

**Kimura, Keiko**

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**From:** Cruz, Celia I.  
**Sent:** Friday, December 11, 2015 5:09 PM  
**To:** .DL SJCC-All San Jose City College  
**Subject:** Events at GE118, the Professional Development Center, December 14-18, 2015

*Join us for ....*



**Professional Development Center (GE118)**

**December 14-18, 2015**

**Activities:**

**Beginning Moodle Drop-in**, Want to develop your course shell? Upload files, Videos? Bring your USB with the information. **Mondays 12/14 from 11:00-1:00 & Tuesday, 12/15, 11:00-1:00**

**Mapping in TracDat**, Need to review how to complete this, drop by GE118 and we will help you. **Tuesday, 12/15/15 from 1:00-2:00**

**Lessons Learned at CATESOL**, Stop by to hear what our colleagues learned at the CATESOL Conference

**Tuesday, December 15 from 12:00-1:00**, Instructors D. Cao and C. Trombly will share their experiences.

**Wednesday, December 16 from 4:00-4:00**, Instructors L. Takei and D. Pucay will share their experience.

**Meetings:**

December 14, 2015, 1:30-3:00, Professional Development Committee

December 14, 2015, 3:30-5:00, Adult Education AdHoc Committee

December 16, 2015, 11:30-2:30, Quality Focus Essay, Joint Meeting with DO, EVC, & SJCC

December 16, 2015, 3:40-5:00, SLOAC



*Walking with Integrity Towards Student Success*

## **Professional Development Center (GE118)**

**October 18 to 21, 2014**

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**Tuesday, November 18, 2014, 12:00 to 1:00 Room Change: GE Conference Room (GE206)**

### **Session 2, Peers and Colleagues: Effective Communication with Civility**

Moderators: Eileen Luna, SJECED Human Resources Specialist Employees Relations, and Blake Balajadia, SJCC Director of Student Development & Activities

Discussion will focus on managing emotion, active listening and communication styles, including assessment of conflict escalation and assessment of one's style in response to incivility.

OR at **EVC November 19, 2014**, noon to 1:00 p.m. in Mishra Room

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**Tuesday, November 18, 2014, Employee International Potluck Social, 12:00 -2:00 pm in GE-118.**

Our 3<sup>rd</sup> Annual International Education Week is this week! Please join us at the events, especially tomorrow's event specifically for all employees: Employee International Potluck Social. Dr. Breland and Chancellor Cepeda will be there as well! If you or a group of you can bring a dish, it will be great! Thank you for supporting and promoting our international endeavors!

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**Wednesday, November 19, 2014, 1:00-4:00**

### **Web Time Entry**

Learn the basic of Web Time. By invitation only.

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**Friday, November 21, 2014, 10:00 to 11:30**

## **Moodle for Beginners Drop in Session**

If you are interested in preparing your course shell for the next semester, please attend this drop in session and bring your information in a USB. To please notify Dorothy.Pucay@sjcc.edu if they are attending.

**Friday, November 21, 2014, Blood Pathogens, 3:00-4:00**

Training exclusively for Custodial Staff.

**If you are interested in offering a workshop, please respond to this email to schedule a future presentation.**

### **Meetings:**

Standard I Tri-Chairs, Wednesday, October 19, 2014, 10:30-12:00

Program Review, Thursday, October 20, 2014, 2:00-3:30

Accreditation Tri-Chairs Meeting, Friday, October 21, 2014, 1:30-3:00

### **Upcoming Events:**

Thursday, December 11, 2014: SJCC Holiday Social, 11:45-1:00, Auxiliary Gym

