# Gavilan College

**Professional Development Day**  
**Spring 2014**  
**Friday January 24, 2014**

**Focusing on Gavilan’s Finest: Safety, Success and Staff**

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<tr>
<th>Time</th>
<th>Event</th>
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| 8a to 9a | Administrative Reports  
*Dr. Steven Kinsella – Superintendent/President*  
*Dr. Kathleen Rose – Executive Vice President and Chief Instruction Officer* | SS 214                    |
| 9a to 9.45a | Showcase: Student Success Center  
*Mary Ann Sanidad, Vania Parakati, Josie Olivares, Katie Bennett* |                           |
| 9.45a to 10:05 | Break                      | Theater                  |
| 10:05a to 10:20a | Emergency Response Training  
*On Gavilan Campus*  
*Craig Carter - West Coast Consultants* |                           |
| 10:20a to 11:20a | Fire Extinguisher Training  
*Video presentation prior to afternoon hands-on session*  
*Carlon’s Fire & Safety and Jeff Gopp* |                           |
| 11:20a to 12p | Lunch (on own)                                |                           |
| 12p to 1p | Faculty Activity  
**Focusing on Gavilan’s Finest: Strategies for Change** | Student Center           |
| 1p to 3p | All Staff Hands-on Fire Extinguisher Activity  
*30 minute blocks.*  
*Participants will have signed up following the Theater presentation.* | Between PBs 19 & 20 and the Library in the open field |
| 1p to 4p | Staff Badges  
*Grace Cardinalli*  
*Drop by the center ASB office in the Student Center and get your staff badge!!!* | Student Center           |
Focusing on Gavilan’s Finest: Strategies for Change (Give One, Get One) **Part 1**

**Materials:**
- On Walls: Butcher paper (2 sets?) with categories: What is the “big idea” you are taking away? What Questions remain? Placards with TV shows/participants
- Tables:
  - Sharpies; medium-size post-it notes;
  - Placards with TV shows; Give One/Get one sheets?
- Scott’s chime; phone cameras.

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<td>10 minutes (1-1:10 pm): Kathleen/Randy</td>
<td>Give overview: Where we are going, where we have been, the “carrots” for the first hour:</td>
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| 5 minutes (1:10-1:15) Kyle | Introduce activity:  
  - Give One/Get One a discussion technique, very adaptable in classroom.  
  - “Big Idea” a short C.A.T. adaptable to classroom: we will use info to help plan follow up workshops, uses for college hour, etc.  
  - Quick model of activity.  
  - Activity ends when they hear Scott’s magic chime, put reflection on wall. |
| 40 minutes (1:15 – 1:55) Everyone | Facilitators monitor groups; listen to conversations; take pictures. |
| 10 minutes (1:55 – 2:05) Scott | Activity reflection: Using post-its on table, answer two questions: *What was the “Big Idea”? What questions remain?* Post on walls. Reconvene when you hear chimes again. (Randy and others take pictures and flip the placard to show dept groupings) |
Focusing on Gavilan’s Finest: Strategies for Change (Department Activity) Part 2

**Materials:**
- On Walls: Placards for Dept groups?
- Materials:
  - 2 sheets poster paper/poster pens/tape (one for brainstorming, one for “product.”)
- Handouts:
  - Department Activity instruction
  - Sample “posters” and template for “product.”

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<tr>
<td>2:05 – 2:10 (5 minutes)</td>
<td>SCOTT/KATHLEEN/RANDY?</td>
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<tr>
<td>2:10 – 2:15 (5 minutes)</td>
<td>Introduce activity: <strong>Scott</strong> (Other facilitators can be giving materials to the groups)</td>
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<td>2:15 – 3:00 (45 minutes)</td>
<td>Facilitators help with materials, logistics, listen to conversations, etc.</td>
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Give brief context/main goal of second hour. For groups that are too big or too small we’ll be around to help you figure this out. (hand out materials to each group)

1. Explain how to break out in groups; (what to do if one member or many, etc.)
2. Explain Department Activity

Department Activity:

a. (5-10 minutes) as a group, do a “mind dump” brainstorm where everyone shares a least one practice they think helps students learn OR a practice they want to learn more about, perhaps sharing from the “Give One/Get One” list. A Note Taker records ALL ideas on the first sheet of poster paper.

b. (35 minutes): as a group, study the brainstorm list and collectively answer the following questions, recording your answers on the second piece of poster paper:
   i. Based on your “mind dump” poster, what are the two or three practices you want to use and/or find out more about that you think will be most helpful to the department as a whole?
   ii. Why do you think each practice will help the department?
   iii. What resources do you need to implement these practices? What questions remain?
c. TURN IN YOUR POSTERS (Location?)