Painting a Portrait of Excellence

Spring Flex Days
January 2011
Dear CRC Employees

We encourage all employees to attend the workshops listed in this booklet. Attending a workshop is an excellent opportunity for you to gain knowledge and acquire new skills, and provides an opportunity to talk with other faculty & staff. Convocation on Friday is meant to be the “kick-off” for the semester! While we realize that not all classified staff can attend the entire day’s program, please work with your supervisor to ensure coverage so that you can participate in whichever activities are of interest to you, including with your department’s lunch and meeting on Friday. We welcome your feedback and suggestions for future workshop topics to meet your needs.
CRC Colleagues:

Welcome back to the beginning of the Spring 2011 semester! I hope the winter break provided you with a chance to relax with your family and friends and enjoy some restorative moments. Please take time to review the professional development opportunities outlined in this abridged Flex brochure. You will recall that the Professional Development Committee chose, “Painting a Portrait of Excellence,” as their theme for this academic year, and Thursday’s workshops get us off to a great start! Friday’s program will continue to focus on the “Generational Alphabetical Soup” and will include breakout sessions on the general topics of civility, the millennial generation, best practices and reaching all generations, the digital divide, and challenges and opportunities of multi-generational workforces. I look forward to all of these opportunities for campus networking and learning.

As we begin the Spring semester of the 2010-2011 academic year and our 40th year of service to the community, I encourage you to show your Hawk pride and college spirit by wearing your favorite orange, blue or CRC shirt on Thursday and Friday of Flex.

Sincerely,

Deborah J. Travis, Ed.D.
President
Extended Learning Opportunities

**Wednesday, January 12**

**Classified Flex Opportunity**
11:00 A.M. – 1:00 P.M.
CASSL (LRC125)

Join fellow classified employees for networking and learning during this drop-in session where you can pick up information about benefits, health topics, the LRCEA, the Classified Senate, funding available for professional development and taking classes at CRC, and other topics that will assist us in helping students. Goody bags available for everyone who stops by and raffles to be given each ½ hour. Must be present to win raffle prizes.

**CASSL Institute: Bridging the Gaps – Part II**
1:00 P.M. – 4:00 P.M.
LRC104

Join Dr. Jeff Andrade, Co-Director of the Educational Equity Initiative at the Cesar Chavez Institute, and Assistant Professor at San Francisco State as he discusses the five pillars for effective practice and the construction of a classroom culture that supports a diverse student population. Participants will then work with colleagues to identify an area of excellence and an area of focus for the Spring semester. Pre-registration is encouraged and seats are limited. Registration information will be sent via email.

**Thursday, January 13**

**Math Matters**
2:00 P.M. – 7:00 P.M.
LRC 205

A “math in the afternoon” workshop to discuss, clarify, review and refine the curriculum sequencing for Math 30, Math 100, and Math 120. All full-time and adjunct math instructors are encouraged to participate, come for some or all of the workshop discussions. Small group discussions will continue over dinner at a nearby restaurant.

**Off Campus Offering - Culturally Responsive Instruction**
9:00 A.M. – 12:00 NOON
Sac City

The Staff Resource Center at Sacramento City College will host a half-day Flex strand on Culturally Responsive Instruction. More information will be sent from SCC via email.
~ Time for Networking & Conversations ~

8:30-9:30  Stories from the Past—40 years of CRC  BlackBox
Join President Travis and former CRC Presidents and employees as they reflect on CRC’s history. Feel free to just listen or to ask questions.

11:00-1:00  Hungry HAWK Open  Near LRC/OPS
The Hungry Hawk will be open during this time! Feel free to bring your lunch over to the CASSL (LRC125) and sit and chat with other staff & faculty. Hot coffee, water and cider will be available!

2:30-3:45  Tea with the President & Vice Presidents  BlackBox
Join the President and Vice Presidents of Instruction & Student Learning, Student Services and Enrollment Management, and Administrative Services & Student Support for conversation and afternoon tea (hot and iced) and pastries.

~ Organizational Effectiveness ~

9:45-11:00  Classroom Cyclones: Handling Disruptive Students in the Classroom  LRC201
Join Celia Esposito-Noy, VPSS and Student Discipline Officer and Cheryl Sears, Police Captain for a workshop on effectively managing disruptive students through a variety of means, including use of the Student Discipline Process. Hear how CRC uses a developmental approach to student discipline and what steps you can take in your classroom to minimize disruptions.

