

FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA

November 12, 2014 2:00 p.m. – 3:30 p.m. BE-246

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL
- 2. OPENING COMMENTS FROM THE CHAIR
- 3. OPEN COMMENTS FROM THE PUBLIC
- 4. APPROVAL OF MINUTES

October 22, 2014 Faculty Professional Development (FPD) Committee Meeting (attachment)

5. INFORMATIONAL ITEMS

- a. Opening Day Webinars Meeting with Rick Shaw
- b. November 19, 2014 FPD Committee Meeting BE242
- c. FPD Committee Proxies
- d. Spring 2015 Opening Day Update

6. ACTION ITEMS

a. Spring 2015 Opening Day Keynote Speaker

7. DISCUSSION ITEMS

- a. lynda.com
- b. FPD Obligation Change (continued) Dr. Bonnie Suderman
- c. FPD Branding Vicki Mathias, Greg Krynen
- d. Accreditation and FPD Information (September 24, 2014 survey and article)

8. ADJOURNMENT

2014-2015 FACULTY PROFESSIO	NAL DEVELOPMENT MEETINGS
September 24, 2014 – A-141	March 11, 2015 – L-201
October 8, 2014 – L-201	March 25, 2015 – L-201
October 22, 2014 – L-201	April 8, 2015 - Spring Break
November 12, 2014 – L-201	April 22, 2015 – A-141
November 19, 2014 – BE-246	May 13, 2015 – L-201
February 11, 2015 – L-201	May 27, 2015 (if needed) – L-201
February 25, 2015 – L-201	

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

November 12, 2014 2:00 p.m. – 3:30 p.m. BE-246

To conform to the open meeting act, the public may attend open sessions

A motion was made and seconded to amend the agenda to add Item 7b. Faculty Professional Development (FPD) Budget.

Motion carried.

1. CALL TO ORDER AND ROLL CALL

The Faculty Professional Development (FPD) Committee meeting of November 12, 2014, was called to order at 2:00 p.m. by Dr. Irit Gat, Chair.

2. OPENING COMMENTS FROM THE CHAIR

- Dr. Gat welcomed new members Yesenia Cota and Dr. Darcy Wiewall.
- Dr. Gat reminded members the deadline to submit a Statement of Intent to Apply for 2015-2016 Sabbatical Leave is Friday, December 5, 2014. The complete proposal is due in February 2015.
- Dr. Gat reminded members the deadline to submit 2015-16 Faculty Professional Development proposals is Friday, February 27, 2015.
- Dr. Gat reported the next FPD meeting will be held on Wednesday, November 19, 2014 in BE-242.

2. OPEN COMMENTS FROM THE PUBLIC

- Ms. Jackie Lott reported the October 23, 2014 meeting minutes do not accurately reflect her statement. Ms. Lott distributed written clarification see attachment.
- Dr. Magdalena Caproiu reported attending a College Reading and Learning Association (CRLA) conference recently in Minnesota. The international organization certifies the Antelope Valley College (AVC) Learning Center Program. The conference included a professional development workshop that emphasized the importance to maintain connections with different colleges regarding professional development, by attending conferences, and reading publications through books and the internet.

4. APPROVAL OF MINUTES

October 22, 2014 Faculty Professional Development (FPD) Committee Meeting (attachment) A motion was made and seconded to approve the minutes of the October 22, 2014 FPD meeting. Motion carried with corrections.

5. INFORMATIONAL ITEMS

a. Opening Day Webinars – Meeting with Rick Shaw
 Mr. Rick Shaw addressed members and explained that due to lack of staffing, the Information Technology (IT) department is unable to assist with taping the Spring 2015 Opening Day workshops for publication online. In addition to regular duties, IT staff is committed to technical support for all Opening Day events and workshops.

Dr. Gat will ask workshop facilitators for PowerPoints to publish on the FPD website. Mr. Shaw noted that all publications must be Americans with Disabilities Act (ADA) compliant.

b. November 19, 2014 FPD Committee Meeting – BE-242

Dr. Gat announced the November 19, 2014 FPD Committee meeting will be held in BE-242.

c. FPD Committee Proxies

Dr. Gat ask members to select a proxy if they have not already done so.

d. Spring 2015 Opening Day Update

Dr. Gat reviewed the outline for Spring 2015 Opening Day.

6. ACTION ITEMS

a. Spring 2015 Opening Day Keynote Speaker

Dr. Gat led discussion regarding options for Spring 2015 Opening Day keynote speakers.

A motion was made and seconded to approve New Leaf as the keynote speaker for Spring 2015 Opening Day.

Motion carried.

Dr. Gat asked members to share the information about the keynote speaker with faculty.

7. DISCUSSION ITEMS

a. lynda.com - Rick Shaw

Mr. Rick Shaw addressed members to demonstrate lynda.com — a video library of top-quality courses taught by recognized industry experts. The online resource offers business, software, technology and creative skills, to help learners achieve personal and professional goals. President Knudson authorized one-time funding for 2014-15, which will provide the resource to approximately 1,000 participants. Mr. Shaw is hoping to continue the membership in 2015-16.

