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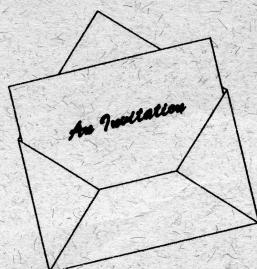
Caleidoscope

Collin County Community College Employee Newsletter

Sept. 27, 1993

No. 271

Published by the Public Relations and Publications Department



*You are cordially invited to attend
the Grand Opening of*

Courtyard Center for Professional and Economic Development

honoring Mr. John Sharp

*Comptroller of Public Accounts, State of Texas
and the Collin County Legislative Delegation*

Monday, October 4

Remarks — 12:30 p.m.

Ribbon Cutting — 12:55 p.m.

Tours — 1 p.m.

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Submission Deadline

Monday, Oct. 4 by 5 p.m.

Caleidoscope is published every two weeks by the Public Relations and Publications Department.

Send submissions to Jill Klancnik, coordinator of public relations, F102/SCC, 881-5615.

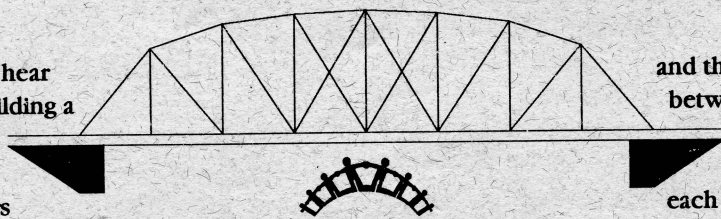
Submissions of more than two paragraphs are preferred by diskette in WordPerfect.

The Public Relations and Publications Department has a new fax number—881-5971.

Hard Hats Are Optional at "Building Bridges" Retreat

When you hear the phrase "building a bridge," you usually think about engineers using steel girders, guywires and welding tools to construct a monstrosity that connects two points otherwise unreachable.

This fall's all-college retreat is titled "Building Bridges," but no steel or sparks are needed for this project. Instead we need all full-time and part-time employees to dress casual, relax for the day, and enjoy meeting your fellow staff members. Thursday, Sept. 30 is the date we begin construction on bridges between the past and the future, the college



and the community, between CPC, CYC and SCC, and between each other.




The retreat begins at 8 a.m. at the Plano Centre (across from SCC on Spring Creek Pkwy.) with a continental breakfast. Lunch will also be provided, as well as great door prizes including a life-size poster of Nolan Ryan, a night at the Harvey Hotel, plants and much more. Make plans to attend this day of team building; all full-time employees are registered. Part-time employees are welcome to attend and can register by contacting ext. 5814 or 6605.

Stop, Drop and Roll?

No, it's not a new dance step or a new game show. See page 5 for fire safety instructions that could save your life!

Staff News

P.R. Staff Wins Awards

 The National Council for Marketing and Public Relations, a branch of the American Association of Community Colleges, presented three awards to members of the Public Relations and Publications Department Monday, Sept. 20. Jill Klancnik, Virginia McLean and Doug Wintermute were on hand to accept these awards:

- a bronze award for a story on the CPC LRC in the *Best Feature/General News Story* category;
- a silver for "Looking for a Great College. Look Close" in the *Print Advertisement—Single* category; and
- a gold for "CCCC: Field of Dreams" in the Video, General College category.

September Paychecks

Because the college will be closed Thursday, Sept. 30 for Professional Development Day, September paychecks will be distributed to your division offices on Wednesday, Sept. 29. Please note the check date will be Sept. 30, so your check is not valid until that day.

Our Sympathies

The CCCC family would like to express its condolences to Julio Aramijo on the loss of his brother.

CPC Lunches

Lunch is served weekdays from 11 a.m.-1 p.m.

Monday—Golden Fried Chicken
Tuesday—Hutchins Bar-B-Q
Wednesday—British Baker
Thursday—Subway
Friday—Taco Bell

Continuing Education Classes—Oct. 2-18

Please register for any of the following Continuing Education classes at least three days prior to the first class meeting.

For more information on any of these classes, please contact the Continuing Education Division at 985-3750. To register, contact the Registrar's Office on either CPC or SCC.

