



4CSD Conference
March 16 – 17, 2017

Doubletree Hotel
555 W. Foothill Blvd.
Claremont CA 91711

All Roads Lead to Success!

4C/SD is excited to announce this year's conference theme – All Roads Lead to Success!

On Thursday, March 16th, the conference will begin with an optional Professional Development Practitioner's Pre-Conference Workshop. This session will provide a wealth of information and resources on how to develop a strong Professional Development Program Plan that addresses the needs of all employee groups. The conference will officially begin at noon with lunch, followed by three breakout workshop sessions. The evening will conclude with a social hour and G.I.F.T.S. session (Great Ideas for Training Staff). Dinner will be on your own.

The following day, Friday, March 17th, will begin with a special session presented by Dr. LeBaron Woodyard and Ms. Rita Levy from Chancellor's Office on Everything You Need to Know About FLEX! Two additional workshop breakout sessions will follow and then we will come back together at 12:15pm for lunch, the 4CSD business meeting, 4CSD board elections, awards ceremony, and closing remarks. We've planned a very full conference and you won't want to miss a minute of it!

Come connect, collaborate, and re-energize with your colleagues to renew yourself for a new exciting year in professional development and take away LOTS of professional development ideas that you can use on your campus! In the professional development world, all roads truly do lead to success!

Please see page 2 for registration information. Questions? Please contact conference chair Jan Schardt at jschardt@napavalley.edu or at (707) 256-7412 or Leslie Carr at leslie.carr@canyons.edu or at (661) 362-3100.

Welcome



Register online at

<https://4csd2017conference.eventbrite.com>

DEADLINE TO REGISTER:
FRIDAY, MARCH 3, 2017

Conference registration fee includes the optional Professional Development Practitioner pre-conference workshop, five breakout workshop sessions, a special session on Everything You Need to Know About FLEX!, presented by the Chancellor's Office, G.I.F.T.S. (Great Ideas for Training Staff, evening social, awards, lunch on Thursday, breakfast and lunch on Friday, and all conference materials.

- **\$450 for 4C/SD members**
- **\$495 for non-members**

Hotel Reservations:

Please reserve hotel rooms directly with the Doubletree Hotel by contacting them at:

<http://doubletree3.hilton.com/en/hotels/california/doubletree-by-hilton-hotel-claremont-ONTCLDT/index.html> or by calling 909-626-2411.

Please note that the conference registration fee does not include hotel accommodations. Please let the hotel know that you are with the 4C/SD conference to receive the conference rate.

The DoubleTree by Hilton Hotel Claremont is nestled in the foothills of the San Gabriel Mountains between Southern California's Inland Empire and the Los Angeles Basin on historic Route 66. The hotel is located ten miles from the Ontario International Airport (ONT).

Please note Airport Shuttle service is not included in the conference registration fee.

Supershuttle is offering 10% OFF transportation from all airports, including Ontario (ONT), Los Angeles International (LAX), John Wayne Orange County (SNA), Long Beach (LGB) and Burbank (BUR). Please use code **Z87GL** if you plan to use the Supershuttle.

<https://www.supershuttle.com/default.aspx?GC=LNZQP>

2017 4CSD Conference Agenda

Thursday, March 16, 2017

9:45-12:00 **Conference Check-In & Refreshments**
Sycamore Maple

10:00-12:00 **Professional Development Practitioner's Pre-Conference
Workshop (Optional)**
Sequoia

12:00-12:45 **Conference Welcome & Lunch**
Sycamore Maple

1:00 – 2:15 **Breakout Sessions #1**

1. Emotional Intelligence (EQ) for Managers – Why EQ Matters More Than IQ
-- *Magnolia*
2. Classified Professionals Support the Six Success Factors through Service
Excellence -- *Mahogany*
3. Time to Refuel: Tapping Into the Passion for Your
Profession – *Sycamore Maple*
4. Making the PLN Work for You! – *Sequoia*

2:30 – 3:45 **Breakout Sessions #2**

1. Faculty Professional Development as a Shared "Brave Space:" How Can
We Develop a Social Justice Pedagogy in Faculty Professional
Development Events -- *Magnolia*
2. Best Practices in Community College Wellness Programs -- *Sequoia*
3. Creating a Common Space to Serve Underserved
Students -- *Mahogany*
4. Sharing the Road: Developing and Implementing a Comprehensive
Professional Development Plan for Classified Staff, Faculty and
Administrators -- *Sycamore Maple*

Thursday, March 16, 2017

4:00 – 5:15

Breakout Sessions #3

1. All Roads Lead to Success, So All Hands on Deck! – *Sycamore Maple*
2. Enhancing the Teamwork Experience: Three Hands-On Exercises -- *Sequoia*
3. Is the Road to Success a Pathway for Leadership Development? -- *Mahogany*
4. Implementing Regular Effective Contact Using Canvas -- *Magnolia*

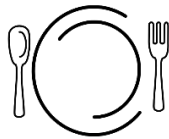
5:15 – 6:00

Evening Social (No-Host Bar) and G.I.F.T.S. (Great Ideas for Training Staff)

Come enjoy some appetizers, networking time with your professional development colleagues, and G.I.F.T.S.!

