

A MESSAGE FROM THE CHANCELLOR



Dear City College Community Members:

Welcome back to the start of the Spring semester. I hope all of you have a happy 2004. We can look forward to a year of new changes, adventures, challenges, and excitement. Regardless of what the year may bring, I think the City College “family” is ready and prepared.

I want you to know that I am extremely appreciative of all the support and encouragement you have demonstrated in the last few years especially when presented with unexpected and daunting situations. I hope that all of our goals, even the most ambitious, will be realized and that every one will experience an overriding sense of progress and satisfaction as we move ahead.

I look forward to this New Year with great anticipation. Have a wonderful new semester!

Sincerely,

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

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**THE PROFESSIONAL DEVELOPMENT INFORMATION DESK
IS LOCATED IN THE VISUAL ARTS LOBBY**



OFFICE OF PROFESSIONAL DEVELOPMENT STAFF	
Glenn Nance	Mia Nguyen
Wendy Carmody	Evelyn Tavisora





SCHEDULE AT A GLANCE

 = Pre-Registration Required - Call (415) 241-2320

TIME	CRN/TITLE	LOCATION	PAGE
8:00-9:00	200 Academic Senate Plenary	Diego Rivera Theatre	6
8:00-9:00	201 Classified Senate Plenary	Visual Arts 114	6
8:15-9:00	202 Administrator's Meeting	Arts 133	6
9:15-10:15	203 Chancellor's Welcome	Diego Rivera Theatre	6
10:30-Varies	Department Meetings	Varies	7
12:30-2:30	204 The Writing Lab: Pedagogy and Practice	Rosenberg 207	10
1:00-2:00	205 Children's Picture Books in the Adult ESL Classroom	Arts Extension 265	10
	206 Computers Serving You	Rosenberg 210	10
	207 Red Cross Emergency Preparedness	Arts 309	10
	208 Student Development: Exploring Our Mission and Outcomes	Conlan 101	11
	209 Take Charge of Your Future: Make the Most of a 403(b)/TSA Retirement Plan	Science 100	11
1:00-3:00	210 Processing Limited and Professional Service Contracts	Batmale 349	11
	211 "The Power of Real Estate: Practical Tips and Strategies"™	Cloud 116	11
	212 The Second Half: How to Have the Life You've Always Wanted Through Non-Financial "Retirement" Lifestyle Planning	Arts Extension 260	11
	213H Gender Identity: A Civil Rights Issue	Rosenberg 414	12
1:00-5:00	214V Basic Feng Shui Presentation	Science 200	12
1:15-3:00	 215 PowerPoint Basics	Rosenberg 209	13
	216 Workplace Violence Prevention Training	Rosenberg 304	13
1:30-3:00	217 The Art and Science of Questioning Strategies	Arts Extension 263	13
2:00-3:00	218 AFT 2121 Part-Time Faculty Orientation	Arts Extension 187	14
	219 Partnering With the Boys and Girls Clubs	Arts 311	14
2:00-4:00	220V First Language Interference on English Verbal and Written Skills Among Asian Students	Batmale 208	14
	221 Identifying and Working with the Troublesome Student	Arts 315	14
	222 SEIU Local 790	Smith Hall Cafeteria	15
	223 What Works: What 25 years of Research Says About Teaching and Preparing Basic Skills Students	Batmale 221	15
	224 Working Efficiently With Mac OS X	Science 261	15

SCHEDULE AT A GLANCE

 = Pre-Registration Required - Call (415) 241-2320

TIME	CRN/TITLE	LOCATION	PAGE
2:00-5:00	 225 CalSTRS Fundamentals	Arts 133	15
	226 Organizing Your Office in the Information Age	Rosenberg 305	15
2:15-4:15	227 City Retirement Planning for Classified	Science 100	16
	228 Course Outline Preparation	Arts 316	16
	229V Tai Chi	Student Union, Lower Level	16
	230 Using the GroupWise Windows Client	Rosenberg 210	16
2:30-4:30	 231 How to Market Yourself	Cloud 229	16
	232 Money, Money, Money!!! Finding Grant Funding & Developing Proposals	Cloud 258	17
	 233 Restorative Yoga for Stressful Times/Jobs/Lives	North Gym, Studio 200	17
3:00-4:00	234 Medical Emergencies in the Classroom	Arts 312	17
	235G Unwanted Attention: Helping Students Deal with Sexual Harassment	Arts Extension 180	17
3:00-4:30	236 <u>The Bedford Handbook</u> : Center of the Composition Class	Arts 212	18
3:00-5:00	237 AFT 2121 Meeting	Batmale 222	18
	238 Computation of Part-Time Retirement Benefits	Arts Extension 187	18
	239 Faculty and Administrative Hiring Committee Orientation	Arts 311	18
	240 Mentoring and Service-Learning Projects, Spring 2004	Arts Extension 182	18
3:15-5:00	 241 Banner-Web4 for Employees	Rosenberg 209	19
4:00-5:00	242 Body/Mind Exercise	North Gym	19
	243 <i>Bowling For Columbine</i> . Uses Across the Disciplines	Rosenberg 304	19
	244 Financial Planning During Rough Economic Seas	Visual Arts 114	19

DIVERSITY CODES

D = Disabilities Discrimination

G = Gender Bias

H = Homophobia

R = Racism

V = General Diversity

1st Come - 1st Served

Breakfast

Visual Arts Courtyard

7:30am



Supercrown Catering

Lunch

is limited!

Smith Hall Cafeteria

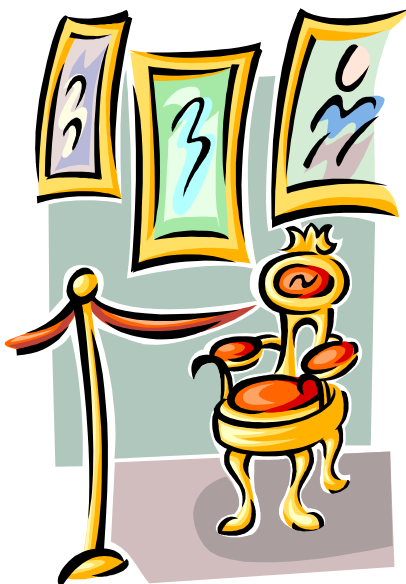
Starts: 11:30am

Must be present to pick up lunch

*1 Lunch per person

Specialty's Café & Bakery

(925) 299-2507, x606



THE ANNUAL FACULTY ART EXHIBITION AND ART AUCTION

Visual Arts Building, City Arts Gallery, V-117

Miné Ternar, Art Department Faculty Member and Gallery Coordinator

The Art Department's annual faculty exhibit is on view at City College's Art Gallery, V-117, from January 17 through February 5, 2004. Concurrently with the faculty exhibit, the Art Department hosts its annual silent art auction in the showcases in the hallway in the Visual Arts Building. The works in the auction have been generously donated by the Art Department Faculty. All proceeds go toward the operation of the CCSF gallery. This is an opportunity for you to buy works of art at great prices and support the City Arts Gallery!

Auction items are on display in the showcases near the gallery in the Visual Arts building and are clearly marked as "Auction." (Please note that the art works on exhibit in the Gallery are not part of the auction). If you are interested in bidding, please follow the guidelines below:

ART DEPARTMENT SILENT AUCTION GUIDELINES

1. Take a numbered bidding card from the gallery (V-117) or the Art Department Office (V-118) if the gallery is closed.
2. Completely fill out both the top and bottom portions of the bidding card with your name, address, and telephone number.
3. Cut/tear the card in the middle; return the top portion to the gallery (or to the Art Department Office if the gallery is closed).
4. Bid on the artworks you want to win by filling in your bid amount on the cards posted for each work on the bulletin board next to the gallery. Be sure to put your individual bidding number to the left of your bid. Your bid cannot be lower than the minimum bid posted for the work. **You can bid as many times as you wish until 3 PM on Thursday, February 5, 2004.**
5. If you have the winning bid, you will be contacted by the Art Department after Monday, February 9 to pick up your purchase.