Courtyard Center

10/2

WordPerfect 5.1
Introduction to DOS
Magazine Writing, Part I

10/3

Copyright and Defamation Law

10/4

Introduction to Microsoft Windows 3.1
Lotus 1-2-3 for DOS
SAT Math Review

10/6

Microsoft Word for Windows II
SAT English Review

10/7

Introduction to Microcomputers

10/9

Trench Rescue Operation
Introduction to DOS

10/10

Lotus 1-2-3 for DOS

10/11

Performance Management and Corrective Action
Introduction to Microcomputers

10/12

Conducting Tours
The Growing Enterprise
Interpersonal Communication
Patents and Trade Secrets
How to be a Successful Writer

10/13

Introduction to Electronics
WordPerfect 5.1, II

10/15

Electronics—Part A
Introduction to PageMaker

10/16

Novell Netware End Users
Developing a Business Plan
Microsoft Word for Windows I
Hazardous Materials Workshop
International Career Options

10/17

Intermediate DOS
Origin and History of Language

10/18

Tapping Your Employees' Brainpower
Intermediate C Programming
Lotus 1-2-3 for DOS I

Plano East

10/18

Introduction to Microcomputers

Prosper

10/18

Introduction to DOS

Spring Creek Campus

10/15

Real Estate Sales and Marketing

10/18

Real Estate Law
Real Estate Principles II
Fresh Floral Design



AREA ART INTERESTS

Cottonwood Art Festival

The Parks and Recreation Department of Richardson is sponsoring the Cottonwood Art Festival at Cottonwood Park Oct. 2-3. The festival will feature 198 artists, including Amado Pena. Visitors can not only purchase original art, but also meet the artist who created it. For more information contact Loyce Bower, city of Richardson, at 231-4624.

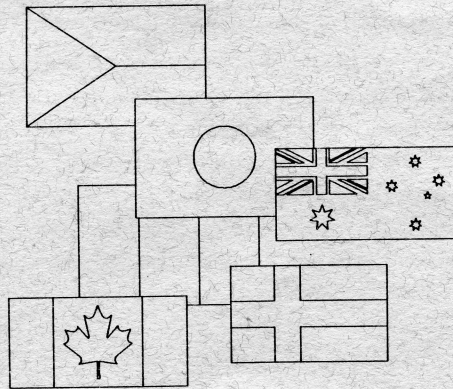
Children's Art Displayed

Art created by the children of the college's Child Development Center will be on display at the Cultural Arts Center of Plano through Thursday, Sept. 30. The 40 items in the display, including paint, tempera, salt, wooden sculpture and collage, were made by children ages three-12. For more information please contact Kim Nithiananda at ext. 5945.

Celebration of Cultures – April 1994

Adopt a Flag

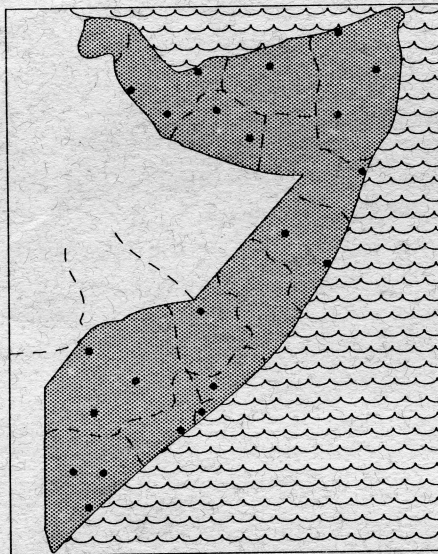
The C of C Task Force would like to add to its flag collection for April's extravaganza. You may adopt the flag of your choice by donating \$7.50 for its purchase. Donations should be sent to Peggy Breedlove, Developmental Education, by Friday, Nov. 5.