Sequoia

- *Administrative Assistants Academy*
Leslie Carr, College of the Canyons
- *Insights Into Canvas*
@ONE
- *A Silver Lining: The Professional Development Role in a Classified Layoff*
Mary Kay Englen, DeAnza College
- *Effective Communication Towards Increased Awareness and Attendance at Professional Development Activities*
David Betancourt, Cerritos College



6:00

Dinner on Your Own

Friday, March 17, 2017

7:30 - 8:15

Breakfast

Sycamore Maple

8:15 - 9:20



Everything You Need to Know About FLEX!

*LeBaron Woodyard, Dean Academic Affairs, California Community Colleges
Chancellor's Office*

*Rita Levy, Program Analyst II, Academic Affairs, Educational Programs and
Professional Development Unit, California Community Colleges Chancellor's Office*

Join Dr. LeBaron Woodyard and Ms. Rita Levy from the Chancellor's Office for an informative workshop on the Flexible Calendar Program. They will provide information and answer your questions on what activities qualify for FLEX credit, FLEX reporting requirements, professional development funding, and adjunct faculty FLEX issues. They will also provide an update on AB 2558 and what is expected of community college professional development coordinators with regards to that legislation.

Sycamore Maple



9:30 – 10:45

Breakout Sessions #4

1. Beyond Campus Logistics: What New Classified Professionals Need to Connect to the Campus -- *Mahogany*
2. Maximizing Professional Development Opportunities by Coordinating Student Equity, 3SP, and Basic Skills Initiative Plans – *Sycamore Maple*
3. Using the FLEX Calendar Guidelines Towards Increased On-Campus Professional Learning Activities -- *Magnolia*
4. Compassionate Leadership -- *Sequoia*

11:00 – 12:15

Breakout Session #5

1. Effective Collaborations Towards Increased Professional Learning Opportunities -- *Sequoia*
2. What is “Evidence of Teaching” in Online Classes? -- *Mahogany*
3. 7 Things You Should Know About Design Thinking -- *Magnolia*
4. Best Practices in Leadership Development Programs – *Sycamore Maple*

12:15 – 1:00

Lunch, Business Meeting, Board Elections, and Awards Ceremony
Closing Remarks
Sycamore Maple

1:00

Conference Concludes

Thursday, March 16 Pre-Conference Workshop 10:00 – 12:00

Professional Development Practitioner’s Workshop

Presenters: Leslie Carr, College of the Canyons; Sharon Beynon, Ventura College; and Katie O’Brien, Rio Hondo College

Sequoia

You are invited to participate in a special pre-conference workshop just for professional development coordinators! The presenters will share their experience with you on how to develop a Professional Development Program Plan that addresses the needs of all employee groups. You will learn about:

- ✓ Committee structures
- ✓ Needs assessment surveys and focus groups
- ✓ Evaluations (workshop and program)
- ✓ Budgeting
- ✓ Hiring speakers/presenters
- ✓ Putting together a professional development program for all employee groups
- ✓ Annual reporting to the chancellor’s office
- ✓ What is FLEX/tracking FLEX hours
- ✓ What counts as FLEX
- ✓ Marketing your professional development offerings
- ✓ Working with administration to garner support for professional development
- ✓ And much more!

Questions you may have and other topics not listed above are encouraged.



Emotional Intelligence (EQ) for Managers – Why EQ Matters More Than IQ

Presenter: Christie Cooper, Client Partner, Newleaf Training and Development

Magnolia

Managers with high emotional intelligence (EQ) combined with a high IQ tend to lead people better to achieve organizational results. Incorporating an understanding of EQ into your workplace can improve management effectiveness, increase teamwork and have a positive impact on key measures. More and more, organizations are discovering that emotional intelligence skills in managers are a vital component of their organization's success. Great managers know how to bring out the best of people — EQ is a vital part of that skill set. Managers who possess high EQ approach supervisory responsibilities from a different perspective. They understand the importance of communicating effectively with staff members, and treating each employee with respect while remaining laser-focused on the organization's desired results. Come to this session to learn more about tapping into your EQ and using it to improve your leadership and management skills.