Members determined may claim Standard #4 credit for completing courses during the 2014-15 academic year.

b. Faculty Professional Development Budget

Dr. Gat reported the 2014-15 Faculty Professional Development budget is \$5,426.After paying the keynote speaker for Spring 2015 Opening Day, approximately \$3,000 remains. Members discussed various ways to spend the remainder of the budget. Suggested included:

- Bring in another keynote speaker
- Fund trips for next semester
- Notify FPD event facilitators that funding is a possibility
- Keynote speaker

c. FPD Obligation Change (continued) – Dr. Bonnie Suderman

Dr. Bonnie Suderman distributed handouts and led discussion regarding block schedules with varying professional development obligations. Dr. Gat explained the committee must establish a recommendation for presentation to the Senate. She encouraged members to solicit opinions from colleagues. Discussion will continue at the November 19, 2014 FPD Committee meeting.

- d. FPD Branding Vicki Mathias, Greg Krynen Mr. Greg Krynen distributed handouts and led discussions regarding sample branding concepts. He will present additional samples at the November 19, 2014 FPD Committee meeting.
- e. Accreditation and FPD Information (September 24, 2014 survey and article) *Item Tabled.*

8. ADJOURNMENT

The Faculty Professional Development Committee meeting of November 12, 2014, was adjourned at 3:28 p.m. by Dr. Irit Gat, Chair.

	MEMBERS F	PRESENT	
Dr. Irit Gat	Dr. Magdalena Caproiu	Greg Krynen	LaDonna Trimble
Dr. Bonnie Suderman	Yesenia Cota	Jackie Lott	Dr. Darcy Wiewall
Leslie Baker	Jack Halliday	Ty Mettler	
Dr. Liette Bohler	Mark Hoffer	Melanie Parker	
Rona Brynin	Darcell Jarett-Bowles	Susan Snyder	
	MEMBERS .	ABSENT	
	Dr. Tom (O'Neil	
	GUES	TS	
Dr. Les	Uhazy	Rio	ck Shaw

2014-2015 FACULTY PROFESSIO	NAL DEVELOPMENT MEETINGS
September 24, 2014 – A-141	March 11, 2015 – L-201
October 8, 2014 – L-201	March 25, 2015 – L-201
October 22, 2014 – L-201	April 8, 2015 - Spring Break
November 12, 2014 – BE-246	April 22, 2015 – A-141
November 19, 2014 – BE-242	May 13, 2015 – L-201
February 11, 2015 – L-201	May 27, 2015 (if needed) – L-201
February 25, 2015 – L-201	

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

b. September 24, 2014 FPD Committee Meeting Minutes (attachment) A motion was made and seconded to approve minutes of the September 24, 2014 FPD Committee meeting. Motion carried with corrections.

5. ACTION ITEMS

- a. FPD Code of Conduct, Inclusion in Online Handbook Mark Hoffer A motion was made and seconded to approve the revised FPD Code of Conduct, for inclusion in the 2015-2016 FPD Handbook. Motion carried.
- b. FPD Funding for Flex Events Melanie Parker, Rona Brynin Members discussed options for FPD funds. Dr. Gat will clarify the deadline to use the funds. She asked members to come back with suggestions and fees for guest speakers for Spring Welcome Back Day, on February 6, 2015. Dr. Suderman will inquire about the possibility of Dr. Chuck Wall, founder of Random Act of Kindness movement.

Consideration to send a representative to the FPD conference in Spring 2015 was discussed.

Item tabled until the October 22, 2014 FPD Committee meeting.

6. DISCUSSION ITEMS

- a. Change(s) to FPD
 - Standards Dr. Irit Gat Members discussed options to simplify the standards for professional development. The following was decided:

Standard #1 - Faculty Academy (remains the same)

Standard #2 - College Colloquia and Committees, Conferences & Scholarly Work (Standards 2 & 3 combined)

Standard #3 - Professional Projects (current Standard #4)

Number of Hours - Dr. Bonnie Suderman

Dr. Suderman distributed and reviewed several examples of block schedules to determine how professional development obligations would change according to the number of instructional hours. A 24-hour schedule would mean an additional 5-10 hours in the classroom. Dr. Suderman will come back with additional models. She noted President Knudson sends the class schedule for approval to the Chancellor each February.

Ms. Jackie Lott expressed the importance to take a hard look at the program, reminding members a significant amount of faculty voted, designating a change. She stated the committee is obligated to look at the program in consideration of all faculty.

It was noted overload, summer school or overtime was not considered.

Discussion was tabled until the October 22, 2014 meeting.

b. FPD Branding Label - Vicki Mathias

Members discussed options with Ms. Vicki Mathias, Public & Government Relations Graphic Artist, for a professional development label. It was decided in spite of possible mandates from the state making professional development campuswide, it was decided Faculty Professional Development would have our own label. Mr. Greg Krynen will work with Ms. Mathias and report back at the November 12, 2014 FPD meeting.

