



**INSPIRING EACH OTHER**  
***Spring Flex Days | January 2020***

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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 on our web at: [CRC Convocations](#). We welcome your feedback and suggestions for future workshop topics to meet your needs.

# OFFICE OF THE PRESIDENT



January 2020

CRC Colleagues:

Welcome back! I hope the winter break gave you time to recharge and spend time with family and friends.

There are many professional development opportunities outlined in this Flex brochure. The Wednesday PD Institute will be led by the Guided Pathways Clarifying the Path Workgroup. This session continues our discussion about having general education themes and invites participants to help refine those themes.

Flex workshops on Thursday include topics to strengthen our cultural, organizational and technological abilities. Our Convocation theme “Equity, Teaching, & Learning : Inspiring Each Other” will draw on the strengths already present on this campus by providing time for members of the Career and Academic Communities to share tips and activities that help our students feel welcome at CRC and oriented to the college experience.

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

# WEDNESDAY OPPORTUNITIES

## WEDNESDAY, JANUARY 15

### PD INSTITUTE

#### **Moving Forward with GE Themes**

**8:30 am–12:00 pm | WIN 150**

CRC is considering adopting a thematic approach to general education (aka GE Themes). If it does so, it'll constitute a major change to the way the college approaches GE. This workshop provides a primer on GE, a primer on the current state of the college's work on GE Themes, and the opportunity to contribute to the next stage of that work. Participants will review current draft GE themes, revise current draft GE theme descriptions, and develop draft criteria for the alignment of courses to each of the themes.

If you haven't yet registered, you can do so here: [2020 Spring PD Institute Registration](#)

### ELK GROVE OFFERINGS

#### **Elk Grove Center Orientation**

**4:00 pm–5:30 pm | Elk Grove Center Room 110**

This orientation provides an opportunity for faculty who are new or returning to the Elk Grove Center to meet the staff, tour the facility, view their classrooms and learn about processes unique to the Elk Grove Center.

*Facilitated by Colette Harris-Mathews, Dean of Elk Grove Center and Dean of Automotive, Construction & Design Technology*

## FLEX OFFERINGS

**9:00–10:15 am**

WIN LAB 151

### **Canvas Accessibility Tool: Enabling and Using Ally in Your Courses**

(Teaching & Learning Excellence)

Ally is a revolutionary product that integrates seamlessly into your Canvas courses and helps to make digital course content more accessible. Ally can easily generate “Alternative Formats” so students can choose to download formats that work best for them. Ally also helps instructors identify the files and images in Canvas that require remediation, provides suggestions, and sometimes even allows for changes “on the fly.” Although Ally is not a complete solution to making course materials accessible, it is a great place to start.

In this workshop, learn how to request Ally for your Spring courses and how to start using Ally. If possible, please complete the [Ally Pilot Opt-in Request Form](#) at least 48 hours before attending the workshop. Please watch this [informational video about Ally](#) if you’d like to learn more about Ally right now. *Facilitated by Jena Trench, Online Course Design Coordinator*

**9:00–10:15 am**

Small Gym PE 113

### **Sabbatical Project Presentation—Yoga**

(Teaching and Learning Excellence)

Come join me for an overview of my Spring 2019 sabbatical and practice connecting through yoga. Please bring a mat if you have one and wear comfortable clothes that you can move in easily. *Facilitated by Marjorie Duffy, Professor of Business & Family Science.*

**9:00–10:15 am**

WIN 106

### **Using Multimedia Stations in the Classroom**

(Technological Competence)

The IT and Media Services department will be offering a training session on how to use the multimedia station in the classrooms. They will go over some basic troubleshooting hints and also give an overview of the IT and Media department support services. This training will be very helpful for anyone planning to use the classroom multimedia stations. *Facilitated by Emmie Oesterman, IT and Media Services Supervisor, and Joe Campbell, Media Systems/Resources Specialist*