Classified Professionals Support the Six Success Factors through Service Excellence

Presenters: Mary Kay Englen, DeAnza College and Cheryl Massa, West Valley College

Mahogany

Students interact with classified professionals at every juncture as they move in, move through, and move on from college. "Student Support (Re)defined" is a 3-year study where the RP Group asked over 900 students from 13 California community colleges what they think supports their educational success. The outcome from this study is known as the Six Success Factors. Join Mary Kay Englen, Senior Program Coordinator in the De Anza College Office of Professional Development and Cheryl Massa, West Valley College Classified Senate Vice President, as they connect service excellence to ways in which you can effectively engage more students with the assistance they need to succeed. Part II of this presentation will include information on how to conduct this activity with the classified professionals at your campus.

Time to Refuel! Tapping Into the Passion for Your Profession

Presenter: Lori Baker-Schena, Founder and CEO, Baker-Schena Communications

Sycamore Maple

Professional Development professionals devote their career to enhancing the skills of others. While this makes for an exciting, stimulating job, it can also lead to burnout, stress and mental exhaustion. This workshop is designed to help you regain your passion for your profession, providing practical advice to help you stay motivated and on top of your game!

Thursday, March 16

Breakout Sessions #1

1:00 – 2:15pm

Making the PLN (Professional Learning Network) Work for You!

Presenters: Michelle Pilati, @ONE and PLN Training and Outreach Coordinator, Michelle DuBreuil, TTIP South and PLN Project Manager, and Beth Kay, Success Center Sequoia

While the Professional Learning Network's (PLN's) initial attraction may be the training opportunities it offers, the long-term impact is expected to emerge from the resources it provides that assist our colleges and employees in maximizing their effectiveness. What resources does the PLN have that will help improve the success of you, your college, and your students? What resources do you need - and how do you make the PLN work for you? Join us to learn more about the future of the PLN and to inform that future.



**CALIFORNIA COMMUNITY COLLEGES
PROFESSIONAL LEARNING NETWORK**

Thursday, March 16 Breakout Sessions #2

2:30 – 3:45pm

Faculty Professional Development as a Shared “Brave Space:” How Can We Develop a Social Justice Pedagogy in Faculty Professional Development Events

Presenter: Kristine Oliveira, Antelope Valley College Magnolia

As the members of California’s community colleges find themselves in increasingly contested political spaces, many of us recognize an urgency to find ways to engage in constructive dialog with each other and with our students. Our professional development programs can act as locations where social justice dialogues can take place, with the intent of learning how to challenge our own and each other’s assumptions with respect and civility. In this round table discussion, the presenters will explore:

- ✓ The role that Faculty Professional Development programs play in professional and collegial development;
- ✓ The relationship between Faculty Professional Development and the classroom;
- ✓ An overview of the Arao and Clemens 2013 work on developing “brave spaces.”

Then, the discussion will open up to the group in order to brainstorm how our Faculty Professional Development programs can become “brave spaces” where we can learn and practice respectful, critical engagement.



Best Practices in Community College Wellness Programs

Presenters: Matthew Szenderski, Keenan & Associates, Gary Maehara, Director – Human Resources, Ventura County Community College District, and Katy Lyon, Benefits Analyst, Ventura County Community College District

Sequoia

Ventura County Community College District will provide an overview of their nationally recognized, award winning employee wellness program “Commit to be Fit”. Discussion points include challenges faced when rolling out the program and how these were overcome to increase employee engagement and make a positive impact in employee health.

Creating a Common Space to Serve Underserved Students

Presenter: Deborah Harrington, Executive Director and Project Administrator of the California Community Colleges Success Center

Mahogany

This interactive session will demonstrate how teams of faculty, staff, and administrators across California have participated in networked communities of practice designed to increase student access, success, equity, and completion, particularly amongst underserved populations. We will examine success stories of campus transformation, highlighting the role of networking and relationship building in institutional change. We will also look at the way that participating colleges in California have grown to serve as regional professional learning hubs facilitating and sustaining engagement in research based practices for student success by supporting the professional growth of all stakeholders. During the presentation, audience participants will discuss ‘ideal’ initiatives for their respective programs/departments. Participants will also have an opportunity to outline next steps: how can the principles for transformation outlined in the session be put into practice at your college?