Love was classroom. Dr. S
Knudson sends to

the clear of the classroom of the classroom of the classroom. Dr. S
Knudson sends to

Ms. Jackie Lott members a signic committee is oblication of the committee of the committee of the committee of the committee of the classroom of the classroo



Conflict Resolution and Confrontation Management Skills

A calmer, more productive, more cooperative workplace is within your reach

Who Will Benefit From This Seminar ...

Anyone who wants to enjoy the benefits that come from having effective people skills ... less stress, greater harmony and improved productivity Unmanaged conflict in the workplace can lead to reduced levels of teamwork and cooperation, diminished employee commitment, and lower levels of quality and productivity. It also increases stress, causes higher turnover and lowers morale.

But it doesn't have to be that way!

Successfully managed conflict can have a healthy, positive effect on your organization. Managed conflict is an effective way to bring important issues to light and to open and strengthen the lines of communication with your co-workers, boss, vendors ... even customers.

In this unique course, we'll teach you proven strategies that will help you deal with a variety of workplace conflicts, and we can custom-tailor our program to match the kinds of conflict most likely to occur at your workplace.

On-Site Seminar Objectives

Schedule this seminar today and help everyone in your organization reap these benefits:

- Gain new insights into workplace conflicts and recognize how personalities and attitudes affect outcomes
- Learn the importance of valid feedback; how to give it and how to benefit from it yourself
- Find better ways to control your anger—and learn how to deal with others' anger
- Return to work equipped with the skills to deal right away with existing hard feelings and emotions in your workplace
- Learn to recognize the first signs of potentially disruptive conflict and deal with it before the crisis stage
- · Learn proven ways to begin the repair of damaged relationships
- Discover how to take advantage of the hidden benefits of effectively managed conflict

Learn to recognize and deal with the real issues behind workplace conflict. Call 1-800-767-7545 today to schedule this important workshop.

SKILLPATH SEMINARS

COURSE OVERVIEW

Conflict Resolution and Confrontation Management Skills

Conflict management strategies that work

- The 6-step approach to win-win conflict resolution
- How to separate the 2 sides of every conflict—people and issues—and deal with each effectively
- Putting yourself in their shoes—how empathetic listening helps you see both sides of the disagreement
- Practicing the everyday skills of conflict resolution
- 8 critical mistakes successful conflict managers *never* make
- Overcoming *your* personal stumbling blocks to agreement
- How to turn the points of disagreement into a framework for resolution
- How your personality affects the way you deal with conflict
- Choosing a conflict management style that fits the situation
- Conflict as a positive motivator: 7 benefits of a well-managed crisis
- Dealing with the 4 most common sources of conflict that lead to disagreements

Managing your own anger and emotions

- Accepting responsibility for your anger: You *become* angry, no one *makes* you angry
- How to understand what's really bugging you
- Chronic anger—recognizing the physical symptoms that warn when enough is enough
- How the appropriate expression of anger is a necessary step to resolving conflict
- Expressing yourself without accusation, sarcasm or hostility
- Graceful "exit lines" that allow you to postpone a confrontation until your emotions are under control

- 7 steps you can take to *experience* your feelings without acting them out
- Assertiveness, the anger antidote: How to ask for what you need—and get it
- How to avoid an outburst when you're really angry—and what to do if you can't
- Safe ways to blow off steam without venting it on people
- "What's this really about?" How to get to the root of the problem instead of battling the symptoms
- Recognizing how anger acts as a defense against feelings you don't want to feel

How to respond to others' anger

- How to validate someone's anger without fanning the flames
- One sure-fire way to let the situation cool down before trying to resolve it
- Avoiding words that act as "emotional triggers" when you're dealing with someone who's upset
- How to respond to a put-down without losing your temper
- How to quickly de-escalate an emotional confrontation with a boss or co-worker
- When confronting an angry person head-on may spell disaster
- How honesty and understanding will help you keep your cool when dealing with an out-of-control person
- Effective strategies for defusing an escalating argument
- How to make sure you're not "asking for" the very behavior from others you find hard to handle

Conflict communication skills

- How to overcome the feeling that negative feedback is a personal attack
- The real differences between how men and women handle feedback and what we can learn from each other

- How to turn negative self-talk into positive affirmations
- How to recognize the difference between valid feedback and a personal put-down
- How to avoid the 8 most common pitfalls to giving negative feedback
- A 4-step approach to delivering feedback that's specific, non-accusatory and gets results
- Dismissing the belief that "criticism" and "disapproval" are synonymous
- When negative feedback is justified: How to acknowledge your mistake without overapologizing
- How to address a chronic disagreement and arrive at a mutually acceptable action plan for resolution
- When positive strokes may be more effective than negative feedback in changing an undesirable behavior
- How you can reduce day-to-day hassles by establishing positive relationships with chronically difficult people

How to take care of yourself

- Weaving family, friends and co-workers into an emotional support system
- Getting rid of your fantasies of retribution that can do you more harm than the person you're mad at
- Relaxation skills you can master to control stress and relieve tension
- How to handle rejection and still feel good about yourself
- Setting your limits—how to say NO without generating anger or guilt
- What to do when your body says "fight or flight" but neither is called for



The Emergency Guide to Handling Emotions in the Workplace

Keep your cool and enjoy less stress!