9:45-11:00  Equity Training Fundamentals  LRC106
Equity training equips participants with the understanding and tools needed to facilitate a hiring process that is free from bias. Training must be updated every two years in order to participate as the Equity Rep on a hiring committee. Join Kathy McLain, Dean of College Planning & Research, and get trained!

11:15-12:30  SLO Assessment Models  LRC102
This session is designed for department chairs or faculty who are taking the lead on creating this semester’s SLO assessment project. Now that the convocation dialog facilitator guides have you talking about assessment, attend this session to see some examples of what others have done. Come get a sense of what direction you might consider in the next SLO Assessment cycle. Workshop facilitator: Gary Martin, SLO Coordinator

1:00-2:15  Council of Chairs  LRC102
Join Martin Morales, Professor of Politics & Global Studies, and other department chairs for a discussion of current issues.
~ Technology ~

9:45-11:00  What's New with Desire2Learn  LRC210
Los Rios has updated its learning management system software. Come learn what new features have been added. Special attention will be given to Course Builder, which is a wizard to help faculty use instructional design principles to create an effective online learning environment. Other changes include enhancements to grading discussion, the classlist, and the file manager. Workshop facilitator: Greg Beyrer

9:45-11:00  Finding Online Media for the Classroom  LRC102
This interactive workshop will provide attendees with links to online instructional resources. How and why these resources have been incorporated into instruction and the observed impact of their utilization will also be discussed. Workshop facilitator: Chris Wagner

11:15-12:30  Reflections and Research in Eastern Europe  LRC 107
For his Type A Sabbatical during the Spring 2010 Semester, Markus Geissler researched the use of mobile information technology in Eastern European countries including Estonia, Finland, Hungary, Romania, and the Ukraine. Explore Markus' experiences in each country through photos and stories. As a bonus: learn how a Type A Professional Leave might help you renew your zest for teaching and learning.

11:15-12:30  CRC PC Computing Essentials  LRC210
Come to this workshop to refresh common computing tasks including password management, backing up your files and email, using the helpdesk, and sharing calendars. Feel free to ask questions. Please note: due to time limit, only PC topics will be covered. Workshop facilitator: John Cornelison, IT Supervisor

1:00-2:15  What's New with Desire2Learn (Repeat)  LRC210
Los Rios has updated its learning management system software. Come learn what new features have been added. Special attention will be given to Course Builder, which is a wizard to help faculty use instructional design principles to create an effective online learning environment. Other changes include enhancements to grading discussion, the classlist, and the file manager. Workshop facilitator: Greg Beyrer

~ Student Success ~

9:45-11:00  Film/Discussion—Supporting Students with Learning Disabilities  LRC107
Scott Hamilton will show the video "How Difficult Can This Be? The F.A.T. City Workshop: Understanding Learning Disabilities" and will lead a discussion about learning disabilities and their effect on learning and the classroom.

11:15-12:30  Students Achieving Excellence: Helps and Hindrances  LRC109
Join Senate leadership, Marjorie Duffy and Kale Braden to discuss topics surrounding student success, ranging from your personal experiences, to campus initiatives, to the impact of changing legislation.
## ~ Student Success (continued) ~

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<td>11:15-12:30</td>
<td><strong>Academic Integrity and Student Success</strong>&lt;br&gt;<strong>Using the Student Discipline Process</strong>&lt;br&gt;The CRC Student Discipline Process is an important element of our college’s approach to fostering and maintaining excellence in student scholarship. It’s also a means by which to support students’ academic success. Learn how the process is currently structured and implemented. And come share your views on how the process could be improved. <strong>Workshop facilitators: Celia Esposito-Noy and Rick Schubert</strong></td>
<td>LRC201</td>
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<td>1:00-2:15</td>
<td><strong>Why Students Do/Don’t Participate on Campus</strong>&lt;br&gt;This workshop will present the findings from a research project conducted by several students and Jeanne Edman that explored student participation attitudes and behaviors at CRC. A discussion as to why some students don’t become involved on campus and what we might do to increase student involvement will follow. The student researchers (David Patron, Ida Lozano and Jacinta Chan) will be able to address questions from a student perspective. <strong>Workshop facilitator: Jeanne Edman</strong></td>
<td>LRC106</td>
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<td>1:00-2:15</td>
<td><strong>Culturally Responsive Teaching—Student Perspectives</strong>&lt;br&gt;Eight CRC students attended the Umoja VI Conference this past Fall semester and were exposed to many different culturally responsive teaching techniques from a student’s perspective. These students have agreed to share their experiences and to share some specific examples of what they have learned. This workshop will be about creation. Students and faculty will come together to create new plans for the classroom. Students will facilitate an exploration of complex questions that surround building a bridge between instructors and students that contributes to student success. <strong>Workshop facilitator: Teresa Aldredge</strong></td>
<td>LRC125</td>
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## ~ Diversity ~

