Dear Colleague:

We trust that you had an enjoyable summer and are returning refreshed and rejuvenated. Professional Learning Day presents the opportunity to celebrate the start of a new academic year. This year’s Professional Learning Day (mandatory) for full-time faculty will take place on Thursday, August 25, 2016 in HLRC 4-CD, the fourth floor of the Library, from 8:15 a.m. to 1:00 p.m. Adjunct faculty are also encouraged to participate, although not required to attend the opening day meeting, and will receive credit toward their flex obligation. Six (6) hours of FLEX credit will be awarded for this day.

There will be a light breakfast, sign-in, and meet and greet. Then Academic Senate President Dr. Adrienne Foster will welcome you and introduce new faculty members. If the hiring process proceeds as planned, we will hear a few remarks from the college president. Following those remarks, we will view video from Darrick Smith’s presentations at West last year and attend a breakout session on how faculty can use specific strategies to effect change. Lunch will be served on the 4th floor of HLRC. Divisions will meet after lunch. The day has been planned by the Academic Senate Executive Committee in consultation with the AFT Faculty Guild. After your division meetings, please join us as we welcome the new tenure-track faculty. Details for the reception will be announced at Professional Learning Day.

The Academic Senate theme for 2016-2017 is "Moving the Needle on Social Justice and Student Achievement." During the week of August 22-26, there will be several professional learning workshops offered on how faculty can use technology to increase student achievement, teaching strategies to improve learning, meeting the needs of special populations, and the nuts and bolts of working at West.

The AFT Faculty Guild will be hosting its annual Adjunct Faculty Orientation meeting in collaboration with the Academic Senate and the College Administration on Wednesday, August 24, 2016 on the 4th floor of the Library. This year’s Orientation will have a general session from 5-6 pm with presentations from the AFT Guild, the Senate and the Administration. Immediately after the general session, there will be a sit down dinner at the terrace of the 4th floor for faculty, division chairs and their deans for a conversation on relevant division matters before the start of the semester. We urge all adjunct faculty and division chairs to attend this important event!

This year will be an exciting year filled with many opportunities for your participation and input. We look forward to working with you again this year.

Sincerely,

Adrienne Foster, Ph.D. Olga Shewfelt
Academic Senate President AFT Faculty Guild Chapter President
Faculty Professional Learning Day

Theme: *Moving the Needle on Social Justice and Student Achievement*

Thursday, August 25, 2016

Location: HLRC 4th Floor, CTE and MSA Building Classrooms

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:15 – 8:45 AM</td>
<td>Coffee and Refreshments, Sign-In, &amp; Networking</td>
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<tr>
<td>8:45 – 8:50 AM</td>
<td><strong>Welcome:</strong> Adrienne Foster</td>
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<tr>
<td>8:50 – 9:00 AM</td>
<td><strong>Words from President:</strong> Bob Sprague</td>
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<tr>
<td>9:00 – 9:20 AM</td>
<td><strong>Introductions of New Faculty and Staff</strong></td>
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<td>9:20 – 9:25 AM</td>
<td><strong>Introduction of Keynote Speaker</strong></td>
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<td>9:25 – 11:00 AM</td>
<td><strong>Keynote Presentation:</strong> Dr. Pedro Noguera</td>
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<td>11:00 – 12:00 PM</td>
<td><strong>Facilitated Discussion of Keynote Address</strong></td>
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<tr>
<td>12:00 – 1:00 PM</td>
<td>Lunch in HLRC 4CD</td>
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<tr>
<td>1:00 – 3:00 PM</td>
<td><strong>Division Meetings to Follow</strong></td>
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<tr>
<td>3:30 PM</td>
<td>Reception to Welcome New Faculty and Staff</td>
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</tbody>
</table>