Who Will Benefit From This Seminar ...

Managers, team leaders, supervisors, accountants, lawyers, administrative assistants, salespeople ... and anyone else who works with people

You can't afford to ignore, make excuses for or tolerate people who fail to control their negative emotions at work.

Inappropriate displays of anger, negativity, moodiness, ambition, jealousy, insecurity and other emotions can cause untold damage in any organization.

Face it: Managers are not therapists. The very thought of addressing these emotional wild cards—and creating a more positive work climate—may make managers or supervisors feel inadequate and powerless.

Learn how to understand different emotions and use them to your advantage ... put out emotional fires and—even more important—prevent them from occurring ... and enable employees to express their feelings professionally and responsibly to create an environment where everyone works together.

Don't miss this rare opportunity to avoid the pain of learning by trial-and-error ... discover proven and professional tactics, methods and strategies that will be used the very next day at work ... and make the demanding job of a manager a whole lot easier.

On-Site Seminar Objectives

We'll deal with many critical issues, including:

- The crucial first step when someone blows up
- What to do until you can get your own emotions under control
- Specific strategies for dealing with tears, hostility and sarcasm
- How to act—not react—in volatile situations
- Know when emotional misconduct may be grounds for dismissal
- How to confront employees about unacceptable emotional behavior
- How to recognize when strong feelings could turn into violence—and how to intervene

As you can see, this seminar is packed with a wealth of important information, expert advice and proven-effective approaches for dealing constructively with people, conversations, situations, meetings—every uncomfortable emotional encounter.

Call 1-800-767-7545 today to schedule a workshop custom-tailored to meet your organization's specific needs.

SKILLPATH SEMINARS

COURSE OVERVIEW

The Emergency Guide to Handling Emotions in the Workplace

Assess your emotional IQ

- Understand your emotional strengths and limits
- How to get off the emotional roller coaster
- Discover your own hot buttons—and keep people from pushing them
- How resilient leaders bounce back after stressful encounters
- 5 physical warning signs of escalating emotions—know how to recognize them in yourself early on
- Avoid the most common mistakes managers make when dealing with irrational people
- Check yourself—are you unloading negative emotions onto others?
- How to develop a sixth sense for how others are feeling
- Guidelines for getting your point across strongly, without losing control

Get a grip on your own emotions

- Language check: Do your words and tone provoke employees?
- Personal hard times happen ... learn how to leave your troubles at home
- A 3-step process for managing emotions
- Mood control! How to stay on an even keel—no matter what side of the bed you wake up on
- How to receive criticism, keep your reactions in check and benefit from what is said
- Just say "No" to knee-jerk reactions—you can *choose* how to respond instead

- How to quell your own inappropriate responses
- Understand how you—as the leader—may unknowingly be setting the wrong example

Respond to others' emotions

- How to quickly gain control in an emotionally charged situation
- What can you do when you're in the middle of a heated, no-win discussion? Here's the answer
- How to gauge when an employee's negativity is infecting your entire team
- Know when burnout is causing an employee's erratic performance
- How to sense when a situation is too hot to handle—and remove yourself from it
- What to say—and what not to say when someone starts crying

Manage anger

- The professional way to blow off steam
- 3 communication missteps that make bad situations worse
- A technique for allowing frustrated people to vent their feelings
- Overcoming the anger cycle—how to better manage it in yourself and others
- How to get hotheads to chill out
- What you absolutely must do when someone yells and creates a scene
- 3 common—but ineffective—tendencies when mediating conflicts
- How to bring disagreements out into the open

Communicate through volatile situations

- Your most appropriate response to another's personal loss, pain or tragedy
- Be clear about letting your employees know their emotional responses are not acceptable—here's how
- Specific skills for working with people who can't handle rejection
- Put the brakes on your employees' chronic bad moods!
- Clear-cut rules for managing employees who must always win or appear right at any cost
- Draw the line on arrogance
- How to make it OK for employees to talk about their feelings
- Special techniques for preventing resentment—about workload, pay and policies—from spreading

Build positive relationships

- How to stand your ground with employees who use humor and sarcasm to discredit you
- Can't deal with someone face-to-face? There's another way ...
- Men vs. women: Are there really differences in how they handle emotions?
- How and when to show empathy—without going overboard
- The top 3 communication skills—they can help you surmount even the toughest interpersonal situations
- How to get to the root of what's bothering someone
- How to rewire a workplace that's become a hotbed of emotions



Stress Solutions

Bring new energy, balance and focus to your life

Who Will Benefit From This Seminar ...

