TEAMING UP TO ACHIEVE OUR GOALS

Fall Flex Days | *August 2017*

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SHOW YOUR

CRC HAWK PRIDE

**Wear Orange,
Blue or CRC Shirt
on Thursday & Friday**

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 on our web at: https://www.crc.losrios.edu/culture/convocation. We welcome your feedback and suggestions for future workshop topics to meet your needs.

COSUMNES
RIVER COLLEGE
Los Rios Community College District

August 2017

CRC Colleagues:

Welcome back! I hope your summer break provided you with a chance to relax with your family and friends and that you are ready to start the fall semester. Please take time to review the professional development opportunities outlined in this FLEX brochure. The college selected "Teaming Up to Achieve Our Goals" as the theme for the 2017-18 year. CASSL will host a Colloquium on Wednesday, August 16, on "Clarifying Paths to College Success." FLEX workshops on Monday August 14, through Thursday August 17, include topics related to cultural competence, health wellness & safety, networking & conversations, organizational effectiveness, student success, teaching & learning effectiveness, 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 seeing many of you during these diverse 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 for our Flex and Convocation activities.

Sincerely,

Dr. Edward Bush
President

Extended Learning Opportunities

Monday, August 14

Off-Campus

Can·Innovate '17 (Technology)
8:00 am–4:30 pm | Student Center, ARC
All faculty, staff, and administrators are invited to spend Monday, August 14 with colleagues from across northern California's community colleges at the Can•Innovate'17 educational technology conference and Canvas Users Group. Come and experience some of the creative ways technology is helping support student success. This year the conference will be hosted by American River College with support from Canvas by Instructure, the Online Education Initiative, and the Los Rios colleges. There will be a $20 registration fee. Be inspired by the examples set by our colleagues, informed by the helpful discussions, and empowered to try something new. As this is a Canvas Users Group event, the focus will be on the course management system selected by the Online Education Initiative (OEI). Register online at http://innovate.losrios.edu.
Facilitated by Greg Beyrer

Tuesday, August 15

On-Campus

Kognito Training (Student Success)
9:00–11:00 am | WIN 252
Mental Wellness Inquiry Group Kognito Training - Student Mental Health Workshop for all employees: Here is a chance to learn more about student mental health, discover available resources at CRC, and participate in a unique interactive training program.
Workshop time is flexible. You are welcome to drop in as your schedule permits.
Facilitated by Alex Kagan, Hoyt Fong, and Michelle Barkley.

CMS+LMS Fall Boot Camp (Technology)
10:00 am–4:00 pm | BS 163/164
Drop in for hands-on help with using the CRC website to publicize your department or service or using Canvas or D2L to integrate the internet with your instruction. *Facilitated by Greg Beyrer, Christina Ocrant, and Michael Bittner.*

Wednesday, August 16

On-Campus

CASSL Colloquium
8:30 am–12:00 pm | WIN 150
Join your colleagues for a data-driven exploration of ways CRC could clarify paths to college success. Davis Jenkins (PhD, Public Policy Analysis, Carnegie Mellon University) is Senior Research Scholar at Columbia University's Community College Research Center and co-author of "Redesigning America's Community Colleges: A Clearer Path to Student Success" (Harvard University Press, 2015).

WEDNESDAY, AUGUST 16

ON-CAMPUS

Diversity Training (Diversity & Cultural Competence)
10:00 am–12:00 pm | Orchard Room

Diversity training, which will be required for all employees appointed to hiring committees, explores the concepts of diversity, cultural competence and inclusion. 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 Tadael Emiru.*

Video for Instruction (Technology)
10:00 am–4:00 pm | BS 163/164

Visit the Center for Instructional Innovation to see our light board, recording studio, and to imagine the potential for video in your class. While here, take a few minutes to record a welcome video for your students. We will take care of captioning, hosting, and making it easy to share with your students online.
Facilitated by Greg Beyrer and Mike Bittner.

Success Coaching (Organizational Effectiveness)
12:15–1:30 pm | LRC 102

Drawing parallels from athletics and sport coaching, this workshop offers practical tips and useful strategies that will help your students step up their performance in the classroom and engage in the campus at large.
Facilitated by Allah-mi Basheer.

