



GOING FOR THE "A" In Assessment!

**SPRING 2016 FLEX DAY
AGENDA
January 19, 2016**

TIME		LOCATION
7:45 – 8:20	Meet and Greet with the President and the Board of Trustees (Optional)	Paul Ash Lobby
8:30 - 9:00	Welcome Assessment Update- Dr. Terry Giugni *Please, no food or drink in the auditorium	PAC Auditorium
9:00-9:10	<i>Passing time</i>	
9:10- 10:10	DIVISION MEETINGS (Devoted to Division’s individual agendas.)	
	Arts and Humanities	147
	Business, Computer Studies and Technical Division	1436
	Counseling	875
	Health Occupations	814
	Language and Developmental Studies	860
	Physical Education and Athletics	603
	Social Science	830
	Science, Mathematics and Engineering	838

10:10-10:20 *Passing time*

10:20-12:00 **FACULTY DEPARTMENT MEETINGS**

Based on the results of each department’s assessment report, faculty will:

- **Write a plan indicating what needs to be completed, by when, and by whom**
- **Engage in dialog to identify effective practices to showcase with the campus**
- **Prepare a short presentation for the afternoon session focusing on what’s working**

Room Assignments:

BUS & COMPUTER STUDIES and TECH	HEOC	PHYE
BUS & COMPUTER STUDIES 1436	NURS/EMT 814	PHYE 603
ADMJ/CFS/COSM/DDGT/LGBT/MACH/TECH/VWT/WELD 1436	PT 811	
	RT 803	SME
ARAH		ASTR/BIOL/CHEM/EART/ENGI/ENVS/GEOG/GEOL/PHYS 838
ARTS/DART/PHOT/ARTH 142	LADS	MATH 834
HUMA/PHIL 147	ENGL/ESL 860	
MUSI/THEA/FILM 141	LRNS 835	SOCS
	SPAN/FREN/ITAL/ASL/JAPN 837	ANTH/ECON/HIST/POLI 830
COUN	SPCOM/SPEE 836	PSYC/SOCI 831
COUN 875	LIBR 832A	

10:20-12:00 CLASSIFIED AND ADMINISTRATIVE WORKSHOPS (THESE WORKSHOPS WILL BE REPEATED THROUGHOUT THE TERM FOR FACULTY AND OTHERS TO PARTICIPATE.)

Excel Chris Farmer will demonstrate using Excel features to create spreadsheets. This will include use of formulas, along with various tips and tricks. 1772

SharePoint Joann Stubitsch will demonstrate SharePoint from the user's perspective and showcase the Upper Valley Campus webpages. 1760

Campus Safety: Part 1- Behaviors of Concern: See Something - Say Something Community Room
Ken Arnold will present this workshop on recognizing and responding to behaviors that are of concern.

Part 2- What to do in the Case of an Armed Intruder Community Room
The second half of the workshop will focus on encountering an armed intruder.

WebAdvisor Purchasing Process

Imelda Basco will train on the new WebAdvisor purchasing module, including creating and approving requisitions and how to access budgets. 1430

12:00 – 1:00 Lunch (Pizza and Salad) Hosted by the President's Office, Office of Instruction, and Office of Institutional Advancement. Student Activity Center (Cafeteria)

1:00-1:45 DEPARTMENTS PREPARE REPORT OUT PRESENTATION

(Departments will meet in their previous locations)

1:00-1:45 2016 PEP ORIENTATION FOR INSTRUCTIONAL PROGRAMS

Lead writers for instructional programs undergoing PEP in 2016 (listed below) will meet with Lisa Yanover, Faculty PEP Coordinator, and Robyn Wornall, Dean, Research, Planning & Institutional Effectiveness.

1340

Classified Staff Lounge

Anthropology/Geography
Chemistry
Child & Family Studies
Engineering
Modern Languages
Photography
Physics
Viticulture & Winery Technology
Vocational Nursing

1:45-1:55 *Passing time*

1:55- 3:30 **Department presentations**

PAC Auditorium

3:30 – 4:30 **Social Hosted by the President’s Office**

Please stay and enjoy wine and cheese at the President’s social.

Paul Ash Lobby

