Charting our course

Spring Flex Days
January 2012
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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. It will be available in the CASSL for review. We welcome your feedback and suggestions for future workshop topics to meet your needs.

CASSSL Institute
BRIDGING THE GAPS:
Practitioners Empowering Student Success

January 11, 2012
9:00 a.m. – 2:00 p.m.
Cosumnes River College
LRC Building

REGISTER NOW
CRC Colleagues:

Welcome back to Spring 2012 term of the 2011-12 academic year! I hope the holiday 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 Flex brochure. The Professional Development Committee has continued its theme of “Charting Our Course” for this term. CASSL will host an institute on Wednesday, January 11, on Bridging the Gap: Practitioners Empowering Student Success. Workshops on Thursday include topics under organizational effectiveness, student success, teaching and learning effectiveness, technology, and personal health and wellness. Friday’s program will highlight various programs and activities 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
Time for Networking & Conversations

8:30-9:30 Coffee with the President BlackBox
Join Debbie Travis for light breakfast treats and coffee to start off the day!

2:30-3:45 Tea with the Vice Presidents BlackBox
Join the Vice Presidents for updates and time for questions. Tea and cookies provided.

Student Success

9:45-11:00 This Is No Cruise: Managing Disruptive Students LRC 106
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

9:45-11:00 Help Students Earn $1000 per hour LRC 109
Did you know that almost 70% of Pell grant applications are never completed? Similarly, more than half of available scholarships are not awarded because no one applies! This workshop will help you become more aware of this situation and will present ideas about how you can help students obtain grants and scholarships. We will explore positive ways to integrate this topic and aspects of these processes into your classes. Workshop presenters: Lanny Hertzberg and Ken Cooper

11:15-12:30 Who Are Our Students? LRC 109
Over the past few years, our college has experienced tremendous change. Come learn how these changes have impacted our landscape in terms of our students. Participants will engage in a lively discussion about various facets of our student population and will leave with an enhanced understanding of the complexities of our work and some ideas of how we might better meet the needs of students. Workshop presenters: Brad Brazil and Kathy McLain

Teaching & Learning Effectiveness

9:45-11:00 Exploring the World - Reflections on Africa LRC 107
This session will share cultural insights through the lens of a first time traveler to Africa. The first part included a two week trip to Rwanda. The second portion involved a solitary sojourn to the heart of the Copperbelt for five days in Kitwe, Zambia. The final portion of the trip took place in Nairobi, Kenya for two days followed by a trip to the North Mara to observe wild game at a Nature Conservancy operated by the Masai. Workshop presenter: Chris Wagner

9:45-11:00 SLO Assessment and Academic Freedom LRC 102
During this session, participants will: examine the personal value of SLO assessment; explore motivation for what happens in the classroom; see examples of effective assessment instruments; and learn to create easy and effective data collection and analysis. Workshop presenter: Scott Crosier
11:15-12:30  A Monastery, a Garden, Mandarin, and Qigong: Applying Lessons from Traditional Chinese Culture to Teaching at CRC

Join Rick Schubert (CRC Professor of Philosophy), who is just returning from sabbatical, for an interactive workshop during which he'll share elements of his recent experiences in Chuang Yen Monastery (Carmel, NY; Chinese Pureland Buddhist), at Lan Su Garden (Portland, OR; Suzhou-style) and studying Weihai Lishi Quanfa (Traditional Chinese Physical Culture), as well as Mandarin Chinese, at UCDavis.

Technology

9:45-11:45  Using D2L to Augment Face-to-Face classes

Learn how to decode some of the tools in Desire2Learn and how they can best be applied for use in a face-to-face class. Eddie Fagin and Gregory Beyrer will discuss the benefits (why to do it) and show some of the things that can be done (how to do it). Best of all, this workshop includes time for hands-on practice.* You will leave the workshop with at least one new technique that you can use in your face-to-face class this semester.* Your experience will be better if you have requested a development or official course offering by the day before the presentation. This can be done via the Employee Self-Service portal (http://losrios.edu/ess). Workshop presenter: Gregory Beyrer

Organizational Effectiveness

11:15-12:30  Council of Chairs

Meet with other department chairs for a discussion of current issues.

1:00-2:15  Conflict Management

Participants will dialog about and develop strategies to address issues that create conflict including intimidating and/or demeaning behavior (oral or written), disagreements regarding teaching styles and methods, and unprofessional dialog that can occur around the campus and between colleagues. The facilitator is a Licensed Clinical Social Worker who regularly works with educators to address challenging behavior. Workshop presenter: Al Rowlett

1:00-2:15  Exploring Student Services

A panel discussion with student service area leaders focusing on the various services offered in student services at CRC. This workshop will provide some quick tips and information for faculty, staff and administrators. This discussion will offer a glimpse of some of the many things we do in student service, and help answer questions from the campus community in reference to students’ needs and services offered.