Embracing Access for Students with Disabilities (Student Success)
12:15–1:30 pm | LRC 107

Academic adjustments, auxiliary aids and services—What are they? How do we provide an accessible environment for our students? Attend this presentation to learn more about DSPS and how we can work together.
Facilitated by Yolanda Garcia Gomez and Teresa O'Brien.

The Relationship Between Education and Income
(Organizational Effectiveness & Student Success)
2:00–3:15 pm | LRC 106

The relationship between education and income focus is to have students stay in college at all levels. Take one more class. Stay in class for one more week. Get one more certificate, earn one more degree, and link these accomplishments to the earnings of a premium of education. *Facilitated by Eddie Fagin.*

Preparing Your Canvas (Technology)
9:00–10:15 am | LRC 210

Attend this workshop to get an overview of the Canvas learning management system and to learn about the various ways training in Canvas will be offered this semester. We will cover the basics of how Canvas is set up for CRC and some ways to think about setting up a Canvas course. *Facilitated by Greg Beyrer.*

Initiatives Overview (Organizational Effectiveness)
9:00–10:25 am | WIN 150

CRC is participating in a variety of initiatives that require the input and collaboration of the entire campus community in order to be successful. This session will familiarize attendees with the Guided Pathways Project, the Integrated Student Success Plan and the Strong Workforce Program, and explain how they can participate.
Facilitated by Edward Bush, Shannon Mills, Jennifer Patrick.

The Gender Toolkit: Creating an Inclusive Classroom
(Diversity & Cultural Competence)
10:30–11:45 am | LRC 102

Gender identity, particularly among younger Americans, has become more fluid or flexible. This workshop offers a toolkit for instructors on how to make their classroom spaces open and inclusive to all genders and to move beyond our expectations of genders and as binary of male and female. We will challenge preconceived ideas about gender norms and how these expectations fuel our assumptions about our students and their experiences. Compared to the population at large, gender diverse students face higher rates of bullying, assault, depression, suicide and homelessness. The goal of this workshop is to provide instructors with readily applicable tools to start supporting gender diverse students from the first day of class.
*Facilitated by Priscilla Loforte, Veronica Dobson, Anastasia Panagako*s.

Adjunct Training—TECH AM (Technology)
10:30–11:45 am | BS 163

Come and learn what instructional technology is available at CRC and where to find it. This session will provide a guided tour through the technology resources available to reinforce your instruction. Resources covered: Unified Authentication, LRCCD Email, eLearning (D2L & Canvas), Employee Self Service, LRCCD Google Apps and Faculty/ Staff Resources. This session is intended for faculty who are new to CRC. Support staff is always welcome to attend!
Facilitated by Michael Bittner.

Equity Training (Diversity & Cultural Competence)
10:30 am–12:00 pm | Orchard Room

Equity Training equips participants with a greater understanding of cultural competence and how to facilitate a hiring process that is free from bias. Equity training is required every two years in order to be eligible to serve as an equity representative on a hiring panel. *Facilitated by Tadael Emiru.*

Academic Senate & Faculty Union (Networking & Conversations)
12:00–12:55 pm | WIN 150
Come and discuss current workplace issues and updates with Union and Senate leadership. Pizza will be provided. *Facilitated by Shannon Mills and Jason Newman.*

Understanding Domestic Violence and How to Support Students
(Health, Wellness & Safety)
1:00–2:15 pm | LRC 104
This workshop provides an overview of domestic violence. It explains how to recognize signs of domestic violence, how to respond in supportive and helpful ways, and reviews resources in the community for students impacted by domestic violence. *Facilitated by Lali Martinez, Campus Violence Prevention Coordinator, WEAVE.*

What We Have Learned about Canvas (Technology)
1:00–2:15 pm | LRC 210
A few months after Canvas by Instructure was selected to be the common course management system for the Online Education Initiative, the @ONE program began offering Introduction to Teaching with Canvas. Greg co-developed the class and has helped hundreds of our colleagues across the state learn how to use this system. At this presentation he will share what we have learned about Canvas, from how to click more efficiently to nuggets on teaching with Canvas in face-to-face and online classrooms. Bring your own tips and take away something new. *Facilitated by Greg Beyrer.*

Safety & Distruptive Students (Teaching & Learning Effectiveness)
1:00–2:15 pm | LRC 105
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, and Shannon Dickson.*

Tutor.Com—CRC's Free Online Tutoring Service (Technology)
1:00–2:30 pm | LRC 216
Join tutoring staff and personnel from Tutor.com to see how your students can access and benefit from this free online tutoring service. Refreshments will be provided. *Facilitated by Sharon Padilla-Alvarado.*

