

SBVC
Professional and Organizational
Development



701 S. Mt. Vernon Ave
San Bernardino, CA
92410

August 28, 2013

Carol Stiltner
33008 Romance Pl.
Temecula, CA 92592

Dear Carol:

Welcome to San Bernardino Valley College!

You have recently been hired as a full-time employee at SBVC. Congratulations on your selection. You are joining an outstanding group of professionals. This memo is to inform you of the new employee orientation opportunities taking place during the coming year.

The orientation will consist of several different activities, and will be of sufficient length to fulfill your FLEX hour requirement (for faculty members) for this year. (An explanation of that last sentence will begin the orientation process!). Since you will have already started classes by our first meeting, you may wish to access the following website <http://depts.valleycollege.edu/professional> (click on "forms" then "syllabus template") for the template to our syllabus. You may want to use it in order to create student-centered syllabi in preparation for the start of this new semester!

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Friday, Sept. 20 12–3 p.m. Campus Tour Sun Room
We will begin our tour in the most popular lunch spot–The Sun Room–for lunch. Wear your walking shoes as the campus is quite large!! We will tour the campus, you will learn a little of the history of SBVC, as well as discover some of the future plans!

Friday, Oct. 4 1–3 p.m. Campus Communications LA 208
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Friday, Oct. 18 1–3 p.m. Classroom Assessment Techniques LA 208
This presentation will answer the question, "Are they learning what I think I'm teaching?" You will learn several techniques to informally assess student learning using only minutes of classroom time.

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Policies to be discussed include: Disruptive Student Behavior, Grievances, Sexual Harassment, Computer Use and Academic Freedom.

January 30-31 (tentative) Great Teachers' Seminar

The "Great Teacher's Seminar" is the format for this retreat. We will be going off-campus from about 2:00 p.m., Thursday–12:00 Noon, Saturday. This retreat is a great opportunity to focus on great teaching, to celebrate your past great teachers, and your new great teaching colleagues at SBVC. Many past participants have requested to return year after year. All new faculty members and deans should plan on attending. Location to be determined

Spring Semester, 2014

Several more informal sessions will be held to discuss additional issues of teaching and service excellence at SBVC.

If you have any questions, you may contact the new Professional Development Coordinator (coming soon!) and/or James Smith, Ph.D., Dean, Research, Planning and Institutional Effectiveness (384-8600).

Sincerely,

Dr. Haragewen Kinde
Vice President, Instruction
384-8570

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701 S. Mt. Vernon Ave
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August 28, 2013

Berchman Melancon
8223 Buckingham Pl.
Riverside, CA 92504

Dear Berchman:

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Vice President, Instruction
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August 28, 2013

Tarif Halabi
466 Red Cloud Dr.
Diamond Bar, CA 91764

Dear Tarif:

Welcome to San Bernardino Valley College!

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Vice President, Instruction
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August 28, 2013

Eddie Sanker
13677 Oak Mesa Dr.
Yucaipa, CA 92399

Dear Eddie:

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Vice President, Instruction
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San Bernardino, CA
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August 28, 2013

Riase Jakpor
16941 Mockingbird Canyon Rd.
Riverside, CA 92506

Dear Riase:

Welcome to San Bernardino Valley College!

You have recently been hired as a full-time employee at SBVC. Congratulations on your selection. You are joining an outstanding group of professionals. This memo is to inform you of the new employee orientation opportunities taking place during the coming year.

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701 S. Mt. Vernon Ave
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August 28, 2013

Meliss King
770 E. Jefferson Ave.
Pomona, CA 91767

Dear Meliss:

Welcome to San Bernardino Valley College!

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August 28, 2013

Sandra Burns
20642 Iris Canyon Rd.
Riverside, CA 92508

Dear Sandra:

Welcome to San Bernardino Valley College!

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Sincerely,

Dr. Haragewen Kinde
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384-8570

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701 S. Mt. Vernon Ave
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August 28, 2013

Melita Caldwell-Betties
27809 Hub Cr.
Menifee, CA 92585

Dear Melita:

Welcome to San Bernardino Valley College!

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August 28, 2013

Melinda Fogle Oliver
5635 N. D St.
San Bernardino, CA 92407

Dear Melinda:

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August 28, 2013

Berenice Manzo
11204 El Rey Dr.
Whittier, CA 90606

Dear Berenice:

Welcome to San Bernardino Valley College!

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August 28, 2013

Daniele Ramsey
8093 Wendover Dr.
Riverside, CA 92509

Dear Daniele:

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Friday, Oct. 4 1–3 p.m. Campus Communications LA 208
We will work with the campus communications systems this week, including Microsoft Outlook (learn to use it for more than e-mail and a date book!) and the Cisco telephone system.

Friday, Oct. 18 1–3 p.m. Classroom Assessment Techniques LA 208
This presentation will answer the question, "Are they learning what I think I'm teaching?" You will learn several techniques to informally assess student learning using only minutes of classroom time.

Friday, Nov. 1 1–3 p.m. Blackboard LA 208

This Course Management System (CMS) available to all faculty is being used to deliver online instruction or simply to post materials online. You will begin the process of getting class materials loaded onto the Blackboard server, making resources available to students 24/7.

Friday, Nov. 15 1–3 p.m. Student Learning Outcomes/Assessment LA 208

We will explore college-wide and departmental student learning outcomes and discuss assessment strategies.

Friday, Nov. 29 1–3 p.m. College/District Policies & Procedures LA 208

Policies to be discussed include: Disruptive Student Behavior, Grievances, Sexual Harassment, Computer Use and Academic Freedom.

January 30-31 (tentative) Great Teachers' Seminar

The "Great Teacher's Seminar" is the format for this retreat. We will be going off-campus from about 2:00 p.m., Thursday–12:00 Noon, Saturday. This retreat is a great opportunity to focus on great teaching, to celebrate your past great teachers, and your new great teaching colleagues at SBVC. Many past participants have requested to return year after year. All new faculty members and deans should plan on attending. Location to be determined

Spring Semester, 2014

Several more informal sessions will be held to discuss additional issues of teaching and service excellence at SBVC.

If you have any questions, you may contact the new Professional Development Coordinator (coming soon!) and/or James Smith, Ph.D., Dean, Research, Planning and Institutional Effectiveness (384-8600).

Sincerely,

Dr. Haragewen Kinde
Vice President, Instruction
384-8570

SBVC
Professional and Organizational
Development

701 S. Mt. Vernon Ave
San Bernardino, CA
92410



August 28, 2013

Alma Lopez
1146 W. Blaine St., #201
Riverside, CA 92507

Dear Alma:

Welcome to San Bernardino Valley College!

You have recently been hired as a full-time employee at SBVC. Congratulations on your selection. You are joining an outstanding group of professionals. This memo is to inform you of the new employee orientation opportunities taking place during the coming year.

The orientation will consist of several different activities, and will be of sufficient length to fulfill your FLEX hour requirement (for faculty members) for this year. (An explanation of that last sentence will begin the orientation process!). Since you will have already started classes by our first meeting, you may wish to access the following website <http://depts.valleycollege.edu/professional> (click on "forms" then "syllabus template") for the template to our syllabus. You may want to use it in order to create student-centered syllabi in preparation for the start of this new semester!

Here is the schedule of the orientation activities:

Friday, Sept. 6 1–3 p.m. Getting Down to Basics LA 202
We will go over your contractual obligations, including FLEX and the workweek, and begin to get to know the SBVC Organization and culture. You will be introduced to the strategic planning themes which guide decision making at SBVC. Guests will include administrative and academic leadership.

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