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 a department lunch on Friday for all permanent employees. We welcome your feedback and suggestions for future workshop topics to meet your needs.
CRC Colleagues:

Welcome back to the beginning of the 2011-12 academic year! I hope the summer 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. The Professional Development Committee has chosen, “Charting Our Course” as this academic year’s theme. CASSL will host a colloquium on Wednesday, August 17th, on Strategies to Empower Student Success. Workshops on Thursday include topics under organizational effectiveness, student success, diversity, technology, and personal health and wellness. Friday’s program will highlight various programs on campus. I look forward to all of these opportunities for campus networking and learning.

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
Classified Flex Activity
11:00 A.M. – 1:00 P.M.
Orchard Room
Join fellow classified employees for networking and learning during this drop-in session where you can pick up information about benefits, health topics, the Unions, 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 drawings for CRC paraphernalia to be given each half hour. Must be present to win item. Feel free to bring your lunch. Light refreshments and snacks provided.

CASSSL Institute: Bridging the Gaps – Strategies Empowering Student Success
9:00 A.M. – 2:45 P.M.
LRC104
This annual daylong event, held just prior to the beginning of Fall Semester, brings together college faculty and staff from the greater Sacramento Region to discuss topics around the scholarship of teaching and learning. The Fall 2011 colloquium focuses on student success, strategies for emotional and mental health well being and student motivation. The Colloquium keynote luncheon speaker, Shannon Dickson, Psyd, will discuss mental health issues in community colleges. CASSSL workshops address student success in hybrid, online and ground courses with Dr. Edwin Fagin, Mental Health with Psychologist Chris West and student motivation with Dr. Jeanne Edman, Dr. Mike Marion and Dean of Student Services, Chris Thomas. All workshops are interactive and designed for discussion amongst the participants. Pre-registration by August 8th is encouraged (to acquire lunch headcount) and seats are limited. Registration information and agenda can be found at: http://www.crc.losrios.edu/Faculty_and_Staff/CASSSL/Major_Events/Colloquia.htm
8:30-9:30  Coffee with the Pilot  BlackBox
Join the “Pilot” of CRC’s ship, President Debbie Travis, for coffee, treats and conversation.

11:15-12:30  Library + Food = Student Success  Library

2:30-3:45  Tea with the Co-Pilots  BlackBox
Join the “co-pilots” of CRC’s ship: Vice Presidents of Instruction & Student Learning, Whitney Yamamura, Student Success and Enrollment Management, Celia Esposito-Noy, and Administrative Services & Student Support, Don Wallace, for conversation and afternoon tea (hot and iced) and pastries.

~ ORGANIZATIONAL EFFECTIVENESS ~

9:45-11:00  This Is No Cruise: Managing Classroom Behavior and Encouraging Student Success  LRC201
This workshop offers an opportunity to discuss and learn effective classroom management strategies to improve student success. Managing students, using the discipline process, and directing students to support services in a timely manner will be discussed. Participants will also learn ways to help students remain in good academic standing in an effort to advance the college’s commitment to student success. Workshop presenter: Celia Esposito-Noy, Vice President of Student Services & Enrollment Management

9:45-11:00  Touring the New Online PrOF System  LRC125
Join Mark Ford, Brad Brazil, and Kathy McLain to learn more about the changes to the Program Review (PrOF) process that have been implemented to save you time, improve the process and increase the value of the final product. Attendees will learn more about these changes and will be the first to view the new and improved online Program Review (PrOF) system. Come with your questions about program review and leave more prepared to successfully complete the Midterm PrOF Review and Update this fall.

11:15-12:30  10 Keys to Student Navigation: A & R  LRC109
In this interactive presentation, Admissions & Records staff will count down the Top 10 things faculty members should know about the registration, enrollment and petition processes at CRC. Accidental drops, time conflicts, student petitions, waitlists and late adds can drive any student and faculty member crazy! Learn how to manage these often confusing and time consuming situations with ease.

11:15-12:30  Equity Training Fundamentals  LRC102
Equity training equips participants with the understanding and tools needed to facilitate a hiring process that is free from bias. As a reminder, recertification of equity training is required every two years in order for you to serve as an equity representative on a hiring panel. This workshop is for individuals who have never been equity trained. Workshop Presenter: Kathy McLain, Dean of College Planning and Research and College Equity Officer.

11:15-12:30  Council of Chairs  LRC107
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 on the Bridge w/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  Capturing Camtasia Courageously  LRC102
Learn the basic functions of the Camtasia program and how it can enhance the classroom experience,
awareness of a student service and publicize an upcoming event. In an easy-to-follow demonstration,
you will be asked through a short project from start to finish. By the end of the session, you will have the
basic skills to try the program on your own. Workshop presenter: Tanika Byrd

9:45-11:00  All Hands on Deck: iClickers in the classroom  LRC 105
Join Shannon Mills and Amanda Paskey and learn how you can implement the use of iclickers into your
classroom and make your lectures instantly interactive.

11:15-12:30  Managing the Tyranny of E-mail  LRC210
Join Jon Cornelison, IT Supervisor, and learn tricks to get a handle on all that e-mail sitting in your
in-basket, sent file and deleted files.

