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SPECIAL NOTE TO OUR ADJUNCT & CLASSIFIED EMPLOYEES

Please feel free to attend any of the workshops offered in this booklet. Attending a workshop is a great way to fulfill any FLEX obligation you may have and gives you an opportunity to talk with other faculty and staff. The “Evening Offerings” are designed with Adjuncts in mind as is Thursday evening’s program. We realize that not everyone can attend convocation, so we’ve made arrangements to record Friday morning’s program. The recording will be available in the CASSL for viewing. We welcome your feedback and suggestions for future workshop topics to meet your needs.
August 2015

Welcome to a new year at CRC! I hope the summer provided you with a much needed and a most deserved time to decompress, relax, and to spend time with love ones. I’m excited to begin this year with you in my new role as your president and I hope that you share in my excitement as we get ready to start a new semester.

Please take time to review the professional development opportunities outlined in this FLEX brochure. The college selected “Learning for Life” as the theme for the year. CASSL will host a Colloquium on Wednesday, August 19, on “Beyond the Binary: Gender Inclusiveness on Campus.” Workshops on Thursday include topics related to community awareness, cultural competence, health wellness and safety, organizational effectiveness, student success, teaching and learning, and technology. Friday’s program will include the opportunity to hear from faculty, classified and administrative leaders and to learn from previous and/or current colleagues.

I look forward to meeting you during these diverse opportunities for campus networking and learning.

I want to encourage you to show your Hawk pride and college spirit by wearing your favorite orange, blue or CRC shirt on Thursday and Friday for our FLEX and Convocation activities.

Sincerely,

Dr. Edward Bush
President
Extended Learning Opportunities

Tuesday, August 18

CM+LMS Boot Camp
10:00 A.M. – 4:00 P.M. | LRC 210

Whether you are interested in using D2L to integrate the internet with your instruction or using the CRC website to publicize your department or service, come get hands-on help for using these systems more effectively. Greg Beyrer, Christina Ocrant, and Michael Bittner will be there to answer questions and provide guidance as you develop your online presence. Bring your materials, links to relevant external websites (including publishers’ sites for instruction), and a desire to listen and share your experience as we work together to explore the potential offered by online presence. If you are interested in practicing and getting your D2L questions answered, please request at least one course offering by Monday, August 17 (at the latest). URL Address: http://losrios.edu/ess. *Facilitated by the DEWD team.*

Hands on PrOF Training
10:30 A.M. – 12:00 P.M. | LRC 202 & 1:00 P.M. – 2:30 P.M. | LRC 202

All programs will be required to update their 2013 PrOF during the fall semester to inform the fall and spring resource allocation processes. Come learn what improvements have been made, what questions need to be updated, how to navigate the online PrOF system, and get started with the updating process. If very little needs to change in your PrOF you could even be done with a draft of your updated PrOF by the end of the workshop. *Facilitated by Kathy McLain and Kim Codella.*

Wednesday, August 19

CASSL Colloquium:
Beyond the Binary: Gender Inclusiveness on Campus
8:30 a.m. – 12:15 P.M. | LRC 105

Colleges are noting a marked increase in students who identify outside the binary, male-female framework of gender. Join your colleagues to explore the language and terminology of gender identity and to broaden our understanding of gender expansive students. *Facilitated by Rick Schubert, CASSL Coordinator, and Laurie Stillman, Student Development Consultant.*

Diversity Training
1:00 – 3:00 p.m. | LRC 107

This training, which will be required for all employees appointed to hiring committees on or after Fall 2015, explores the concepts of diversity, cultural competence and inclusion. The legislation regarding what can’t and what must be done to promote diversity, cultural competence and inclusion in the workplace and hiring process will be presented. Specific strategies to help attendees participate in and contribute to an inclusive, culturally competent hiring process that promotes diversity while hiring the best will be discussed. *Facilitated by Kathy McLain.*

Reading Comprehension Strategies
2:00 – 3:15 p.m. | LRC 106

Though we’ll focus on English 101/102 courses, all Los Rios teachers are welcome as we discuss techniques to improve our students’ reading comprehension. We’ll be joined by a few CSUS teachers as well. *Facilitated by Lisa Abraham.*
THURSDAY, AUGUST 20

STUDENT SUCCESS

9:00-10:15  How to Teach Students to Use a CTE Degree to Start Their Own Small Business  LRC 201
Come learn how to infuse Contextualized Entrepreneurship modules into existing Career Technical Education (CTE) classes and programs. Presented by Jeff Mrizek.

