



# WRITERS' PROGRAM INSTRUCTORS RETREAT 2023

**9:00AM-1:00PM PST  
13 OCTOBER 2022  
ON ZOOM**



**UCLA**

**Extension**  
Writers' Program

# WRITERS' PROGRAM

## VALUES STATEMENT

The Writers' Program commits to maintaining an inclusive environment in our events. This means we do not tolerate speech or action that may marginalize an attendee based on their identity, in accordance with the UCLA Extension Student Rights & Responsibilities policy. This commitment extends to instructors, lecturers, guest speakers, and staff as well. We ask you to participate in this event with vigor, curiosity, and respect, and that you act ethically and responsibly to ensure your contributions to the event do not silence, erase, or marginalize any community of people whether they are present in the room or not.



# SCHEDULE

**\*\*NOTE: All sessions will be recorded.**

## **9:00 am - 9:15 am**

### **Welcome Remarks by Writers' Program Director Charlie Jensen (Main Room)**

Writers' Program Director Charlie Jensen opens the Instructor Retreat and shares a few updates.

## **9:15 am - 10:15 am**

### **Plenary Session: Trauma Informed Teaching with Manny Kemp hues (Main Room)**

This session will provide an introduction to some of the principles and practices of trauma informed teaching in order to support faculty with managing classrooms in which students are engaging with potentially triggering material. Faculty will learn a model for understanding what's happening when students switch from their learning brains to their survival brains and how to support students to enter, stay in, or return to a state in which they are capable of learning.

## **11:30 am - 11:45 am**

Watercooler break

# SCHEDULE

**\*\*NOTE:** All sessions will be recorded.

**10:30 am - 11:30 am**

**Session 1: Choose one to attend**

**1A: Nurturing Freedom through Thoughtful Classroom Structure  
with Lindsay Simpson  
(Breakout Room 1)**

This session is designed to equip educators with the techniques needed to create a classroom atmosphere conducive to optimal learning, student growth, and positive behavior. Participants will delve into real-world applications of classroom management, enabling them to implement strategies that promote a harmonious classroom as well as effectively address challenges that may arise.

**1B: Elevate Your Canvas Skills: Advanced Grading, Media, and  
Accessibility  
with Jennifer Keplinger and Matt Larcin  
(Breakout Room 2)**

This dynamic workshop introduces you to advanced Canvas techniques that will not only improve learners' experience in your course but also save you time while grading and giving feedback. We'll also delve into some features for media integration and accessibility within the Canvas platform.

**11:30 am - 11:45 am**

**Watercooler break**

# SCHEDULE

**11:45 am - 12:45 pm**

**Session 2: Choose one to attend**

**2A: Time in Mind: Planning Lessons and Workshops with Intention  
with Lee Anna Smith and Alan Hino  
(Breakout Room 2)**

Join us as we share ideas for structuring class time, determining student workload expectations, and encouraging student feedback.

**2B: Representing the Other  
with Chief Esparza  
(Breakout Room 2)**

Take a step into the counternarrative with ColorBloq.org. Since 2017, Color Bloq's storytelling model has rested on an unconventional storytelling model described as "narrative change through the social determinants of identity." In a conventional model, individuals are either asked about their identity as spokespersons or stereotypes of their entire community, or have their identity completely stripped away in a dehumanizing way. Applying Color Bloq's model to other contexts, we will begin to understand the power of asking questions about our common humanity, and allowing our specific and individual identities to reveal themselves through these stories of our common human experiences. This is our path to using stories as empathy technologies. In this workshop, we will explore what that means as we dive into the vast space of stories that exist outside of conventional narratives found in fiction and non-fiction media, corporate and nonprofit communications, and in what we tell about ourselves to the world.

**12:45 pm - 1:00 pm  
(Main Room)**

**Wrap-up**

Writers' Program Director Charlie Jensen closes out the Retreat.

# PLENARY SESSION SPEAKER



## MANNY KEMPHUES, LMFT

Manny Kempfues is a Licensed Marriage and Family therapist who has been working with trauma survivors in various capacities since 2011. This work started with their position as a rape crisis counselor at Moving To End Sexual Assault in Boulder, CO. After two years, they moved into the additional roles of facilitating a supervision group of crisis counselors, and coordinating primary prevention programs. After enrolling in an MA in Clinical Psychology program at Antioch University Los Angeles in 2015, Manny has worked with a wide range of clients with trauma histories as a psychotherapist within the organizations Trans Youth Speak, The Relational Center, and Brave Trails Queer Therapy. Manny has also been an Adjunct Instructor at Antioch University since 2018 and has taught clinical psychology courses at UC San Bernardino.