**10:15–11:15 am**

WIN 150

### **Coffee Break with the Presidents**

Join your colleagues in conversation with the College President, Classified Senate President and LRCFT President about goals for the spring semester and beyond. *Facilitated by President Edward Bush, Academic Senate President Greg Beyrer, Classified Senate President Julie Olson, and LRCFT President Jason Newman.*

**11:15 am–12:30 pm**

WIN 106

### **Honors Program**

(Teaching & Learning Excellence and Cultural Competence)

Three-year completion rates for CRC Honors Program students are 310% higher than those for CRC students at large and 60% higher than those for honors-eligible, but non-honors students. Learn about what CRC’s Honors Program has to offer students and faculty; the courses, support services, co-curricular programming, and enhanced transfer opportunities it offers our students; program eligibility criteria and admissions processes; expectations for Honors faculty; and how you can get (further) involved with our Honors Program. *Facilitated by Rick Schubert, Professor of Philosophy and Honors Program Chair*

# THURSDAY, JANUARY 16

**11:15 am–12:30 pm**

WIN 104

## **OneBook: Materials, Suggestions, & Support**

(Teaching & Learning Excellence)

This year's OneBook selection is *Just Mercy* by Bryan Stevenson. When Stevenson was a young lawyer, he founded the Equal Justice Initiative, a legal practice dedicated to defending those most desperate and in need: the poor, the wrongly condemned, and women and children trapped in the farthest reaches of our criminal justice system. In this workshop you will discover strategies to connect this text, the new motion picture, and related documentaries to your courses. This session will include selected passages from *Just Mercy*, supplementary materials, and lots of inspiration. *Facilitated by Emmanuel Sigauke, English Department Chair*

**11:15 am–12:30 pm**

WIN LAB 151

## **Integrating Google Docs into Canvas**

(Technological Competence)

This workshop explores how to effectively use Google Docs as an instructional tool by examining the integration of the Los Rios Google service inside of Canvas. Please bring your Los Rios login information to explore how to share Google Docs in Canvas, how to accept our students' Google docs as submissions for assignments, and how to manage our Los Rios Google docs. *Facilitated by Patrick Crandley, Interim Distance Education Coordinator and Jena Trench, Online Course Design Coordinator*

**11:15 am–1:15 pm**

WIN 103

## **Ending the Silence**

(Teaching & Learning Excellence)

Ending the Silence is a mental health awareness and prevention presentation by the National Alliance on Mental Illness (NAMI) to support "those living well with mental health conditions." This session offers peer stories and resources for students wanting to learn about mental wellness and is an opportunity for everyone who would benefit from knowing more about how mental health/wellness impacts our students. *Facilitated by Brandy Jones-Thomas, Professor of Human Services*

**12:30–1:30 pm**

WIN 150

## **Joint Senate-Union Lunch**

(Organizational Competence)

Join the LRCFT President and Academic Senate President to discuss the latest trends in education and other topics relevant to CRC Faculty (and eat pizza thanks to LRCFT President Jason Newman).

**1:45–3:00 pm**

WIN LAB 102

## **I'm an Ally, Now What: Affirming LGBTQ+ Spaces**

(Teaching & Learning Excellence)

It's safe to say that our LGBTQ+ students do not always feel at home at CRC. There are only 6 Community Colleges in the entire US that have a PRIDE center, and CRC is just now currently developing one. Although the notion of allyship has been central to conversations regarding how to create Safe Spaces and LGBTQ+ inclusion in college, this workshop centers on the ways in which we can put allyship and queer solidarity into practice. Drawing from strategies presented at the 2019 LGBTQ+ Community College Summit, this workshop will address how CRC can create an equitable education and instruction for LGBTQ+ folks who are also Black, Latinx, Asian-American, etc. *We will start by acknowledging that 70 percent of LGBTQ+ students at Community Colleges are People of Color. Facilitated by José Alfaro, English Professor and PRIDE Center Coordinator*

**1:45–3:00 pm**

WIN 106

## **Update on Program Review: Implementation of Six-Year Staggered Cycle**

(Organizational Competence)

