Meeting the CHALLENGE TOGETHER

FALL FLEX DAYS
AUGUST 2012
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.

CASSSL Colloquium 2012

STUDENT SUCCESS:
Energizing Critical Thinking in Community College

Wednesday August 22nd
9:00 a.m. – 12:00 noon
Cosumnes River College
LRC Building

For more information email
Colette Harris-Mathews, CASSSL coordinator
Harrisc2@crc.losrios.edu
CRC Colleagues:

Welcome back to the beginning of the 2012-2013 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, “Meeting the Challenge Together” as this academic year’s theme. CASSL will host a colloquium on Wednesday, August 22, on Energizing Critical Thinking in Community Colleges. Workshops on Thursday include topics under organizational effectiveness, teaching and learning effectiveness, diversity, technology, and personal health and wellness. Friday’s program will include a keynote speaker on enhancing student success. 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
Opportunities for Networking

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

12:30-1:15  Brown Bag Lunch with Academic Senate  Orchard Room
Come and discuss with Senate leaders the work they will be doing over the 2012-2013 school year.

12:30-1:15  Brown Bag Lunch with Classified Senate  Garden Room
Come and meet the new Classified Senate President and all the Classified Senate Leadership Team and discuss the goals for 2012-2013.

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

Teaching & Learning Effectiveness

9:30-10:45  Teaching Approaches, Tools of the Trade  LRC 125
This workshop focuses on effective teaching strategies across generations, cultures and abilities. Participants will be introduced to innovative and research-based teaching strategies that include first day lectures, syllabus reinforcing activities, fostering critical thinking and creating an atmosphere of educational respect. This is an interactive and participative workshop for new and experienced faculty members from all disciplines. Bring teaching strategies that are working for you. Workshop presenter: Colette Harris-Mathews

11:00-12:15  Seven Principles of Good Practice in Higher Education  LRC 125
What really makes a difference in promoting student success? Higher education scholars Arthur Chickering and Zelda Gamson outline seven principles to improve teaching and learning based on research at campuses around the country. This session will be a discussion of the summary of their study which can be found at: http://www.uis.edu/liberalstudies/students/documents/sevenprinciples.pdf. Workshop presenter: Lesley Gale
1:00-2:15  Managing Disruptive Students  LRC 125
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

2:30-3:45  Developing Students’ Critical Thinking Skills  LRC 125
Welcome to Biology class! You will be participating in a few examples of active learning used with my students to enhance their critical thinking skills. Take these ideas to adapt to your classroom, and please bring some of your own techniques to share with the group. See you in class!
Workshop presenter: Julie Oliver

TECHNOLOGY

9:30-10:45  What’s New in D2L  LRC 210
Learn some of the ways Desire2Learn is being used by our colleagues from across the district and around the world. Highlights from two conferences held this summer will be presented. One event was the inaugural Innovate! conference, when faculty and staff from all four Los Rios colleges shared how they use technology (including D2L) to support student success. Another event was the Fusion conference, hosted by Desire2Learn for its clients and where CRC’s use of this software was presented. Included in this session will be tips and techniques for effective use of D2L shared at these events. Workshop presenter: Gregory Beyrer

11:00–12:15  Tips & Tricks for Word 2010 (moving from  LRC 210 2007 - 2010)
What’s new with Word 2010? Come to this workshop and learn about galleries, dialog box launchers, and mini toolbar. Learn to work with the new spacing, styles and themes and to customize the ribbon and quick access tool bar. This workshop is appropriate for employees who have delayed moving to Word 2010 and those who have already made the leap!
Workshop presenter: Sue Palm
1:00-2:15  Introduction to Microsoft SharePoint 2010  LRC 210
The days of forwarding attachments in e-mail are history. Come to this workshop and be first to learn how to put Microsoft SharePoint to work for your department and from this day forward, you never need to pass your document around via email, and then struggle with the reconciliation of version conflicts, the manual merging and coordinating of changes, the tracking down of who has done what, and the locating of the most up-to-date versions of documents. SharePoint is web-based, easy to use, and available now for CRC departments. *Workshop presenter: Jon Cornelison*

2:30-3:45  Getting Started with Social Media  LRC 210
(Facebook, Twitter, etc)
Engage in a conversation/demonstration that will provide an overview of social media tools and explore the potential roles & functions of community college professionals in this environment. *Workshop presenter: BJ Snowden*

**ORGANIZATIONAL EFFECTIVENESS**

9:30-10:45  Exploring Student Services  LRC 107
A panel discussion with Student Service area leaders, offering a glimpse of some of the many things we do in Student Services, and answering questions from the campus community in reference to students’ needs and services offered. *Workshop facilitator: Chris Thomas*

11:00-12:15  Council of Chairs  LRC 107
Meet with other department chairs for a discussion of current issues. *Workshop facilitator: Thomasina Turner*
11:00-12:15  Club Advising Made Easy  LRC 109
Students have a desire to contribute to their learning and campus life in special ways such as
through clubs and organizations. To support this aspiration, each student club or organization
is required to have a faculty advisor. The purpose of this workshop is to recruit and inform full-
time and part-time faculty about the ease and rewards of club advising. This interactive session
will guide you through the steps and new changes to effectively work with student clubs. You
will learn the latest procedural changes; how to use the Club Advisor’s Guide and discover
a fun and rewarding way to earn Flex Credits. Whether you have been an advisor before or
are new to the experience, this session is vital for the success of student clubs. A refreshing
environment awaits you. Workshop presenter: Winnie LaNier

