

Flex Day

October 28, 2009

Schedule

8-10 am

3 Workshops or Department Working Session

10-10:30 am

Snack on your own

10:30-12:30pm

3 Workshops or Department Working Session

12:30-1:30pm

Lunch on your own

1:30-3:30 pm

1 Question and Answer Roundtable or Department Working Session

3:30-4 pm

Snack on your own

4-7 pm

2 Workshops or Department Working Session

Workshops

There will be four scheduled workshops. Two of the workshops are repeated three times: Course Student Learning Outcomes and Course Level Outcomes Assessment Recommendations. The Program Planning and Review Process will be offered twice. And the Questions and Answers Roundtable workshop is only offered once. The workshops are designed to meet the 3 levels of progress related to the Outcomes Assessment Process and Department/Program Plans. The final workshop session is a Question and Answer Roundtable to answer questions.

Workshop 1

Course Student Learning Outcomes

8-10 am and 10:30 am-12:30 pm and 4-7 pm

Student Learning Outcomes: This workshop is for faculty and departments that are at the beginning stages of writing and implementing the Outcomes Assessment Process at the course level. Sample topics covered: How to write a student learning outcome, what is the difference between an objective and an outcome, Bloom's Taxonomy, submission of course SLO worksheet.

Presenter: Linda Bell, Professor of Mathematics, Course Review Manager and member of Course Evaluation Subcommittee

Location: Library Computer Lab L252

You should attend this workshop if:

You are working on completing your SLOs for each course

You are unsure if your course SLOs are done correctly

You do not know where to input the rewritten SLOs into the college database

Documents that should be completed are course student learning outcomes objective worksheets at [www.http://outcomes.lbcc.edu/CourseLevel.cfm](http://outcomes.lbcc.edu/CourseLevel.cfm)

Workshop 2

Program Planning /Review Process and TracDat

8-10 am and 10:30 am-12:30 pm

This workshop will outline the next steps for the **Program Planning and Review Process**, including the school level task forces, the vice-president level and beyond, and how we hope to ensure that feedback will work through the system at all levels. A brief explanation of the aspects of TracDat that were not used for this year's program planning will also be included. The information should be useful for any faculty member who wishes to understand the design and intent of the Program Planning and Review Process or who has questions on the process.

Members of the school level task forces are especially encouraged to attend.

Presenters: Dr. David Morse, Professor of English, and Eva Bagg, Associate Dean, Institutional Effectiveness (Co-chairs of the Program Plan/Program Review Implementation Team) and Maria Narvaez, Planning Analyst

Location: Library Computer Lab L255

You should attend this workshop if:

You want to understand the design and intent of the Program Planning and Review Process

You are interested in (or already are) serving on a school level or Vice President level program planning and review task force

You have questions about the process

Workshop 3

Course Level Outcomes Assessment Process

8-10 am and 10:30 am-12:30 pm and 4-7 pm

Course Level Outcomes Assessment Process: This workshop is for faculty that are ready to identify assessment tasks and criteria (assessment plan) and to begin implementation of the Outcomes Assessment Process for their classes in spring 2010. Sample topics covered: How do we authentically assess the progress of our students? How do we make assessment an integral part of the work of the department? How do we include part-time faculty in the outcomes assessment process? How do we develop an internal management system for the outcomes Assessment process? What are recommended course level assessment options? How do we complete a course outcomes assessment plan to prepare for assessment? Do we want to view current department plans? What does "course level assessment tasks criteria" mean?

Presenter: Kim Anderson, Assessment Student Learning Outcomes Sub-Committee Chair and the Course Evaluation Sub-Committee Chair

Location: Library Classroom L103

You should attend this workshop if:

You have completed only the first step in identifying student learning outcomes

Question and Answer Roundtable (offered only once)

1:30 pm – 3:30 pm

This workshop will allow faculty and departments to come and meet with workshop presenters in order to present their questions and concerns. This workshop will give direct feedback, suggestions and clarification to assist faculty in the completion of their Outcomes Assessment Process at all levels.

Presenters: Kim Anderson, Assessment Student Learning Outcomes Sub-Committee Chair and the Course Evaluation Sub-Committee Chair; Dr. David Morse, Professor of English, and Eva Bagg, Associate Dean, Institutional Effectiveness (Co-chairs of the Program Plan/Program review Implementation Team); and Maria Narvaez, Planning Analyst

Location: Library Classroom L103

Department Working Session

This Flex Day allows departments the time needed to discuss and reach consensus on various parts of the Outcomes Assessment Plan. It is important to use the time wisely to create actual products, not just discussion. Department Working Sessions can be held during any of the workshop time slots during Flex Day.

Departments are free to choose the order of how they want to access the workshops, roundtable and the department working session time. You are also free to choose whether you will attend the workshops as a group or divide the faculty and send some to each of the workshops.

Steps to prepare for Flex Day October 28, 2009

1. Discuss in your department what stage you are in the Initial Outcomes Assessment process. See the individual workshop presentations for information on the content.
2. Choose the appropriate workshop(s). Options include, having all department members attend one workshop or divide your forces and have teams or individual faculty attend each workshop(s) and bring information back to share with the department.
3. Register for your workshop(s).

Each faculty member will be required to complete 6 hours of Flex Day activities.

Food

There will be no food served at Flex Day.

The library is a no food area and due to the budget cuts, the bulk of the Faculty Professional Development money will be directed to faculty professional development activities.

If you have any questions, please contact the Faculty Professional Development Office at 562-938-4022.

FLEX DAY • Fall 2009 • October 28, 2009

Ways you can participate in FLEX Day:

1. Attend on campus
2. Attend remotely (Web/phone via CCC Confer: See below for explanation and info about the system)

Time	#	Workshop	Location	CCC Confer Passcode
8:00-10:00	1	Workshop 1: Course Student Learning Outcomes	L252	469326
	2	Workshop 2: Program Planning/Review Process and TracDat	L255	529812
	3	Workshop 3: Course Level Outcomes Assessment Process	L103	913476
10:00-10:30	Break			
10:30-12:30	4	Workshop 1: Course Student Learning Outcomes	L252	392795
	5	Workshop 2: Program Planning/Review	L255	330336
	6	Workshop 3: Course Level Outcomes	L103	778091
12:30-1:30	Lunch on your own			
1:30-3:30	7	Question and Answer Roundtable	L103	288898
3:30-4:00	Break			
4:00-7:00	8	Workshop 1: Course Student Learning Outcomes	L252	536034
	9	Workshop 3: Course Level Outcomes Assessment Process	L103	784672

CCC Confer: <http://cccconfer.org>

CCC Confer is a non-profit e-Conferencing service that allows California Community College colleagues to meet and collaborate over the Web.

The remote sessions require a phone connection (toll-free number), if you wish to add your comments to the proceedings by voice. It is easier to participate with a hands-free speakerphone or with headphones.

If you wish to participate remotely, you MUST plan ahead before FLEX day, by going to the CCC Confer site, **setting up your account**, and making sure your computer is ready. Go to the "Meetings" tab and choose the "Test Your Computer Readiness" button. You will need a computer with a recently updated Web browser.

If you need assistance accessing the presentations, please contact the Instructional Technology Support Help Desk at 562-938-4511.

To access CCC Confer:

- Dial the telephone conference line: (888) 886-3951
- Enter your pass code: (see above)
- Go to www.cccconfer.org
- Log into MyConfer to connect to your meeting, using the same pass code.
- When entering your user name, use your first and last names: e.g.: LynnShaw

Workshop sessions will be archived, and will be available a few days after FLEX day. All you will need to access these presentation archives is a Web browser and speakers or headphones.