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<td>9:45-11:00</td>
<td><strong>The Power of Story</strong>&lt;br&gt;This interactive workshop will explore the power of story while developing cultural competence and building bridges across differences through an interactive exercise and the presentation of stories from two CRC employees. <strong>Workshop facilitator: Kathryn Mayo</strong></td>
<td>LRC109</td>
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<td>11:15-12:30</td>
<td><strong>One Book CRC—Hmong Shamanism</strong>&lt;br&gt;This workshop will be a followup to the discussion on the book “The Latehomecomer: A Hmong Family Memoir.” Topics discussed will be: The Hmong and other South-East Asian peoples’ diaspora. What is shamanism and how does it work? What is the conflict in Hmong society involving shamanism? How does this all fit in with our present day society? <strong>Workshop facilitator: Alanson Hertzberg</strong></td>
<td>LRC106</td>
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<td>1:00-2:15</td>
<td><strong>Better Communication with English Language Learners</strong>&lt;br&gt;Many departments employ students enrolled in ESL classes as student helpers. Learn tips to help communicate and work effectively with this group of students. <strong>Workshop facilitator: Rhonda Farley</strong></td>
<td>LRC201</td>
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~ PERSONAL WELLNESS, HEALTH & SAFETY ~

9:45-11:00  Financial Health: STRS Maximization  LRC125
Is your STRS pension safe? Is your STRS pension enough to retire on? Should you buy airtime from STRS? Come learn the answers to these questions and more at this workshop. William Corley CFP®, who has over 20 years experience working with the complex issues educators face in the retirement arena, will lead this workshop. This information is especially crucial if you are within 5 years of retiring.

11:15-12:30  Financial Health: ROTH Iras  LRC125
Did you know you can now do a Roth TSA/403b? Did you know there are ways to pay less income tax on your TSA/403B? Come learn the differences between the regular TSA/403b and the Roth TSA/403b. William Corley CFP®, who has been a flex day presenter at ARC, SCC and CRC, will lead this workshop. There will be time for questions and answers as well.

1:00-2:15  When Lightening Strikes—Emergency Preparedness  LRC107
Join Police Captain Cheryl Sears and learn how to be prepared for emergencies that might arise here on campus. She will also discuss what was learned and changes that have been or are being made in response to the first implementation of the WARN system.

~ EVENING OFFERINGS ~

4:00-5:15  Classroom Cyclones: Handling Disruptive Students  M200
Join Celia Esposito-Noy, VPSS and Student Discipline Officer and Cheryl Sears, Police Captain for a workshop on effectively managing disruptive students through a variety of means, including use of the Student Discipline Process. Hear how CRC uses a developmental approach to student discipline and what steps you can take in your classroom to minimize disruptions.

4:00-5:15  Adjunct IT Orientation  M201
Gregory Beyrer, Distance Education Coordinator, will start by demonstrating how to access email from off campus and work with online rosters and grades. The second half of this session will briefly demonstrate how you can use the Desire2Learn learning management system to post course material and confidentially share student grade information.
~ Adjunct Faculty Meeting ~

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

4:00-5:15 See workshops on page 7

5:15-5:45 Networking (Black Box Theatre)
(LIGHT refreshments & snacks provided)

5:45-7:15 Welcome/Comments – Carol Bernardo & Whitney Yamamura
Greetings from the President – Deborah Travis
Greetings from Academic Senate – Marjorie Duffy

Breakout Sessions – Choose one of the following:

Academic Integrity and Student Success Using the Student Discipline Process
M200
The CRC Student Discipline Process is an important element of our college’s approach to fostering and maintaining excellence in student scholarship. It’s also a means by which to support students’ academic success. Learn how the process is currently structured and implemented. Come share your views on how the process could be improved. Facilitator: Celia Esposito-Noy

OR

When Lightening Strikes – Emergency Preparedness M300
Join Police Captain Cheryl Sears and learn how to be prepared for emergencies that might arise here on campus. She will also discuss what was learned and changes that have been or are being made in response to the first implementation of the WARN system.