Tea with the President and Vice Presidents (Networking & Conversations)
2:30–3:45 pm | WIN 150
Join your colleagues in conversation with the President and Vice Presidents about goals for the spring semester and beyond. *Facilitated by Edward Bush.*

Thursday, August 17

Evening Offerings

Preparing Your Canvas (Technology)
4:00–5:15 pm | LRC 210
Attend this workshop to get an overview of the Canvas learning management system and to learn about the various ways training in Canvas will be offered this semester. We will cover the basics of how Canvas is set up for CRC and some ways to think about setting up a Canvas course. *Facilitated by Greg Beyrer.*

Safety & Disruptive Students (Teaching & Learning Effectiveness)
4:00–5:15 pm | LRC 105
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 and Shannon Dickson.*

Adjunct Instructional Tech PM (Technology)
4:00–5:15 pm | BS 163
Come and learn what instructional technology is available at CRC and where to find it. This session will provide a guided tour through the technology resources available to reinforce your instruction. Resources covered: Unified Authentication, LRCCD Email, eLearning (D2L & Canvas), Employee Self Service, LRCCD Google Apps and Faculty/ Staff Resources. This session is intended for faculty who are new to CRC. Support staff is always welcome to attend! *Facilitated by Michael Bittner.*

ADJUNCT FALL CONVOCATION

"Teaming Up to Achieve Our Goals"
5:45 - 8:30PM | RECITAL HALL

4:00 – 5:15   **Workshops Available** – See "Evening Offerings" on page 7

5:15 – 5:45   **Networking**
(Light refreshments & snacks provided)

5:45 – 6:15   **Welcome Messages**
Academic Senate & Classified Senate
CRC President Dr. Edward Bush

6:15 – 7:15   **Guest Speaker Dr. Chris Emdin—Reality Pedagogy: Teaching and Learning from the Student Standpoint**

Professor Emdin will provide educators with practical and tangible tools for improving teaching. He describes an approach called Reality Pedagogy and provides practices to help transform instruction.

7:15 – 7:30   **Break**

7:30 – 8:30   **Faculty 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 (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

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Fall Convocation

"Teaming Up to Achieve Our Goals"

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

8:00 – 8:30	**Check-in** Coffee & Light Breakfast Provided
8:30 – 9:15	**LRCCD Board and Chancellor Brian King**
9:15 – 9:45	**President Bush's Welcome Message**
9:45 – 10:00	**Classified & Academic Senate**
10:00 – 10:15	**Break**
10:15 – 11:00	**Guest Speaker Dr. Chris Emdin—Reality Pedagogy:** **Teaching and Learning from the Student Standpoint**
11:00 – 12:00	**Applied Techniques** Dr. Chris Emdin will provide practices to help transform instruction.
12:00 – 1:00	**Lunch in the Cafeteria** Working Together: Teaming Up for Our Students
1:00 – 2:00	**Area Meetings**

Business & Family Science (BFS)	BS 140 B
Careers & Technology (C&T)	WIN 102
Communication, Visual & Performing Arts (CVPA)	M 306
Humanities & Social Science (HSS)	BS 129
Kinesiology, Health & Athletics (KHA)	CAC 104
Learning Resources & College Technology (LRCT)	No Meeting
Science, Mathematics & Engineering (SME)	SCI 109
Human Services/Counseling	Tutoring Center

2:00 – 3:00	**Faculty Departmental Assessment Dialogues and Meetings**

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?

This Fall 2017 semester FLEX reporting will be changed to an online process instead of paper. Please keep track of your FLEX hours so they can be entered into the new system. There will not be a paper FLEX Affidavit Do not send your FLEX hours to Frances Anderson. Please stand by for instructions on reporting. 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 complete your FLEX obligation will result in a loss of pay at the end of the appropriate semester.

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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?

This Fall 2017 semester FLEX reporting will be changed to an online process instead of paper. Please keep track of your FLEX hours so they can be entered into the new system. There will not be a paper FLEX Affidavit Do not send your FLEX hours to Frances Anderson. Please stand by for instructions on reporting.

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.

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 the Institutional Effectiveness office at 691-7303 or Georgine Hodgkinson, CASSL/Professional Development Coordinator at 691-7172.