Anyone who needs to improve their stress management in order to have more peace, more joy, more enthusiasm and more confidence— at home and at work.

Are demanding deadlines, multiple priorities, family pressures or an overwhelming workload keeping you from enjoying life to its fullest? Stress is one of the biggest energy drainers, productivity killers and relationship destroyers there is. And one of the sneakiest.

Stress may have so slowly and subtly crept into your life that you no longer recognize what's causing those nagging feelings of fatigue, irritability, anxiety, guilt, burnout and even depression. Every day you have deadlines to meet, harried co-workers to deal with, household pressures to address and traffic jams and lines to wait through.

The solution is simple. Invest in yourself for a change. At this seminar, you'll step back from your daily routine, take a deep breath and finally pinpoint the stressors that are keeping you from enjoying a full and productive life. And then we'll go one step further—we'll help you build a personal stress action plan, because there are as many solutions to stress as there are people who suffer from it.

On-Site Seminar Objectives

This seminar will help you learn:

- How to balance the multiple demands of career, family and personal life
- How to rethink your priorities so you're in control of each day
- How to nurture yourself without feeling self-indulgent
- How to keep your energy level high, your concentration sharp and your productivity up when the pressure is on
- How to feel good about who you are and not just what you do
- How to handle stressed-out people and stressful situations calmly and confidently

Make a commitment to yourself today to spend time getting reacquainted with what's really important to you. Call 1-800-767-7545 and schedule this seminar.

SKILLPATH SEMINARS

Stress Solutions

COURSE OVERVIEW

Understanding your body's response to stress

- Understanding the 3 stages of stress and how your body tries to cope with each one
- The mind-body connection: Understanding the relationship between stress and your health
- When stress reaches the point of diminishing returns: Understanding the fine line between good stress and bad stress
- The role your personality type and attitude play in the way you react to stress
- How tuning in to your personal stress cycle can help reduce tension
- How blow-ups can lead to burnout: Understanding the link between anger and stress
- Relighting the fire: Steps for regaining your enthusiasm, drive and confidence when chronic stress leads to burnout

The special stressors

- Getting to the heart of the self-esteem issues that contribute to your stress and keep you from achieving your full potential
- Avoiding the high price of achievement: How to avoid the damaging effects of stress that come with "success"
- How to counteract the hidden sources of stress that take their toll on you every day
- Tips for reducing everyday stress without radically changing yourself or your lifestyle
- It's okay to be "good enough": How to stop perfectionism from becoming pressure
- Why it's important to feel good about who you are and not just what you do
- How to eliminate the victim-type thinking that reinforces your stress cycle
- How to use positive pep talks to drive away the negative thinking and anxiety that compound your stress
- Overcoming the mistaken notion that worrying means showing caring and concern
- How to counteract the 12 components of faulty thinking that drive you to "overdo" it

Identifying the stressors in your life

- A checklist for assessing the stress hot spots in your life
- Recognizing the special stresses of being a working parent—find out just how it's affecting you and what actions you can take to deal with it
- 10 questions you must ask yourself to assess your priorities and retake control of your life
- How to cope with the situations in your life you simply can't change
- Confronting burnout: 10 sure signs that you're overdoing it

Stress recovery tools and techniques

- The Number One rule you must keep in mind for any stress management program to be effective
- How to short-circuit tension and pressure before they invade your vulnerable areas
- Quick energizing techniques to get you through high-stress periods
- How planning ahead can help you cope during difficult times
- Proven relaxation techniques that provide long-lasting relief from stress
- Food for the soul: A dozen ways to nurture yourself when no one else will
- 5 mental tricks for making it through the daily stressors in your life
- Maintaining your "tranquility quota": How to find refuge from stress as you go about your everyday activities
- Why having a strong support system is vital to any stress recovery program
- When putting the focus on others rather than on yourself can change your outlook
- Why what you eat affects how you deal with stress
- 6 quick pick-me-up exercises that anyone can fit into a schedule

How to balance multiple roles and responsibilities

- Concrete steps you can take to smooth the transition from work to home
- Time management techniques designed to de-stress schedules that are in distress
- Delegating doesn't mean declaring defeat: How to get it all done without doing it all yourself
- Solutions for coping with the most common causes of 9-to-5 stress
- How taking care of yourself first actually helps you to take care of others better
- The 2 cardinal rules of parenting you must follow to take the pressure off yourself and your children
- How practicing "selective" insensitivity can actually improve the relationship between you and your partner
- 12 guidelines for keeping your expectations of your partner realistic

Keeping the stress of others from becoming your own

- Assertive communication techniques for getting others to solve their own problems instead of giving them to you to take care of
- How to defuse the anger and stress that sabotage intimate relationships
- How to offer support when tragedy strikes
- 10 reassuring ways you can help your family members, friends and co-workers manage their stress more effectively
- 6 techniques for overcoming the common communication pitfalls that create stress in relationships
- How to disarm and redirect the angry attacks of others rather than combat them

