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 year and this semester’s topic, “Generational Alphabet Soup” applies to everyone on campus! 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 the all-campus lunch on Friday. We welcome your feedback and suggestions for future workshop topics to meet your needs.
CRC Colleagues:

Welcome back to the Fall 2010 semester! I hope your summer break was relaxing and provided you an opportunity to get together with your family and friends!

Please take time to review the comprehensive array of professional development opportunities outlined in this Flex brochure. The Professional Development Committee has chosen, “Painting a Portrait of Excellence” as its theme for this academic year and Thursday’s workshops will feature a host of faculty-led workshops on organizational effectiveness, technology, student success, diversity, assessment strategies, and health and wellness. Friday’s program will include a keynote speaker on “Generational Alphabet Soup.” In addition, the CASSL will hold a Colloquium on “Bridging the Gaps” and there will be a three-day Online Summer Institute held during flex week. I look forward to seeing faculty and staff joining together in our convocation celebration and reconnecting with one another during breakout sessions, area meetings and assessment dialogs. As we begin 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 Friday of Flex.

Congratulations and thanks to the Professional Development Committee and to CASSL for organizing a wonderful opportunity for campus networking, dialogue and exchange, and the building of campus community. Best wishes for an outstanding and successful fall semester and thank you for your contributions toward making Cosumnes River College an engaging learning environment and a great place to work!

Sincerely,

Deborah J. Travis, Ed.D.
President
FALL 2010 COLLOQUIUM: BRIDGING THE GAPS

August 18 (Wednesday)
9:00 A.M. – 2:30 P.M.
Learning Resource Center

The Center for the Advancement of Staff and Student Learning (CASSL) invites you to participate for the fall 2010 Colloquium. Join us for presentations, break-out sessions, catered lunch, and a dynamic keynote address by award winning educator Diego Navarro. Mr. Navarro is the founder of The Academy for College Excellence (ACE) first-semester community college program. His presentation will explore proven approaches to meeting the needs of underprepared students, while equipping them to succeed in a technology-driven, 21st-century economy. Registration for the colloquium is required because lunch will be provided to those who register. Contact BJ Snowden (x 7666 or snowder@crc.losrios.edu) for more information or to register.

ONLINE SUMMER INSTITUTE

August 16 – August 18 (Monday – Wednesday)
9:00 A.M. – 4:00 P.M.
L245 – Library Computer Lab

We are happy to announce that registration is open for Online Summer Institute 2010 in August. It will be August 16-18 (Monday through Wednesday), and it is designed for you to pick the day(s) that best suit the skills you feel ready to develop:

- On Monday, learn how to “walk” (focus on the basics for a web-enhanced class)
- On Tuesday, learn how to “run” (add interaction and assessment)
- On Wednesday, learn how “fly” (explore advanced techniques)

For complete details (including professional development learning outcomes) and registration, please visit the DEMS workshop schedule online:

http://web.crc.losrios.edu/dems/training/workshops.htm
~ TIME FOR NETWORKING & CONVERSATIONS ~

8:30-9:20 Coffee with the President Black Box
Please join President Travis for some coffee/tea and treats and find out the latest. Feel free to just listen or to ask questions and find out what’s happening on campus and in our community. Items discussed will include faculty/staff and management updates, enrollment information, progress on the Winn Center for Architecture and Construction and the Elk Grove Center, and recent State and Los Rios budget news.

11:00-1:00 Hungry HAWK Open Near LRC/OPS
The Hungry Hawk will be open during this time to grab a bite from a limited menu. Please support them if possible as they normally wouldn’t be open before the semester.

2:30-3:45 Tea with the Vice Presidents Black Box
Join the vice presidents of Instruction & Student Learning (Whitney Yamamura), Student Services and Enrollment Management (Celia Esposito-Noy), and Administrative Services & Student Support (Don Wallace) for afternoon tea (hot and iced). This interactive session will provide you with the opportunity to learn more about the critical matters that are/will be impacting the College.