7:15-7:30 | Break

7:30-8:30 | Area Meetings

Business & Family Science BS140A
Careers & Technology T115
Communication, Visual/Performing Arts M306
Humanities & Social Science BS129
Learning Resources & College Technology Library Gallery
Physical Education & Athletics NO Meeting
Science, Math & Engineering SCI109
Human Services Counseling Conference Room
FRIDAY, JANUARY 14, 2011

~ Convocation ~
“Painting a Portrait of Excellence”

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

8:00-8:25
Check-in and Networking (Light Breakfast Snacks Provided)

NOTE: Light Breakfast Snacks will be available until 8:25 at which time the Black Box Theatre’s foyer will be closed for clean-up and restocking. It will reopen again at 10:00 in time for the break. Coffee service will be available throughout the day.

8:30-10:15
Greetings & Remarks
Welcome from the Board
Chancellor’s Message
Welcome from Professional Development Committee
President’s Message
New Faculty & Staff Introductions
Academic & Classified Senate Welcome
Crystal Apple Award Presentation

10:15-10:30
Break/Transition to Breakout Session

10:30-11:45
Breakout Sessions – (see page 10 and/or the email from Nancy Edmonson for details and a link to pre-registration)

12:00-1:30
Area Meetings & Lunch
Business & Family Science BS140A
Careers & Technology T115
Communication, Visual/Performing Arts M306
Humanities & Social Science BS129
Learning Resources & College Technology Library Gallery
Physical Education & Athletics CAC140
Science, Math & Engineering SCI109
Student Services & Counseling LRC216

1:45-3:00
Department Assessment Dialogs
Room information will be available from area deans.
Dialog materials have been distributed to department chairs.
~ Breakout Workshops ~

10:30AM - 11:45AM

Civility
This interactive workshop will define civility and explore cultural and generational issues related to this important topic. Participants will have the opportunity to discuss relevant scenarios to help them identify personal and institutional strategies for supporting civility at CRC. Facilitated by Binnie Singh

Panel Discussion: Educating and Engaging the Millennial Generation
Today’s college students are often referred to as “the Millennials,” a generation characterized by some as self-absorbed, attention-deficit-disordered, digital addicts who assume that they can control what, when, and how they learn. Others identify them as smart, self-assured, technology wizards, who follow the rules, and who are on their way to becoming the powerhouse generation. How do we, as educators and administrators, respond to this generation? How do we address the unique learning needs of the Millennial student? This panel of students will explore the identity of the Millennial and their perceptions on learning and education. Facilitated by BJ Snowden

Teaching Across Generations
This presentation will further the dialogue and theory provided from Dr. Lisa Gunderson’s Fall 2009 Presentation. Faculty will participate in dialogue and discuss best practices for teaching across generations. Service Learning projects will be presented as one example, but participants are encouraged to bring classroom practices or assignments for a rich conversation. Facilitated by Colette L. Harris-Mathews

Mastering the Digital Divide
“Our students have changed radically. Today’s students are no longer the people our educational system was designed to teach.” —Marc Prensky
Learn how best to meet the learning needs of the digital generation. Gain knowledge on the common traits and the digital divide among younger and older students. This workshop includes student feedback and tips for effective teaching. Facilitated by Dana Wu Wassmer and Timaree Hagenburger.

Challenges/Opportunities in a Multi-generational Workplace
Join us for an informative and interactive workshop to address the challenges and differences between multi-generational students in the classroom and how their habits, behaviors and attitudes often carry over into the workplace. A panel of local employers will share their experiences working with and supervising employees across the generational spectrum. You will hear about the strengths and challenges which these workers or interns face when entering the modern work place, what employers seek, and how we, as faculty and staff, can help prepare our students for the ever-changing world of work. Facilitated by Lynne Arcangel, Steve Leake and Leigh Ann Rogers.
What Is Flex?

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 have a flex obligation. Each counseling faculty 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 IF the counseling faculty is not assigned to see students that day. The flex affidavit should indicate if the counselor attended convocation or saw students for the required six hours. Conferences or 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 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.

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 part-time faculty who cannot attend one of these events. 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 counts as an individual flex activity?

An individual flex activity is an activity that addresses an instructional improvement need and cannot be accomplished within regularly scheduled work hours. It should be above and beyond normal duties and responsibilities as outlined in the Board policies and college bargaining agreements.

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 forms are distributed at the beginning of each semester at convocation. 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.

If I miss all or a portion of a mandatory Flex Day, how is my absence calculated?

Your absence 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.

What happens if I do not complete my non-mandatory Flex Day obligation?

As you have the semester to complete this obligation, failure to complete will result in a loss of pay.

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 Nancy Edmonson at 691-7329.
LOS RIOS COMMUNITY COLLEGE DISTRICT
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