# CLASSROOM MANAGEMENT BREAKOUT SESSION SPEAKER



## LINDSAY SIMPSON

Lindsay Simpson writes training and academic programs for adults and provides professional development for instructors of adult learners. Beginning with her work in the classroom, Lindsay honed both her ability to construct holistic, contextualized curricula and her ability to keep adult learners engaged. She enjoys writing manuals and textbooks as well as creating accompanying activities and presentations. Speaking at conferences, Lindsay provides insight on the unique classroom environment of adult learners as well as how to mitigate the challenges instructors may face. Her previous work has been used by organizations such as Institute for the Professional Development of Adult Educators, Center for Changing Lives, the Florida Department of Education and Unidos US.



# STUDENT TIME MANAGEMENT BREAKOUT SESSION SPEAKERS

## JENNIFER KEPLINGER

Jennifer has worked in higher education for more than two decades, collaborating with instructors in designing experiential, blended, and fully online learning experiences in varied disciplines, including the humanities, education, engineering, business, and law. Thanks to her graduate studies in technical and professional writing and professional experience in new media and academic publishing, she's been able to focus on digital content development, including course websites, class blogs, and open education resources.



## MATT LARCIN

Matt Larcin brings a wealth of expertise to his role as an instructional designer, specializing in crafting engaging learning experiences in collaboration with faculty and instructors. With over a decade of experience in higher education, he has delved into experiential education, learning technology adoption and use, as well as accessible print and digital content development. He is guided by online pedagogy and learner-centered design principles, which were central to his graduate studies in instructional design and technology. Matt partnered with faculty and instructors to develop fully online, accessible continuing education certificate courses at UCLA Extension. Matt has also been part of the instructional design team responsible for building and developing immersive, interactive, and engaging compliance training for UCLA's faculty, students, and staff. Most recently, Matt has been working on various projects and master course templates to enhance the look and feel of the online courses at UCLA Extension. Matt holds a Master's degree in Technology-Based Education with an emphasis on educational technology and instructional design from California State University, Dominguez Hills. He also holds advanced master certificates in Design Communication Arts from UCLA Extension. Currently, Matt is pursuing his Doctor of Education degree in Educational Leadership and Organizational Innovation at Marymount University. Beyond his professional commitments, Matt is an avid outdoor enthusiast. He dedicates his free time to activities such as tennis, biking, museum visits, art events and travel.





# CLASSROOM MANAGEMENT BREAKOUT SESSION SPEAKER



## CHIEF ESPARZA

Chief Esparza is the queer Mexican nonbinary cofounder and executive director of ColorBloq.org, elevating queer & trans BIPOC voices since 2016. Chief pushes Color Bloq's tagline in his work: "We are more than our trauma, we dare to joy." The organization's impact includes: 240 QTBIPOC voices featured; \$45,000 paid to community; 1,200 event attendees; 275,000 website visitors; and partnerships with SF AIDS Foundation, Transgender District, AfroTech, California Endowment, Critical Minded, Good VBZ, and more. Chief is an 8th generation Santa Barbarian, with a BA in Poli Sci from UCSB, and works days in DEI and communications.

# STUDENT TIME MANAGEMENT BREAKOUT SESSION SPEAKERS



## ALAN HINO

Alan Hino has been an Instructional Designer for almost 10 years, and joined the UCLA Extension ATLI Department over 2 years ago. After working previously for a medical device sales company and an afterschool elementary program, he worked to get his M.A. in Learning Design and Technology from San Diego State University. Instructional Design was a career he stumbled onto that combines his interest in technology with his passion for education.