10:30-11:45  Open Textbooks  LRC 201
Are you hearing complaints about the rising cost of textbooks? A way to significantly reduce student textbook costs is to adopt free or low cost high-quality open textbooks. Learn the basics of Open Textbooks (5 W’s and 1 H) plus you’ll hear experiences, of CRC faculty and their students who have adopted open textbooks in their classes. Facilitated by Rochelle Perez and Greg Beyrer.

12:30-1:45  Student Discipline and Academic Integrity  LRC 102
Learn effective ways to deal with the problems of disruptive students and plagiarism. Facilitated by David Weinshilboum and Shannon Dickson.

2:00-3:15  Student Trauma  LRC 107
Join with your colleagues to explore the degree to which our students have experienced trauma and learn about ways you can better support their success. Presented by Jeanne Edman.

TEACHING & LEARNING EFFECTIVENESS

10:30-11:45  Using Photography Across Disciplines  LRC 107
Have you considered the importance of using visual resources in your classes? We’ll discuss engaging learners of different styles by using photography across many disciplines such as math, anthropology, history and science. Ideas for assignments will be shared. Facilitated by Kathryn Mayo.

CULTURAL COMPETENCE

9:00-10:15  Equity Training  LRC 107
Equity Training equips participants with a greater understanding of cultural competence and how to facilitate a hiring process that is free from bias. Recertification of equity training is required every two years in order to be eligible to serve as an equity representative on a hiring panel. Facilitated by Kathy McLain.

10:30-11:45  Student Veterans – What They Wish You Knew  LRC 106
Veterans are a growing segment of our student population. What do you know about them? Learn about ways to support student veterans and things they wish you knew (but might not tell you directly). Facilitated by Lauren Wagner.

12:30-1:45  Found Poetry  LRC 201
Found poems are those which are created by repurposing other text—be it road signs, billboards, newspaper articles, emails, package labels, works of fiction, essays or even other poems—and rearranging it as verse. This repurposing allows the writer to view the ordinary in an extraordinary way—to see the possibilities in that which might otherwise be dismissed as mundane. In this workshop, focused on world languages, participants will be invited to use supplied texts to create their own found poems and to share them with the group. Facilitated by Constance Carter.
**Technology**

12:30-1:45 Preparing Your Online Course for Accreditation LRC 210

With our accreditation site visit coming this semester, there are some specific things that online faculty can do to prepare their courses to highlight the effective work we do in our online classes. Come to this session to learn and practice some of the things we can in the areas of regular effective contact, accessibility, and online course design. **Facilitated by Greg Beyrer.**

2:00-3:15 D2L Intro LRC 210

Join Gregory Beyrer, Distance Education Coordinator for a focused introduction on how you can use D2L to support the success of your students. At this session you will get hands-on practice on sharing course news, uploading your syllabus and/or other course materials, and setting up the grade tools to share assessment information confidentially with your students. It is assumed that you have requested a course offering *at least a day before* the session. Request online at http://losrios.edu/ess. **Facilitated by Greg Beyrer.**

2:00-4:00 IT Collaboration Offsite

IT faculty from across the district will gather off site to review Labor Market Information and discuss and identify the courses and paperwork needed to implement this degree across the district. This will save everyone time working with their curriculum committees and the State Chancellor’s office. Contact Markus Geissler (geisslm@crc.losrios.edu) for more information (including the location). **Facilitated by Marcus Geissler and Marjorie Duffy.**

**Organizational Effectiveness**

9:00-10:15 Distance Education and Socrates Update LRC 210

Last semester, SOCRATES was updated, and the fields associated with distance education were modified. This workshop will let you know what changes were made and will assist you in updating your courses in SOCRATES for the new DE fields. **Facilitated by Amanda Paskey and Brian Noel.**

