



WORKING TOGETHER TO TRANSFORM STUDENT LIVES

Fall Flex Days | August 2016

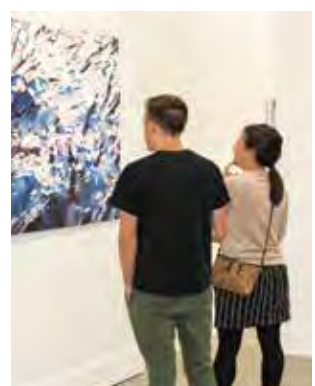


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SPECIAL NOTE TO OUR ADJUNCT & CLASSIFIED EMPLOYEES

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.

OFFICE OF THE PRESIDENT



August 2016

Welcome to a new year at CRC! I hope the summer provided you with a much needed and a most deserved time to decompress, relax, and to spend time with loved ones. I'm excited to begin this year with you in my new role as your president and I hope that you share in my excitement as we get ready to start a new semester.

Please take time to review the professional development opportunities outlined in this FLEX brochure. The college selected **“Working Together to Transform Student Lives”** as the theme for the year. CASSL will host a Colloquium on Wednesday, August 17, on “Achieving Equity Through Cultural Humility.” Workshops on Thursday include topics related to community awareness, cultural competence, health wellness and safety, organizational effectiveness, student success, teaching and learning, and technology. Friday’s program will include the opportunity to hear from faculty, classified and administrative leaders and to learn from previous and/or current colleagues.

I look forward to meeting you during these diverse opportunities for campus networking and learning.

I want to encourage you to show your Hawk pride and college spirit by wearing your favorite orange, blue or CRC shirt on Thursday and Friday for our FLEX and Convocation activities.

Sincerely,



Dr. Edward Bush
President

EXTENDED LEARNING OPPORTUNITIES

TUESDAY, AUGUST 16

High School and Community College Alignment

9:00 A.M. – 12:00 P.M. | WIN 252

Josh Roberts and Carrie Marks will discuss the Expository Reading and Writing Curriculum that is used by high schools throughout the Sacramento area, especially in 12th grade English classes. They will also share information about the systematic work they've been doing with their feeder high schools.

CMS+LMS Boot Camp

10:00 A.M. – 4:00 P.M. | BS 164

Whether you are interested in using a Learning Management System (D2L and/or Canvas) to integrate the internet into your instruction or using the CRC website to publicize your department or service, come get hands-on help for using these systems more effectively. *Facilitated by Greg Beyrer, Christina Ocrant and Michael Bittner.*

WEDNESDAY, AUGUST 17

CASSL Colloquium – Achieving Equity Through Cultural Humility

9:00 A.M. – 12:00 P.M. | LRC 104

Join facilitator Veronica Neal, Ed.D. for a consideration of cultural humility, equity change management, unconscious bias and oppression transformation, and attitudinal healing. Dr. Neal is an organizational equity and cultural humility specialist with over two decades of experience as diversity and social justice educator, trainer, coach and consultant.

Diversity Training

1:00 – 3:00 P.M. | LRC 106

This training, which will be required for all employees appointed to hiring committees on or after Fall 2015, explores the concepts of diversity, cultural competence and inclusion. The legislation regarding what can't and what must be done to promote diversity, cultural competence and inclusion in the workplace and hiring process will be presented. Specific strategies to help attendees participate in and contribute to an inclusive, culturally competent hiring process that promotes diversity while hiring the best will be discussed. *Facilitated by Torence Powell.*



STUDENT SUCCESS

10:30-11:45 **Presentation on the Math Boot Camp at CRC** **LRC 201**

This workshop will present information about the Math Boot Camp. The workshop will include a panel of students who have participated in the Boot Camp. *Facilitated by Camille Moreno.*

2:30-3:45 **Student Veterans – What They Wish You Knew** **LRC 106**

This is an overview of information about our student veteran population on campus and information collected through my work with them about things they wish instructors knew/understood about some of the challenges our student veterans face. *Facilitated by Lauren Wagner.*

TEACHING & LEARNING EFFECTIVENESS

9:00-10:15 **Designing Effective Library Research Assignments** **LRC 107**

Have you ever wondered why some of your students are not getting IT when you have explicitly given detailed instruction on your research assignment? Learn some tips and suggestions to consider when designing effective library research assignments, including maximizing the services and resources in the library. *Facilitated by Rochelle Perez.*