## LEE ANNA SMITH

Lee Anna Smith, Senior Instructional Designer, UCLA Extension Education transforms lives—a powerful fact Lee Anna Smith knows well. With a journey shaped by experiences as both a learner and an educator, she thrives on collaborating with instructors to implement evidence-based solutions that lead learners to “aha” moments. Along with other projects, she co-leads live Instructor Development Program workshops and presents at instructor-related events. Positively impacting people’s lives has been at the forefront throughout her career. Through professional experiences in higher education and nonprofit organizations including UCLA Extension, Missouri State University, the University of New Orleans, Susan G. Komen for the Cure, and others, she has led and supported initiatives focused on educational technology and training, course design and development, and communication and multimedia design—all with the aim of enriching lives through education. She holds an M.A.Ed. in Curriculum and Instruction with an emphasis on instructional design and technology from Virginia Tech. After hours, she is an avid traveler. Placing her belongings in storage some time ago, she roams the world in search of culturally diverse life-enhancing experiences.





# IMPORTANT DATES

**November 6, 2023, Monday:**  
Winter enrollment opens

**November 10, 2023, Friday:**  
Veteran's Day (office is closed)

**November 23 - 24, 2023, Thursday-Friday:**  
Thanksgiving Holidays  
(office is closed)

**December 23, 2023, Saturday to January 2, 2024, Tuesday**  
Winter Closure (office is closed)

**January 3, 2024, Wednesday**  
Spring syllabus & textbook deadline

**January 8, 2024, Monday**  
Winter quarter begins



# IMPORTANT CONTACT INFORMATION

## Human Resources

Extension Human Resources: [ehr@unex.ucla.edu](mailto:ehr@unex.ucla.edu)

Hiring information, pay disbursements and employment separations.

**UCPath Payroll Center:** Contact UCPath staff through the portal's Ask UCPath Center feature at [ucpath.universityofcalifornia.edu](http://ucpath.universityofcalifornia.edu) or (855) 982-7284 (M-F 8am-5pm)

Update direct deposit, view and download W-2s, update W-4 tax withdrawals, update personal information (mailing address, emergency contact, etc.), inquiries about pay check deductions.

**UC Retirement Savings Program / Fidelity:** (866) 682-7787

To inquire about or withdraw Defined Contribution Program (DCP) funds after separation. Visit <http://www.mysavingsatwork.com>

## Student Support Resources

**Office of Disability Services:** [access@uclaextension.edu](mailto:access@uclaextension.edu), (310) 794-4162

For more information on these student support resources click here:

<https://instructor.uclaextension.edu/student-support-resources/>

**Student Conduct & Academic Integrity:** [srrc@unex.ucla.edu](mailto:srrc@unex.ucla.edu), (310) 825-0953

The SRRC is a central hub for all student-related matters of concern, from student conduct to academic integrity, to ADA compliance.

**Incident Reporting Form:**

<https://incidentreporting.uclaextension.edu/Pages/IncidentForm>

This form is to be used to report incidents of concern to UCLA Extension officials. Please note that there are specific grounds under which an Incident Report may lead to a formal investigation.

# IMPORTANT CONTACT INFORMATION

## Technical Support

**UCLA Logon Support:** Contact BruinOnline at [consult@ucla.edu](mailto:consult@ucla.edu) or (310) 267-HELP (4357).

Visit <https://accounts.iam.ucla.edu/#/> for more information. A UCLA Logon ID is needed to access UCPATH and your UCLA email.

**UCLA Email:** Contact the IT Support Center at (310) 267-HELP (4357), [help@it.ucla.edu](mailto:help@it.ucla.edu).

Visit <https://g.ucla.edu/> to activate and/or access your UCLA email account.

**Canvas/ Panopto/ Zoom:** Contact [support@unexonline.zendesk.com](mailto:support@unexonline.zendesk.com) or call (310) 206-2329 (M-F 8am-5pm).

If after-hours support is needed, General Canvas Support can be contacted directly at 1-(888)-307-3065 or via chat support. To log into Canvas visit <https://my.uclaextension.edu>. To access Zoom visit: <https://ucla.zoom.us/>. For more information on using Zoom click [here](#).

**Instructor Portal:** Contact your department Program Representative for assistance.

Instructor Portal Login. For more information click [here](#).

## Writers' Program

**Writers' Program Instructor Resources Handbook:**

<https://my.uclaextension.edu/courses/13643>

Bookmark it and refer to it often during your first quarters of teaching as we've written down how to respond to and resolve situations both common and rare.

**Writers' Program Main Contact:** (310) 825-9415 or [writers@uclaextension.edu](mailto:writers@uclaextension.edu)

**Writers' Program Subsite:** [writers.uclaextension.edu](https://writers.uclaextension.edu)