BENEFITS INFORMATION DESK

Date/Time: January 14, 2004 - 8:00 - 4:00

Place: Visual Arts Building Lobby

If you have questions regarding your Medical and/or Dental Benefits, stop by the Visual Arts Building Lobby. Mark Kenny & Angie Morgan (the District's Benefits Representatives) will be on hand to answer questions.

Benefits Department: (415) 241-2358



MORNING SESSIONS

8:00 – 10:30

200 - Academic Senate Plenary

David Yee, Academic Senate President

Time: 8:00-9:00
Place: Diego Rivera Theatre
Credits: 1.0

Faculty only. Agendum submitted by President.

AGENDUM

1. Approval of agendum
2. Welcome and introduction
3. Officers' Reports: Issues we are facing
4. Accreditation/Shared Governance reports
5. Unfinished business
6. New business
7. Adjournment

201 - Classified Senate Plenary

Rose Vela, Classified Senate President

Time: 8:00-9:00
Place: Visual Arts 114
Credits: 1.0

This meeting is for Classified Staff only. Agendum, to be distributed at meeting, will include reports on local Committees and California Community Colleges Classified Senate activities.

202 - Administrators' Meeting

Peter Goldstein, Vice Chancellor, Finance & Administration

Time: 8:15-9:00
Place: Arts 133
Credits: 1.0

Administrators only. Agendum to be distributed at meeting. Greetings, updates, and discussion of priority issues and plans.

203 - Chancellor's Welcome Address

Dr. Philip R. Day, Jr., Chancellor

Time: 9:15-10:15
Place: Diego Rivera Theatre
Credits: 1.0

This is the Chancellor's welcome address to CCSF Faculty, Staff, and Administrators.



DEPARTMENT MEETINGS – JANUARY 14, 2004

A

100	Administration of Justice & Fire Science Technology	10:30 - 12:30	Batmale 222
101	African-American Studies	11:30 - 12:30	Batmale 513
102	Aircraft Maintenance Technology	10:30 - 12:30	Arts 307
103	Architecture	10:30 - 12:00	Batmale 245
103x	Architecture	12:30 - 2:30	Batmale 245
104	Art	10:30 - 12:30	Visual Arts 102
104x	Art	12:30 - 2:30	Visual Arts 102
105	Art Department Staff Meeting	10:30 - 12:30	Arts Ext. 260
106	Asian American Studies	12:30 - 3:30	Batmale 513
107	Asian Studies	12:30 - 1:30	Arts 210
108	Astronomy	10:30 - 12:30	Science 400
109	Automotive Day & Night Combined	5:30p - 7:30p	Evans
109x	Automotive / Trade Skills	7:30p - 9:30p	Evans

B

110	Behavioral Sciences	10:30 - 1:30	Batmale 349
111	Biological Sciences	10:30 - 12:30	Strybing Arboretum, Golden Gate Park
111x	Biological Sciences	12:30 - 1:30	Strybing Arboretum, Golden Gate Park
112	Broadcast Electronic Media Arts	10:30 - 12:30	Arts Ext. 170
112X	Broadcast Electronic Media Arts	12:30 - 2:30	Arts Ext. 170
113	Business/Office Tech/ Small Business	10:30 - 12:30	Visual Arts 115
113	Business/Office Tech/ Small Business	12:30 - 3:30	Visual Arts 115

C

114	Career Development & Placement Center (CDPC)	11:30 - 12:30	Science 121
115	Chemistry	10:30 - 12:30	Science 200
116	Child Development/Family Studies	10:30 - 12:30	Batmale 208
116x	Child Development/Family Studies	12:30 - 1:30	Batmale 208
117	Computer Networking & Information Technology (CNIT)	10:30 - 12:30	Cloud 218
117x	Computer Networking & Information Technology (CNIT)	12:30 - 2:30	Cloud 218
118	Computer Science	10:30 - 12:30	Batmale 453
118x	Computer Science	12:30 - 3:30	Batmale 453
119	Consumer Education	10:30 - 12:30	Arts Ext. 183
119x	Consumer Education	12:30 - 1:30	Arts Ext. 183
120	Counseling / Continuing Student	11:30 - 1:00	Arts 132
121	Counseling / International Student	11:30 - 1:30	Cloud 339
122	Counseling / New Student	11:30 - 12:30	Student Union
123	Counseling / Transfer Student	11:30 - 1:00	Rosenberg 206
124	Culinary Arts & Hospitality Management	10:30 - 12:30	Statler Wing 156
124x	Culinary Arts & Hospitality Management	12:30 - 3:30	Statler Wing 156

D

125	Dental Assisting		No Meeting
125x	Dental Assisting		No Meeting
126	Diagnostic Medical Imaging / Radiology Oncology Technology	10:30 - 12:30	Cloud 239
126x	Diagnostic Medical Imaging / Radiology Oncology Technology	12:30 - 2:30	Cloud 239
127	Disabled Students Programs & Services (DSPS)	10:30 - 12:30	Arts Ext. 261
128	Distance Learning Program (TMI: Online and Telecourses)	2:00 - 4:00	Rosenberg 518

E

129	Earth Sciences	10:30 - 12:30	Science 45
130	Engineering Technology (Welding)	10:30 - 12:30	Science 133
131	English	10:30 - 12:30	Visual Arts 114
131x	English	12:30 - 2:30	Visual Arts 114

DEPARTMENT MEETINGS – JANUARY 14, 2004

E – Cont.

132	Environmental Horticulture & Floristry	10:30 - 12:30	Orn. Hort. 1
132X	Environmental Horticulture & Floristry	1:00 - 3:00	Orn. Hort. 1
133	ESL - English as a Second Language	10:30 - 11:30	Diego Rivera Theatre
134	ESL - Alemany Campus	12:00 - 1:00	Cloud 258
135	ESL - Chinatown / North Beach Campus	12:00 - 1:00	Cloud 246
136	ESL - Downtown / Southeast Campus	12:00 - 1:00	Cloud 266
137	ESL - John Adams Campus	12:00 - 1:00	Cloud 268
138	ESL - Mission Campus	12:00 - 1:00	Cloud 219
139	ESL - Ocean Campus	12:00 - 1:00	Cloud 232
140	ESL - 150 Lab Update	1:00 - 2:00	Cloud 268
141	ESL - Staff Development Committee	1:00 - 2:00	Cloud 213
142	ESL - Using Laptops and LCD's in the Classroom	2:00 - 3:00	Cloud 258
143	ESL - Vocational ESL / Popular Education	2:00 - 4:00	Cloud 267
144	Extended Opportunity Program and Service (EOPS)	11:30 - 12:30	EOPS Building

F

145	Fashion	10:30 - 12:30	Batmale 205
145x	Fashion	12:30 - 1:30	Batmale 205
146	Film Production	10:30 - 12:30	Cloud 117
146x	Film Production	12:30 - 3:30	Cloud 117
147	Foreign Language	10:30 - 12:30	Arts 313
147x	Foreign Language	12:30 - 2:30	Arts 313
148	Foreign Language - Chinese	12:30 - 2:30	Arts 217
149	Foreign Language - Filipino	12:30 - 2:30	Arts 202
150	Foreign Language - French	12:30 - 2:30	Arts 211
151	Foreign Language - German	12:30 - 2:30	Arts 203
152	Foreign Language - Italian	12:30 - 2:30	Arts 212
153	Foreign Language - Japanese	12:30 - 2:30	Arts 214
154	Foreign Language - Russian	12:30 - 2:30	Arts 216
155	Foreign Language - Spanish	12:30 - 2:30	Arts 215

G

156	Gay, Lesbian & Bisexual Studies	1:00 - 2:00	Arts 310
156x	Gay, Lesbian & Bisexual Studies	2:00 - 5:00	Arts 310
157	Graphic Communications	10:30 - 12:30	Arts 103
157x	Graphic Communications	12:30 - 3:30	Arts 103

H

158	Health Care Technology	10:30 - 12:30	JAD, Room 106
158x	Health Care Technology	12:30 - 2:30	JAD, Room 106
159	Health Science	10:30 - 12:30	Cloud 333
159x	Health Science	12:30 - 2:30	Cloud 333

I

160	Institute for International Students	12:00 - 2:00	Cloud 202
161	Interdisciplinary Studies (IDST)	12:30 - 2:30	Batmale 711

J

162	Journalism	10:30 - 12:30	Batmale 209
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L

163	Labor Studies	TBA TBA	TBA
164	Latin American Studies	12:30 - 1:30	TBA
164x	Latin American Studies	1:30 - 2:30	TBA
165	Learning Assistance	11:30 - 12:30	Rosenberg 207
166	Library Information Technology	10:30 - 12:30	Rosenberg 518
166x	Library Information Technology	1:30 - 4:30	Rosenberg 518
167	Library Services	10:30 - 12:30	Rosenberg, 5 th Fl.

