5:45  
Place: Arts Extension 265  
Credit: 1.5

If you are looking for new tools to teach writing, this is the presentation for you. This workshop will provide basic training for ESL and English Department faculty on how to use the writing software, Daedalus, for "Chat", "Document Sharing" and more.

### **#229-MARKETING YOUR PROGRAM AT CCSF THROUGH PRINT, VIDEO, AND THE WEB**

*Martha Lucey, Director of College Marketing and Public Information*  
*Panel of Representatives from various CCSF Departments*

Time: 4:15-6:15  
Place: Arts Extension 264  
Credit: 2.0

A panel of representatives from the College Marketing and Public Information Office, Graphic Communications, Broadcast Media Services, Vocational Education, Academic Programs, and Information Technology Services will describe advertising and promotional services available within the

district. Learn about resources available to support the production of advertising materials for your program, department, and/or event.

### **#230-SAN FRANCISCO EMPLOYEES' RETIREMENT SYSTEM BENEFITS FOR CLASSIFIED (SFERS)**

*Maria Newport, Administrator, Retirement Services*

Time: 4:15-5:15  
Place: Arts Extension 275  
Credit: 1.0

An SFERS representative will explain retirement eligibility criteria for classified employees, including application procedures and benefit calculations.

### **#231-UNDERSTANDING THE PROCESS OF CHANGE - COPING IN THE NEW MILLENNIUM**

*Chris Nihil, Assist U, Corporate Trainer*

Time: 4:15-6:15  
Place: Arts Extension 182  
Credit: 2.0

In the year 2000, people involved in educating our nation will be challenged to understand, assess, and implement change toward a new and more effective educational paradigm. Coming to grips with facing change, looking at new perspectives, and utilizing techniques of change management will help educators and those involved in supporting education face the new millennium with enthusiasm, hope, and renewed strength. Understanding the mechanics of change will enhance this process.

## #232-WELLNESS: BALANCING YOUR LIFE INTO THE MILLENNIUM

*Peg Grady and Theresa Gensler, CCSF Instructors*

Time: 4:15-6:15  
Place: South Gymn  
Credit: 2.0

This workshop will focus on balancing your life into the millennium through breathing, integrating movements including body sculpting, and massage. Dress comfortably in workout clothes and sneakers/ tennis shoes.

## #233-WORKPLACE RIGHTS: USE THEM OR LOSE THEM

*Albert Lannon, CCSF Instructor*

Time: 4:15-5:45  
Place: Arts Extension 262  
Credit: 2.0

Abuses of basic Workers' Rights are common from sweatshops to sexual harassment. Learn basic employee rights, so we can empower our students and ourselves. This workshop will cover wage and hour law, discrimination, harassment, "safety net," and more.



# CCSF PROFESSIONAL DEVELOPMENT REQUIREMENTS

## 1. FULL-TIME FACULTY:

- Full-time faculty are required to participate in a total of 20 hours, five (5) hours per day, of Professional Development Activities each academic year (July 1 – June 30).
- Department meeting and extended department meeting attendance cannot exceed five (5) hours of flex credits per semester.
- Of the required 20 hours, 10 hours may be completed through Independent Professional Development Activities each academic year (July 1 – June 30), providing that the specific Independent Professional Development Activity is approved in advance, in writing, by the Department Chair and is not related to Department Meeting issues.

## 2. PART-TIME FACULTY:

- Part-time faculty contracted to teach on a Professional Development Calendar Day are obligated to participate in Flex events on an hour-for-hour basis.
- Extra hours earned cannot be carried forward or used as make-up credits.
- There is no extra pay for extra flex or independent flex credits.
- 50% or more of one's Professional Development hours must be completed on Professional Development Days.
- 50% or less of one's Professional Development hours may be completed through Independent Professional Development Activities, providing that the specific Independent Professional Development Activity is approved, in advance in writing, by the Department Chair and is not related to Department Meeting issues.

**Please use the table below to calculate your flex credits requirement. If this event is scheduled for more than one day, you may complete your requirements throughout those days.**

		Monday	Tuesday	Wednesday	Thursday	Friday
a	When is flex this semester?					
b	What are your contracted hours for this semester?					
c	If a & b match, list the hours here.					

**Add up row "c" (this is your flex requirement for this semester):**

## 3. DEPARTMENTAL CHAIRPERSON:

- The following formula determines each Department Chairperson's basic obligation in any semester in which there are flexible calendar days scheduled:

[% of load in faculty status (teaching, counseling, etc.)] X [hours of flex obligation for full-time faculty] = basic obligation, provided that each Department Chairperson shall attend one scheduled flex activity of his/her choosing each semester other than the departmental meeting.

Example: [.8] X [20] = 16 hours (.8 faculty load X 20 hours faculty flex obligation each year = a 16 hour obligation for the semester).

- A Department Chairperson who wishes to engage in an independent flex activity to satisfy part of his/her obligation must obtain the prior approval from their dean. (Independent flex activity may not be used to satisfy the entire obligation in any semester.)
- Attendance at departmental meetings shall apply to fulfillment of the flex obligation, but Department Chairpersons cannot receive "presenter's credit" for such attendance.