Geography Quiz

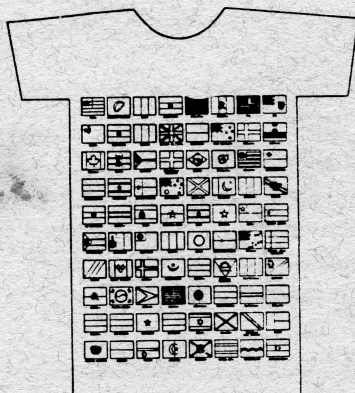
Here is your chance to win a Celebration of Cultures' T-shirt with flags from 90 countries by answering this atlas quiz. With a correct response you will qualify for the T-shirt drawing being held during the Celebration of Cultures on April 4-8. To register to win, call or leave a message for Edelin Rubino ext. 5956 or Hazel Phillips ext. 6899 with your answer.

Use the clue below to help you show your "worldliness" by guessing the name of the country depicted in the figure.



Where is the Horn?

Although found on the "horn" of a continent, this country hardly represents the "horn of plenty." Independent since 1960, this country began as the home of nomads, and now refugees from neighboring states inhabit this agriculturally poor region. Name this country.



Celebration of Cultures T-shirts and Sweatshirts

Peggy Breedlove, chair of the task force, is reordering the C of C T-shirts and can special order sweatshirts. Specific sizes, including children's sizes, can be ordered, and the cost is \$13 (child T-shirt), \$15 (adult T-shirt), \$16 (child sweatshirt) and \$18 (adult sweatshirt). Orders must be placed by Friday, Oct. 15. For more information contact Breedlove at ext. 5703.

National Cooperative Education Month

October is National Cooperative Education month and the Cooperative Work Experience Division has planned events to raise campus awareness of the benefits and opportunities that cooperative education and the CWE division have to offer.

The theme for the CWE division this year is "The Big Picture," so join us each week during the month of October for "Co-op Cinema" in the Atrium/SCC.

"Dress for Success"

Tuesday, Oct. 5 11:30 a.m.-12:15 p.m.
Presented by JCPenney

"What Employers Want"

Wednesday, Oct. 13 11:30 a.m.-12:15 p.m.
Presented by Kathy Dwyer of Manpower, Inc.

"How to Be More Successful"

Tuesday, Oct. 19 11:30 a.m.-12:15 p.m.
Presented by Steve Klein of the Professional Development Center in Richardson

"Wellness in the Workplace"

Wednesday, Oct. 27 11:30 a.m.-12:15 p.m.
Presented by Beverly Tremain of CCCC's Wellness Program

There might be a bag of popcorn to enjoy at the show, so come early to get a front row seat.

Mark your calendars for Friday, Oct. 22 to attend "The Reely Big Shooow," a fun and informative Co-op Training Conference for employers, CWE faculty coordinators, and all interested CCCC staff and faculty members. The conference will include an overview of cooperative education, an opportunity to network, and training sessions for specific groups. Lunch will be provided. Please RSVP to the CWE office at ext. 5735 by Friday, Oct. 15 to reserve your place at the conference.

In the next *Caleidoscope* we will highlight a special CWE Saturday seminar with opportunities for personal enrichment on the subject of living with change. Watch for "As Your World Turns: Living with Change" presented by licensed professional counselors Linda Qualia and Brenda Enzminger on Saturday, Oct 16.

Staff and Faculty Opportunities

Critical Thinking

Oct. 2-3 Dallas Fee: \$195

Learn how to speak less and have students think more in this two-day seminar. You will also learn to teach students to read for themselves, think aloud in front of students, regularly question students, use concrete examples, require regular writing and more.

How to Handle Conflict and Manage Anger

Oct. 7 Dallas Fee: \$98

Learn the secrets that keep you calm, cool and in control, and nine steps to having a hassle-free life-style.

Quality, Creativity and Renewal: The 1993 College Teaching and Learning Exchange

Oct. 13-17 San Jose, Calif. Fee: \$245

This seminar features keynote speakers who will address the quality of college teaching, creativity and renewal in higher education. Participants may choose from 100 concurrent sessions.

Fiesta of College Computing

deadline for proposal: Oct. 15

April 15 San Antonio

Programs should focus on the many ways that people use information technology in higher education. Sessions will be 75 minutes long.

Great Teachers Seminar

Oct. 15-17 Ruidoso, NM Fee: \$250

This seminar is based on the premise that college faculty are a rich resource. It takes a participant-centered focus that allows those attending to determine its content. It focuses on teaching successes and challenges.

