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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.
CRC Colleagues:

Welcome to the beginning of the 2014-15 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 Flex brochure. The college has selected **Connecting our Community** as this academic year’s theme. CASSL will host a symposium on Wednesday, August 20th, on “Rejuvenation, Renewal and Student Success.” Workshops on Tuesday, Wednesday and Thursday include topics related to organizational effectiveness, technology, student success, diversity and teaching and learning.

A special event to dedicate the new and much-anticipated Art Gallery is also scheduled for Thursday, August 21st at 10:30 am. Friday’s Convocation program will include a presentation by Sarah Pollack, the Crystal Apple Award recipient, and question and answer breakout sessions on a variety of important college initiatives. 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. As a reminder of the excellent work you do here at CRC, see Jenna Ricks’ photo and what she shared at our May commencement!

Sincerely,

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

Tuesday, August 19

Desire2Learn Boot Camp
Tuesday, August 19
9:00 A.M. – 3:00 P.M. | T 117

Whether you are teaching a fully online class or want to develop new tools for your web-enhanced class, come get hands-on help for using D2L more effectively. Greg Beyrer, Michael Bittner and Christina Ocrant will be there to answer questions and provide guidance as you develop your course websites. Bring your course materials, links to your publishers’ web sites and a desire to listen and share your experiences as we work together to start a new semester with Desire2Learn. Please request at least one course offering by Monday, August 18 (at the latest) to obtain full benefits.

Wednesday, August 20

CASSL Colloquium:
Rejuvenation, Renewal and Student Success
Wednesday, August 20
8:30 a.m. – 12:15 P.M. | LRC 105

Join with your colleagues to explore the symptoms, causes and ways to combat “burn-out” as we work together to support student learning and success. See e-mail for registration information. Facilitated by Lesley Gale.

Writing the Self Evaluation:
Tools and Tips for Accreditation Team Members
Wednesday, August 20
1:00 – 3:00 p.m. | LRC 210

What makes an effective description? Why are evaluation sections critical? What are the ACCIC style standards? When should a team include a planning agenda item? This workshop is designed to support accreditation team members as they shift from gathering evidence to writing narratives. It will provide valuable instruction and give team members a chance to meet and start drafting standard narratives. Facilitated by Georgine Hodgkinson.

English Teacher to Teacher
Wednesday, August 20
2:00 – 3:00 p.m. | LRC 102

ENGWR 101/102 is the gateway course to college-level writing and is a particularly tricky course to teach. Join with your colleagues from around the district to talk about our goals and experiences, especially as we begin getting students in our classrooms who have experienced the K-12 Common Core curriculum changes. Please join us! Facilitated by Lisa Dominguez Abraham.
Teaching & Learning Effectiveness

9:00-10:15 What do Students Say? LRC 106
Research suggests that students harbor some fairly serious misconceptions that undermine their learning. Join in a discussion about some of these misconceptions and how to help students become more effective learners. For a short overview of the research, see the attached article. For a more in-depth study, click on the link to the book at the end of the article. Facilitated by Lesley Gale.
http://crc.losrios.edu/files/cassl/FourStudentMisconceptions_aboutLearning.pdf

2:30-3:45 Solving Grammar Problems with Graphics LRC 107
This workshop will focus on using a symbolic system particularly useful in explaining grammar to non-native speakers of English. The first segment will provide an overview of the graphic grammar. After that, the discussion will focus on how to respond to errors in sentence structure, verb tense/aspect, and parts of speech. Participants are welcome to bring examples of grammar issues they have seen in their students' writing. Those who wish to have further practice are invited to stay after the workshop (until 4:30 PM). Facilitated by Lisa Marchand.

Student Success

9:00-10:15 Basic Skills FASC LRC 107
How S.I. Changed My Life
Are you overlooking a hidden resource in your class which could improve student success, enhance your productivity, and reduce your frustration? Engage with students and faculty to learn how this strategy changed their educational experience and lives and how it could work for you. Interactive Session—Please bring a copy of your course syllabi with you, if possible. (Note: If you can’t make this workshop, it is also available 10:30-11:45.) Facilitated by Kimberly Williams.

10:30-11:45 Basic Skills FASC (Repeat) LRC 107
How S.I. Changed My Life
Are you overlooking a hidden resource in your class which could improve student success, enhance your productivity, and reduce your frustration? Engage with students and faculty to learn how this strategy changed their educational experience and lives and how it could work for you. Interactive Session—Please bring a copy of your course syllabi with you, if possible. (Note: if you can’t make this workshop, it is also available 9:00-10:15 a.m.) Facilitated by Kimberly Williams-Brito.

9:00-10:15 Disruptive Students Workshop LRC 201
This workshop offers an opportunity to discuss and learn effective student management strategies to improve student success. Managing disruptive students, using the discipline process and directing students to support services will be discussed. Facilitated by Celia Esposito-Noy.

