



**FALL 2014  
FLEX ACTIVITIES**



**COLLEGE OF THE SISKIYOU  
FALL 2014  
FLEX ACTIVITIES**

**TUESDAY, AUGUST 12, 2014**

**Flex Activity No. 100-14**

**2013-2014 Program Review / Assessment Workshop**

**9:00 AM-12:00 PM**

**LRC 2 Lab**

**Steve Reynolds**

The purpose of this session is to help faculty gain confidence in utilizing CurricUNET as a tool for completing Program Review. Participants will walk through the Program Review process, including demonstration of how the Assessment Module in CurricUNET folds into the Program Review Module, and how the prior year's Program Review data serves as a basis for this year's reviews. (To make this session really worthwhile, all assessment data entry should already be completed in the Assessment Module. Golly, some programs may even be able to complete their 2013-2014 program reviews today!)



**COLLEGE OF THE SISKIYOU  
FALL 2014  
FLEX ACTIVITIES**

**WEDNESDAY, AUGUST 13, 2014**

**Flex Activity No. 101-14  
Microsoft Office 2010 Tidbits  
9:00 AM-12:00 PM  
Temp 30-102  
Mike Graves**

An overview  
towards le  
Outlook o  
email, and

**CANCELED**

with an eye  
e Microsoft  
g, contacts,  
e, and sync

your Outlook email, calendar, and contacts with your smart phone. Some of the higher level functions, macros, and various templates will be looked at in Word. The Excel overview will look at some of the basic math functions and IF functions available to use for creating class grade sheets. In Power Point we will examine how to include slide transitions, watermarks, slide designs, word art, and custom animations. The overall discussion will also include ample time to ask and answer questions.



**COLLEGE OF THE SISKIYOU  
FALL 2014  
FLEX ACTIVITIES**

**WEDNESDAY, AUGUST 13, 2014 (continued)**

**Flex Activity No. 102-14  
ETUDES Users Workshop  
1:00 PM – 4:00 PM  
McCloud 4-102  
Margie White**

If you are currently using ETUDES, or have taken the Etudes 101 training and are ready for the next step, this is the workshop for you. The first hour will include an overview of the latest updates in Etudes, COS policies, and current distance education issues. The remaining time will consist of individual training and support in a lab-type atmosphere. Bring your questions and class materials.

**Flex Activity No. 103-14  
Updating or Creating a COR (Course Outline of Record)  
1:00 PM – 4:00 PM  
Temp 30-102  
Neil Carpentier-Alting /Eric Houck**

This Flex workshop will cover learning the basics of CurricUNET by working on a COR (course outline of record) of your choice that needs revision. This workshop will also serve as a refresher for those who have previously worked with CurricUNET but still feel uncomfortable with the process. All full-time faculty and part-time faculty that need to update courses should attend as we attempt to update 1/3 of the courses in each of our respective disciplines. This semester we enter the 1st year of our 3 year review cycle. All questions regarding curriculum are welcome!



**COLLEGE OF THE SISKIYOU  
FALL 2014  
FLEX ACTIVITIES**

**THURSDAY, AUGUST 14, 2014**

**Flex Activity No. 104-14  
Staff Orientation Day  
8:00 AM-5:00 PM  
Theater / Various Locations**

Leadership from across the college will share the most significant opportunities and challenges of the upcoming year and preview plans to address them. **This is a required activity for staff and full-time faculty.**



**COLLEGE OF THE SISKIYOU  
FALL 2014  
FLEX ACTIVITIES**

**FRIDAY, AUGUST 15, 2014**

**Flex Activity No. 105-14**  
**Library Resources and Services**  
**9:00 AM-10:30 AM**  
**LRC 2 Lab**  
**Jude Baldwin**

This Library workshop will provide an overview of the content on the library's web site (new and old), the library's online resources (article databases, ebooks, etc.), and library services (classroom visits, interlibrary loan, research guides, handouts, video tutorials, reserve textbooks, etc.). The rest of the workshop content will be determined by the interests of attendees (possibilities include a demo of the library catalog, an in-depth look at a specific database, etc.). There will be time for Q&A and feedback on any additional resources and services you would like the library to offer is encouraged!

**Flex Activity No. 108-14**  
**Enrollment Brainstorming Session**  
**10:45 AM**  
**McCloud 4**  
**Billy Heffli**

**CANCELED**

This works! staff on best practices, suggestions, and ideas on how to increase enrollment. Any and all ideas welcome!



**COLLEGE OF THE SISKIYOU  
FALL 2014  
FLEX ACTIVITIES**

**FRIDAY, AUGUST 15, 2014 (continued)**

**Flex Activity No. 106-14**

**Accreditation Team Tales**

**1:00 PM – 4:00 PM**

**ESTC 8-113**

**Shawn Abbott/Dave Clarke /Mike Graves/Bill Hirt/Steve Reynolds/Scotty Thomason**

What's it like to participate as a member of an accreditation visiting team? President Scotty Thomason and five COS instructors have participated as members of visiting teams in California, Hawaii, and the U.S. Territories of the western Pacific Ocean. All together they have evaluated 22 colleges. Here is an opportunity to learn from them about the tasks that team members work on, the processes that teams use to write their reports, and the relationship between the teams and the Commission. Come hear what an accreditation visit is like from the visiting team's perspective, and then we'll predict what will occur when COS is visited in March 2016.



**COLLEGE OF THE SISKIYOU  
FALL 2014  
FLEX ACTIVITIES**

**FRIDAY, OCTOBER 10, 2014**

**Flex Activity No. 107-14  
Campus Planning Day  
8:00 AM – 5:00 PM  
Theater / Various Locations**

Campus faculty, staff and administration will engage in campus planning activities. **This is a required activity for staff and full-time faculty.**



## COLLEGE OF THE SISKIYOU FALL 2014 FLEX ACTIVITIES

### INDEPENDENT FLEX ACTIVITIES

Listed below are links to some pre-approved, independent flex activities. Keep in mind that to receive a flex day you must participate on a **non-instructional day** (non-instructional days appear on the academic calendar as white blocks) **for at LEAST 3 hours**. You will need to complete the flex analysis form (<http://www.siskiyous.edu/committees/flex/forms/Analysis.pdf>) to receive credit for these activities.

- <http://siskiyous.edu/counseling>: Posted at the bottom of this page is a link to online training simulations. These six free, online interactive trainings are designed to help college faculty, staff, and students recognize the warning signs of emotional distress and PTSD in students. The trainings will provide learners ways to approach at-risk students, veteran students, and/or LGBTQ students for referral to the appropriate mental health, administrative and/or student services. Each training takes about 30-60 minutes and engages learners in conversations with emotionally responsive student avatars that exhibit signs of psychological distress.
- <http://onefortraining.org>: @one offers self-paced online courses at no cost. There is also an archive of one hour webinars on topics such as collaboration tools, computer basics, multimedia, online teaching, and productivity applications. The archives are available any time and are hosted by CCCConfer.
- **Videos and books are also available in the COS Library.** The video list is available at: <http://www.siskiyous.edu/library/documents/flexavlist.pdf>  
The book list is available at:  
<http://www.siskiyous.edu/library/documents/flexbooklist.pdf>