Scheduling Block Template - Day 16 Week Condensed Calendar (17 week Term Length Multiplier)

	Max hours Cond. Hours	Per Week			ı	П	345-505	ا م	m		. r	C	1230-150	200,700	<u></u>	$\overline{}$	ا م		В	930-1050		Þ	8-920	r			
	2 Hours 18x2 = 36 17x2 = 34	1.0×2 = 2.0				1.0 CH 4:20 PM	3:30 PM	passing time	3:05 PM	2:15 PM	passing time	1.0 CH	12.30 FM	passing time	11:50 AM	11:00 AM	passing time	10:20 AM	1.0 CH	passing time 9:30 AM	9:20 AM	1.0 CH	8:30 AM			1 CH Daily No Break MW or TR	2 CH Weekly Equiv.
	3 Hours 18x3 = 54 17x3.2 = 54.4	1.6x2 = 3.2	6:35 PM	5:15 PM		1.6 CH 5:05 PM	3:45 PM		3:35 PM	2:15 PM	1.00	1:50 PM	12.30 FM	10:30 DM	12:20 PM	11:00 AM		10:50 AM	1.6 CH	9:30 AM	9:20 AM	1.6 CH	MA 00:8			V 1.6 CH Daily ✓ No Break	3 CH Weekly Equiv.
83	3 Hours 18x3 = 54 17x3.2 = 54.4	3.2x1 = 3.2 (schedule 3.3)	•		5:20 PM		(Schedule 3.3)	3.2 CH		2:15 PM	1.00.1	2:05 PM		(Schedule 3.3)	3.2 CH	11:00 AM		10:50 AM		(Schedule 3.3)	3.2 CH			7:45 AM	MTWRFS	3.2 CH Daily 25 Mins. Break Daily	3 CH Weekly Equiv.
	4 Hours 18x4 = 72 17x4.2 = 71.4	2.1x2 = 4.2 (schedule 2.3)				4:50 PM	(Schedule 2.3)	2.1 CH	2:45 PM	2:35 PM	(Seriodolo 1-5)	(Schedule 2.3)	12:30 PM		12:20 PM	(Schedule 2.3)	2.1 CH	10:15 AM		10:05 AM	(Schedule 2.3)	2.1 CH	8:00 AM		9	2.1 CH Daily 20 Mins. Break Daily	4 CH Weekly Equiv. 5 CH Wee
		2.6x2 = 5.2 (schedule 2.8)	6:45 PM	(Schedule 2.8)	2.6 CH	4:15 PM	STATE OF THE PERSON NAMED AND ADDRESS OF THE PERSON NAMED AND	4:00 PM	(Schedule 2.8)	2.6 CH	1.00	1:30 PM	1:15 PM		2.6 CH (Schedule 2.8)		10:45 AM	であることでは、1000年代を表	10:30 AM	(Schedule 2.8)	2.6 CH		8:00 AM			2.6 CH Daily 20 Mins. Break Daily	5 CH Weekly Equiv.
		1.3x4 = 5.2				1.3 CH 4:50 PM	3:45 PM	経営の重要素を制度するので	3:20 PM	2:15 PM	- CO - IV	1.35 PM	12:30 FW	40.90 DM	12:05 PM	11:00 AM	が 100mm 10	10:35 AM	1.3 CH	9:30 AM	9:05 AM	1.3 CH	8:00 AM			1.3 CH Daily No Break	5 CH Weekly Equiv.
	6 H 18x6 17x6.3 = 107.1	3.2x2 = 6.4 (schedule 3.3)			5:20 or 6:50 PM			(Schedule 3.3)	3.2 CH	2:15 or 3:45 PM	100.1	2.05 PM		(Schedule 3.3)	3.2 CH	11:00 AM		10:50 AM		(Schedule 3.3)	3.2 CH			7:45 AM	9	3.2 CH Daily 25 Mins. Break Daily	6 CH Weekly Equiv.
1/10/2014	6 Hours 18x6 = 108 17x6.3 = 107.1 or 17x6.4 = 108.8	1.6x4 = 6.4				1.6 CH 5:05 PM	3:45 PM		3:35 PM	2:15 PM	1.00	1.50 PM	12:30 FIVI	43.20 DM	1.6 CH 12:20 PM	11:00 AM	がないますが、地質量が	10:50 AM	1.6 CH	9:30 AM	9:20 AM	1.6 CH	8:00 AM			1.6 CH Daily No Break	6 CH Weekly Equiv.