1:00-2:15  What’s New on the Bridge w/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

~ STUDENT SUCCESS ~

9:45-11:00  The Power of Story  LRC106
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. Workshop facilitator: Kathryn Mayo

9:45-11:00  Helping Students Not Run Aground – Preventing Plagiarism And Proper Citation  LRC109
Join Emily Bond and learn how the English Department teaches students to cite sources, some common
questions and misconceptions that students have about plagiarism, some resources available to help
you as you teach your students about plagiarism and citing sources, and resources available from the
CRC Library to help your students to learn about plagiarism and citing sources.
~ Student Success (continued) ~

11:15-12:30  Helping Students Stay on Course  LRC106
Join BJ Snowden for this workshop and explore a variety of strategies used to keep students engaged and connected throughout the semester. Please come prepared to share your thoughts and hear from your colleagues about efforts that have worked in the past.

11:15-12:30  Sharing Best Practices for Students with Disabilities  LRC102
Get updated on the role of DSPS at CRC, and share best practices when providing accommodations to eligible DSPS students in your classes.

1:00-2:15   Mental Health Issues of Students  LRC201
Join Jeanne Edman and former students: David Patron and David Saechao, who have transferred as Psychology majors, as they explore mental health issues among CRC. The workshop will focus on the topic of depression by describing some of the findings from a campus research study. We will also discuss how certain symptoms of depression may impact students’ course behaviors and academic success.

~ Diversity ~

11:15-12:30  Exploring Beyond Familiar Territory  LRC201
Join Lesley Gale, English Professor, and Tina Jordan, CSUS ESL Faculty, in a discussion on the many aspects of student culture and ways to make connections.

11:15-12:30  Strategies for Incorporating One Book CRC into Your Classroom  LRC125
Join Emmanuel Sigauke and Emily Bond and learn how to incorporate the current ONE Book selection into your class. The One Book CRC project encourages our entire campus community to read and discuss a common book during each academic year. We hope to build a sense of community around the experience of reading; we hope to encourage intellectual inquiry; and we hope you’ll join us! This year’s book is: I do Not come to You by Chance by Adaobi Tricia Nwabani.

1:00-2:15   Becoming a Lifesaver: Creating an Inclusive Environment for LGBTQ Students  LRC125
This workshop will explore the experiences of lesbian, gay, bisexual, transgendered, and queer (LGBTQ) students on college campuses and what can be done to ensure a safer and more inclusive environment for them. The workshop will provide a brief overview and update of the CRC Safe Spaces Initiative and a request for participants to become involved in future projects. Participants will leave with a set of tools and strategies of helping to ensure the success and safety of all of our students and a better perspective of their experiences. Workshop facilitator: Anastasia Panagakos
~ PERSONAL WELLNESS, HEALTH & SAFETY ~

9:45-11:00  Man Your Posts! Emergency Preparedness  LRC107
Learn how to be prepared for emergencies that might arise here on campus. We 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.

11:15-12:30  Walk the Plank – Walking like a Pirate  Library Gallery
Join Barbara Nuss and learn several new trails originating right here at CRC, including one involving a Pirate Ship. Wear your favorite pirate hat and/our outfit and walk the plank with Barb!

1:00-2:15  Throw Me a Flotation Device – EAP and Sacramento 211  LRC107
Join Employee Benefits Supervisor, Denise Booth and learn about the varied benefits available through the Employee Assistance Program. Benefits not covered by EAP may be found though a non-profit referral organization called Sacramento 211, who will also be available to provide information on what’s available to residents in the Sacramento region.

~ EVENING OFFERINGS ~

4:00-5:15  Man Your Posts! Emergency Preparedness  M200
Learn how to be prepared for emergencies that might arise here on campus. We 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.

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
            Greetings from the President – Deborah Travis
            Greetings from Academic Senate – Kale Braden

Breakout Sessions (Choose One):

Helping Students Stay on Course (BJ Snowden)  M300

OR

Exploring Beyond Familiar Territory (Lesley Gale/ Tina Jordan)  M200

7:15-7:30  |  Break

7:30-8:30  |  Area Meetings

  Business & Family Science  BS140A
  Careers & Technology    T114
  Communication, Visual/Performing Arts  M306
  Humanities & Social Science  BS129
  Kinesiology & Athletics  No Meeting
  Learning Resources & College Technology  Library
  Science, Math & Engineering  SCI109
  Human Services  Counseling Conference Room
~ Convocation ~

“Charting Our Course”

8:30AM - 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 9:50 in time for the break. Coffee service will be available throughout the day.

8:30-9:50 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

9:55-10:10 Break

10:15-11:40 Student Voices, Program Spotlight, Employee Voices

11:45-1:30 Area Meetings & Lunch
Business & Family Science BS140A
Careers & Technology T114
Communication, Visual/Performing Arts M306
Humanities & Social Science BS129
Kinesiology & Athletics CAC140
Learning Resources & College Technology Library
Science, Math & Engineering SCI109
Student Services & Counseling LRC216

1:45-3:00 Department Assessment Dialogs & Meetings
Room information and dialog materials will be available from area deans.
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 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 verification 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. 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 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?
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.

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 happens if I do not complete my non-mandatory Flex Day obligation?
You only 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.*
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