Come to this session to learn more about the upcoming changes to program review beginning Fall 2020. This includes information regarding how the College will implement its staggered six-year program review cycle. *Facilitated by Paul Mainz, Institutional Effectiveness Classified Tri-Chair; Rhonda Farley, ESL Professor, SLO Coordinator and Institutional Effectiveness Faculty Tri-Chair; and, Sabrina Sencil, Director of Research & Equity*

**1:45–4:45 pm**

WIN 104

## **Hiring the Best (Diversity)/Equity Training**

(Cultural Competence & Organizational Competence)

*Hiring the Best and Equity* are, in essence, two sides of the same coin. Equity in hiring should not only be the responsibility of the appointed Equity Rep, but is the responsibility of all on the hiring committee. Equity in hiring matters to all of us, thus it is hoped that the joint trainings will allow others to know why it is important to share the responsibility. After this training, attendees will be eligible to serve on hiring committees, and will also be able to serve as Equity Representatives on hiring committees. The joint training is developed in collaboration with all Los Rios Colleges. *Facilitated by Brian Bedford, Dean of Arts, Media & Entertainment and Equity Officer*

**4:30–6:00 pm**

WIN 106

## **Student Mental Health in Our Classrooms**

(Teaching and Learning Excellence)

A significant portion of college students struggle with mental health issues. According to the Department of Health and Human Services, 1 in 10 young people have experienced a period of major depression, and suicide rates have risen steadily in the U.S. since 1999. Many of our students are in need of serious stress-reducing life skills and mental health interventions. In this session, you will receive valuable information about the current mental health crisis, student support strategies, and guidelines for mandated reporting. *Facilitated by Brandy Jones-Thomas, Professor of Human Services, and Debra DeLoney Deans, LMFT*

**4:45–6:00 pm**

WIN LAB 102

## **I'm an Ally, Now What: Affirming LGBTQ+ Spaces**

(Teaching & Learning Excellence)

It's safe to say that our LGBTQ+ students do not always feel at home at CRC. There are only 6 Community Colleges in the entire US that have a PRIDE center, and CRC is just now currently developing one. Although the notion of allyship has been central to conversations regarding how to create Safe Spaces and LGBTQ+ inclusion in college, this workshop centers on the ways in which we can put allyship and queer solidarity into practice. Drawing from strategies presented at the 2019 LGBTQ+ Community College Summit, this workshop will address how CRC can create an equitable education and instruction for LGBTQ+ folks who are also Black, Latinx, Asian-American, etc. *We will start by acknowledging that 70 percent of LGBTQ+ students at Community Colleges are People of Color. Facilitated by José Alfaro, English Professor and PRIDE Center Coordinator*

**4:45–6:00 pm**

WIN 103

## **Financial Aid 101**

(Organizational Competence)

Come learn how to steer students toward the best resources early in the semester to support academic success. *Facilitated by Yolanda Garcia, Dean of Student Services & Enrollment Management, and Angela Brady, Financial Aid Supervisor*

**4:45–6:00 pm**

LRC 104

## **CRC Emergency Preparedness**

(Organizational Competence)

Come learn about CRCs emergency preparedness protocols in the event of situations such as an activity shooter or a fire. In addition, learn about the new emergency preparedness FAQ document prepared by LRPD and the PIOs. This session will provide attendees with information and actions which should be undertaken in the event of an emergency situation. *Presented by Captain Jinky-Jay Lampano, Los Rios Police Department*

THURSDAY, JANUARY 16

6:15–8:30 PM

**ADJUNCT CONVOCATION**

**Equity, Teaching & Learning: Inspiring Each Other**

**6:15–7:30 pm | WIN 150**

- 6:15–6:30 pm      Networking (Light refreshments & snacks provided)
- 6:30–6:45 pm      Welcome Messages
- CRC President Dr. Edward Bush
- Academic Senate President, Greg Beyrer
- 6:45–7:30 pm      “Learning from Each Other” Tips and Activities

