

Ohlone College
Staff Development – The Learning College Hub
Comprehensive Plan for 2007-08

Ohlone College Staff Development Focus Areas:

Technology in the Classroom and Workplace
Active and Collaborative Learning Methodologies
Assessment and Planning
Basic Skills
Multicultural Education
Environmental Sustainability
Health and Wellness
Enhancing the Work Environment as a Learning Space

State Guidelines for Flexible Program Activities:

Course instruction and evaluation
Staff development, in-service training and instructional improvement
Program and course curriculum or learning resource development and evaluation
Student personnel services
Learning resource services
Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
Departmental or division meetings, conferences and workshops, and institutional research
Other duties as assigned by the district
The necessary supporting activities for the above

Ohlone College Focus Areas with Specific Topics and State Guideline area noted:

1. *Technology in the Classroom and Workplace*

(Staff development, in-service training and instructional improvement)

- a. Use of technology in the Experimental Classrooms (1402/1406)
- b. Use of technology planned for the Newark Campus
- c. Use of Web Advisor 3 to manage class lists and move grades to Excel
- d. Distance Learning
 - i. How to develop an on-line course
 - ii. Use of the new course management system (CE 6/Blackboard)
- e. Itunes and podcasting
- f. Camtasia
- g. Web Page development
- h. Use of the Inspiration Software in the classroom
- i. Got Quia? Interactive web site activities for all disciplines
- j. Basic fundamentals of using a MAC
- k. Online Teaching Faculty Group Discussion : Successes and Woes

- l. Microsoft office skills
 - i. Word
 - ii. Excel
 - iii. Powerpoint
 - iv. Outlook
 - v. Access
 - m. IT Staff Training
 - n. User Interface (UI) training for Datatel Release 18
 - o. Datatel Release 18 training
 - p. Other
2. ***Active and Collaborative Learning Methodologies***
(Course instruction and evaluation)
- a. Developing and implementing a learning community
 - b. Collaborative assignments and grading
 - c. Active and collaborative learning techniques
 - d. LAPSI (Learning Assistant Program Supplemental Instruction) preparation
 - e. Faculty Share: Stories of Innovative Teaching
 - f. Learning Space Design
 - g. Adult learning theory (cognitive, social, moral, developmental)
 - h. Retention strategies
 - i. Memoir writing
 - j. Instructional Skills Workshops
 - k. Identifying and Assisting the Learning Disabled Student
 - l. Assisting the Emotionally Distressed Student in the Classroom
 - m. Writing across the curriculum
 - n. Working with interpreters and deaf students in the classroom
 - o. Dealing with Cheating/Plagiarism
 - p. Reports on Sabbatical Projects
 - q. Participation in Active Collaborative Learning Strategies Sharing Group
 - r. Other
3. ***Assessment and Planning***
(Course instruction and evaluation)
(Program and course curriculum or learning resource development and evaluation)
- a. Assessing Student Learning Outcomes
 - b. e-Portfolios
 - c. Pre- and post-testing/surveys
 - d. Course Review
 - e. Instructional and Discipline Program Review
 - f. GE – assessment of SLOs
 - g. CurricUNET – Writing an integrated course outline
 - h. Planning for accreditation visit
 - i. Newark Center Planning Retreats
 - j. Other

4. **Basic Skills**
(Course instruction and evaluation)
(Program and course curriculum or learning resource development and evaluation)
 - a. Developing a Basic Skills Program at Ohlone
 - b. Other

5. **Multicultural education across the curriculum**
(Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity)
 - a. World Forums
 - b. Ohlone College Foundation hosted the California Colleges for International.
 - c. Unity Week
 - d. Raza Day – Raza United in Learning
 - e. Annual International Dinner for Deaf Students
 - f. Celebration of National Poetry Month -open poetry reading in the Library – facilitated by
 - g. Multimedia Festival 2007
 - h. Semester Abroad Course offerings
 - i. Job Fair

6. **Environmental Sustainability**
(Other duties as assigned by the district)
 - a. Earth Week Activities
 - b. Newark Campus Site Visit
 - c. Other

7. **Health and Wellness**
(Student personnel services)
(Learning resource services)
 - a. Annual Spring Health Fair
 - b. CPR
 - c. Stress Management/Relaxation Techniques
 - d. Mindful Breathing and Desktop Yoga
 - e. Other

8. **Enhancing the Work Environment as a Learning Space**
(Student personnel services)
(Learning resource services)
(Departmental or division meetings, conferences and workshops, and institutional research)
 - a. Faculty Mentors – Want help with a specific technology, pedagogical innovation and/or with teaching styles, contact the Faculty Mentor Program

- b.* Librarians
 - i.* Library Electronic Resources
 - 1.* Integration into online/web enhanced classes
 - ii.* Ohlone College Media Collection - Use of Film in the Classroom
- c.* New Faculty Orientation
- d.* New Faculty Mentors
- e.* Faculty Peer Support Groups
- f.* New Classified Staff and Manager Orientation
- g.* Classified Flex Plan - implementation
- h.* New Ways to Work – planning, negotiations, implementation
- i.* Quality Improvement Workshops
- j.* Retirement Planning
 - i.* The 457b Plan
 - ii.* What you really need to know about STRS
 - iii.* Living Wills/Trusts
 - iv.* Other
- k.* Welcome Day for Students
- l.* Disability Awareness Week
- m.* Brown Bag Science Lunch Seminars
- n.* Book discussion groups
- o.* Conducting meetings effectively
- p.* Mentor training
- q.* Leading and managing people
- r.* Team Building
- s.* Improving presentation skills
- t.* Academic freedom
- u.* Alliant Doctoral Program – support of faculty and managers in program
- v.* ASOC Events
- w.* Bond Projects Update – Student Services Building Project (SSB)
- x.* Title III Grant Updates
- y.* Financial Aid Awareness Day and Workshops
- z.* Job Readiness Workshops
- aa.* Other