*Location will be announced at PL Day*

(over, please)
DIVISION MEETINGS

- Allied Health, 1:30 PM, MSA 103
- Aviation Maintenance Technology, 1:30 PM, ATB 203
- Career Studies, 1:30 PM, CE 106 Courtyard
- CEMA, 1:30 PM, ATA 116
- Computer Science and Applications, 1:30 PM, CE 101
- Counseling, 1:30 PM, Counseling conference room
- Health and Kinesiology, 1:30 PM, PECS 125
- Visual Art/Humanities/Music, 1:30 PM, FA 106
- Language Arts, 1:30 PM, MSA 003
- Library and Learning Skills, 1:30 PM, HLRC 112
- Mathematics, 1:30 PM, MSB 214
- Science, 1:30 PM, MSB 211
- Social Sciences, 1:30 PM, MSA 006
# Realizing Social Justice through Cultural Competence
## Professional Learning Week 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday, August 22</th>
<th>Tuesday, August 23</th>
<th>Wednesday, August 24</th>
<th>Thursday, August 25</th>
<th>Friday, August 26</th>
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<tbody>
<tr>
<td>8:00 - 8:50</td>
<td>Culver City High School Senior Day</td>
<td>Drop-In Syllabus Workshop L. Saperston MSA 003</td>
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<tr>
<td>9:00 - 9:50</td>
<td>Habits of Mind L. Tejada and K. Manner MSA 003</td>
<td>Veterans T. Jones-Jamison MSA 005</td>
<td>Professional Learning Day HLRC-4th Floor</td>
<td>Meet Your Mentor Social MJ Apigo HLRC-4B</td>
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<tr>
<td>10:00 - 10:50</td>
<td>Growth Mindset V. Nesia and L. Saperston MSA 005</td>
<td>Strategies for Serving Students with Disabilities E. Wagner MSA 006</td>
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<tr>
<td>11:00 - 11:50</td>
<td>Classroom Management C. Norris MSA 006</td>
<td>Foster Youth D. Werble MSA 003</td>
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<td>Welcome to West: An Overview MJ Apigo HLRC-4CD</td>
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<tr>
<td>12:00 - 12:50</td>
<td>What is Student Equity C. Norris, A. Boateng, and MJ Apigo MSA 006</td>
<td>Hosted Lunch HLRC-4th Floor</td>
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<td>1:00 - 1:50</td>
<td>What Are Non-Credit and Adult Basic Ed? A. Tom-Miura MSA 003</td>
<td>Creativity Studies at West K. Boutry MSA 005</td>
<td>International Students Angel V MSA 005</td>
<td>Reading Apprenticeship Training N. Sander MSA 003</td>
<td>Curriculum Review A. Foster and K. Burzynski (1:00-4:50pm) MSA 005</td>
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<td>Time</td>
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</table>
| 2:00 - 2:50 | **OEI/Canvas/QM/DDS**  
E. Ichon, J. Marteney, and S. Kecken  
*MSA 005*  
**Introduction to Reading Apprenticeship**  
N. Sander  
*MSA 003*  
**What Is New in Culturally Responsive Teaching and Learning?**  
West's CRT Trainers  
*MSA 006* |
| 3:00 - 3:50 | **Cool Stuff You Can Do on Canvas**  
C. Helf  
*MSA 005*  
**One College/One Book**  
S. Trujillo  
*MSA 005*  
**Puente and Black Scholars**  
F. Leonard, V. Valle, and A. Foster  
*MSA 005* |
| 4:00 - 4:50 | **Mentor Training**  
F. Leonard and L. Saperston  
*MSA 006*  
**Mindfulness Training**  
N. Sander  
*MSA 006*  
**Understanding Alphabet Soup: ACT, ADT, and CTE Pathways**  
D. Gallegos, A. Martinez, and B. Stapleton  
*MSA 003* |
| 5:00 +     | **Adjunct Orientation**  
HLRC 4th Floor |
Professional Learning Week Workshop Descriptions

Monday, August 22

Culver City High School Senior Day
8:00 – 11:50

Approximately 500 senior students from Culver City High School Seniors will be touring our picturesque campus. (Outreach and School Relations)

What Are Non-Credit and Adult Basic Ed?
1:00 – 1:50
MSA 003

How Noncredit & Adult Education Can Help You and Your Students:

- Attend this workshop to learn about noncredit and adult education, our courses and certificates, our students, and partners.
- Learn about our minimum qualifications (MQs) and how we might be able to hire your full-time and part-time faculty as hourly instructors in noncredit.
- Find out how your discipline/division can collaborate with noncredit and adult education in creating new courses and certificates to support student success in gateway courses and high-demand, entry-level CTE employment areas. (A. Tom-Muira, Presenter)

OEI/Canvas/QM/DDS
2:00 – 2:50
MSA 005

“West’s role in the Online Education Initiative (OEI) and where we are with Canvas”, Eric Ichon, Dean of Distance Learning and Instructional Technology

Interested in learning more about the OEI and the resources that are now available to West instructors?
Want to improve student success by integrating online tutoring into your courses?
Have questions about West’s upcoming migration from Etudes to Canvas?
Interested in Canvas training opportunities? On-campus or online. We’ve got the right fit for you.