1:00-2:15  The NEW Course Level SLO Reporting Process: Q & A  LRC 107
This workshop will address CRC’s new (mandatory) course and activity SLO and SAO
assessment and reporting. Participants will discuss assessment strategies and enjoy a
thorough preview of using the online reporting process. All faculty are encouraged to attend.
Workshop presenters: Scott Crosier & Lisa Marchand

2:30-3:45  Changes in Title IX: What Does It Mean for You?  LRC 107
The workshop will explore the recent changes in Title IX in the areas of reporting and
investigating sexual harassment and sexual violence. The workshop will explore the scope of
the changes and what faculty and staff need to know and do to ensure we are adhering to
these new requirements. Workshop presenter: Kathy McLain

PERSONAL HEALTH, WELLNESS & SAFETY

11:00-12:15  Weight Management, Fad Diets and Bariatric Surgery  LRC 106
Join Methodist’s Bariatric Program Manager, Rondi Crowley, and learn what’s new in weight management.

1:00-2:15  Active Shooter/Emergency Preparedness  LRC 106
Learn how to be prepared for emergencies that might arise here on campus. Workshop presenter: Noah Winchester
DIVERSITY & CULTURAL COMPETENCE

9:30-10:45 Chimamanda Adichie: The Danger of Single Story
Stories can be extremely powerful and the single story can be even more so. Join in a discussion focusing on the danger of a “single story.” In a TED video presentation, Author Chimamanda Adichie discusses her experiences of how hearing only a single story of a people or culture shaped her life, perceptions and experiences. How has the single story affected your life experience? Workshop presenter: Kathryn Mayo

11:00-12:15 Creating an Inclusive Environment for Veterans
This presentation will focus on common readjustment challenges that many returning veterans face after leaving military life and address how some of the cultural differences between the military and civilian world can be confusing and stressful for returning veterans. The discussion will then focus on mental health concerns in some returning veterans, in particular PTSD and traumatic brain injury. The presentation will provide details on how these disorders can operate to make student life more difficult for veterans. Concrete suggestions will be made for how faculty and staff can help veterans be successful in class and on campus. Workshop presenter: David Joseph received his Ph.D. in Clinical Psychology from Alliant University in San Francisco and currently serves as the Acting Team Leader of the Oakland Vet Center.

1:00-2:15 Assuring Accommodations for Students with Disabilities
Do want to make sure you are providing reasonable accommodations to students in class and with exams? Are there solutions or concerns you want to share? Join DSP&S in a dialogue and share your experiences with colleagues. Workshop presenter: Yolanda Garcia-Gomez
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  Getting Started with Social Media (Facebook, Twitter, etc)  M 210
Engage in a conversation/demonstration that will provide an overview of social media tools and explore the potential roles and functions of community college professionals with social media.  
Workshop presenter: BJ Snowden
(This is a repeat of the 2:30 workshop.)

4:00-5:15  Managing Disruptive Students  M 200
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
(This is a repeat of the 1:00 workshop)
Thursday, August 23, 2012

~ Adjunct Faculty Meeting ~

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

4:00-5:15  Workshops available – see “Evening Offerings” on page 8

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

5:45-7:15  Welcome/Comments – Whitney Yamamura
Greetings from the President – Debbie Travis
Greetings from Academic Senate – Kale Braden
Exploring Student Services – Chris Thomas

7:15-7:30 | Break

7:30-8:30 | Area Meetings

Business & Family Science  BS 140A
Careers & Technology  T 115
Communication, Visual/Performing Arts  M 306
Humanities & Social Science  BS 129
Kinesiology & Athletics  No Meeting
Learning Resources & College Technology  No Meeting
Science, Math & Engineering  SCI 109
Human Services  Counseling Conference Room
~ Convocation ~

“Meeting the Challenge Together”

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

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

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

9:30-10:15
Keynote: Melinda Mechur Karp, Ph.D., Community College Research Center
“it’s the little things that count”

Melinda Mechur Karp, Ph.D., is a Senior Research Associate at the Community College Research Center (CCRC), Teachers College, Columbia University. Her research focuses on the transition from high school to college and work, particularly for under served and disadvantaged students. Dr. Karp is a leading expert on dual enrollment and other credit-based transition programs, support services in the community college, and College 101 courses. Dr. Karp holds a BS in Human Development and Family Studies from Cornell University, an MA in Sociology and Education from Teachers College, Columbia University, and a Ph.D. in Sociology and Education from Columbia University.

10:15-10:35 Break

10:45-11:45 Student Success Dialogs (see stickers on name badge for locations)

11:45-12:30 Lunch in the Cafeteria (catered by CRC’s Culinary Arts Program; watch your e-mail for lunch details)

12:30-1:30 Area Meetings – see page 9 except for: Kines/PE: CAC140
Learning Resources: Library

1:45-3:00 Departmental Assessment Dialogs and Meetings – see handout from Area Dean
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 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 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. 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.
What Is Flex?

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.
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