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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 back to the beginning of the 2013-14 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 “Cultivating a Global Community” as this academic year’s theme. CASSL will host a symposium on Wednesday, August 21 on “Strengthening Bridges of Mental Health and Wellness for Our Diverse Student Body.” Workshops on Thursday include topics related to organizational effectiveness, technology, student success, diversity and teaching and learning. A special event to dedicate the new Winn Center for Construction and Architecture is also scheduled for Thursday morning at 10:00 am. Friday’s program will include an informative student video and faculty presentations on “Around the World at CRC.” 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
Thursday, August 22, 2013

ON CAMPUS HAPPENINGS

Time for Networking & Conversations

10:00-11:00 Winn Center Dedication
Join with members of the college and surrounding community as we celebrate the opening of the Winn Center for Construction and Architecture.

11:30-12:45 Brown Bag Lunch: Meet Your Faculty Union and Academic Senate
Come and discuss with Union and Senate leaders the work they will be doing over the 2013-2014 school year.

11:30-12:45 Brown Bag Lunch: Meet Your Classified Senate
Come and meet Classified Senate leaders and discuss the goals for 2013-2014.

2:30-3:45 Tea with President Travis
Join Debbie Travis for updates and time for questions. Tea and cookies provided.

Teaching & Learning Effectiveness

8:30-9:45 The What, Why and How of Integrating ONEBOOK into Your Classes
Rhonda Farley and other faculty will share their experience using ONEBOOK in their classrooms. The main themes in *Omnivore's Dilemma* by Michael Pollan and various ideas about how to incorporate the book into your classes will be presented.

8:30-9:45 Outcomes Assessment - The Next Generation
Come learn about what is new in the world of outcomes assessment at CRC and walk away with tools to help you make this process easier and more valuable.

10:00-11:15 Learn about the Cadaver Program at CRC
Participants will be introduced to donated body programs, the preservation and care of the cadavers, and an overview of human anatomy.
Thursday, August 22, 2013

ON CAMPUS HAPPENINGS

10:00-11:15  Using “Learning Stories” to Assess Student Learning
Miriam Beloglovsky  LRC 106
A learning story is used to assess your own learning and reflect on your own practices. In the New Zealand early childhood educational system, learning stories are used to assess children’s growth and development or to research the role of the teacher in designing environments and guiding learning. This workshop will provide you with insight on possibly adopting this teaching and learning process.

1:00-2:15  What do Community College Students Most Fear?
Lesley Gale  LRC 106
In what ways do professors misunderstand students and their behaviors? Come hear members of the Foundations of Academic Success Committee share some highlights from The College Fear Factor by Rebecca Cox and be ready to discuss applications for our work with students.

TECHNOLOGY

1:00-2:15  What's New with D2L / D2L Users' Group
Gregory Beyrer  LRC 210
This will be a hands-on workshop on the new features of Desire2Learn, which was upgraded at the end of May. Come learn about the new tools and discuss your experiences using our learning management system. Please request a developmental course offering or one or more official course offerings from Greg Beyrer at least a day before the workshop so you can have an online place to play and learn.

2:30-3:45  Los Rios Google Apps Examples
Gregory Beyer  LRC 210
This will be a presentation on some ways that Google Apps can be used with students. Included will be using Drive for students to upload videos they create, Sites for students to create group wikis, Forms to collect anonymous feedback, Presentations for online PowerPoint, and Documents for commenting on student submissions.
Thursday, August 22, 2013

Organizational Effectiveness

8:30-9:45  **Understanding the Budget Process**
Key members of the Budget Committee will share information about the process and important aspects of how the Budget Committee processes budget requests at Cosumnes River College.

Teresa Aldredge  LRC 107

10:00-11:15  **Complete a Curriculum Course Review in 15 Minutes**
2013-2014 is a Program Review year, and many departments will find that their courses have not been reviewed within the recommended 5 year cycle. A standard course review does not have to be a difficult chore. Join your helpful Curriculum Chair who will walk you through a simple course review and assist you with revisions. Computers with SOCRATES access will be available.

Michael Lawlor  LRC 210

11:00-11:45  **Winn Center Tour**
Join John Ellis for a tour of the Winn Center following the dedication. Prepare to be impressed with this excellent new learning environment!

John Ellis  Winn Center Lobby

1:00-2:15  **How to Create Program Course Lists in SOCRATES**
This workshop is for anyone who develops or reviews programs. It covers general principles and specific techniques for creating course lists in SOCRATES, including tips for organizing course lists for the new AA-T / AS-T degrees.

Dennis Holden  LRC 107

2:30-3:45  **Common Course ID and Associate Degrees for Transfer: What You Need to Know**
Come to the workshop to learn:
- What all these acronyms mean: C-ID, ADT, FDRG, DIG, TMC
- If there are C-ID descriptors for courses in your department
- How to create an Associate Degree for Transfer (AA-T or AS-T)
- How to get involved in Faculty Discipline Review Groups (FDRG), or the Discipline Interest Groups (DIG)
- Navigating the C-ID web site
- How to ensure that your course(s) can be approved for a C-ID designator
- Make an informed decision about participation in the C-ID Course Descriptor vetting process.