DEPARTMENT MEETINGS – JANUARY 14, 2004

M

168	Mathematics	10:30 - 12:30	Batmale 753
169	Music	10:30 - 12:30	Arts 135
169x	Music	12:30 - 2:30	Arts 135

N

170	Nursing - Licensed Vocational	10:30 - 12:30	Arts Ext. 184
170x	Nursing - Licensed Vocational	12:30 - 3:00	Arts Ext. 184
171	Nursing - Registered	10:30 - 12:30	Cloud 340
171x	Nursing - Registered	12:30 - 2:30	Cloud 340

O

172	Older Adults	10:30 - 12:30	Arts Ext. 275
172x	Older Adults	12:30 - 1:30	Arts Ext. 275

P

173	Paralegal	6:00p - 9:00p	Cloud 111
174	Philippine Studies	1:30 - 2:30	Batmale 349
175	Photography	10:30 - 12:30	Arts 102
175x	Photography	1:30 - 4:30	Arts 102
176	Physical Education & Dance	10:30 - 12:30	North Gym
176x	Physical Education & Dance: Introduction to Fitlinx System	12:30 - 2:30	North Gym
177	Physics	10:30 - 12:30	Science 179
177x	Physics	12:30 - 3:30	Science 179

S

178	Social Sciences	10:30 - 12:30	Batmale 553
179	Social Sciences Colloquium	12:30 - 2:00	Batmale 553
179x	Social Sciences Discipline Social Sciences - Breakout Room	2:00 - 3:30	TBA Batmale 551
180	Student Health Service	10:30 - 12:30	Bungalow 201
180x	Student Health Service	1:30 - 4:30	Bungalow 201
181	Student Health Service – Mental Health Services	12:30 - 3:30	Bungalow 201
182	Student Support Services Joint Meeting: AASP, CDPC, Counseling, DSPS, EOPS, Learning Assistance, LSN	10:30 - 11:30	Conlan 101

T

183	Theater Arts	10:30 - 1:30	Bungalow 222
184	Transitional Studies	10:30 - 12:30	Arts Ext. 188
184x	Transitional Studies	2:00 - 4:00	Arts Ext. 188

W

185	Women's Studies	TBA - TBA	TBA
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WORKSHOPS

12:30 – 2:30

204 - The Writing Lab: Pedagogy and Practice

Alexandra Teague, English Instructor and Writing Lab Coordinator
Alisa Messer, English Instructor and Writing Lab Coordinator

Time: 12:30-2:30
Place: Rosenberg 207
Credits: 2.0

Are you currently tutoring in the Writing Lab, interested in becoming a Writing Lab faculty tutor, or interested in finding out more about the Lab in order to help your students get the most out of their Lab sessions? Writing Lab Coordinators Alexandra Teague and Alisa Messer will lead this interactive discussion about Writing Lab policies, procedures, and pedagogy. You are invited to bring questions about the Lab's philosophy and practice as well as ideas to share about the Writing Lab, a campus-wide resource that serves several hundred students each week through drop-in tutoring and workshops. All new and experienced faculty tutors, as well as instructors teaching Eng 90/92 and other courses with required lab hours, are strongly encouraged to attend. An extended discussion about Basic Skills practices and support services will follow.

1:00 – 2:00

205 - Children's Picture Books in the Adult ESL Classroom

Debra Liu, ESL Instructor, Chinatown Campus

Time: 1:00-2:00
Place: Arts Extension 265
Credits: 1.0

Children's picture books can provide ESL students with a good visual context for them to acquire new structures and vocabulary. Many books contain stunning illustrations and deeply moving stories that appeal to adults and children alike. The presenter will share materials that she developed for a Caldecott-award-winning book, Grandfather's Journey, by Allan Say. Handouts provided.

206 - Computers Serving You

Terry Hall, Dean, Faculty Support Services, Course/Room Scheduling

Time: 1:00-2:00
Place: Rosenberg 210
Credits: 1.0

Come learn how to easily:

- Send a broadcast email with attachments to one or all class sections;
- Check class enrollments;
- Obtain class lists;
- Eliminate grade sheets and incomplete forms;
- Post grades online and;
- Calculate teaching load.



207 - Red Cross Emergency Preparedness

Red Cross Trained Staff & Volunteers

Time: 1:00-2:00
Place: Arts 309
Credits: 1.0

Topics covered include:

- Disaster risks we face in the Bay Area (earthquakes, fires, floods, chemical spills, terrorism, etc.)
- Potential impact of these disasters on our daily lives - the basic services on which we and our families rely, such as transportation, utilities, local merchants, etc.
- Self assessment: How prepared are you at home already?
- Details of the American Red Cross' 5 Actions for Preparedness (with a focus on steps 1, 2, and 3):

1. Make a Plan
2. Build a Kit
3. Get trained
4. Volunteer
5. Give Blood

208 - Student Development: Exploring Our Mission and Outcomes

Dr. Katherine German, Student Development Consultant

Time: 1:00-2:00
Place: Conlan 101
Credits: 1.0

“Exploring Our Mission and Outcomes” is a seminar designed to facilitate a first look at our Division mission - that is, what we see as our fundamental purpose as a major component of the institution. Once the mission has been articulated and discussed, we will continue our conversation with an exploration of the types of outcomes that might be expected to follow. Upon conclusion of the seminar we will share our collective thinking with our colleagues for their consideration and comment, taking a small step toward the design of Divisional learning outcomes.

209 - Take Charge of Your Future: Make the Most of a 403(b)/TSA Retirement Plan

Mark Lavan, Certified Financial Planner, Investment Representative

Time: 1:00-2:00
Place: Science 100
Credits: 1.0

Whether you already participate in a 403(b)/TSA or are considering enrolling in this type of retirement plan, you need to know the facts. Join me for my 403(b)/TSA seminar. You'll learn:

1. What you should do today to help prepare for tomorrow;
2. The benefits of tax-deferred savings;
3. The basics of 403(b)'s/TSA's;
4. The impact of current tax laws on 403(b)/TSA;
5. How to transfer an existing 403(b)/TSA.

1:00 — 3:00

210 - Processing Limited and Professional Service Contracts

Norma Nelson, Contract Compliance Officer

Time: 1:00-3:00
Place: Batmale 349
Credits: 2.0

It is important that each department or office that hires contractors for Limited or Professional Services is knowledgeable of the District's contracting requirements. As such, it is highly recommended that each department, program, or office send a representative responsible for processing contracts to this session. Departments that process a large volume of contracts should send an administrator and a classified staff representative. This session is for those who did not attend the previous workshops, as well as for those who need a refresher.

Attendees will learn:

- Applicable laws, regulations, and SFCCD Board policies concerning contracts;
- How to complete new contract forms and procedures that were implemented effective January 15, 2002;
- Accessing new contract forms electronically;
- How to submit a complete contract package for approval;
- Getting Contractors started and paid.