Educating One-third of a Nation IV: Making Our Reality Match Our Rhetoric

Oct. 21-23 Houston Fee: \$265

This seminar, which is part of a series, is designed to help colleges develop and implement comprehensive action plans to enhance cultural diversity and develop environments of support.

Scholarly Writers' Workshop

Oct. 23 9 a.m.-4 p.m. Dallas Fee: \$95

This workshop is for faculty and administrators who want to publish non-fiction books. It is guaranteed to address all specific questions about book publishing, with special attention to which publishers to pursue and which to avoid. Developing a prospectus will also be discussed.

Life Balance Workshop for Working Women

Oct. 27 Dallas Fee: \$49

Learn ways to avoid overextending yourself, determine top priorities, relationship balance, organizational skills and boost efficiency.

Advancing Reform—The College Board National Forum

Oct. 27-30 New Orleans Fee: \$195

The National Forum will bring together practitioners and policymakers to advance an agenda for action. Leading practitioners will share strategies through concurrent sessions.

Writing Policies and Procedures

Oct. 27-28 Dallas Fee: \$295

In this workshop you will learn to develop clear policies and procedures, master perfect letter writing, put together a manual, and communicate clearly to other employees with your writing.

Confidence, Composure and Compliance

Nov. 4 Denton Fee: \$79

Nov. 5 Dallas Fee: \$79

This seminar will help you gain assurance to handle anything, develop inner calm, and take action with poise and power.

44th Texas Educational Secretaries Association Fall Conference

Nov. 12-14 Abilene Fee: \$75

This conference will focus the issues that face secretaries in education.

Reinventing the Community College Using Technology

Nov. 14-17 Nashville, TN Fee: \$295

This conference is the principal showcase of applying technology to improve teaching and learning in community colleges. It is sponsored by the League for Innovation Application of Computer Technology in Community Colleges.

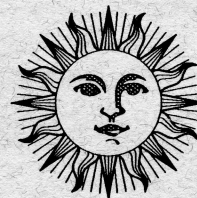
Fulbright-Hays Seminars Abroad Program

Study in Brazil, Hungary, Indonesia, Pakistan or Poland during the 1994-95 academic year.

For more information on the above opportunities, please contact Martha Ellis at ext. 6606.

A New Twist on Classroom Lectures

Are you interested in presenting a lecture via the computer? The Council on Excellence has approved a project that enables any interested faculty member to have one-on-one assistance in preparing computer-generated presentations. You can learn how to prepare impressive animated presentations in as few as a couple of hours. For more information contact Mary Emerson at ext 5953.



Inspirational Ideas from CCCers

by Cathy Whitney, professor of biology

Do you have presence? Learn your best assets and perfect them. If you look good, eat right, exercise and work on your inner self, you will feel good about yourself. Do you have presence? It is never too late!

If you are interested in sending in submission for our new column "Inspirational Ideas from CCCers," please see the deadline for *Caleidoscope* submissions box on page 1.

Wellness News

Open Aerobics

The hours for open aerobics in the Dance Studio at SCC are Monday to Thursday, 4-5 p.m.

For open aerobics information at CPC, please contact Karla Payne at ext. 6892.

Wellness Winners

Marilyn Schmittou won a T-shirt in a drawing held at the "Helping You Get Ready to Exercise" seminar on Monday, Sept. 20.

Vicki Coughlin won the free dinner drawing from TGI Friday's in Plano offered through the Wellness Program.

It's as Easy as A(irway) B(reathing) C(irculation)

Bob Benavides, Jill Klancnik and Vivian Nazario-Rodgers were trained in adult, child and infant CPR and obstructed airway procedures on Friday, Sept. 17.

Walkyourbunsoph Winners for the Summer

Sandra Marton walked 74 miles during the month of May bringing her total to 1,950.54 miles. Elaine Stewart walked 65 miles during the month of June bringing her total to 486 miles. Stephanie Hanson walked 62 miles during the month of July and 40.5 miles during August to bring her total to 1,511 miles.

