

October Professional Development Opportunities



Balancing Student Privacy & School Safety: Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records; these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." This workshop will cover: Legislation, Regulations, & Policy; Disclosure to Parents; Health or Safety Emergency; Transfer of Education Records; The Clery Act; Law Enforcement Unit Records; Disciplinary Records; Directory Information; Posting of Grades.

1.0 Hour Flex Thu, Sept 30 1:00 – 2:00 pm Library 102

Additional Omni OU Campus & OU Educate Trainings

Due to popular demand, we have added OU Campus OU Educate trainings to our fall schedule.

The OU Campus workshop is designed for staff who maintain their department/division website. OU Campus enables the user to quickly and easily create, update, and maintain designated areas of the campus Web site. The objectives of this class are to learn how to use the features of the OU Campus program such as the WYSIWYG editor, creating and editing new template pages and copying text from old pages into the new template. Attendees will also become familiar with the procedure to insert links, add graphics and other documents using the OU Campus program.

The Omni OU Educate workshop is designed for faculty who wish to establish a web presence on the Compton Center website. During the training participants will learn how to use the browser-based OU Educate program to choose from a pre-designed template page and easily create an instructor website. They will also have the opportunity to add a course page, graphics and upload additional documents to their website within the OU Educate web management system.

2.5 Hours Flex	Tue, Oct 12	1:00 - 3:30 pm	Room C-29, CEC
2.5 Hours Flex	Wed, Oct 13	1:00 - 3:30 pm	W. Lib Basement 19
3.0 Hours Flex	Fri, Oct 15	9:30am - 12:30pm	Room C-29, CEC

Plan Builder Training - Open Forum

These training sessions will educate and train managers, faculty, and staff on the planning process and Plan Builder, incorporating live Plan Builder demonstrations and handouts. The training will clarify our planning process, ensure a smoother transition to strategic initiatives as goals, and make planning (accreditation) an ongoing responsibility that is shared across the college. Topics covered: Annual planning process timeline; how & when to write plan evaluations; Strategic Initiatives replacing plan goals for 2001-12 – objectives; program review recommendations linked to annual plan. If you are associated with Plan Builder, please arrange to attend one of the following sessions (1 hour Flex):

1.0 Hour Flex	Wed, Oct 13	3:00 - 4:00 pm	DE Conf Room, ECC
(sessions are	Thu, Oct 14	1:00 - 2:00 pm	Alondra Room, ECC
identical)	Tue, Oct 19	1:00 - 2:00 pm	Room C-29, CEC
	Wed, Oct 20	1:00 - 2:00 pm	Room C-29, CEC

Core Competency Assessment Summit

ECC has now assessed its first core competency (college-wide learning outcome): *Communication and Comprehension: Students effectively communicate in written, spoken or signed, and artistic forms to diverse audiences. Students comprehend and respectfully respond to the ideas of others.*

In the Spring 2010 semester, survey data from both students and faculty was collected, as well as student grades in courses in which the "Communication and Comprehension" core competency is very important. Now it is time to reflect on the data, discuss its implications for our programs and the college as a whole, and most important, set a course for improving student learning.

All faculty, staff, and administrators from both the Torrance and Compton campuses are strongly encouraged to attend. To take part in this exciting process and to make sure your voice is heard, come to the Core Competency Assessment Summit on one of the following dates. Refreshments Will Be Served!

For more information, please visit www.elcamino.edu/academics/slo/corecomps.asp.

2.0 Hours Flex	Thu, Oct 14	1:00 - 3:00 pm	Library, W. Basement
	Fri, Oct 15	9:00 – 11:00 am	Alondra Room

Reading Apprenticeship Workshop

The Reading Apprenticeship program trains faculty from all disciplines in effective strategies for developing students' reading skills. At this interactive workshop, you'll learn how this research-based approach to content area literacy can enrich your classroom practices and provide your students with effective tools for reading in your courses. WestEd-trained faculty facilitators: Dr. Nika Hogan, Pasadena City College; Odella Johnson, Bakersfield College. Sponsored by WestEd, the ECC Basic Skills Advisory Group, and the ECC Staff Development Office. . [Register Here](#)

3.0 Hours Flex	Fri, Oct 22	9:00 am - 12:00 noon	Alondra Room
-----------------------	--------------------	-----------------------------	---------------------

Listed below is the October calendar of programs. You may register [Online](#) for technology classes only or by phone at Ext 3872. Technology class registration will be confirmed by email or phone.

[Remember to identify the program title, date and time.](#)

Late September-October Calendar

September 30 – October 8

PD155	Balancing Student Privacy & School Safety: Family Educational Rights & Privacy Act	Library 102	Thu 9/30/10	1:00 - 2:00 PM
TC118a	Introduction to Etudes #1 (Four Parts)	W. Library Basement 19	Fri 10/01/10	1:00 - 4:00 PM
TC100d	Open Lab	W. Library Basement 19	Mon 10/04/10	1:30 - 3:30 PM
TC119	Excel 2007 - Basic	W. Library Basement 19	Tue 10/05/10	9:00 - 11:00 AM
PD154c	Natural Science Brown Bag	NATS 123	Tue 10/05/10	1:00 - 2:00 PM
TC120	Windows 7 - Overview – One Hour	W. Library Basement 19	Wed 10/06/10	9:00 - 10:00 AM
TC121	Office 2007 – Overview – One Hour Workshop	W. Library Basement 19	Wed 10/06/10	10:00 - 11:00 AM
PD148f	Chemistry Brown Bag	Chem 134	Thu 10/07/10	1:00 - 2:00 PM
TC122	PowerPoint 2007 – Basic	W. Library Basement 19	Thu 10/07/10	1:00 - 3:00 PM
TC123	Class Team Site Basics	W. Library Basement 19	Thu 10/07/10	3:00 - 4:30 PM
TC118b	Introduction to Etudes #2 (Four Parts)	W. Library Basement 19	Fri 10/08/10	1:00 - 4:00 PM