~ ORGANIZATIONAL EFFECTIVENESS ~

9:30-10:45 Assessment Dialog Facilitator Training LRC102
The convocation SLO dialogues are easier and more effective with a little preparation. Attending this workshop will help you focus on instruction and student learning instead of the process of completing the SLO assessment forms. Department chairs or their spokesperson who will lead the convocation day discussions about SLO planning or SLO assessment reporting will particularly benefit from this session on how to guide discussions the next day. Context and purpose plus process, deadlines, and required forms will be reviewed. Examples will be provided. Department Chairs or their designees are encouraged to attend this workshop! Presenters: Gary Martin and Lisa Marchand

9:30-10:45 Sexual Harassment Prevention Training LRC109
Can you clearly define sexual harassment and outline your rights and responsibilities with respect to this issue? If not, you are strongly encouraged to attend this workshop to learn more about this very important topic and to become informed about how to respond when you experience or learn about behaviors that are occurring on campus that might constitute sexual harassment. If you haven’t been trained this year, it’s time! Presenter: Brenda Balsamo

1:00-2:15 College Service, Peer Review & You LRC102
What are our faculty college service obligations? In addition to service on shared governance committees, there are numerous avenues for college service. This session will feature a panel discussion and participatory Q & A through which faculty can clarify their understanding of the contractual obligation for college service, the many opportunities for its fulfillment, and evaluation of college service in the peer review process. Workshop Facilitator: Constance Carter
9:30-10:45 Grading Technologies Demonstration LRC201
Are you unsatisfied with your current grading technology? Come to this workshop to find out which grading technology is for you. A panel of faculty will show what they like or dislike about using Excel, D2L, Micrograde, and Making a Grade. Panelists include Maria Herndon, Mary Martin, Natasha Vidic, and Min Zeng. Facilitator: Loi Nguyen-Vo

9:30-10:45 Video Streaming with EduStream.org LRC210
CRC has joined EduStream.org, a service that hosts and streams educational video. You can use this service to create personalized playlists, access an extensive repository of content-specific clips, upload your video in just about any format, and share your videos with students via Desire2Learn. At this session you will get hands-on experience browsing and searching EduStream’s content repository, creating a personal playlist, and posting links to videos. You will also see how easy it is to upload a personal video. Presenter: Gregory Beyrer.

11:00-12:15 Enriching Instruction & Student Services LRC210
With Teleconferencing
Thanks to CCC Confer (http://www.cccconfer.org/index1.aspx) we have unlimited access to a software product called Elluminate, which allows students to see, hear, chat, present and share information in an online collaborative manner. With this technology one can present his or her information over the Internet with web-based chat and streaming audio and/or video capabilities. Students can view this information by logging into a website on a specific date and time (sessions can also be archived and viewed later). Students can also easily communicate with each other over the telephone or through online chat. The presenter will first use his time to demonstrate this tool in both a student service and instructional modality. The remaining time will set aside so everyone can set up their own meeting/instructional space using Elluminate. Presenter: Lance Parks

1:00-2:15 D2L: Where Do We Go From Here? LRC201
Come listen to a panel of faculty who have used Desire2Learn discuss their experiences and answer your questions about this tool for online and web-enhanced instruction. Panelists represent a range of experiences, from basic use of the system to support a face-to-face class to multiple years of teaching fully online. Our focus will be on teaching, not technology. You will leave this session with an enhanced understanding of the advantages and challenges of teaching in a web-enhanced or online learning environment. Panelists include: Hoang Nguyen, Shihni Giedd, Sue Palm, Cheri Fortin, and Kathryn Mayo. Facilitator: Gregory Beyrer
9:30-10:45  Lights, Camera, Action... Enriching Instruction with Video
Video can be an extremely powerful tool in the field of education. It can bring to life concepts from the simplest equations to philosophical debates that have gone on for centuries. Join us in an exploration of the many uses for video in classroom instruction at CRC and find out how you can become a part of this exciting trend. Panel Members: Eddie Fagin, John Hull, Jim West. Workshop Facilitator: BJ Snowden.

11:00-12:15  Serving Students with Hidden Disabilities
Learn more about students with hidden disabilities—including students with learning disabilities. Do you know best practices to use in the class, or in one-on-one sessions with a student who is struggling? Understand how accommodations and services play a role in equal access. Come and get information that will assist you in bringing success to all students! Presenters: Scott Hamilton/LD Specialist & Yolanda Garcia Gomez/DSPS Coordinator

11:00-12:15  Turning Grading into Assessment
This session provides some easy tricks on how to take the grading you already do and to turn it into quality information about SLO assessment. As we all continue to look for the best ways to improve our instruction and validate what we do is actually working, this session gives some ideas and allows you to make the SLO process as easy as possible. For best success, bring a copy of the Student Learning Outcomes from either a course or a program to reference during the session. Presenters: Gary Martin and Jeanne Edman