Meet CCCC Students

Don't forget about signing up for the "Person-to-Person" luncheons and dinners. This is a chance to get to know our students better and learn more about what makes them tick.

Please contact the Student Activities Office at ext. 5787 by Friday, Oct. 8 to sign up for one of these free meals!

Tuesday, Oct. 19	6:30 p.m.	SCC
Wednesday, Nov. 17	12:30 p.m.	CPC
Tuesday, Feb. 15	12:30 p.m.	SCC
Wednesday, March 23	6:30 p.m.	SCC
Tuesday, April 12	12:30 p.m.	CPC



Your Fire Safe Response

From the Health and Safety Task Force

In a fire emergency, follow your building's evacuation plan. Here are some additional tips:

Feel the Door. Kneel or crouch at the door. Reach high and put the back of your hand against the door, the knob and the crack between the door and the door frame, on the side with the hinges. If the door is hot, it is too dangerous to open it: use your alternative escape route instead. If the door is cool, brace your shoulder against it and open it slowly. If heat and smoke come in, close the door tightly and use your alternative escape route. If the hall is clear of smoke and fire, proceed carefully, remembering to close every door behind you.

Crawl Low Under Smoke. If you encounter smoke as your escape, use an alternative route that is safer. If you must escape through smoke, crouch or crawl under it on your hands and knees, keeping your head in a safety zone about 12 to 24 inches (30 to 60 cm) off the floor. Crawling near a wall and feeling it as you go will help you stay on track. Know how many doors are between your room and the two nearest exits so you can count them on your way out if you have to evacuate under dark or smokey conditions.

Use the Stairs—Not the Elevator! Never use an elevator in a fire. It could take you to the floor where the fire is and strand you there with no way out.

High-Rise Fire Safety. If you are trapped in a high-rise building, go into a room with a telephone, if it's safe to do so. Close the door, cover all cracks where smoke could enter, and call the fire department. If there is no telephone in the room, you can signal for help by waving a light cloth in the window. It is generally not a good idea to break the window, as smoke can actually be sucked into the room from outside. If the window opens from the top and bottom, you can crack it slightly at the top and bottom so smoke will be drawn out and fresh air drawn in.

Stop, Drop and Roll. If your clothing catches fire, stop immediately and drop to the ground. Cover your face and mouth with your hands, if you can. Roll over and over to smother the flames. If you are in a wheelchair, you can smother flames with a heavy blanket or rug. If you see someone whose clothing is burning and they are running, tackle them or throw a heavy blanket around them to smother the flames.

They Say It's Your Birthday!

September

Sidney Dunkle (27th)
Juanita Pell (27th)
Doug Proffer (27th)
Susan St. John (29th)
Carol Mickle (30th)

October

Peggy Burch (1st)
Belinda Newman (4th)
Paula Reynolds (4th)
Keith Hays (5th)
Yvonne Haggard (6th)
Judy Matlock (6th)
Rita Cosgrove (7th)
Kent Farr (7th)
Sidney Kile (7th)
Vivian Nazario-Rodgers (7th)
Dean Wallace (7th)
Bill Dillingham (8th)
Wendy Burton (9th)
Melanie Edwards (10th)
Annette Powell (10th)

Teleconferences

Title: *Assessing Student Outcomes: Successful Practices & Procedures, Part I*

Time: noon-2:30 p.m.
Date: Thursday, Sept. 30
Place: Bijou II

Title: *Assessment 2000: An Exhibition*

Time: 12:30-2 p.m.
Date: Wednesday, Oct. 6
Place: Bijou II

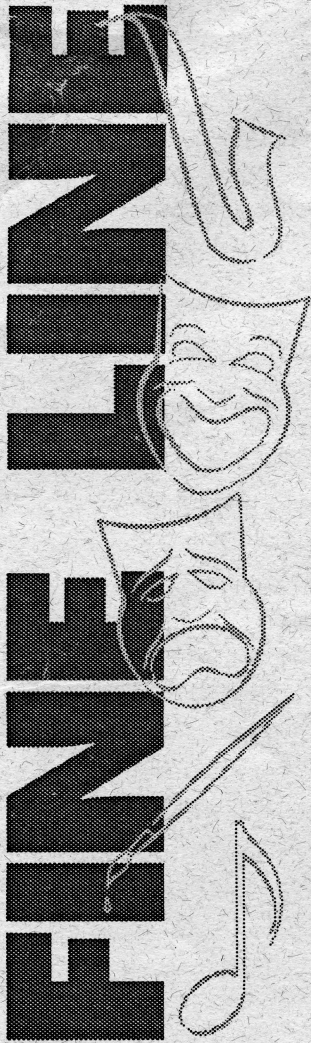
Title: *Schizophrenia: The Individual & Society*