10:30-11:45 The Importance and Value of Online Orientation for Students T 117
This interactive session will provide attendees with the opportunity to experience and reflect on the information students are provided before they start classes. Knowing what information first time students come to campus with and their perceptions and expectations should help faculty and staff build on this knowledge, thereby enhancing their success. Facilitated by Christine Thomas.
1:00-2:15  Common Core in Practice  LRC 201
This session will focus on the changes to classroom instruction and assessment in theory and practice in K-12 English / Language Arts classes / instruction in Sacramento City schools specifically and other K-12 in general. Examples of lessons will be shown, methods and rational will be explored, and comparison of how things are changing from old system to Common Core. The primary purpose is to provide higher education professionals a better understanding of what is happening and will be happening with their students in the years leading up to college. Facilitated by Peter Batkin, Language Arts Teacher, Sacramento City Unified School District.

Technology

9:00-10:15  What's New in Desire2Learn?  LRC 210
Come to this workshop to learn about the new features and changes in Desire2Learn that occurred when the Learning Environment software was upgraded at the beginning of the summer. We will also discuss some of the tips and tricks to help you make effective use of this suite of tools. Facilitated by Greg Beyrer.

9:00-10:15  Cool New Chrome Apps  T 117
If you are currently using chrome browser on a daily basis, this workshop will introduce you to some useful apps to help maximize your browsing experiences, thus enhancing your teaching & work experiences. Some apps include:

- Boomerang for gmail: messages to be sent at a later date or repeatedly, (see if someone has read your important message, for example)
- Screenshot apps: not your usual PRNTSCRN button on the keyboard but one you can crop, blur & annotate
- Adblock: that effectively does what the name says
- Apps that change the way you use U-tube (shorten the content, clear background, for example)

Facilitated by Linda Hoang.

10:30-11:45  Innovate 2014 Highlights  LRC 210
On May 22 and 23, 2014 Cosumnes River College hosted the annual Los Rios Innovate! Conference. Colleagues from around campus and across the district shared how they use technology to support student success. Come to this session to be inspired by highlights from the more than 30 sessions offered. Facilitated by Greg Beyrer.

1:00-2:15  Camtasia (Part I)  LRC 210
Come learn how to generate short and long video content for your courses with Camtasia for online distribution. Facilitated by Kale Braden.

2:30-3:45  Camtasia (Part II)—I’ve Got all of These Videos I Want to put Online...Now What?  LRC 210
YouTube, TED, Netflix, clips from DVDs, and your home-grown videos: how do you download, convert, and insert them into your lectures and make them available for your D2L webpages? Learn how to stream your video content in D2L using your LRCCD Google Docs account. Facilitated by Kale Braden.
**Diversity & Cultural Competence**

9:00-10:15  Cultural Competence and Equity Committee's Mini-Grant Project-Invisible Minorities: Portraits of Cosumnes River College Veterans  
Library Main Lobby  
Join Kathryn Mayo for information on the Cultural Competence and Equity Committee’s new mini-grant. Kathryn will discuss the mini-grant application process and her mini-grant funded project Invisible Minorities: Portraits of Cosumnes River College Veterans. Refreshments provided. *Facilitated by Kathryn Mayo.*

10:30-11:45  Safe Spaces: What’s New for Fall?  
LRC 106  
Join the Social Responsibility Committee in discussing the projects and goals of the Safe Spaces program at CRC. This workshop is intended for all campus members interested in discussing how we can promote a safe and bias-free learning and working environment. We will also discuss the role of Safe Spaces Allies on campus and the new incident report form. If you’ve been curious about the Safe Spaces program, are new to CRC, or are already an Ally and would like a refresher please join us! *Facilitated by Anastasia Pangakos.*

**Organizational Effectiveness**

9:00-10:15  SLO-ing Down to be a Better PrOF-essor  
LRC 102  
Understanding the integration of student learning outcomes (SLOs) into our program, courses, and professionalism. Materials will also address student activity outcomes (SAOs) and their relationship to improved student services. Our current assessment goals will also be discussed. *Facilitated by Scott Crosier.*

10:30-11:45  Financial Aid: Understanding the Process and Policies  
LRC 102  
This workshop will assist college staff and faculty to understand the process students go through as they apply for Financial Aid (both Federal and State) and their requirements for maintaining eligibility. *Facilitated by Yolanda Garcia.*

1:00-2:15  Faculty Information Security Awareness Training  
BS 153  
Join in a discussion about the importance of Information Security, use a computer and work through a 30 minute online training about Information Security, then discuss implications/questions that arise your colleagues. Note: the online Information Security Training Module can be completed individually but that isn’t as interesting or as much fun! NOTE: If you can’t attend the workshop you are encouraged to visit [https://www.losrios.edu/~isat/](https://www.losrios.edu/~isat/) (log in required) to access and complete the individual training to ensure you are keeping your and your students’ data safe and to earn 30 minutes of FLEX credit. *Facilitated by Marjorie Duffy.*

1:00-2:15  Curriculum 101: Are You Baffled by the Curriculum Process and Don’t Know Where to Start?  
T 117  
Bring your questions to this workshop and we’ll get your course or program moving through the curriculum process. *Facilitated by Amanda Paskey.*
NETWORKING & CONVERSATIONS

10:30-11:30  Art Gallery Dedication  Art Gallery (by the Recital Hall)
Join with members of the college and surrounding community as we celebrate the opening of the Art Gallery. Light refreshments will be served. Facilitated by Debbie Travis.