10:30-11:45 **Meet the New MLA Guidelines** **LRC 102**

The Modern Language Association (MLA) has issued a new MLA Style Handbook (8th edition, 2016). Faculty and staff are encouraged to attend to hear about what has changed in this new MLA edition. Find out about citation resources for students and faculty and practice using the new guidelines. *Facilitated by Emily Bond.*

10:30-11:45 **On Becoming a Successful Instructor at CRC** **LRC 106**

This workshop is primarily for new and newer faculty (full-time and part time) but is open to all faculty. The workshop will engage faculty on strategies to be successful in the classroom while contributing to their respective academic department and CRC campus culture. Specifically, the workshop will highlight the: 1) The tenure process for full-timers and peer evaluation for part-timers; 2) Campus service through service on Senate, standing participatory governance committees, and/or individual program initiatives; 3) Classroom management and teaching techniques (including student-teacher interactions, student learning outcomes, syllabus, DSPS students, add/drop practices, grading policy, etc.); and 4) How and where to seek help when needed. *Facilitated by Man Phan, Julie Oliver and Rick Schubert.*

1:00-2:15 **Safety and Disruptive Students** **LRC 107**

Please join your faculty union leadership and the Student Discipline Officer to discuss issues of safety and disruptive students on campus. Presenters will highlight the student discipline process, aspects of the faculty contract that address these issues and will discuss best practices with respect to handling disruptive students. *Facilitated by Jason Newman, LRCFT Union President and Shannon Dickson, Student Discipline Officer.*

1:00-2:15 **Confronting Graphophobia (Fear of Writing)** **LRC 201**

Why are some students scared to write an essay or a research paper? What effect do our comments (or lack thereof), grading methods, or even the structure of the assignments have on students? How do we help learners develop their own voice both creatively and intellectually? How have our experiences as students shaped our practices as writers and teachers? What have we found discouraging? What has been helpful? *Facilitated by Emily Bond and Heather Hutcheson.*

CULTURAL COMPETENCE

9:00-10:15 **Classroom Accommodations: Strategies & Approaches** **LRC 102**

DSPS faculty will discuss academic accommodations and strategies. An audio and closed captioned video will be shared. Q&A format. *Facilitated by Yolanda Garcia Gomez.*

10:30-11:45 **Equity Plan: Overview, Update and Next Steps** **LRC 107**

This workshop will be an overview of the Student Equity Plan and discussion of the next steps. Panel members working from the equity initiatives housed within the plan will discuss their programs and give updates on progress. *Facilitated by Tadael Emiru.*

1:00-2:15 **Equity Training** **LRC 102**

Equity Training equips participants with a greater understanding of cultural competence 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. *Facilitated by Torence Powell.*

TECHNOLOGY

9:00-10:15 **Mac IT! – How to use a Mac @ CRC** **LRC 108**

This workshop is designed to illuminate options and processes for using a Mac in a PC environment on the CRC campus. The curriculum is relaxed and input from Faculty and Staff will determine the subject matter. Campus-wide email will collect suggestions on desired topics. *Facilitated by Paul Francois.*

9:00-10:15 **Protect Your Online Privacy and Identity Theft** **LRC 210**

To protect your online security, you must be aware of the technological advancements such as Facebook, Twitter, LinkedIn, Gmail, Ymail, Hotmail, Skype, Amazon, eBay, Craigslist, smartphones, GPS, etc. No security regimen short of complete hermitage can keep you 100% secure. Nevertheless, a few precautions will be shared to maintain your online security and prevent most, but not all, determined online invasions. *Facilitated by Ernest Shih.*

10:30-11:45 **Online Course Accessibility Workshop** **LRC 202**

Do you teach online or hybrid classes and worry that your course content does not meet accessibility standards? Would you like to learn how to make PowerPoints, Word documents, videos and other types of course content accessible to all your students? This workshop explains the important accessibility issues that influence all online course content and teaches participants how to make their content available and accessible. Participants should bring five examples of their own content material they would like to evaluate and fix for accessibility. This hands-on workshop is geared towards instructors who are already teaching online classes but feel they could use some help in making their content accessible. For more information, check out the CRC Accessibility Guide. *Facilitated by Anastasia Panagakos and Jena Bills.*

1:00-2:15 **CRC's Learning Management System** **LRC 210**

At this workshop Gregory Beyrer will present the latest information on CRC's Learning Management System. *Facilitated by Gregory Beyrer.*