Come and learn more and get answers to all your questions!

“Using Quality Matters to improve your online or hybrid class”, Jim Marteney, QM Peer Reviewer and West Trainer
West now subscribes to Quality Matters (QM), a nationally acclaimed leader in quality assurance for online education. Its peer-based approach to continuous improvements in online education and student learning is:

- Faculty-centered, focusing on continuous improvement models for assuring online course quality

(Monday workshop descriptions continue on the next page.)
Monday, August 24

(Continued from previous page.)

- Professional development workshops and certification courses for online instructors
- Rubrics for applying quality standards to course design

“West’s Digital Design Studio, a Faculty Resource Center”, Scott Kecken, Digital Design Studio Director

The Digital Design Studio (DDS) is a faculty resource center created to facilitate the development, production and distribution of educational media content. We provide faculty with the technical and creative support necessary to expand new media and technology usage in the traditional classroom and digital environment. The DDS serves as a centralized knowledge base to facilitate campus collaboration, to provide access to digital tools and to innovate practices for teaching and learning with technology. (E. Icon, J. Marteney, and S. Kecken, Presenters)

Cool Things with Canvas
3:00 – 3:50
MSA 005

Get a sneak peek at some cool tools in Canvas. Speedgrader lets you annotate, add video comments and more. Turnitin integration gives you single sign-on access to it’s amazing plagiarism software. One-click video/image search and embedding via Flickr, YouTube, TedEd and Khan Academy. The “To do list” keeps you on top of your grading and the Rubric tool lets you tie your learning outcomes directly into your assessments. See some fantastic features that will improve the online/hybrid course experience for both you and your students. (C. Helf, Presenter).

Mentor Training
4:00-4:50
MSA 006

Remember How You Felt? The Mentor/Mentee Exchange Interested in mentoring or being mentored? Find out how this works at West and how you can become a mentor/mentee master! (F. Leonard and L. Saperston, Presenters)

Habits of Mind
9:00 – 9:50
MSA 003

It is not a lack of hurdles that establishes success, but a refusal to succumb to them. Join us to discuss how students each have at least one special gift, a purpose, some part of them intended to improve their lives and become proactive citizens of the world. After all, what determines success is not circumstance, but habit. (L. Tejada and K. Manner, Facilitators)

(Tuesday workshop descriptions continue on the next page.)
Tuesday, August 23

Growth Mindset
10:00-10:50
MSA 005

Come join fellow colleagues and attend a 50-minute session on GROWTH MINDSET conducted by members of the Growth Mindset FIG here at WEST! Develop a deeper understanding about Carol Dweck's extensive research on the topic and be able to apply Growth Mindset principles in your classroom and/or office starting on the first day of the semester right on through finals week! Best practices, effective strategies, and take-away templates will be provided! *(V. Nesia and L. Saperston, Facilitators)*

Classroom Management
11:00-11:50
MSA 006

As community college faculty members, we are experts in our disciplines. Of course we don’t always have the best tools to deal with student frustration, disappointment, and confrontations. When things go wrong, we don’t always know what to do. In this workshop we will not only offer research-based, practical, easy-to-apply strategies to engage students and defuse confrontations, but we will capitalize on our colleagues’ expertise and give you a chance to share your winning strategies.
*(C. Norris, Facilitator)*

Creativity Studies at West
1:00-1:50
MSA 005

WLAC has a traditionally economically-challenged and racially-diverse student body comprised of predominantly Latino and African-American students. In this workshop we will look closely at how WLAC might turn what initially looks like a disadvantage into a strength in developing its creativity program. *(K. Boutry, Facilitator)*

Introduction to Reading Apprenticeship
2:00 – 2:50
MSA 003

*Do your students struggle to do the reading in your class?*
*Do you ever wonder how to help them engage with the course texts?*
*Do you feel like giving up on assigning reading?*
Don’t give up . . . our students can read!