211 - "The Power of Real Estate: Practical Tips and Strategies"TM

Michele E. Hagan, Esq., Real Estate Strategy Consultant, Attorney, Real Estate Broker, and CCSF Real Estate Instructor

Time: 1:00-3:00
Place: Cloud 116
Credits: 2.0

Join CCSF Real Estate Instructor Michele E Hagan, Esq., who is an attorney, real estate broker, and real estate strategy consultant to learn about the "Power of Real Estate," as a wealth-creator, wealth-builder, tax shelter, and retirement vehicle. We will also discuss investment strategies, tax advantages, and financing tips to maximize your options and financial return on your home and investment properties.

212 - The Second Half: How to Have the Life You've Always Wanted Through Non-Financial "Retirement" Lifestyle Planning

Betty Burr, Transition Consultant

Time: 1:00-3:00
Place: Arts Extension 260
Credits: 2.0

Whether you think you'll never retire, are already planning your retirement, or think the concept of "retirement" should be retired, this workshop is for

you. People 1 to 10 years away from traditional “retirement” age can use the new paradigm of “renewal,” based not upon age, but upon making the rest of your life the BEST of your life. Do what you’ve always dreamed of but have put off, or move into a new lifestyle, or start a new career. Science has added years to your life (20-30 years after age 60). You need to add life to your years.

Experts say many people are so strongly work-identified that they dread leaving their jobs and spend more time planning their two-week vacations than their retirement lifestyles. Not planning takes a toll. One man was unprepared for the dislocation he felt at being out of the workplace. A woman who financially had to continue working hadn’t prepared for it and didn’t know what to do. A couple who thought they would travel and volunteer got bored after one year but had nothing else in mind. You can avoid their dilemmas through non-financial lifestyle planning. We use a simple paper assessment to review future needs and current levels of satisfaction in 10 key life areas that are predictors of success in the renewal transition. You will identify those areas in which you need to work and begin to create a plan to put the necessary supports in place before you take the big step.

213H - Gender Identity: A Civil Rights Issue

Marcus de Maria Arana, Discrimination Investigator

Time: 1:00-3:00
Place: Rosenberg 414
Credits: 2.0

This highly interactive workshop focuses on identifying mainstream stereotypes and discussing how they affect the transgender communities, as well as investigating the intersection of lesbian/gay/bisexual concerns with transgender issues. The various exercises address how human minds categorize information and explore the roots of anti-transgender and other biases. This workshop is intended to educate people who want greater working knowledge of the transgender communities and/or the issues facing transgender people.

This workshop also provides an overview of the laws on the City, State, and Federal levels that protect transgender individuals. Topics include a description of the transgender communities, discrimination in employment, housing, and public accommodations; how institutions can accommodate transgender people; how providers can improve services for transgender clients; a description of available resources in the Bay Area that are transgender-specific and transgender-friendly; and what individuals can do to effectively advocate for their own rights.

214V- Basic Feng Shui Presentation

Viviane Chen, Certified Feng Shui Consultant and Space Clearer

Time: 1:00-5:00
Place: Science 200
Credits: 4.0

"Feng Shui is about taking care of the heart and the natural order of things in the physical world. Our internal and external worlds mirror each other. When we are at ease in our heart and loving our home, we are in balance, the optimum way of being."

This workshop provides a view into the living relationship we as occupants have with our home and environment and the reciprocal impact our home and well being can have on each other. The energetic principles of how Feng Shui actually works will be introduced, including how personal, geophysical and technological disturbances can impact our home and health. Basic concepts of space clearing, the Five Elements, and application of the Bagua sectors will be introduced. Also discussed, are simple ways to assess and restore balance to a home and its occupants. Attendees will also learn how to identify when a situation merits professional help. Typical home and property conditions will be discussed with focus on those areas of greatest impact on health and well being. Entry orientation, chi flow and physical placement will also be reviewed for some of the most common situations which impact health. Attendees will gain a new way of perceiving their relationship to their home environment, gain confidence in their innate Feng Shui skills, and benefit their health and well being. We will cover:

- Five Elements and Bagua Layout;
- Energizing Life Sectors with Intention;
- Nature of Energy – “Chi” Flow;
- Balance, Imbalance & Clutter;
- What Space Clearing & Feng Shui is;
- Intuition & Investigative Skills;
- Checking Your Home and;
- Chi Flow & Placement.

Viviane Chen is a member of the International Feng Shui Guild, and she has taught seminars on Feng Shui across the United States. She is also a licensed architect in California. Viviane has trained extensively with well known traditional and contemporary teachers of Five Elements Feng Shui: Dowsing, Facial Diagnosis, Space, and Personal Energy Clearing. She has found her gift both as a practitioner and teacher. Born in Shanghai, China, she has lived in Hong Kong, Taiwan, and the United States. She received her B.A. in Psychology at the University of Michigan, continuing on to earn

degrees and to practice in Architecture. Her diverse experiences in both the U.S. and Taiwan provide a wonderful ground for her current work in Feng Shui and Space Clearing. Today she continues to integrate current learning to bring harmony in contemporary living. Through their experience with Viviane, her clients and students love the deepening connection and well being they feel about themselves and their environment. She now lives in Berkeley, California and enjoys the exploration of art in bringing harmony and balance to the environment.

You may find out more about her work or contact her at:

Tel: (510) 525 3288
 Box 6110 Albany, CA 94706
 Email: vivianechen@msn.com
www.vivianechen.com

1:15 — 3:00

215 - PowerPoint Basics

Morris Bibliowicz, ESL Instructor

Time: 1:15-3:00
 Place: Rosenberg 209
 Credits: 2.0
 Pre-Reg: Call (415) 241-2320 - 25 Max

This workshop will introduce the basics of creating a PowerPoint presentation using Windows. You will learn to insert slides, choose slide layouts, insert graphics, tables and clip art, change backgrounds, and work with slide transitions and animation effects. The instructor will show how he uses PowerPoint to get his ESL students to tell their stories. Bring a diskette or zip disk to save your presentation

216 - Workplace Violence Prevention Training

Ralph Ray II, Senior Industrial Hygienist

Time: 1:15-3:00
 Place: Rosenberg 304
 Credits: 1.0

In recent years, workplace violence has become a major occupational health and safety issue. Currently, it is the third-leading cause of death in U.S. workplaces and the leading cause of occupational fatalities among women. The nature of government work and government work environments often expose employees to risk factors (e.g., contact with the public, delivering passengers, goods or services, etc.) that increase the

odds of a workplace violence incident occurring. To address the emerging hazard of workplace violence at City College, Mr. Ray has developed workplace violence training that covers:

- 1) National and local workplace violence statistics to briefly examine the extent of the problem;
- 2) The City's policy on workplace violence;
- 3) A typical workplace violence program and critical program elements;
- 4) Guidelines on how to prevent and react to common workplace violence scenarios in academic settings and;
- 5) Case studies that examine responses to common workplace violence scenarios.

All faculty, staff, and administration are encouraged to attend this training.

Mr. Ray has a Master's degree and certification in Industrial Hygiene and has been actively employed in health and safety for approximately 18 years. His experience comes from employment in government, the private-sector, and consulting. Mr. Ray has been with the City & County of San Francisco for over two years. He coordinates health and safety for most of the City's departments by: (1) responding to requests for assistance with departmental health and safety issues; (2) analyzing the City's workers' compensation and Cal/OSHA compliance data to identify trends and high-severity/high-frequency health and safety issues; and (3) addressing City-wide health and safety concerns.

1:30 — 3:00



217 - The Art and Science of Questioning Strategies

Sharyn Zoll, Transitional Studies Instructor

Time: 1:30-3:00
 Place: Arts Extension 263
 Credits: 1.5

Asking good questions is a mark of a skilled instructor. Learn four types of questions which encourage higher levels of thinking, and five types which discourage higher level thinking.

218 - AFT 2121 Part-Time Faculty Orientation

Augusta Goldstein, ESL Instructor

Janene Frahm, Speech Instructor

Robert Schuricht, ESL Instructor

Time: 2:00-3:00
Place: Arts Extension 187
Credits: 1.0

Presented by AFT 2121 Part-Timers Committee for all part-time instructors. This session is an orientation on compensation, benefits (health insurance, sick leave, etc.), and other issues affecting part-time faculty. It is not the same as the orientation provided to new faculty by the administration.