12:00-1:00  Academic Senate & Faculty Union Brown Bag Lunch  Orchard Room
Come and discuss current workplace issues and updates with Union and Senate leadership. Pizza provided. Facilitated by BJ Snowden and Jason Newman.

12:00-1:00  Classified Senate Brown Bag Lunch  M 201
Come and meet Classified Senate leaders and discuss the goals for the 2014-2015 school year. Facilitated by April Robinson, Christina Ocrant, Jennifer Patrick, and Julie Olson.

2:30-3:45  .02—My (or Your) Two Cents Worth  WIN 150
An afternoon interactive chat (in person or virtual) with college President Debbie Travis and Vice Presidents Celia Esposito-Noy, Cory Wathen and Whitney Yamamura on college topics of interest. Join us in the Winn Center or look for information on how to participate virtually. Refreshments will be provided. Facilitated by Debbie Travis, Celia Esposito-Noy, Cory Wathen, and Whitney Yamamura.

EVENING OFFERINGS

4:00-5:15 PM  D2L Intro  LRC 210
Join Gregory Beyrer, Distance Education Coordinator for a focused introduction on how you can use Desire2Learn 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 grades tool 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).

4:00-5:15 PM  Adjunct Instructional Technology Orientation  CDC 106
Come and learn what instructional technology is available at CRC and where to find it. This session will provide a guided tour through the resources on our websites which will empower you to facilitate the integration of the internet with instruction. Resources covered: Unified Authentication, LRCCD Email, eLearning (D2L), Employee Self Service, LRCCD Google Apps and Faculty/Staff Resources. This session is intended for faculty who are new to CRC. Facilitated by Michael Bittner.

4:00-5:15 PM  LRPD Active Shooter Response for the Community  M 200
This hands-on course will teach LRCCD faculty, staff and students what to look for prior to an active shooter incident, how to respond during an incident, including if, when, and how to confront a suspect, and what to expect from law enforcement in a critical incident. *(Note: This course has an optional hands-on activity designed to allow students to physically engage a mock active shooter. Participants are welcome to participate or observe as they see fit.)* Facilitated by Lt. Broussard, Cpl. Winchester, Officer Christ, and Officer Poore.

4:00-5:15 PM  Disruptive Students Workshop  L 110
This workshop offers an opportunity to discuss and learn effective student management strategies to improve student success. Managing disruptive students, using the discipline process and directing students to support services in a timely manner will be discussed. Facilitated by Celia Esposito Noy.
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/Comments — Whitney Yamamura
Greetings from the President — Debbie Travis
Greetings from Academic Senate — BJ Snowden
Greetings from the Classified Senate — April Robinson

6:15 – 7:15  Distinguished Speakers Series
Amazing Adjuncts:
Sarah Pollock, Biology
AnnMarie Beasley, Anthropology
Kevin Wildie, History

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 21

SHOW YOUR CRC HAWK PRIDE
Wear Orange, Blue or CRC Shirt on Thursday & Friday
# Convocation

“Connecting Our Community”

8:30AM - 3:00PM | Recital Hall

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<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>8:00 – 8:25</td>
<td><strong>Check-in &amp; Register for Classes</strong> (Light Breakfast Provided)</td>
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<td>8:30 – 9:45</td>
<td><strong>Greetings &amp; Remarks</strong></td>
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<td>Welcome from the Board</td>
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<td>Chancellor’s Message</td>
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<td>President’s Message</td>
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<td>Welcome from Academic &amp; Classified Senates</td>
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<td>9:45 – 10:00</td>
<td><strong>Break / Networking</strong></td>
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<td>10:00 – 10:50</td>
<td><strong>Distinguished Speakers Series: Our Award Winners</strong></td>
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<td>Exemplary Program Award — OneBOOK</td>
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<td>Golden Hawk/Stanback-Stroud Diversity Award — Anthropology Program</td>
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<td>Crystal Apple Award — Sarah Pollack, Biology</td>
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<td>11:00 – 11:50</td>
<td><strong>Campus Conversations</strong></td>
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<td>12:00 – 12:45</td>
<td><strong>Lunch in the Cafeteria</strong></td>
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<td>(catered by CRC’s Culinary Arts Program)</td>
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<td>CRC Family Feud: Meet Your New Colleagues</td>
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<td>1:00 – 2:00</td>
<td><strong>Area Meetings</strong></td>
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<td>Business &amp; Family Science (BFS)</td>
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<td>Science, Mathematics &amp; Engineering (SME)</td>
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<td>Human Services/Counseling</td>
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<td>2:00 – 3:00</td>
<td><strong>Departmental Assessment Dialogs and Meetings</strong></td>
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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 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 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)?

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.*
Los Rios Community College District
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