ORGANIZATIONAL EFFECTIVENESS

9:00-10:15

Centering Yourself for More Effective Relationships

LRC 106

This workshop will present strategies for maintaining positive relationships and resolving conflict. *Facilitated by Rick Schubert.*

10:30-11:45

Curriculum Workshop – How to Create or Revise a Course or Program

LRC 210

This is a curriculum workshop for anyone looking for help on how to create or revise a course or program. Faculty can bring their ideas, we'll briefly discuss the course outline of record and what's expected, and then help faculty actually initiate the curriculum process. Resources available to help guide faculty who may want to add or change a requisite, add Distance Education approval, or obtain approval for GE will be distributed. *Facilitated by Brian Noel and Torence Powell.*

1:00-2:15

**Student Learning Outcomes-
General Principles & Best Practices**

LRC 125

Presenters will discuss the general principles for assessing student learning outcomes and share best practices in SLO assessment. Attendees will have an opportunity to discuss challenges they have encountered in SLO assessment and strategize ways to resolve them. *Facilitated by Rhonda Farley.*

2:30-3:45

SLO Assessment Work Session

LRC 210

Facilitators will assist departments through issues such as:

- Structuring and Capturing Department Dialog
- Using SLO ASSESSMENTS to Enhance Institutional Effectiveness
- Designing SLO Assessments and Collecting Evidence
- Using Rubrics as an SLO Assessment Tool
- Pros and Cons of Individual vs Group Course Assessments

Facilitated by Rhonda Farley.

HEALTH, WELLNESS & SAFETY

9:00-10:15

Sexual and Gender Health

LRC 201

Sexual and gender health in today's college students. Presentation will be on gender development, risky behaviors, and supporting students' overall wellness. *Facilitated by Veronica Dobson.*

10:30-11:45

Breathing for Beginners

CAC 230

Constance Carter will present a brief discussion of breathing to focus attention and reduce stress. This workshop will include meditative breathing exercises. Comfortable, non-restrictive clothing recommended. Bring your own meditation cushion/mat. *Facilitated by Constance Carter.*

2:30-3:45

Self-Defense Awareness

CAC 230

This workshop will present the elementary principles of self-defense including basic threat assessment, strategic awareness of spatial relations, evasion techniques, and defense against grabs. *Facilitated by Rick Schubert.*



COMMUNITY AWARENESS

1:00- 2:15

Workplace Writing Competencies

LRC 106

Many CRC students leave prior to attaining “advanced” (aka College-level) English skills to enter the area workforce. Come learn what James Wilson discovered when he surveyed employers about their employees’ writing proficiency. *Facilitated by James Wilson.*

2:30-3:45

Federal Reserve

LRC 107

This workshop will present information and learning Eddie Fagin obtained from his Fellowship at the Federal Reserve. The workshop will include lecture, discussion and interactions with the federal reserve website. Attendees will also be exposed to how Professor Fagin has incorporated some of this information into his courses. *Facilitated by Eddie Fagin.*

NETWORKING & CONVERSATIONS

12:00-12:55

Academic Senate & Faculty Union

WIN 150

Come and discuss current workplace issues and updates with Union and Senate leadership. Pizza will be provided. *Facilitated by Julie Oliver and Jason Newman.*

2:30-3:30

Tea with the President and Vice Presidents

WIN 150

Join your colleagues in conversation with the President and Vice Presidents about goals for the fall semester and beyond. *Facilitated by Dr. Edward Bush.*

EVENING OFFERINGS

4:00-5:15 PM

Adjunct Instructional Technology Orientation

BS 164

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

Introduction to Illustrator

LRC 108

This workshop is a focused introduction on how you can use Adobe Illustrator as a tool for creating graphics, handouts, etc. for your classes. Learn about different ways Illustrator is being used by the presenter, and get some hands-on practice utilizing it for yourself. *Facilitated by Janelle Wheelock.*

4:00-5:15 PM

CRC’s Learning Management System

LRC 210

At this workshop Gregory Beyrer will present the latest information on CRC’s Learning Management System. *Facilitated by Gregory Beyrer.*

4:00-5:15 PM

Panel Discussion with Student Veterans

M 200

This workshop will feature a panel of student veterans who will discuss their experiences here on campus and things that have worked well in classes as well as things that have posed additional challenges. *Facilitated by Lauren Wagner.*