10:30-12:30 ASCCC Visit + Lunch (bring your own) WIN 150

The Ins and Outs of the Academic Senate. Join representatives from the Academic Senate for California Community Colleges (ASCCC) and CRC Senate Officers for a discussion on the inner workings of the Academic Senate on a statewide, district, and local level. Learn how all levels of Academic Senate leadership advocate for faculty on academic and professional matters. Bring your own lunch and continue the conversation from 11:45-12:30. **Facilitated by Julie Oliver.**

12:30-1:45 Sabbatical Professional Standards Workshop LRC 107

Come and learn the who, what & why of applying for sabbatical. Workshop attendees will receive some good examples of sabbatical applications and final reports. **Facilitated by Patty Felkner.**

2:00-3:15 Demystifying the C-ID Process LRC 102

What is C-ID? What does it mean when the Articulation Officer tells you that your course has been approved, not approved or conditionally approved for C-ID? What steps do you need to take to prepare your courses for C-ID submission? Who exactly are these C-ID people anyways? How does C-ID impact students? All these questions and more regarding C-ID and its close cousin, the ADT (Associate Degrees for Transfer) will be addressed at this workshop. **Facilitated by Amanda Paskey and Lynn Fowler.**
Organizational Effectiveness—continued

2:00-3:15 OneBook Backpack of Ideas LRC 106
Curious about OneBook CRC? Not sure how you can use this year’s book Fresh Fruit Broken Bodies by Seth Holmes in your classes? This workshop will look at a variety of activities that participants can use to explore OneBook themes and ideas. Participants will leave with a backpack full of ideas and ready-to-use activities for instructors who want to make OneBook a part of their courses, use it as a supplemental activity, or encourage their students to engage in the campus community. Facilitated by Rhonda Farley and Heidi Munoz.

Health, Wellness & Safety

10:30-11:45 Brain Health LRC 102
Are you unknowingly putting your most valuable asset in jeopardy? Learn how to use your fork to protect your brain. Facilitated by Timaree Hagenburger.

2:00-3:15 Safety on Campus and in The Classroom LRC 201
Concerned about Safety on Campus? Join Los Rios Police Department Chief Cheryl Sears, for a discussion on campus safety. Bring your questions and concerns regarding employee and/or student safety to this session. Hosted by the CRC Academic Senate and facilitated by Chief Cheryl Sears, Los Rios Police.

Community Awareness

9:00-10:15 WEAVE LRC 106
Campus Sexual Assault, Relationship Abuse, and WEAVE services. Presented by Margaux Helm, Director of Programs, and WEAVE’s new Coordinator.

12:30-1:45 Gardening Water Use LRC 106
This workshop will help attendees understand our current water crisis, the laws and regulations governing landscape water use, and the simple strategies that can be used to conserve water through proper and appropriate landscape and garden watering. The presenter will also introduce creative, sustainable landscaping ideas and techniques. Presented by David Andrews.

Networking & Conversations

3:30-4:30 Tea and Conversation WIN 150
Join with your colleagues in conversation about what is new at CRC. Meet the new President, Edward Bush and the new Vice President of Student Services and Enrollment Management, Kimberly McDaniels. Facilitated by our new President Dr. Edward Bush.
Evening Offerings

4:00-5:15 PM  Student Discipline and Academic Integrity  LRC 102
Learn effective ways to deal with the problems of disruptive students and plagiarism. Facilitated by David Weinshilboum and Shannon Dickson.

4:00-5:15 PM  Student Trauma  LRC 107
Join with your colleagues to explore the degree to which our students have experienced trauma and learn about ways you can better support their success. Presented by Jeanne Edman.

4:00-5:15 PM  Preparing Your Online Course for Accreditation  LRC 210
With our accreditation site visit coming this semester, there are some specific things that online faculty can do to prepare their courses to highlight the effective work we do in our online classes. Come to this session to learn and practice some of the things we can in the areas of regular effective contact, accessibility, and online course design. Facilitated by Greg Beyrer.