Reading Apprenticeship (RA) helps teachers support students across the disciplines and levels to become motivated, strategic, and critical readers, thinkers, and writers, to develop positive literacy identities, and to engage with challenging academic texts. Join us to learn how you can incorporate RA into your classes. *(N. Sander, Facilitator)*

*(Tuesday workshop descriptions continue on the next page.)*
Tuesday, August 23

One College/One Book
3:00-3:50
MSA 005

Mindfulness Training
4:00-4:50
MSA 006

Come learn about the College's common read, In Defense of Food! This project is designed to unite the college community in a common reading experience in order to:

- Foster a strong sense of community
- Inspire community conversations
- Promote reading and encourage scholarship
- Create cross-disciplinary dialogue and collaboration
- Examine issues of social justice through medical, historical, sociological, ethical, racial, psychological, and economic perspectives

We will discuss how you can incorporate the book, or a portion of the book, into your courses as well as some of book-related activities planned for 2016/2017. Join us! (*S. Trujillo, Facilitator*)

Let’s take a journey that embraces who we are with honesty and dignity. In this workshop you will discover skills that are a potent way to rediscover self-worth and self-acceptance. Heidi, one of your facilitator, is a certified Vinyasa Yoga teacher with OM Yoga Center New York. She is actively deepening her study of Mindfulness and Awareness practice in Shambhala Meditation Center in Los Angeles. Heidi is trained as a Mindfulness facilitator with Engagement Mindfulness Institute, bringing Mindfulness practice to underserved communities. (*N. Sande and H. Leong, Facilitators*)

Wednesday, August 24

Drop-In Syllabus Workshop
8:00 – 8:50
MSA 003

Cross your t’s and dot your i’s! ENSURE that your students will READ and UNDERSTAND your course SYLLABUS! Include the right language about policies and SLOs required by the LACCD and transform your syllabus to be more approachable to your students! (*L. Saperston, Facilitator*)

Veterans
9:00-9:50
MSA 005

Meet us as we discuss the services that we provide for our Veterans here at WEST as well as how we can best help our students with publicizing these services for them. (*T. Jones-Jamison, Presenter*)

*(Wednesday workshop descriptions continue on the next page.)*
Anyone developing a curriculum proposal should consider how that proposal will meet the needs of students with disabilities. Faculty involved in curriculum development need to understand academic accommodations and how to assess learning materials and assignments for accessibility issues. Resources are available to assist faculty in designing and delivering curriculum that can effectively be used by all students. At this session, faculty will learn about the requirements, resources, and common practices for successfully meeting the needs of students with disabilities through effective curriculum design and classroom strategies. *(E. Wagner, Presenter)*

Youth who are removed from their parents due to abuse and neglect suffer from distinct educational disadvantages. Foster youth say they want to go to college, but very few get there and even less complete. We need your help to change this!

The good news is that with the recent extension of foster care benefits to the age of 21 in California, priority registration and other legislative changes more and more foster youth are now going to have the means to pursue higher education. In order to make this aspiration a reality however, foster youth will need support and guidance from faculty and campus staff alike.

Come learn more about who the foster youth are on your campus, what makes them distinct from many other students and how you can help them turn their dreams into degrees. *(D. Werble, Facilitator)*

*Exploring Equity: Giving Every Student a Fair Shot*
Presented by Clare Norris, Agyeman Boateng, & Mary-Jo Apiago
We've done a good job of giving a diverse pool of students access to our college, but do all West students have an equal opportunity to learn course material and pass their classes? Join us for a conversation about equity, engage in a discussion about West’s equity gaps, and review highlights from West’s Equity Plan. *(C. Norris, A. Boateng, and MJ Apiago)*

Join our conversation in our growing international student population and how we can best help their transition into our college. *(Angel V, Presenter)*

*(Wednesday workshop descriptions continue on the next page.)*
**Wednesday, August 24**

(Continued from previous page.)