219 - Partnering With the Boys and Girls Clubs

Julie M. Thomas, ESL Instructor

Timotha J. Doane, ESL Instructor

Tim Simpson, Volunteer Coordinator, Boys & Girls Clubs of San Francisco

Time: 2:00-3:00
Place: Arts 311
Credits: 1.0

The Boys and Girls Clubs of San Francisco are a lifeline for some of San Francisco's neediest children. They provide friendship, mentoring, tutoring, job training, and food. The clubs are full of potential CCSF students who need guidance and nurturing now so that they will be able to lead fulfilling lives as adults. The clubs also have incredible opportunities for CCSF students to earn credit serving as interns, mentors, tutors, and teachers. Volunteers to teach cooking, art, music, drama, and gardening are especially needed, and the work is highly rewarding.

Join Boys and Girls Club staff and club volunteers to learn about the rewards of helping some of San Francisco's neediest and most vulnerable children at clubs throughout San Francisco.

220V - First Language Interference on English Verbal and Written Skills Among Asian Students

Leo Paz, Dept. Chair, Philippine Studies, (Filipino)

Mo Shuet Tam, ESL Coordinator, Phelan Campus, (Chinese)

Chuong Chong, Asian-American Studies Instructor, (Vietnamese)

Minh Hoa Ta, EOPS Counselor, (Vietnamese)

Time: 2:00-4:00
Place: Batmale 208
Credits: 2.0

The presentation is by teachers from various backgrounds, and they will address problems in the use of the English language which are caused by students' first/heritage language's grammar being carried over into the use of English.

The target audience would be teachers in general, ESL and English teachers in particular, but also teachers whose classes require many essays/papers written in English.

221 - Identifying and Working with the Troublesome Student

Judy Kawamoto, LCSW Coordinator, Psychological Services at Student Health

Lynn Byk, Ph.D., Instructor in Psychology; Director of Face It, West

Time: 2:00-4:00
Place: Arts 315
Credits: 2.0

This workshop is to help faculty make an early identification of students who are experiencing emotional or psychological problems but are not necessarily a problem in the classroom. We will discuss ways of talking with the student and making a timely referral or intervention.

You will also learn ways to handle the student who is acting out in the classroom and whose behavior is interrupting the process of the class. You will have an opportunity to ask questions and provide examples of specific situations you have encountered.

222 - SEIU Local 790

Athena Steff, President, SFCCD Chapter Local 790

Time: 2:00-4:00
Place: Smith Hall Cafeteria
Credits: 2.0

In this workshop we will give an orientation and discuss issues relating to all Classified employees, SEIU Local 790, and City College of San Francisco.

223 - What Works: What 25 Years of Research Says About Teaching and Preparing Basic Skills Students

Hal Huntsman, Math Lab Coordinator
James D. Sauve, English Instructor
Erlinda Legaspi, English Instructor

Time: 2:00-4:00
Place: Batmale 221
Credits: 2.0

Although every student and every class is different, research in developmental education over the last 25 years shows that some teaching practices work better than others for preparing basic skills students. Hal, Jim, and Linda attended the Kellogg Institute run by the National Center for Developmental Education at Appalachian State University; they spent a month reading and talking about this research with 40 other educators from around the country. They would like to lead a discussion of what good practice is and how it can be implemented in our classrooms, labs, and beyond.

224 - Working Efficiently With Mac OS X

Tom Boegel, Chair, Computer Science Department

Time: 2:00-4:00
Place: Science 261
Credits: 2.0

You've got that new iMac or Powerbook from ITS; your files have all been transferred over; now it's time to get working and working efficiently! This hands-on session will review the basics of Mac OS X and will discuss how to make the best use of the Mac OS X features. Topics will include:

- Where's my stuff? A review of files and folders;
- Transitioning from OS 9 to OS X;

- Safari, Office v.X, and other Mac-specific applications;
- Sharing information between your home and office computer;
- Working with multiple users on the same computer;
- Customizing your working environment.

2:00 – 5:00

☎ 225 - CalSTRS Fundamentals

Sue Mosher, Financial Education Manager
Lisa Schneider, Certified Financial Planner

Time: 2:00-5:00
Place: Arts 133
Credits: 3.0
Pre-Reg: Call (415) 241-2320 - 60 max

A two-hour workshop presented by a CalSTRS staff member and financial planner, highlights the essentials of the CalSTRS benefit and the basics of financial planning. This workshop is specifically geared to members in the middle of their careers and is intended to develop a member's knowledge about the basics of the CalSTRS retirement, disability, and survivor benefits; how the CalSTRS retirement benefit can be the foundation of a personal financial plan, goal setting, and next steps.



226 - Organizing Your Office in the Information Age

Eve Abbott, Organizer Extraordinaire

Time: 2:00-5:00
Place: Rosenberg 305
Credits: 3.0

Remember when computers were going to create the paperless office? New skills and systems are required to stay on top of the information generated in today's business environment. Eve shows scores of practical tips - from paper management to e-mail overload. Participants leave with a customized blueprint for improving their work systems, plus, enough tips to save them an hour each day!

- Set up information management systems from in-box to archiving for paper and computer;

- Learn dozens of practical tips in an extensive demonstration of organizing techniques and tools;
- Tune up your office systems with the tips book.

Eve's book, How to Do Space Age Work with a Stone Age Brain, covers the following topics:

- 1) The Stone Age Brain
- 2) Overcoming Information Overload
- 3) Victory Over Paper
- 4) Organizing Your Computer
- 5) Managing Your Activities
- 6) Organizing At Home

Her book will be available for purchase.



229V - Tai Chi

Terry Hall, Dean, Faculty Support Services, Course/Room Scheduling

Time: 2:15-4:15
Place: Student Union, Lower Level
Credits: 2.0

Learn fluid movements - Tai Chi will help to restore your body to a more healthy form. Relieve stress and fatigue in this workshop. Wear comfortable clothing and shoes.

2:15 – 4:15

227 - City Retirement Planning for Classified

Nathan Ladyzhensky, Financial Consultant, Mosher Financial & Insurance Services

Time: 2:15-4:15
Place: Science 100
Credits: 2.0

The objective of this workshop is to educate classified employees on the workings of the City College of San Francisco Retirement Plan. Basics, formulas, options, as well as the latest changes and updates to the plan will be discussed. This workshop will also cover various pre-retirement strategies such as asset accumulation, pre-tax investments, fighting inflation, diversification, and pension maximization. We will also discuss long-term insurance options and the importance of planning.

228 - Course Outline Preparation

Brian Ellison, Ph.D., Dean of Curriculum, Tenure Review and Faculty Evaluation
Michael A. Kelly, Chair, Curriculum Committee, CIS Instructor

Time: 2:15-4:15
Place: Arts 316
Credits: 2.0

Creation of course description, objectives, content, and methodology.
Development of course specifics (units, hours, prerequisites, etc.).
Articulation considerations. Outline format and Title 5 issues.

230 - Using the GroupWise Windows Client

Vic Fascio, Senior Trainer, Technology Learning Center

Time: 2:15-4:15
Place: Rosenberg 210
Credits: 2.0

The new GroupWise email and groupware system is available on all newly deployed PCs: desktops and laptops. Use the desktop icon on your rollout computer to start the full-featured GroupWise Windows program. This hands-on workshop will show you how to configure the program, use folders, the address book, and the calendar as well as some special features.

2:30 – 4:30

-231 - How to Market Yourself

Joan Garfinkle, Ed.D. Career Counselor
Barbara Thomas, M.A. Career Counselor

Time: 2:30-4:30
Place: Cloud 229
Credits: 2.0
Pre-Reg: Call (415) 241-2320 - 48 Max

Are you seeking a promotion, transfer, job change, or just want to learn how to better market yourself? Come and join this two-woman team of experienced career counselors. They will provide you with constructive guidelines for any future job venture. You will learn how to inventory your skills, assemble a resume, and have successful job interviews.