Lynn Fowler & Michael Lawlor  LRC 102
### Diversity & Cultural Competence

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<th>Speaker</th>
<th>Location</th>
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<td>10:00-11:15</td>
<td><strong>Identity and Culture</strong>&lt;br&gt; Join in a discussion centering around the topic of ethnicity and identity. Take some time to learn about your colleagues and their stories while sharing in the discussion.</td>
<td>Kathryn Mayo</td>
<td>LRC 102</td>
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<td>1:00-2:15</td>
<td><strong>Equity Training</strong>&lt;br&gt; Equity training equips participants with a greater understanding of cultural competency and how to facilitate a hiring process that is free from bias. Recertification of equity training is required every two years in order to be eligible to serve as an equity representative on a hiring panel.</td>
<td>Kathy McLain</td>
<td>LRC 201</td>
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### Student Success

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<td>8:30-9:45</td>
<td><strong>Understanding the CRC Enrollment Process</strong>&lt;br&gt; There are a number of steps students go through in applying and getting into classes. Come experience them for yourself. This workshop will cover the CRC enrollment process and will prepare participants to help students with some of their most pressing issues.</td>
<td>Breanne Holland</td>
<td>LRC 102</td>
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<td>10:00-11:15</td>
<td><strong>Financial Aid: Understanding the Process and Policies</strong>&lt;br&gt; This workshop will assist college staff and faculty in understanding the process students go through as they apply for Financial Aid (both Federal and State).</td>
<td>Yolanda Lucero</td>
<td>LRC 107</td>
</tr>
<tr>
<td>1:00-2:15</td>
<td><strong>Disruptive Students</strong>&lt;br&gt; This workshop offers an opportunity to discuss and learn effective student behavior 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.</td>
<td>Celia Esposito-Noy</td>
<td>LRC 102</td>
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### Evening Offerings

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| 4:00-5:15 | **Adjunct IT Orientation**  
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. | M 201    | Gregory Beyrer  |
| 4:00-5:15 | **What do Community College Students Most Fear?**  
In what ways do professors misunderstand students and their behaviors? Come hear members of the Foundations of Academic Success Committee share some highlights from *The College Fear Factor* by Rebecca Cox and be ready to discuss applications for our work with students. | L 104    | Lesley Gale     |
| 4:00-5:15 | **Disruptive Students**  
This workshop offers an opportunity to discuss and learn effective student behavior 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. | M 200    | Celia Esposito-Noy |
THURSDAY, AUGUST 22, 2013

ADJUNCT FACULTY MEETING & ACTIVITIES

4:00 PM - 8:30 PM

4:00-5:15  Optional Evening Workshops (see page 7)

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

5:45-7:15  Adjunct Meeting (Recital Hall)

Welcome/Comments  Whitney Yamamura
Greetings from the President  Debbie Travis
Greetings from Academic Senate  BJ Snowden
“Around the World at CRC”  Markus Geissler (Germany)
Matthew McHugh (Haiti)

7:15-8:30  Area Meetings

Business & FS  BS 140A  Careers & Tech  WIN 151
Comm, VPA  M 306  Hum. & Social Sci  BS 129
Human Services  Coun.Conf Rm  Kines, Hlth & Ath  NONE
Learning Res & CT  NONE  Sci, Math & Engr  SCI 109
FRIDAY, AUGUST 23, 2013

CONVOCATION

“Cultivating a Global Community”

8:30 AM - 3:00 PM | RECITAL HALL

8:00-8:25  Networking & Check-In (Light Breakfast)

8:30-9:20  Welcome and Call to Order
Chancellor’s Message/Presentation
President’s Message
New Faculty & Staff Introductions
Academic & Classified Senate Welcomes

9:30-9:45  Break

9:45-11:45  “Around the World at CRC”
Student Video
Markus Geissler (Germany)
Georgine Hodgkinson (India)
Heather Hutcheson (Mexico)
Matthew McHugh (Haiti)
Susan Scott (Africa)

12:00-12:45  Lunch and Networking in Cafeteria (see e-mail for details)

12:45-1:45  Area Meetings
Business & FS  BS 140A
Careers & Tech  WIN 151
Comm & VPA  M 306
Counseling & Student Services  LRC 216
Hum. & Social Sci  BS 129
Kines, Hlth & Ath  CAC 140
Learning Res & CT  L 303c
Sci, Math & Engr  SCI 109

1:45-3:00  Department Assessment Dialogues and Meetings
Room information and dialog materials will be distributed by area deans.
**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* 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 met by attending on campus professional development activities that do not conflict with your teaching or counseling schedules. These activities need to be completed during the semester in which payment is received 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. Your flex obligation is noted on your TCS and must be completed during the semester in which payment is received.
**What Is Flex?**

**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 the CASSL office at 691-7303 or Kathy McLain in the Office of College Planning & Research at 691-7144.