4:00-5:15 PM

Safety and Disruptive Students

M 201

Please join your faculty union leadership and the Student Discipline Officer to discuss issues of safety and disruptive students on campus. Presenters will highlight the student discipline process, aspects of the faculty contract that address these issues and will discuss best practices with respect to handling disruptive students. *Facilitated by Jason Newman, LRCFT Union President and Shannon Dickson, Student Discipline Officer.*

THURSDAY, AUGUST 18

ADJUNCT FACULTY CONVOCATION

“Working Together to Transform Student Lives”

5:45 - 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 Messages**
Greetings from Academic Senate — Julie Oliver
Greetings from the Classified Senate — April Robinson
Greetings from the President: — Dr. Edward Bush
- 6:15 – 7:15** **Breakout Sessions** (choose one to attend)
- What Can I Do for a Student if...?** LRC 104
 Advice for Working with Students
 S. Dickson, J. Edman, S. Hamilton, J. Kress
- Taking the Right Path Together:** LRC 105
 Counseling and Instruction Partnerships
 T. Aldredge, B. Gill, R. Calhoun, C. Impinna, M. Parilo
- 7:15 – 7:30** **Break**
- 7:30 – 8:30** **Area Meetings**
- | | |
|--|-----------------|
| Business & Family Science (BFS) | BS 140 A |
| Careers & Technology (C&T) | WIN 102 |
| Communication, Visual & Performing Arts (CVPA) | M 306 |
| Humanities & Social Science (Hum/SS) | BS 129 |
| Science, Mathematics & Engineering (SME) | SCI 109 |
| Human Services/Counseling | Tutoring Center |



FRIDAY, AUGUST 19

FALL CONVOCATION

“Working Together to Transform Student Lives”

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

8:00 – 8:30	Check-in & Register for Classes Light Breakfast Provided - line will close at 8:25																
8:30 – 9:15	LRCCD Board and Chancellor King																
9:15 – 9:45	President Bush’s Welcome Message																
9:45 – 10:00	Classified & Academic Senate Presidents																
10:00 – 10:15	Break																
10:15 – 12:00	Breakout Sessions: <i>Working Together to Transform Student Lives</i> Each session will be offered consecutively—choose two to attend. <table><tr><td><i>What Can I Do for a Student if...?</i></td><td>L111 (Forum)</td></tr><tr><td>S. Dickson, J. Edman, S. Hamilton, J. Kress</td><td></td></tr><tr><td><i>Students + Library = Success</i></td><td>LRC 204</td></tr><tr><td>A. Adkins-Pogue, E. Bond, B. Huffman, L. Pownall</td><td></td></tr><tr><td><i>Why Money Rules the Student World</i></td><td>LRC 104</td></tr><tr><td>K. Degn, Y. Garcia</td><td></td></tr><tr><td><i>Taking the Right Path Together: Counseling and Instruction Partnerships</i></td><td>LRC 105</td></tr><tr><td>T. Aldredge, B. Gill, R. Calhoun, C. Impinna, M. Parilo</td><td></td></tr></table>	<i>What Can I Do for a Student if...?</i>	L111 (Forum)	S. Dickson, J. Edman, S. Hamilton, J. Kress		<i>Students + Library = Success</i>	LRC 204	A. Adkins-Pogue, E. Bond, B. Huffman, L. Pownall		<i>Why Money Rules the Student World</i>	LRC 104	K. Degn, Y. Garcia		<i>Taking the Right Path Together: Counseling and Instruction Partnerships</i>	LRC 105	T. Aldredge, B. Gill, R. Calhoun, C. Impinna, M. Parilo	
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12:00 – 1:00	Lunch in the Cafeteria (catered by CRC’s Culinary Arts Program) Presentation Topic: Sustainability—Our Campus and Beyond																
1:00 – 2:00	Area Meetings Business & Family Science (BFS) BS 145 B Careers & Technology (C&T) T 117 Communication, Visual & Performing Arts (CVPA) LRC 108 Humanities & Social Science (Hum/SS) LRC 203 Kinesiology, Health & Athletics (KHA) CAC 104 Learning Resources & College Technology (LRCT) CRC Library Gallery Science, Mathematics & Engineering (SME) LRC 204 Human Services/Counseling LRC 216																
2:00 – 3:00	Departmental Assessment Dialogs and Meetings (same rooms as above)																

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 IS FLEX?

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)?

All full time faculty (except counselors scheduled to meet with students that day) are required to attend all activities scheduled on the day of convocation. 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 CASSL at ext. 7303 or the Office of College Planning & Research at 691-7144.



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