232 - Money, Money, Money!!! Finding Grant Funding & Developing Proposals

Kristin Hershbell, Associate Dean of Grants & Resource Development
Kelly Karandjeff, Special Projects Coordinator

Time: 2:30-4:30
Place: Cloud 258
Credits: 2.0

Have a vision for a new instructional or student development initiative? Are you unsure of how to acquire funding? Bring your innovative ideas to this workshop where you will learn about the purpose of and process for developing grant proposals. The Grants Office will outline the reasons to pursue a grant opportunity, how to identify funders, and the kind of information funders seek. We will explain the components found in a grant proposal and provide time to receive feedback on your proposal ideas. Finally, we will also share our role in the application process and define the support you can receive throughout proposal development. Do not miss an opportunity to grow this important skill and turn your vision into a reality!



☎ 233 - Restorative Yoga for Stressful

Times/Jobs/Lives

Joani Marinoff, Health Science Dept., Coordinator-Lead Instructor
HIV/STD Education Office
Beth Freedman, Health Science Dept., Faculty Advisor for Women's Resource Center

Time: 2:30-4:30
Place: North Gym, Studio 200
Credits: 2.0
Pre-Reg: Call (415) 241-2320 - 15 Max

Some might say that if you're not feeling stress, you're probably not paying attention, especially to your own body. If this resonates with you, please come and join us for a truly relaxing session in restorative yoga. Don't be afraid of the word "yoga." This yoga practice uses modified poses and props such as blocks, blankets, and pillows to support the entire body in a therapeutic posture without exertion. In this way one can fully receive the benefits of a pose such as quieting of the brain and muscle relaxation.

No yoga experience required. Dress in loose comfortable clothing. Come prepared to let go, lie down, and relax. What could be better? We will discuss how to use what we learn to create a simple, regular practice at home for stress reduction. If you have an eye bag, please bring it, or simply bring a scarf or even a large handkerchief to cover your eyes while reclining.....umm umm good.

3:00 – 4:00

234 - Medical Emergencies in the Classroom

Gary Tom, (Former Paramedic), Dean, Alemany Campus

Time: 3:00-4:00
Place: Arts 312
Credits: 1.0

This workshop will cover the administrative and legal aspects of medical emergencies in the classroom: Who is legally responsible? Who should be contacted first? What can you do while waiting for the ambulance? Who notifies the family?

Topics include decision-making, patient comfort, accident reports, injury claims, cost to students, and case histories. This is not a first aid course.

235G - Unwanted Attention: Helping Students Deal with Sexual Harassment

Debra Liu, ESL Instructor, Chinatown Campus
Richard Kappra, ESL Instructor
Sara Jacobson, ESL Instructor

Time: 3:00-4:00
Place: Arts Extension 180
Credits: 1.0

What do our students do when they find themselves faced with sexual harassment? What do teachers do when the topic unexpectedly pops up in class? People with limited English skills can be at a particular disadvantage in dealing with sexual harassment in U.S. work and school settings. ESL textbooks don't cover this subject, yet it occurs in the real world. Come to an information-sharing session to give your ideas and to find out how other teachers have addressed the issue of sexual harassment with their students. This topic is relevant to instructors from all disciplines.

3:00 – 4:30

236 - The Bedford Handbook: Center of the Composition Class

Leonard Sanazaro, English Instructor

Time: 3:00-4:30
Place: Arts 212
Credits: 1.5

How can we make our students with remedial problems responsible for acquiring the skills in punctuation and mechanics that they lack? How can we make improvement in basic skills readily available to them? Open the world of basic skills to your students by requiring them to open their handbooks. Copies of Editing Charts and Editing Guides will be available.

3:00 – 5:00

237- AFT 2121 Meeting

Allan Fisher, President, AFT 2121

Chris Hanzo, Executive Director, AFT 2121

Time: 3:00-5:00
Place: Batmale 222
Credits: 2.0

AFT 2121, the faculty union, will hold a workshop to discuss faculty compensation, working conditions, contract negotiations, and other union related issues. The Union will also show a film continuing in the spirit of the AFT 2121 Fall Film Festival. Film title TBA.

238 - Computation of Part-Timer Retirement Benefits

Cliff Liehe, Legal Assisting Instructor

Toni Mester, Older Adults Instructor

Time: 3:00-5:00
Place: Arts Extension 187
Credits: 2.0

Presented by AFT 2121 Part-Timers Committee for all part-time instructors. Learn about part-timer retirement options and issues, what STRS is doing for part-timers, and how retirement benefits are calculated. Learn how to estimate your own retirement benefits. Bring your latest

annual STRS statement, a recent paycheck stub, a pencil, and a calculator. Yes, this involves some math, but we will try to keep it simple.

239 - Faculty and Administrative Hiring Committee Orientation

Tutti Moreno, Senior Personnel Officer

Alex Alexander, Equal Employment Opportunity Monitor

Time: 3:00-5:00
Place: Arts 311
Credits: 2.0

All administrators, faculty, and classified employees who anticipate serving on a hiring committee for the Spring 2004 or Fall 2004 are encouraged to attend this workshop. Please note that all members who serve on the committees are required to attend a Hiring Committee Orientation at least once a year. Attending this workshop can take the place of the individual Hiring Committee Orientation during the upcoming academic year.



240 - Mentoring and Service-Learning Projects Spring 2004

Christine Francisco, Coordinator, Office of Mentoring and Service Learning

Time: 3:00-5:00
Place: Arts Extension 182
Credits: 2.0

This workshop is designed for faculty sponsoring mentoring or service-learning projects in Spring 2004. The orientation will cover the following topics: Highlights of the Fall 2003 Semester, Introduction of new projects and faculty, Nuts and Bolts of paperwork for faculty and students, Evaluation and reflection process, Improvements for Spring 2004, and the funding situation. This orientation will introduce the faculty to the diverse range of mentoring and service-learning projects and provide time for new faculty to meet and hear from veteran faculty regarding their experiences, especially maintaining reasonable expectations for yourself and students; faculty roles, responsibilities, and limits; selection process for mentors and mentees; and integrating service-learning into your curriculum.

3:15 – 5:00

☎ 241 - Banner-Web4 for Employees

Denis Yap, ITS Programmer

Time: 3:15-5:00
 Place: Rosenberg 209
 Credits: 2.0
 Pre-Reg: Call (415) 241-2320 - 25 Max

This session will introduce you to “Banner-Web4 for Employees” which allows employees to view their payroll information. We will go over the:

- How (To access);
- Where (Anywhere);
- What (It is all about);
- Who (Only you) and;
- When (Anytime).

243 - *Bowling for Columbine*: Uses Across the Disciplines

Nicki Harlow, Instructor, Institute for International Students

John Willett, Instructor, Institute for International Students/ESL

Time: 4:00-5:00
 Place: Conlan 101
 Credits: 1.0

This is a unique opportunity to create a bridge between disciplines. At this workshop, which will be the first in a multi-semester series, we will be facilitating a discussion of how the Oscar-winning documentary, *Bowling for Columbine*, can be used in different courses at CCSF. We will begin by working with the teacher’s guide which is already on-line, and from there, brainstorm possible lesson plans for courses in all participating departments. While it’s a good idea to have seen the film beforehand, it is not absolutely necessary.

244 - Financial Planning During Rough Economic Seas

Edwin K. Stephens, Financial Advisor & the Managing General Partner of The Stephens Group

Time: 4:00-5:00
 Place: Visual Arts 114
 Credits: 1.0

This seminar is designed to show how an individual can “Economically Empower” himself to better understand how to make his money work more efficiently, especially since you are planning for retirement and are looking for long-term growth in your investment accounts. We will cover:

- Good Cash Flow
- Company Sponsored 401(k) Retirement Plans
- Home Ownership

Edwin K. Stephens, is a financial advisor and the managing general partner of The Stephens Group, which is an investment and asset management firm that helps individuals, pension funds, public agencies, and private corporations with their financial planning needs.