KEY: FINAL 16-week WSCH Schedule Block Patterns

New block revised info. -

	use block				\		/			
	a Dioch				\	M house flow	/			
	only				\	24 hours Flex				
	w/permission				<u> </u>	Requirement	\			
	200 004	>								
Revised	Revised June 23, 2010	C					90 hour	90 hr 1	108 hour 1	108 hour
18 hour clas	18 hour cla: 36 hour classe: 36 hour classe: 54 hour classe: 72 hour class 72 hour classe classes	36 hour classes	54 hour clas	54 hour classe:	72 hour class	72 hour classe		classes c	classes c	classes
Block used			1							
only with										J-54 5
approval				Sal Session or						
of Dean.	One Dav/Wk	MW or TR	MW or TR	Lab	MW or TR	MWF/TRF	MW or TR	MTWR	MW or TR	MTWR
40 50.00	,			55.42 hours		73.35 hours	91.28 hours	91.3 hours 1	110.8 hours 110.8 hours	110.8 hours
IO HOURS	of of location		\perp				2 HRS, 30	S, 30	₹S, 10	1 HR, 25
1.05 MIN/D	2 HRS, 5 M/D	1 HR, 5 M/D		3 HRS, 10 M/D	2 HRS, 5 M/D	3 HRS, 10 M/D 2 HRS, 5 M/D 1 HRS, 15 M/D M/D		M/W	M/D	N/C
8:00 - 9:05	8:00 - 10:05	8:00-9:05am	8:00 - 9:25	7:45 - 10:55	8:00 - 10:05	8:00 - 9:15	8:00 - 10:30	8:00 - 9:10	7:45 - 10:55	8:00 - 9:25
9:35 - 10:40		3	9:35 - 11:00	9:35 - 12:45		9:35 - 10:50		9:35 - 10:45		9:35 - 11:00
44.40 49.45	10:30 10:35	3	5	11:10 - 2:20	10:30 - 12:35	11:10 - 12:25	11:10 - 1:40	11:10 - 12:20	11:10 - 2:20	11:10 - 12:35
11.10-12.10	10.00								. ****	
										1.00 2.25
1:00 - 2:05	1:00 - 3:05	1:00-2:05pm	1:00 - 2:25	1:00 - 4:10	1:00 - 3:05					1:00 - 2.23
2:35 - 3:40	3:15 - 5:20	2:35-3:40pm	2:35 - 4:00	2:35 - 5:45	3:15 - 5:20		2:35 - 5:05	2:35 - 3:45	2:35 - 5:45	2:35 - 4:00
4:20 - 5:25		4:20-5:25pm	4:20 - 5:45					4:20 - 5:30		4:20 - 5:45
									A CONTRACTOR OF THE PARTY OF TH	
5:30 - 6:35 or 6:00 - 7:05	5:30 - 6:35 or 5:30 - 7:35 or 6:00 - 7:05 6:00 - 8:05	5:30-6:35pm, 6:00 - 7:05pm	5:30 - 6:55 or 6:00 - 7:25	5:30 - 8:40 or 6:00 - 9:10	5:30 - 7:35 or 6:00 - 8:05		5:30 - 8:00 or 6:00 - 8:30			

16 WK-36 hrs Early Moring 3 LHE Starts at 7:00 - 8:25 then 8:35 - 10:00 Mid morning 3LHE 10:15 - 11:40 then 11:50 - 1:15 4 AND 5 LHE classes can start at any time within the time lines as long as the class does not cross over a starting time. TH Т TH Τ W TH M Т W TH Т W W 7:00 **7:00** 7:15 7:30 23 7:45 8:00 8:15 8:25 8:30 8:35 8:45 9:00 9:15 9:30 3 9:45 10:00 10:00 10:15 Start Time 10:15 10:30 10:45 3 11:00 11:15 11:30 11:40 11:45 12:00 11:50 12:15 12:30 12:45 3 13:00 13:15 13:15 1:30 Start Time 13:45 14:00 14:15 3 14:30 14:45 15:00 15:15 15:30 15:45 3 16:00 16:15 16:30 16:45 17:00 17:15 17:30 17:45 18:00 18:15 3 18:30 18:45 7:15 Start Time 19:30 19:45 20:00 3 20:15 20:30 20:45 21:00 21:15 21:30 21:45 22:00

FINAL 16-week WSCH Schedule Block Patterns

KEY:

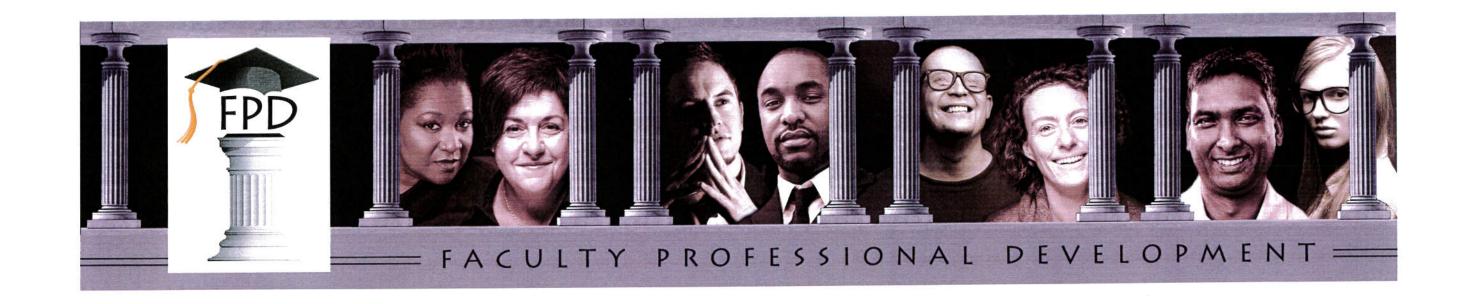
New block revised info. - use block only w/permission