“Life is a continual learning process. Each day presents an opportunity for learning.”
~Lailah Gifty Akita~
Adjunct Faculty Meeting

5:45PM - 8:30PM | Recital Hall

4:00 – 5:15 Workshops Available – See “Evening Offerings” on page 7

5:15 – 5:45 Networking & Check-in
(Light refreshments & snacks provided)

5:45 – 6:15 Welcome Messages
Greetings from Academic Senate — Julie Oliver
Greetings from the Classified Senate — April Robinson
Meet CRC’s New President: — Dr. Edward Bush

6:15 – 7:15 Everything you need to know about DSPS at CRC: Expert advice and Student Experiences

7:15 – 7:30 Break

7:30 – 8:30 Area Meetings
Business & Family Science (BFS) BS 140A
Careers & Technology (C&T) WIN 102
Communication, Visual & Performing Arts (CVPA) M 306
Humanities & Social Science (HSS) BS 129
Kinesiology, Health & Athletics (KHA) No Meeting
Learning Resources & College Technology (LRCT) No Meeting
Science, Mathematics & Engineering (SME) SCI 109
Human Services/Counseling Tutoring Center

Thursday, August 20
FALL Convocation
“Learning for Life”

8:30am - 3:00pm | Recital Hall

8:00 – 8:30 Check-in & Register for Classes
Light Breakfast Provided - line will close at 8:25

8:30 – 9:00 LRCCD Board and Chancellor King

9:00 – 9:25 President Bush’s Welcome Message

9:25 – 9:45 Classified & Academic Senate Presidents

9:45 – 10:00 Break

10:00 – 10:20 Learning For Life: Pre-Speaker Discussion Session

10:20 – 11:20 Learning for Life: Keynote Speakers
Travis Parker
Betty Hall
Heather Hutcheson

11:20 – 11:45 Learning For Life: Post-Speaker Discussion Session

11:45 – 12:45 Lunch in the Cafeteria (catered by CRC’s Culinary Arts Program)
Table Discussion Groups

1:00 – 2:00 Area Meetings
Business & Family Science (BFS) BS 140A
Careers & Technology (C&T) WIN 102
Communication, Visual & Performing Arts (CVPA) M 306
Humanities & Social Science (Hum/SS) BS 129
Kinesiology, Health & Athletics (KHA) CAC 140
Learning Resources & College Technology (LRCT) CRC Library
Science, Mathematics & Engineering (SME) SCI 109
Human Services/Counseling Tutoring Center

2:00 – 3:00 Departmental Assessment Dialogs and Meetings
The Thursday and Friday prior to the start of instruction are designed as “FLEX Days” and are a contractually compensated part of the academic calendar. The professional development activities scheduled on these days are open to all employees and provide opportunities for full- and part-time faculty to fulfill their instructional improvement (“FLEX”) obligation. The FLEX obligation for part-time/overload instructors, which is noted on the TCS, equals the number of instructional hours that would have been scheduled if instruction had occurred on the two “FLEX days.” All full-time faculty are required to attend Friday’s activities, which include convocation, departmental and area meetings and lunch, as part of their 24 hour annual FLEX obligation.

Do I have a FLEX obligation?

**All full-time faculty** have a FLEX obligation. Each faculty member has a minimum obligation of 12 hours per semester; 24 hours per academic year. Attendance at the Friday events (convocation and area meetings) is mandatory and accounts for six hours each semester. Conferences and other activities during the semester can fulfill the other six hours of obligation per semester. This 12 hour-obligation must be completed within the academic year, July 1 to June 30. In addition, full-semester overload classes held on Thursdays or Fridays may generate an additional FLEX obligation equaling the total number of hours taught on both of those days. This obligation is noted on your Tentative Course Schedule (TCS). Overload FLEX obligation must be completed during the semester in which payment is received.

**All full-time counselors** regular FLEX obligation is included as part of their counseling schedule. Counselors who teach overload classes held on Thursday or Fridays may generate additional FLEX obligation equaling the total number of hours taught on both of these days. This obligation is noted on your Tentative Course Schedule (TCS). This obligation is met by attending on campus professional development activities that do not conflict with your teaching or counseling schedules. These activities need to be conducted during the semester and reported using a FLEX Affidavit form (see below).