1:00-2:15  Creating Effective Learning Environments
Join Celia Esposito-Noy, Vice President of Student Services & Enrollment Management and Student Discipline Officer for a workshop on effectively managing disruptive students and using 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.
~ Diversity ~

9:30-10:45  Supporting Students Who Manage Mental Illness  LRC106
A panel discussion between members of Campus Police, DSPS, Health Services, Dr. Shannon Dickson (our campus psychotherapist), a community liaison from Sierra Vista Mental Health Hospital, and CRC counselors. Topics to be discussed include: what to do if you suspect your student has mental issues; identifying emergency vs. more chronic conditions; when to contact Campus Police; how can you best support your mentally ill students; how to fairly and reasonably address the ‘excuses’ that affect academic performance; and campus and community resources.  Facilitator: Allah-mi Allen

11:00-12:15  Moving Forward - A Dialog on Innovative Efforts in Higher Education  LRC102
Please join Vice President of Instruction, Whitney Yamamura and a panel of your peers as they share what they have learned about promoting and supporting student learning in some of the most at-risk student populations through their participation in the development and pilot testing of various new programs at the college. Panelists include BJ Snowden, Kimberly Williams-Brito and Rhonda Farley.

1:00-2:15  CC&E Committee: Four Stories  LRC109
Everybody (employees and students) has a story to tell of how and why they came to CRC. Some journeys are direct - others are winding paths full of surprises!  Be inspired, intrigued and entertained by Richard Le, Torence Powell, Rochelle Perez and Tanika Byrd as they share and reflect upon their journeys to CRC. Hosted by the Cultural Competence and Equity Committee.

~ Health & Safety ~

9:30-10:45  Breathing for Wellness  CAC104
Something that is quite obvious is the fact that breathing is essential to life.  Controlled, conscious breathing has the benefit of relaxing muscles and reducing stress. Many believe it is useful in the management, perhaps cure, of some physical ailments and disease. Is your method of breathing making you sick, stealing your energy, hampering your productivity or shortening your life?
Presenter: Adarian Barr, Next Level Athletics and Fitness

11:00-12:15  Los Rios Alert System & Safety Tips  LRC107
Join Captain Sears to learn about what to do in case of an emergency and to learn tips to enhance your safety and the safety of your students.

1:00-2:15  Save Your Back – Lessons from a Chiropractor  LRC106
Learn stretches you can do at your desk and in between classes to find the time to take better care of yourself. Dr. Mike Simmons, who has 36 years of experience, will lead this workshop on stretching and exercising in the office environment. There will be time for questions and answers as well.
4:00-5:15  Creating Effective Learning Environments  M200
Join Celia Esposito-Noy, Vice President of Student Services & Enrollment Management and Student Discipline Officer for a workshop on effectively managing disruptive students and using 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  Meet the Academic Senate President, Union President and Vice President of Instruction and Student Learning  M300
Come to this workshop and get answers to the following questions and more! What is the purpose of the Workload Committee? What do you see as important progress that has been made to date? What implications have FTE cuts had for part-time and full-time faculty?

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  Optional Evening Offerings (see page 8)

5:15-5:45  Networking (Patio outside of Recital Hall)
           (LIGHT refreshments & snacks provided)

5:45-7:15

Welcome/Comments  Carol Bernardo and Whitney Yamamura

Greetings from the President  Debbie Travis

Greetings from Academic Senate  Marjorie Duffy

Greetings from the Library  Rochelle Perez

Generational Alphabet Soup  Lisa Gunderson

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  CAC140

Science, Math & Engineering  SCI109

Human Services  Coun. Conference Room
~ Convocation ~

“Painting a Portrait of Excellence”

8:00AM - 3:00PM  |  Recital Hall

8:00-8:25  Check-in and Networking

**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 open again at 10:00 in time for the break. Coffee service will be available throughout the program.

8:30-9:50  Greetings & Remarks
Welcome from the Board
Chancellor’s Message
Welcome from the Professional Development Committee
President’s Message

10:00-10:15  Break/Snacks

10:20-11:20  Generational Alphabet Soup
Lisa Gunderson, Ph.D.

11:30-12:30  All Campus BBQ Lunch in the CAC
Greetings from Senates, Introduction of New Faculty & Staff,
Assessment Dialog Briefing

12:45-1:50  Assessment Dialogs

2:00-3:00  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  CAC140
Science, Math & Engineering  SCI109
Student Services & Counseling  LRC216
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.
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