Week of October 11

TC100e	Open Lab	W. Library Basement 19	Mon 10/11/10	1:30 - 3:30 PM
TC124	Excel 2007 - Intermediate	W. Library Basement 19	Tue 10/12/10	9:00 - 11:00 AM
TC148	OU Campus for Division/ Department Web Pages (Compton Center)	C-29 (Computer Training Room) - Compton Center	Tue 10/12/10	1:00 - 3:30 PM
TC149	OU Campus for Division/ Department Web Pages	W. Library Basement 19	Wed 10/13/10	1:00 - 3:30 PM
PD159b	Plan Builder Training - Open Forum	DE Conf Room	Wed 10/13/10	3:00 - 4:00 PM
TC125	Word 2007 – Mail Merge – One Hour Workshop	W. Library Basement 19	Thu 10/14/10	9:00 - 10:00 AM

PD139a	Assessment of Student Learning Committee Core Competency Assessment Summit	Library, West Basement	Thu 10/14/10	1:00 - 3:00 PM
PD148g	Chemistry Brown Bag	Chem 134	Thu 10/14/10	1:00 - 2:00 PM
TC126	PowerPoint 2007 - Intermediate	W. Library Basement 19	Thu 10/14/10	1:00 - 3:00 PM
PD159c	Plan Builder Training - Open Forum	Alondra Room	Thu 10/14/10	1:00 - 2:00 PM
PD139b	Assessment of Student Learning Committee Core Competency Assessment Summit	Alondra Room	Fri 10/15/10	9:00 - 11:00 AM
TC127	MyECC Gradebook	W. Library Basement 19	Fri 10/15/10	10:00 AM - 12:00 PM
TC150	OU Educate for Faculty Web Pages (Compton Center)	C-29 (Computer Training Room) - Compton Center	Fri 10/15/10	9:30- 12:30 PM
TC118c	Introduction to Etudes #3 (Four Parts)	W. Library Basement 19	Fri 10/15/10	1:00 - 4:00 PM
Week of October 18				
TC100f	Open Lab	W. Library Basement 19	Mon 10/18/10	1:30 - 3:30 PM
TC128	Outlook 2007 for Staff	W. Library Basement 19	Tue 10/19/10	9:00 - 11:00 AM
TC129	Word 2007 - Basic	W. Library Basement 19	Tue 10/19/10	1:00 - 3:00 PM
PD159d	Plan Builder Training - Open Forum	C-29 (Computer Training Room) - Compton Center	Tue 10/19/10	1:00 - 2:00 PM
PD154d	Natural Science Brown Bag	NATS 123	Tue 10/19/10	1:00 - 2:00 PM
TC130	Word 2007 – Proofing, Tracking & References	W. Library Basement 19	Wed 10/20/10	12:30 - 2:30 PM
PD159e	Plan Builder Training - Open Forum	C-29 (Computer Training Room) - Compton Center	Wed 10/20/10	1:00 - 2:00 PM
TC131	Outlook 2007 for Faculty	W. Library Basement 19	Wed 10/20/10	2:30 - 4:30 PM
PD148h	Chemistry Brown Bag	Chem 134	Thu 10/21/10	1:00 - 2:00 PM
PD156c	Biology Department Brown Bag	NATS 123	Thu 10/21/10	1:00 - 2:00 PM
PD161	Faculty Brown Bag (Learning Resources): Testing & Education Center Database Demo	W. Library Basement 10 (Library Demonstration Center)	Thu 10/21/10	1:00 - 2:00 PM
PD160	Reading Apprenticeship Workshop	Alondra Room	Fri 10/22/10	9:00 AM - 12:00 PM
TC118d	Introduction to Etudes #3 (Four Parts)	W. Library Basement 19	Fri 10/22/10	1:00 - 4:00 PM
Week of October 25				
TC100g	Open Lab	W. Library Basement 19	Mon 10/25/10	1:30 - 3:30 PM
TC132	Word 2007 - Intermediate	W. Library Basement 19	Thu 10/28/10	9:00 - 11:00 AM
PD148i	Chemistry Brown Bag	Chem 134	Thu 10/28/10	1:00 - 2:00 PM
TC133	Word 2007 – Tables – One Hour Workshop	W. Library Basement 19	Thu 10/28/10	1:00 - 2:00 PM P
TC134	PowerPoint 2007 – Inserting Sounds	W. Library Basement 19	Fri 10/29/10	10:00 AM - 12:00 PM
TC135	Clickers with TurningPoint	W. Library Basement 19	Fri 10/29/10	1:00 - 3:00 PM