Thursday, March 16

Breakout Sessions #2

2:30 – 3:45pm

Sharing the Road: Developing and Implementing a Comprehensive Professional Development Plan for Classified Staff, Faculty and Administrators

Presenter: Reese Weltman, Bakersfield College

Sycamore Maple

This presentation will cover the process Bakersfield College underwent to develop and implement a comprehensive professional development plan that focuses on all three employee groups. Emphasis will be placed on the coordination of efforts across silos, with the ultimate goal being the development of a robust Bakersfield College community that is well-equipped to help our students reach their goals. Topics will include FLEX week, emerging technologies, needs assessments, and evaluation of effectiveness. The presentation will involve active collaboration from participants, with the goal of equipping others with the tools and knowledge necessary to better address existing professional development needs for all three employee groups. Let's share and learn together.

Thursday, March 16

Breakout Sessions #3

4:00 – 5:15pm



All Roads Lead to Success, So All Hands on Deck!

Presenter: Anna Stirling, Director, @ONE

Sycamore Maple

The whole-hearted adoption of Canvas as the Common Course Management System across the state means that 95% of the CCC campuses are going through the sometimes painful process of migrating courses to a new CMS. In this workshop, we'll explore how campus-wide support for this migration—essentially all hands on deck!—leads to success. We'll provide insights from across the system for designing professional development training for faculty migrating their courses, for developing interdisciplinary work groups to support migration and development of Canvas courses, and for setting up local review teams comprised of faculty, staff, and even students to support quality courses. Now, more than ever, technology touches all of our classes. A campus-wide plan to support Canvas migration builds collaboration, collegiality, equity, and a path that supports each and every stakeholder.

Enhancing the Teamwork Experience: Three Hands-On Exercises

Presenter: Lori Baker-Schena, Founder and CEO, Baker-Schena Communications

Sequoia

The benefits of teamwork in the Professional Development environment are numerous, including increased innovation, improved morale, enhanced communication and better employee relations. This interactive workshop discusses the power of teamwork and introduces three team-building exercises that help strengthen teams, leading to greater productivity and job satisfaction.

Is the Road to Success a Pathway for Leadership Development?

Presenters: *Susan Bray, Executive Director, Association of California Community College Administrators and Carmen Sandoval, Community College League of California*

Mahogany

With new attention on the need for professional development and new funding to make it happen, districts and professional organizations are scrambling to update content for their own internal programs, and develop new leadership training programs to meet the system's needs. Delivering student success in the California community colleges is a multifaceted proposition, but it begins with having the best trained faculty, staff and administrators who are ready to be leaders and transform institutions. Right now, there are a number of outstanding programs available that are providing the training to make that happen. Join us to find out about some of the more promising approaches in training staff and administrators and the work that IEPI, ACCCA and the League are doing to build a pathway for future leaders.

Implementing Regular Effective Contact Using Canvas

Presenter: *Ricardo Flores, Skyline College*

Magnolia

In this partially hands-on workshop we will explore the notion of "Instructor Presence Online" from a perspective grounded in andragogyc assumptions about adult learners. We will discuss and try out some instructional strategies and LMS tools to implement instructor presence using Canvas. Participants are encouraged to try the Canvas tools hands-on along with the presenter. If you don't have a Canvas shell to test the tools, you can get a free account from [Instructure](https://www.instructure.com), or go to this URL: <https://www.canvaslms.com/try-canvas>. We will not be creating accounts during the workshop, so make sure to get your account prior to attending the workshop.

5:15 – 6:00

Evening Social (No-Host Bar) and G.I.F.T.S. (Great Ideas for Training Staff)

Come enjoy some appetizers, networking time with your professional development colleagues, and G.I.F.T.S.!

Sequoia

6:00



Dinner on Your Own

Friday, March 17, 2017

7:30 – 8:15

Breakfast

Sycamore Maple

8:15 – 9:20

Everything You Need to Know About FLEX!

*LeBaron Woodyard, Dean Academic Affairs, California Community Colleges
Chancellor's Office*

*Rita Levy, Program Analyst II, Academic Affairs, Educational Programs and
Professional Development Unit, California Community Colleges Chancellor's Office*

Sycamore Maple

Friday, March 17

Breakout Sessions #4

9:30 – 10:45am

Beyond Campus Logistics: What New Classified Professionals Need to Connect to the Campus

Presenter: Mary Kay Englen, DeAnza College

Mahogany

At this time, like no other time, our campuses are a diverse mix of genders, socioeconomic backgrounds, races, religions, management styles and age demographics. New hire classified professionals have great expectations of their onboarding and training experiences and many professional development programs and offices are still restricted by limited funding and budgets in trying to meet those expectations. Let's share ideas about effective orientations for classified beyond just the logistical and tactical information we typically provide. How can we use the orientation function to form connections within the new cohort and connect them to their colleagues and the campus? What best practices can we create on pushing onboarding resources out to our various programs and departments to help them create a positive, welcoming onboarding experience for new classified after orientation is done? Work generated in this workshop will be shared with our professional development community.