#### 4. DIVERSITY REQUIREMENT:

- Every member of the District (Board Members, Administrators, Faculty, and Classified Staff) are required to fulfill two (2) hours of diversity credits in each area (a total of 8 hours): Racism, Gender Bias, Homophobia, and Disabilities Discrimination. This needs to be completed within a four (4)-year period.
- Diversity credits are recorded as both Diversity and Flex obligations.
- Diversity workshops are assigned a letter to the end of the course number, i.e. 200**D**, 200**G**, 200**H**, 200**R** and 200**V**, where *D = Disabilities Discrimination*, *G = Gender Bias*, *H = Homophobia* *R = Racism* and *V = General Diversity*.

#### 5. INDEPENDENT PROFESSIONAL DEVELOPMENT ACTIVITIES:

- Independent Professional Development Activities are Professional Development Activities such as conferences, projects, or course work, including both individually designed endeavors as well as organized workshops.
- These activities must be done on one's own time and not during scheduled teaching/work hours.
- Department Chairpersons must sign to verify completion of Independent Professional Development Activities.
- No substitute may be hired to replace a faculty member while performing an Independent Professional Development Activity.
- Regular activities, such as class preparation, department meetings, etc. that are part of one's teaching role do not qualify for Independent Professional Development hours.
- Full-Timers can earn up to 10 credits maximum for Independent Professional Development Activities.
- Part-Timers can only earn up to 50% of the contracted teaching hours per flex event.

#### 6. PRESENTERS:

- Faculty flex day workshop presenters (not department meeting or independent activity presenters) can earn double flex credit(s) for every hour they present.

Example:            [2] X [hours of workshop] = total hours earned for presentation.

#### 7. ADMINISTRATORS & CLASSIFIED STAFF:

- Participation is encouraged but is not required for Administrators and Classified Staff. Workshops addressing Classified needs and interests are scheduled throughout each year.
- The Chancellor encourages supervisors to arrange for Classified employees to attend Professional Development Days whenever such attendance does not conflict with maintaining necessary operations.

#### 8. ATTENDANCE VERIFICATION:

- For Flex credit, Faculty must complete and submit the ScanTron forms to the Office of Professional Development after each flex event. Remember to make copies for your records.
- For Independent Flex credit offered;
  - a) ***On Campus:***  
Faculty must sign the "Sign-In" sheet available at the workshop. This Sign-In sheet will be submitted to OPD for record keeping. If no Sign-In sheet is available, complete the Independent Professional Development Credit Report and submit this to OPD.
  - b) ***Off Campus:***  
Faculty must complete the Independent Professional Development Credit Report, attach proof of attendance, a copy of the brochure and/or flyer, and attain the necessary signatures.
- If you are sick, on jury duty, or are on leave during a flex event, you must send OPD a copy of your authorized sick, sabbatical, jury duty and/or other leave allowance form.
- If 50% of a Faculty member's Professional Development hours are not completed during Professional Development Days, the Faculty may lose pay.
- Faculty Professional Development requirements must be completed within a fiscal year (July 1-June 30).

#### 9. USING SCANTRONS (NO MORE STAMPING!):

- Flex day(s) workshops no longer require stamping. PASSCODES will be used. Remember to record this on your ScanTron form. Presenters will post them on the board at the end of each workshop. Remember to get proof of attendance from the presenter.
- Use the ScanTron to record all Professional Development Activities. Each ScanTron allows up to eight workshops to be recorded. Use the same ScanTron for ALL workshops. When you run out of space, you can stop at the information desk for a new ScanTron.
- It is very IMPORTANT that you use a No. 2 pencil and bubble in the ScanTron correctly. Missing bubbles or illegible bubbles will result in loss of credit. Once you have finished bubbling in the appropriate course numbers and codes, remember to make a copy for your records. You may drop the ScanTron off at the information desk or return it to the Office of Professional Development, 31 Gough Street, Room 31, San Francisco, CA 94103. Please **DO NOT** fold or wrinkle the ScanTron. This will prevent them from feeding correctly into the scanner and you may lose credits. For questions, please contact (415) 241-2346. (No copies or faxes accepted).

# AB1725 GRANT

AB1725 offers Grants for Faculty, Classified, and Administrative personnel to enhance both personal and professional skills. This category of funding is for a broad range of staff development activities designed to move the district as a whole towards its educational goals. AB1725 Professional Development sponsored activities address overall institutional needs.

## **AB 1725 Grant policy**

Due to an increase in applicants and a decrease in funding, AB1725 Deadlines, procedures, and process are strictly enforced. There will be no exceptions. Remember to contact the AB1725 Grant Clerk at 241-2319 for questions or concerns. We will be glad to assist you.

## 1999 – 2000 AB1725 FUNDING CYCLE DEADLINES

ACTIVITY BEGINS	DUE DATE	
November	Friday	October 8
December	Friday	November 12
January	Friday	December 10
February	Friday	January 14
March	Friday	February 11
April	Friday	March 10
May	Friday	April 14
June	Friday	May 12

## MORE GRANTS AVAILABLE

### **Faculty Academic Travel Grant**

Up to \$200, first come first served  
Contact Jane Sneed, 550-4417

### **Classified CCSF Tuition Reimbursement**

Qualified classified employees can receive Local 790 Union tuition reimbursement for courses taken at CCSF  
Contact Elisa Dillahunty, 241-2288

### **Classified Senate Tuition Scholarship**

Up to \$125 nonrenewable grant  
Apply

### **Technology Related Grant**

Departmental Grant available for technology related activity.  
Contact Barbara Stewart, 239-3554

If you are receiving additional funding/grants, you must list them on your AB1725 application.