**Adjunct (part-time) faculty** have an obligation based on the number of hours taught in a full-semester class on Thursdays and/or Fridays each semester. If during a semester the adjunct doesn’t teach on Thursdays and/or Fridays, then there is no obligation for that semester. FLEX obligation is noted on your Tentative Course Schedule (TCS) and must be completed during the semester in which payment is received.

How do I account for my FLEX obligation?

FLEX Affidavits are distributed to all faculty present at Friday’s convocation and Thursday’s adjunct faculty meeting. Extra copies are also given to each area office for faculty who cannot attend one of these events. The FLEX Affidavit is also available on-line: click on Faculty and Staff; Shared Governance; Professional Development; FLEX Materials; then select the current semester FLEX Affidavit. These forms are to be filled out and turned in by the end of March and October each year to the Office of College Planning & Research. If an obligation cannot be met due to illness or other approved absence, then an absence report should be turned in with the FLEX Affidavit. Failure to turn in a FLEX Affidavit will result in a loss of pay at the end of the appropriate semester.
What Is FLEX?

What counts as an individual FLEX activity?
An individual professional development activity is an activity which addresses an instructional improvement need and cannot be accomplished within normal working times. It should be above and beyond normal duties and responsibilities as outlined in board policy and collective bargaining Agreements. Faculty may not receive credit for activities taking place during their regularly scheduled work hours.

An appropriate individual professional development activity should:

- Occur during weekends or holidays, or otherwise outside normal working times.
- Be something that is normally not done because it is too difficult to find the time, or the equipment, or to get people together.
- Address some critical assignment-related need such as: update subject matter, new teaching methods, major revision of classroom materials, major curriculum review, new matriculation or retention strategies development, articulation with other departments on campus or with transfer institutions, or organizational development needs.
- Foster professional growth through participation in conferences, seminars, workshops, research, publishing, or in advising students or faculty.

An individual professional development activity should not:

- Require being excused from class, office hours, etc.
- Be a repeat of an activity regularly scheduled during the normal work week, such as department meetings.
- Include any part of routine day-to-day activities, such as paper grading, term paper reading, test construction, interview or standing committees, textbook examination, or preparation of lecture notes.
- Be anything for which remuneration could be received.

How do I record my FLEX obligation?
FLEX Affidavit forms are distributed at the beginning of each semester at convocation. They are also available on the web. Click on Faculty and Staff; Shared Governance; Professional Development; FLEX Materials; then select the current semester FLEX Affidavit. Simply complete the form indicating how you fulfilled or plan to fulfill your FLEX obligation for the semester and return the form using the instructions provided.

What happens if I do not complete my FLEX obligation?
1. **Full-time faculty** must report their required convocation day activities each semester. Individual activities should be reported during the semester in which they occur, but need to be accounted for by the end of the academic year. Failure to complete required hours will result in a loss of pay.
2. **Adjunct faculty** not able to fulfill their FLEX obligation receive a Loss of Pay absence report at the end of the semester equivalent to the number of lecture and/or lab hours they would normally teach in a full-semester class on a Thursday and/or Friday.
What Is FLEX?

If I miss all or a portion of the Convocation day, how is my absence calculated (full-time faculty only)?

All full time faculty (except counselors scheduled to meet with students that day) are required to attend all activities scheduled on the day of convocation. Full-time faculty absences will be calculated by multiplying the total number of hours missed for the day by .7116. The .7116 multiplier represents the 4.27 hours of a “regular” faculty day used for attendance purposes divided by the six hour FLEX day obligation. As a result, a full-time faculty member missing the entire day would report 4.27 hours on their absence report. *Note: If an absence form is not submitted or not approved you will receive a loss of pay.*

Why is it called FLEX?

The word FLEX is derived from the term “FLEXible Calendar,” a phrase coined by the State of California to describe the process and guidelines by which the community colleges would establish their academic calendars. Community colleges can add up to 15 days of professional development activities each year to the time needed to meet required contact hours for classes. No college has scheduled 15 extra days in their calendar for professional development and a recent survey indicates that the average is approximately 5 days per year.

*If you have questions about what activities qualify for FLEX credit, please contact Kathy McLain in the Office of College Planning & Research at 691-7144 or Frances Anderson at 691-7303.*