Maximizing Professional Development Opportunities by Coordinating Student Equity, 3SP, and Basic Skills Initiative Plans

Presenters: *Dr. Daylene Meuschke, Dean, Institutional Research, Planning and Institutional Effectiveness, College of the Canyons and Dr. Jasmine Ruys, Dean, Enrollment Services, College of the Canyons*

Sycamore Maple

Join us in this interactive session where you will have an opportunity to learn from and dialogue with your colleagues about ways to improve the integration and alignment of student success efforts across the various plans (such as Basic Skills, Equity, and 3SP). At this session, you will learn how to:

- Successfully integrate your plans for maximum efficiency and results
- Maximize funds associated with these plans
- Eliminate duplication on your campus
- Cooperate with other districts to share best practices and professional development opportunities

We all need to be rowing in the same direction regarding student success and completion! Come to this session to learn how!

Using the FLEX Calendar Guidelines Towards Increased On-Campus Professional Learning Activities

Presenter: *David Betancourt, Cerritos College*

Magnolia

This workshop is for colleges that use the FLEX Calendar, or colleges that are thinking of using the FLEX Calendar. The session will focus on highlighting the most relevant information in the guidelines that encourages on-campus professional learning activities. Sharing of ideas and best practices in using FLEX will be encouraged.

Compassionate Leadership

Presenter: *John Makevich, Special Projects Director (AEBG, Non-Credit), College of the Canyons*

Sequoia

One of the single most powerful barriers to substantive team victory stems from a lack of compassion when leading. We see this in sports, within families, and in the workplace. Competence, awareness of others' emotional state, and motivation and purpose around a goal are critical to ultimate success. In this session, participants will share experiences and engage in activities to help build awareness of their own successes and barriers to success with leadership and how to become powerful leaders at any level of an organizational structure and in any setting.

Effective Collaborations Towards Increased Professional Learning Opportunities

Presenter: David Betancourt, Cerritos College

Sequoia

This workshop will focus on building campus collaborations and how they can positively impact the professional learning climate on campus: more engaged faculty, relevant and increased professional learning offerings, and improved attendance. Sharing of ideas and success stories will be encouraged.

What is “Evidence of Teaching” in Online Classes?

Presenter: Lene Whitley-Putz, Training and Development Coordinator, @ONE and Anna Stirling, Director, @ONE

Mahogany

Recently, City College of San Francisco learned they will be required to pay back 39 million dollars to the federal government because they had failed to provide "evidence of teaching" in their online courses. In light of this devastating news for City College, it is important for every campus across the state to understand the types of evidence, including documenting regular effective contact, that demonstrate teaching in online courses. Moreover, since teaching our students is not just about the relationship between individual faculty and their students, but rather is demonstrated by a robust eco-system of support. This presentation will explore how faculty, staff, and administrators can support this important requirement.

7 Things You Should Know About Design Thinking

Presenter: Ricardo Flores, Skyline College

Magnolia

Design thinking is a deeply human process that taps into abilities we all have but get overlooked by more conventional problem-solving practices. It relies on our ability to be intuitive, to recognize patterns, to construct ideas that are emotionally meaningful as well as functional, and to express ourselves through means beyond words or symbols. This workshop will provide a fun and playful introduction to the methodology known as design thinking.

Best Practices in Leadership Development Programs

Presenters: Teresa Ward, Butte College, Katie O'Brien, Rio Hondo College and Ken Arnold, Napa Valley College

Sycamore Maple

Developing a leadership succession program that provides training for employees to grow and develop their leadership capabilities and skills set is crucial in today's community colleges. The presenters of this session will share information about their college's leadership development program and provide you with the knowledge, tools and resources you can use to develop or enhance a leadership program at your own college.

Friday, March 17, 2017

12:15 – 1:00

**Lunch, Business Meeting, Board Elections, Awards Ceremony and
Closing Remarks**
Sycamore Maple

1:00

Conference Concludes

Notes:



www.4csd.com

4C/SD Board Members



Leslie Carr
College of the Canyons



Mark Greenhalgh
Fullerton College



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