**What is New in Culturally Responsive Teaching and Learning?**
2:00-2:50
MSA 006

In this culturally responsive training session, faculty, classified staff, and administrators will hear about the upcoming workshops on strategies for facilitating courageous conversations on their campus around culture and equity with the goal of promoting greater student success and equity. *(West’s CRT Trainers)*

**Puente and Black Scholars**
3:00-3:50
MSA 005

Come to this session and hear some of the exciting new strategies and practices we are doing with our cohort learning communities. *(F. Leonard, V. Valle, and T. Gilroy)*

**Understanding Alphabet Soup: ACT, ADT, and CTE Pathways**
4:00-4:50
MSA 003

Please join us for an interactive discussion about ADTs, ACT, CTE, and what it means for students planning to transfer to the CSU, UC and private higher education institutions. *(D. Gallegos, A. Martinez, and B. Stapleton)*

**Adjunct Orientation**
5:00-7:00
HLRC 4th Floor

The AFT Faculty Guild will be hosting its annual Adjunct Faculty Orientation meeting in collaboration with the Academic Senate and the College Administration. This year’s Orientation will have a general session from 5-6 pm with presentations from the AFT Guild, the Senate and the Administration. Immediately after the general session, there will be a sit down dinner at the terrace of the 4th floor for faculty, division chairs and their deans for a conversation on relevant division matters before the start of the semester. We urge all adjunct faculty and division chairs to attend this important event! *(O. Shewfelt, AFT Faculty Guild President Presenter)*

**Thursday, August 25**

**Professional Learning Day**
9:00-12:00
HLRC

Mandatory for regular and permanent faculty (see agenda)

**Hosted Lunch**
12:00-1:00
HLRC

Hosted Lunch (HLRC)

**Division Meetings**
1:00-3:00

See Agenda for locations

*(Friday workshop descriptions on the next page.)*
### Friday, August 26

<table>
<thead>
<tr>
<th>Event</th>
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<th>Location</th>
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<tbody>
<tr>
<td><strong>Meet Your Mentor Social</strong></td>
<td>9:00-9:50</td>
<td>HLRC-4B</td>
</tr>
<tr>
<td><strong>Welcome to West: An Overview</strong></td>
<td>10:00-10:50</td>
<td>HLRC-4CD</td>
</tr>
<tr>
<td><strong>TracDAT Training</strong></td>
<td>10:00 – 11:50</td>
<td>CE 105</td>
</tr>
<tr>
<td><strong>Library Orientation</strong></td>
<td>11:00-11:50</td>
<td>HLRC 2nd Floor</td>
</tr>
<tr>
<td><strong>Curriculum Review</strong></td>
<td>1:00-1:50</td>
<td>MSA 005</td>
</tr>
<tr>
<td><strong>Reading Apprenticeship Training</strong></td>
<td>1:00-4:50</td>
<td>MSA 003</td>
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(Continued from previous page.)

Faculty mentors will meet the newly-hired tenure-track faculty to get to know each other and share advice about working at West. *(MJ Apigo, Facilitator)*

Join us for an orientation to the campus. Meet with key people from campus areas including Distance Learning, the Learning Resource Center, and more. Learn about the various services offered and available resources on campus. *(MJ Apigo, Facilitator)*

In this workshop, you will learn the basics on the new SLO TracDAT data system and how it will process, manage, and centralize all SLO operations at West. *(L. Cordova, Facilitator)*

Discover how the Library can help your students succeed in class! Learn about our customized class instruction in which we teach your students information literacy skills including how to find information using library databases, evaluation of web resources, citation tips and more. We'll also talk about the resources available to discipline faculty and discuss how we can work together to support students as they develop their research skills. *(S. Trujillo, Presenter)*

Everything you ever wanted to know about the course outline of record (COR), from elements required to the elements required to the elements suggested to ways to develop a solid COR will be presented. We will share representative samples of good CORs and discuss effective practices for creating the COR after CORs, let’s talk about scheduling. *(A. Foster and K. Burzynski, Facilitator)*

Come learn about embedding the RA framework into your course. We will review and practice: Setting Class Norms, (The class does this...not you), Capturing your reading process, Personal Reading History, Think Aloud, Pair Share, and Talking to the Text. you will receive templates for the macro view of your week to week course for students, and the micro-detailed view as to how to embed RA. We will look at how to establish your goals for transmitting concepts, and how to assess if you meet your goals, and if your students met the concept goals for the class or for the week. Please rsvp for this workshop to sandem@wlac.edu.

You will engage in the personal reading history prior to the Friday 8/26 workshop. *(N. Sander, Facilitator)*