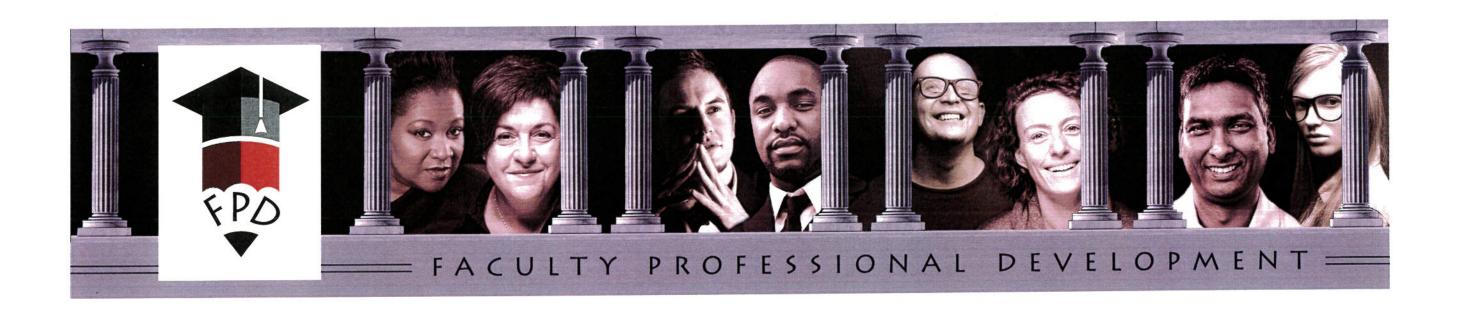
24 hours FLEX requirement

Revised June 23, 2010

18 hour class	e 36 hour classes	36 hour classes	54 hour classes	54 hour classes	72 hour classes	72 hour classe
Block used only with approval of Dean.	One Day/Wk	MW or TR	MW or TR	Sgl Session or Lab	MW or TR	MWF/TRF
18 hours	37.5 hours	42.38 hours	55.4 hours	55.42 hours	75 hours	73.35 hours
1.05 MIN/D	2 HRS, 5 M/D	1 HR, 5 M/D	1 HRS, 25 M/D	3 HRS, 10 M/D	2 HRS, 5 M/D	1 HRS, 15 M/D
8:00 - 9:05	8:00 - 10:05	8:00-9:05am	8:00 - 9:25	7:45 - 10:55	8:00 - 10:05	8:00 - 9:15
9:35 - 10:40		9:35-10:40am	9:35 - 11:00	9:35 - 12:45		9:35 - 10:50
11:10 - 12:15	10:30 - 12:35	11:10-12:15pm	11:10 - 12:35	11:10 - 2:20	10:30 - 12:35	11:10 - 12:25
1:00 - 2:05	1:00 - 3:05	1:00-2:05pm	1:00 - 2:25	1:00 - 4:10	1:00 - 3:05	
2:35 - 3:40	3:15 - 5:20	2:35-3:40pm	2:35 - 4:00	2:35 - 5:45	3:15 - 5:20	
4:20 - 5:25		4:20-5:25pm	4:20 - 5:45			
5:30 - 6:35 or 6:00 - 7:05	5:30 - 7:35 or 6:00 - 8:05	5:30-6:35pm, 6:00 - 7:05pm	5:30 - 6:55 or 6:00 - 7:25	5:30 - 8:40 or 6:00 - 9:10	5:30 - 7:35 or 6:00 - 8:05	

90 hour classes	90 hr classes	108 hour classes	108 hour classes
MW or TR	MTWR	MW or TR	MTWR
91.28 hours	91.3 hours	110.8 hours	110.8 hours
2 HRS, 30 M/D	2 HRS, 30 M/W	3 HRS, 10 M/D	1 HR, 25 M/D
8:00 - 10:30	8:00 - 9:10	7:45 - 10:55	8:00 - 9:25
	9:35 - 10:45		9:35 - 11:00
11:10 - 1:40	11:10 - 12:20	11:10 - 2:20	11:10 - 12:35
	1:00 - 2:10	1:00 - 4:10	1:00 - 2:25
2:35 - 5:05	2:35 - 3:45	2:35 - 5:45	2:35 - 4:00
	4:20 - 5:30		4:20 - 5:45
5:30 - 8:00 or 6:00 - 8:30			







Faculty Professional Development





Faculty Professional Development