4:00 – 5:00

242 - Body/Mind Exercise

Reza Azarmi, Adjunct Faculty, Child Development and Family Studies

Time: 4:00-5:00
 Place: North Gym
 Credits: 1.0

Body/Mind Exercise Curriculum is a research-based set of educational activities developed to help students with disruptive behaviors. Teaching methods are based on an age-long approach to the caring and strengthening of young minds and bodies. Practices are based on Yogic body poses and postures, chanting, dancing, deep breathing exercises, and concentration. The BME Curriculum is currently being taught to CCSF students taking Child Development 64 “Coping with Stress, and Working with Students/Children.”

This workshop can help with techniques in stress reduction and relaxation response.

Vendors 11:30 – 1:30 Smith Hall Cafeteria	ORGANIZATION	SERVICE	CONTACT	PHONE
	Bay Area RIDES (See page 27)	Transportation	Danielle Bricker	(510) 273-2080
Independent Agent / Consultant	Personalized Planning	Wen Yee Wong	(415) 218-8796	

ACKNOWLEDGEMENTS

A "Special Thank You" to the many distinguished Guests, Presenters and Vendors for making this Professional Development Event both educational and fun. Your commitment, enthusiasm, and support make our job rewarding.

Additional "Thanks" to the many volunteers, staff, and students whose hard work and dedication shape this event. All of you have helped make this program a success. Our hats are off to you!

SHARED GOVERNANCE & STAFF DEVELOPMENT COMMITTEE

CHAIR: *Clara Starr*

Members:

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Ted Alfaro
Brian Ellison
Robert Gabriner
Mamie How

CLASSIFIED

Brandy Jones
Steve Kech
Lety Sazo
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RESOURCE

Glenn Nance
Mia Nguyen

DEPARTMENTS

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Broadcast Electronic Media Arts
Buildings and Grounds
Culinary Arts & Hospitality Management
Custodial Services
Duplicating Services
Environmental Horticulture
Human Resources
Information Technology Services
Mail Services
Technology Learning Center
Theatre Arts

- Office of Professional Development



CCSF WORKSHOP PROPOSAL FORM *(Please type or print legibly)*

EVENT:

Office of Professional Development, 31 Gough Street, Room 31, San Francisco, CA 94103
Phone: (415) 241-2346 Fax: (415) 241-2371

Main Presenter's Name: <i>(Please list all presenters/attach separate list)</i>		SS# / Tax ID#:		Total Fee:
Workshop Title:				
CCSF Employee? <input type="checkbox"/> Yes	Mailbox:	Work Phone:	Fax:	Email:
Job/Position Title (to be published):				
Company/Organization Name (If not CCSF):				
Address:				
Contact Person:			Contact Phone:	

Co-Presenter's Name:		SS# / Tax ID#:		
CCSF Employee? <input type="checkbox"/> Yes	Mailbox:	Work Phone:	Fax:	Email:
Job/Position Title (to be published):				
Company/Organization Name (If not CCSF):				
Address:				
Contact Person:			Contact Phone:	

Co-Presenter's Name:		SS# / Tax ID#:		
CCSF Employee? <input type="checkbox"/> Yes	Mailbox:	Work Phone:	Fax:	Email:
Job/Position Title (to be published):				
Company/Organization Name (If not CCSF):				
Address:				
Contact Person:			Contact Phone:	

Co-Presenter's Name:		SS# / Tax ID#:		
CCSF Employee? <input type="checkbox"/> Yes	Mailbox:	Work Phone:	Fax:	Email:
Job/Position Title (to be published):				
Company/Organization Name (If not CCSF):				
Address:				
Contact Person:			Contact Phone:	

Presenters: Due to scheduling constraints, proposals from the same department may be scheduled in the same time slot. To avoid scheduling conflicts with proposals from the same department, please consult with your colleague(s) and Department Chair. We will do our best to accommodate all requests.

PRESENTATION ABSTRACT - *Please type on a separate sheet of paper/ submit on diskette/ email menguyen@ccsf.edu :*

- Title of Workshop;
- List the full names of all presenters in the order which they should appear;
- And 1 to 2-paragraph description of your workshop to be published.
- If this is a **diversity-focused** workshop, please specify: Racism/ Homophobia/ Gender Bias/ Disability/ General Diversity

Main Presenter's Name:		Telephone Number:	
Workshop Title:			
Workshop Date(s):	<input type="checkbox"/> During Flex Event - Open	<input type="checkbox"/> I can only present on <i>(Date)</i> :	<input type="checkbox"/> Not During Flex Event <i>(Independent Activity Date(s))</i> :
Time:	<input type="checkbox"/> Open	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
	<input type="checkbox"/> I can only present at <i>(Specify Time)</i> :		
Hours:	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0
	<input type="checkbox"/> More:		
Location:	<input type="checkbox"/> Open: Any room is fine		
	<input type="checkbox"/> I must be in Room#: _____		<input type="checkbox"/> I have reserved Room#: _____
Pre-Reg.:	<input type="checkbox"/> None		
	<input type="checkbox"/> YES - Maximum # of Participants Allowed: _____		

Need any Equipment/Computer/Technical Support? YES NO (If NO, do not fill out section below)

NOTE: Due to budget constraints & limited resources, please assist us by providing your own equipment & supplies. All Computer requests will be submitted to the ITS Department and other technical computer support staff. If a problem arises or your needs cannot be met, the IT staff will notify you immediately.

Audio/Visual Needs:	<input type="checkbox"/> Overhead Projector/Screen	<input type="checkbox"/> TV/VCR	<input type="checkbox"/> Slide Projector/Screen	<input type="checkbox"/> Flipchart/Markers/Eraser
	<input type="checkbox"/> Other:			
Computer Needs. Presentation is:	<input type="checkbox"/> Hands-On Session (requires computers for participants)			
	<input type="checkbox"/> A Banner Hands-On Session (requires computers for participants)			
	<input type="checkbox"/> A Demo (requires computer for presenter only w/a projection unit)			
	<input type="checkbox"/> A Banner Demo (requires computer for presenter only w/a projection unit)			
	<input type="checkbox"/> Schedule me in one of the Rosenberg Library's Multimedia Rooms. <input type="checkbox"/> Schedule me in (location/room#): _____			
Platform:	<input type="checkbox"/> MAC	<input type="checkbox"/> IBM-style PC	<input type="checkbox"/> Either	
Laptop/Notebook:	<input type="checkbox"/> I will bring my own computer/notebook			
	<input type="checkbox"/> I need one at the presentation site			
	<input type="checkbox"/> Other:			
Hardware Required:	<input type="checkbox"/> Computer			
	<input type="checkbox"/> LCD Projector and Screen			
	<input type="checkbox"/> ComWeb System (Available only in R209 & R210). ComWeb allows presenters to show their screen directly on all participants' computer screens as an alternative to projection.			
	<input type="checkbox"/> Other (Please describe: e.g. sound card/speakers/zip drive/DVD drive/scanner...):			
Software Required:	<input type="checkbox"/> Adobe PhotoShop			
	<input type="checkbox"/> PhotoDeluxe			
	<input type="checkbox"/> Banner			
	<input type="checkbox"/> Microsoft's Internet Explorer			
	<input type="checkbox"/> Netscape Communicator			
	<input type="checkbox"/> Microsoft Office: Word/ Excel/ PowerPoint/Access			
	<input type="checkbox"/> Other:			
	If the software you've requested is not available, can you supply legal copies of the software for all participants in your presentation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<u>Comments:</u>			
Internet access?	<input type="checkbox"/> NO		<input type="checkbox"/> Yes, for Presenter's computer only	
	<input type="checkbox"/> Yes, on ALL computers			
Other/Special Need(s):	Please describe/illustrate in detail special requirements/arrangements for your presentation. If special needs are not stated, we will not be able to make any last minute changes. Please attach more information if need.			

Office Use Only

Denied Pending Approved Date Entered: _____ Date Faxed to ITS: _____ Initial: _____

We will notify you upon the decision of the Professional Development Committee. Thank you for your interest!