1:00-2:15  Department Assessment Dialog Facilitator Training

Join this training for department chairs or designees in preparation for leading the dialogue meeting Friday afternoon. Learn how to use this time effectively and efficiently. Workshop presenter: Lisa Marchand
2:30-4:00 Midterm PrOF Update Workshop LRC 210
Are you still working on your 2011 Midterm PrOF Update? If so, please attend this session so you can complete it in a supportive and collegial environment. Various staff will be available to answer your questions and provide assistance as needed. Workshop presenters: Kathy McLain and Brad Brazil

PERSONAL HEALTH, WELLNESS & SAFETY

9:45-11:00 Ready or Not: Personal Safety Training LRC 201
A workshop that focuses on personal preparedness for you and your family with a focus on people with disabilities. Tips on how to prepare for emergencies at home; steps to take during the emergency and what to do after the emergency is over. Discussion on everything from household emergencies to natural/weather related emergencies to terrorist threats. Workshop presenter: CRC Police Services

11:15-12:30 Don’t Stress about Stress LRC 201
This workshop will address ways that you can minimize workplace stress. Participants will learn about stress triggers, how to respond rather than react to difficult situations, and how to take care of yourself during stressful times. Workshop presenter: Shannon Dickson

1:00-2:15 STRS Workshop LRC 201
Join a Benefits Counselor from the CA State Teachers’ System and receive information regarding their retirement as well as have your questions answered. Explains who CalSTRS is, what role we play in the member’s pre/post retirement process, and the many benefits members have with CalSTRS. Workshop presenter: Joseph Tezanos-Pinto

EVENING OFFERINGS

4:00-5:15 Adjunct IT Orientation M 201
Join Gregory Beyrer, Distance Education Coordinator, and learn how to access e-mail 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.

4:00-5:15 Ready or Not: Personal Safety Training M 200
A workshop that focuses on personal preparedness for you and your family with a focus on people with disabilities. Tips on how to prepare for emergencies at home; steps to take during the emergency and what to do after the emergency is over. Discussion on everything from household emergencies to natural/weather related emergencies to terrorist threats. Workshop presenter: CRC Police Services

4:00-5:15 This Is No Cruise: Managing Disruptive Students Recital Hall
This workshop is 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
~ Adjunct Faculty Meeting ~

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

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<tr>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>4:00-5:15</td>
<td>Workshops available – see “Evening Offerings” on page 2</td>
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<tr>
<td>5:15-5:45</td>
<td>Networking (LIGHT refreshments &amp; snacks provided)</td>
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<td>5:45-7:15</td>
<td>Welcome/Comments – Carol Bernardo and Whitney Yamamura</td>
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<td>Greetings from the President – Deborah Travis</td>
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<td>Greetings from Academic Senate – Kale Braden</td>
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<td>Program Spotlight – ESL Department</td>
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7:15-7:30 | Break

7:30-8:30 | Area Meetings

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<th>Area</th>
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<tbody>
<tr>
<td>Business &amp; Family Science</td>
<td>BS 140A</td>
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<tr>
<td>Careers &amp; Technology</td>
<td>T 115</td>
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<tr>
<td>Communication, Visual/Performing Arts</td>
<td>M 306</td>
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<tr>
<td>Humanities &amp; Social Science</td>
<td>BS 129</td>
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<tr>
<td>Kinesiology &amp; Athletics</td>
<td>No Meeting</td>
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<tr>
<td>Learning Resources &amp; College Technology</td>
<td>Library Gallery</td>
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<tr>
<td>Science, Math &amp; Engineering</td>
<td>SCI 109</td>
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<tr>
<td>Human Services</td>
<td>Counseling Conference Room</td>
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~ Convocation ~

“Charting Our Course”

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

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

8:30-9:50 Welcome from the Board
Chancellor’s Message
Welcome from the Professional Development Committee
President’s Message
Welcome from Academic & Classified Senates

9:55-10:10 Break

10:15-11:40 Program Spotlight – ESL Department
Faculty Voices – Mini-Lectures

11:45-12:30 Lunch in the Cafeteria (catered by CRC’s Culinary Arts Program)

12:30-1:30 Area Meetings – see page 6 for rooms except for: Kines/PE: CAC 140

1:45-3:00 Department Assessment Dialogs and Meetings
What Is Flex?

The Thursday and Friday prior to the start of instruction each semester 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 Tentative Course Schedule (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 regular flex obligation 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 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.

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 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 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 is received.

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 current 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.