**Career & Academic Community and Department Meetings**

**7:30–8:30 pm**

- Business and Computer Science .....LRC 102
- Agriculture, Food, and Natural Resources .....LRC 104
- Automotive, Construction, & Design Technology .....LRC 105
- Arts, Media, and Entertainment .....LRC 106
- Counseling .....No Meeting
- English & Language Studies .....BS 120
- Health & Human Services .....LRC 104
- Learning Resources & College Technology .....No Meeting
- Science, Mathematics & Engineering .....LRC 222
- Social & Behavioral Sciences .....LRC 221



# FRIDAY, JANUARY 17

## 8:00 AM–3:00 PM CONVOCAATION

### **Equity, Teaching & Learning: Inspiring Each Other**

**8:00–9:45 AM | Recital Hall**

8:00–8:30 am	Check-in—Coffee & light breakfast provided
8:30–9:00 am	Welcome from President Bush
9:00–9:30 am	Welcome from the Classified Senate President and the Academic Senate President
9:30–9:45 am	Teaching & Learning Leads' Introduction to the Break-out Sessions
9:45–10:00 am	Break

### **Break-out Sessions: Learning from Each Other: Tips and Activities**

**10:00–11:50 AM**

Agriculture, Food, & Natural Resources and Automotive, Construction, & Design Technology .....	LRC 107
Arts, Media & Entertainment .....	LRC 102
Business & Computer Science and Social & Behavioral Sciences .....	LRC 105
English & Language Studies.....	LRC 106
Health & Human Services .....	LRC 201
Science, Math & Engineering.....	LRC 104

10:00–10:55 am	Session 1 - Setting the Stage—Factors that Influence What We Do
10:55–11:00 am	Break
11:00–11:50 am	Session 2 - Sharing What We Already Do

### **Lunch**

**12:00–1:00 PM | Cafeteria**

### **Career & Academic Communities and Department Meetings**

**1:00–3:00 PM**

Agriculture, Food, & Natural Resources and Health & Human Services meeting– 1:00-1:45 pm	CAC 140
AFNR Department meeting – 1:45-3:00 pm	WIN 102
HHS Department meeting – 1:45-3:00 pm	WIN 102
KHA Department meeting – 1:45-2:45 pm	CAC 140
Athletics – 2:45-4:00 pm	CAC 140
Automotive, Construction, & Design Technology	WIN 106
Arts, Media, & Entertainment	L 111
Business & Computer Science	BS 140A
English & Language Studies	BS 119
Science, Mathematics & Engineering	SCI 109
Social & Behavioral Sciences	BS 129
Counseling	No meeting
Library & Technology Services <i>Library Department meeting</i>	

# WHAT IS 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 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 five days per year.

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 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 in the fall and spring semesters, which include convocation, lunch, departmental and area meetings, 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 24 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 TCS. Overload Flex obligation must be completed during the semester in which payment is received.

*Non-classroom faculty* do not have to attend flex activities. Non-classroom faculty are encouraged to attend Flex activities and count these toward college service. Please note that non-classroom faculty may have a Flex obligation if they teach overload, which will be noted on the TCS for that overload assignment. Convocation is not mandatory for non-classroom faculty, but attendance is highly encouraged if possible.

*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. During a semester, if an 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.



# 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 updated 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 reporting for CRC is an online process. You can enter your Flex hours any time during the semester. Go to the College's Center for Professional Development's website at: <https://employees.crc.losrios.edu/collegewide/professional-development/flex>. If you are full-time faculty and have an absence during convocation, an absence report should be turned in to your dean. Flex reporting must be completed one week before the end of each semester. Failure to complete your Flex obligation will result in a loss of pay at the end of the appropriate semester.

# WHAT IS FLEX?

## 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.*

***If you have questions about what activities qualify for Flex credit, please contact the Office of Equity, Institutional Effectiveness, and Innovation at [CRC-IE@crc.losrios.edu](mailto:CRC-IE@crc.losrios.edu) or call 916-691-7303. You may also contact Lisa Dominguez Abraham, Professional Development Coordinator at [abraham@CRC.losrios.edu](mailto:abraham@CRC.losrios.edu).***



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