Office of Professional Development, 31 Gough Street, Room 31, San Francisco, CA 94103, Office (415) 241-2346, Fax (415) 241-2371

PROFESSIONAL DEVELOPMENT INDEPENDENT FLEX - Workshop Proposal form

DUE: 3-week prior to activity date

In order to receive independent flex credit(s), your proposal MUST be approved prior to the presentation.

1

Presenter's Name* _____ Fee _____
 (Faculty presenters on flex days earn double the credits. Does not apply to Department Meetings/ Independent Activity.)

Job Title (to be published) _____

CCSF Employee? Yes No SS# - Tax ID# _____ CCSF Mailbox _____

Company _____

Street _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____ Fax _____

*If more than one presenter, please list them on the back. Include job titles & phone numbers. Mailbox _____

2

Emphasis:
 Professional Development Issue
 Diversity Issue: Disability Gender bias Homophobia Racism Other: _____

Date:
 Not on Flex Day (Independent Flex Credits), date: _____

Title:

Description (50 words maximum or attach a separate sheet):

3

Hours required: 1.0 2.0 3.0 More: _____

Time required: Morning Afternoon Evening Open (No Preference) Specific Time _____

Equipment: NONE Overhead TV/VCR Slide Projector Easel Flip Chart

Computer Needs: NONE Yes: _____

Room Request: NONE Room: _____

Pre-registration? NONE Yes: Maximum number of participants allowed: _____

Other: _____

OFFICE USE				
STATUS	CRN#	ROOM	TIME	

ADDITIONAL PRESENTERS

Presenter's Name _____	Fee _____	
Job Title (to be published) _____		
CCSF Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	SS# - Tax ID# _____	CCSF Mailbox _____
Home Phone _____	Work Phone _____	fax _____

Presenter's Name _____	Fee _____	
Job Title (to be published) _____		
CCSF Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	SS# - Tax ID# _____	CCSF Mailbox _____
Home Phone _____	Work Phone _____	fax _____

Presenter's Name _____	Fee _____	
Job Title (to be published) _____		
CCSF Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	SS# - Tax ID# _____	CCSF Mailbox _____
Home Phone _____	Work Phone _____	fax _____

Presenter's Name _____	Fee _____	
Job Title (to be published) _____		
CCSF Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	SS# - Tax ID# _____	CCSF Mailbox _____
Home Phone _____	Work Phone _____	fax _____

Presenter's Name _____	Fee _____	
Job Title (to be published) _____		
CCSF Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	SS# - Tax ID# _____	CCSF Mailbox _____
Home Phone _____	Work Phone _____	fax _____

Presenter's Name _____	Fee _____	
Job Title (to be published) _____		
CCSF Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	SS# - Tax ID# _____	CCSF Mailbox _____
Home Phone _____	Work Phone _____	fax _____

Educational Resources for Classified Employees

Classified Employee Enrollment Fee Waiver Program - (For CCSF District Classes Only)

Contact: Human Resources, (415) 241-2288

City College of San Francisco Classified Book Loan Program

Forms are located at:

Bungalow 307, Ocean Campus

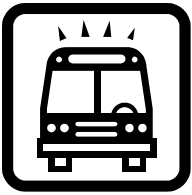
Human Resources, 33 Gough

And in the Main Office of each District Campus

SEIU Local 790 Grant – (Local 790 Union Members Only)

Contact: Office of Professional Development, (415) 241-2319





Commuter Check Program

What is Commuter Check?

A pre-tax transportation program for transit or vanpool riders where riders set aside pre-tax dollars to pay for transit or vanpooling in the bay area.

What is a "Pre-tax Payroll Deduction" and how can it benefit me?

A pre-tax payroll deduction saves you money by reducing taxes on your salary. Some people think that only high-income employees can take advantage of tax savings. Commuter Check is a tax-saver for everyone, whether you use the 1040EZ at tax time or you are the company CEO. Using Commuter Check, you can save up to \$480 in personal income tax a year if you deduct the maximum \$100 per month, regardless of your income.

How does it work?

If you sign up for the program, you need to decide how much you want to set aside to pay your transit or vanpooling costs. You can set aside as little as \$20 a month up to the \$100 maximum. Once you choose an amount, your paycheck will reflect this change. For example, if you earn \$1,000 monthly and elect to deduct \$100 per month, you would be taxed on \$900 and get \$100 in Commuter Check vouchers. By not being taxed on \$100 a month, you get a yearly tax savings of up to \$480. Once you receive your vouchers, you are done. There are no forms to fill out or submit and the tax savings continue to add up every month. It's simple and over 80,000 Bay Area employees use it.

Commuter Check works like other pre-tax plans such as dependent care and medical reimbursement. The vouchers are easy to redeem at hundreds of sales outlets throughout the Bay Area. If you have specific questions about the enrollment procedure or program restrictions, please contact your human resources department directly.

How much should I deduct?

First, you will need to figure out your monthly transit cost. If you buy a monthly transit pass, then it's easy. Simply deduct the cost of the pass. Commuter Checks are available at every \$5 level between \$20 and \$100, but change cannot be provided when you redeem them. Total up your monthly fares and find out whether you can take advantage of any transit pass or discount programs. For example, BART sells \$30 and \$45 high value tickets that offer \$32 and \$48 worth of rides respectively. Using a high value ticket also means no more fumbling for cash at the BART station ticket machines. Transit doesn't work for you every day? You can still benefit from Commuter Check. For occasional use, simply calculate your daily cost and multiply by the number of days per month you take transit.

Ride Share Program (www.rides.org)

What is RIDES?

Founded in 1977, the Rideshare Program provides free services to help San Francisco Bay Area residents learn about and use alternatives to driving alone, such as carpools, vanpools, public transit, bicycling and telecommuting and to help them continue to use the new mode to mitigate the growth of traffic congestion and air pollution in the Bay Area. The Program encourages individuals to use transportation alternatives to driving alone by providing information about options, facilitating "matches" between individuals who wish to carpool or vanpool and conducting marketing and outreach efforts to businesses and the public.

Who We Are

The Regional Rideshare Program is operated by [RIDES](#) for Bay Area Commuters, a nonprofit corporation with 25 years of rideshare program experience, which provides program services for seven (Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Sonoma) of the nine Bay counties and subcontracts with [Solano-Napa Commuter Information](#) (SNCI) to provide services in Solano and Napa counties.

The Regional Rideshare Program is operated by RIDES and SNCI under contract with the Metropolitan Transportation Commission (MTC) and funded by the Bay Area Air Quality Management District (BAAQMD), MTC and county congestion management agencies.

The Regional Rideshare Program is dedicated to helping you learn about and use alternatives to driving alone. **Our FREE services include:**

- Do-it-yourself carpool and vanpool [matching](#) (or call us for help at 511)
- [Consultations](#) to determine the best commute alternative for you
- Information on [commute incentives](#) and using [diamond/carpool lanes](#) and [Park & Ride lots](#)
- Assistance in forming your [carpool or vanpool](#)
- [Vanpool services](#) and support
- Assistance to take [public transit](#) or telecommute
- [Bicycling](#) information and referrals

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FLEX WORKSHOP EVALUATION – JANUARY 14, 2004

CRN # OR TITLE OF WORKSHOP: _____

PRESENTER(S): _____

(Please check one)

I am: Administrator Department Chair Faculty/Full-time Faculty/Part-time Classified

<u>Please Check Boxes to Rate Your Experience:</u>		1	2	3	4	5	YES	Unsure	NO
A	Overall, how valuable was this workshop/presentation?								
B	Overall, how effective was the presenter(s)?								
C	Overall, how was the quality of this presentation?								
D	Could you use what you have just learned in real life?								
E	Was the workshop positive and worthwhile?								
F	Should we bring this presenter/topic back?								

RATING KEY

- 5 = Excellent**
- 4 = Above Satisfactory**
- 3 = Satisfactory**
- 2 = Improvement Needed**
- 1 = Unsatisfactory**

Comments/Suggestions:

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