Time: 1-2:30 p.m.
Date: Friday, Oct. 8
Place: Bijou II

Title: *Quality & Education: Critical Linkages*

Time: 3-5 p.m.
Date: Tuesday, Oct. 12
Place: Bijou II

For more information on teleconferences, please contact Wendy Burton at ext. 5828.



Theatre Extends Season Ticket Offer

Your prayers have been answered! The deadline to become a season subscriber to the Quad C Theatre Program has been extended through Sunday, Oct. 24th!

Brad Baker, director of theatre at CCCC, has made available a very inexpensive 13-play season ticket package, which includes the following shows:

"Terra Nova" Oct. 14-24. This is an intense action-drama that touchingly dramatizes the final journey of explorer Robert Falcon Scott, whose 1911 trip to the South Pole ended tragically in the deaths of his entire troupe. "Terra Nova" is written by Ted Tally, the Academy Award-winning author of "Silence of the Lambs."

American College Theatre Festival, Oct. 26-30. This national theatre competition will showcase the best in collegiate theatre across the southwest region of the country. Nine productions will be presented in the John Anthony Theatre during the four-day festival, with the winner being considered for a showcase at the John F. Kennedy Center for the Performing Arts in Washington, D.C. Season ticket holders receive a free pass good for all workshops and productions throughout the festival.

"The Man Who Came to Dinner" Dec. 9-19. The classic Kaufman and Hart comedy that depicts the nightmare each of us has had about being stuck with an irascible and unwanted houseguest... just in time for the Christmas holidays!

"Stefanie Hero" March 3-13. The area premier of the newest play by internationally-acclaimed playwright Mark Medoff, author of "Children of a Lesser God." This family tale of good vs. evil features a princess, goblins, some flying fairies and reminds us all that "the hero is in you."

"Baby: A Musical" April 28-May 8. The "spring musical" returns as the Quad C Theatre Program presents this delightful musical about three couples and their sometimes tentative steps towards parenthood. Written by Academy Award winning songwriters David Shire and Richard Maltby, Jr., your entire family will fall in love with "Baby."

General admission cost for all of the above is only \$20. Reduced rates are available for students and senior citizens at just \$14 for the entire 13-show package. Call the Quad C Theatre Program box office at ext. 5809 to subscribe. The subscription deadline is Oct. 24.

Name That Tune



It's that time again. Call ext. 5608 to play the ever-popular "Name That Tune."

T R U T H S

In the next seven issues of *Caleidoscope*, the "truths" that Dr. Anthony revealed during the All Staff Meeting on Friday, Aug. 30 will be reprinted to keep them in the forefront of all our minds. By remembering and applying these truths to our daily tasks, we as individuals and as a college can continue to make a difference in the lives of our students, faculty and staff.

Truth #2: "The second truth: learning is more readily attained in a student-centered environment. We need to transfer the role of faculty from the "sage-on-the-stage" to the facilitator of a learner-centered process. Said in another way: the faster we can remove ourselves from the center of student attention, the more successful we are likely to be in our

instruction. The best teacher may well be the one who looks like a lazy one: she works less and less hard as a course progresses, and her students work more and more usefully *because she has taught them how*. Much of her hardest work has come before the first class meets. Her preliminary work has been planning, designing, creating materials and finding options for different ways for students to learn to teach themselves. This preliminary work is often immensely difficult. It is also risky, because it means dropping familiar routines and turning one's attention from subject matter to student matter. It is recognizing that the teacher's real day-to-day work consists of her unremitting attention to the problems, the aims and the individual behavior of her students."