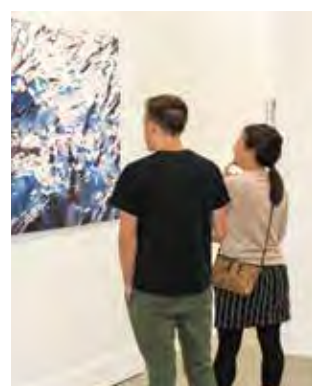




# WORKING TOGETHER TO TRANSFORM STUDENT LIVES

*Spring Flex Days | January 2017*



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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 adjunct faculty 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



January 2017

Welcome back! I hope your holiday break provided you with a chance to relax with your family and friends and that you are ready to start the spring semester. Please take time to review the professional development opportunities outlined in this FLEX brochure. There are many interesting sessions to consider. The college selected “Working Together to Transform Student Lives” as the theme for the 2016-17 year. CASSL’s spring ’17 institute **Communiversidad** which will be facilitated by Xico González, will take place January 11 from 8:30 am-noon in the Winn Center Community Room. Join your colleagues for an exploration of meaningful, hands-on, culturally sensitive, and community-centered education.

FLEX workshops on January 10-12 will follow the same categories of topics we typically offer including: cultural competence, health, wellness & safety, networking & conversations, organizational effectiveness, student success, teaching & learning effectiveness, and technology.

Convocation on Friday will include the opportunity to hear from faculty, classified and administrative leaders as we focus on our future. I look forward to seeing many of you during these opportunities for campus networking and learning.

Also, I want to encourage you to show your Hawk pride and college spirit by wearing orange/navy or a CRC shirt during these FLEX activities.

Sincerely,



Dr. Edward Bush  
President

# EXTENDED LEARNING OPPORTUNITIES

## TUESDAY, JANUARY 10

### **Kognito Training**

**9:00 – 11:00 A.M. | 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 Boot Camp**

**10:00 A.M. – 4:00 P.M. | BS 164**

If 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, JANUARY 11

### **CASSL Institute: *Communiversidad***

**8:30 A.M. – 12:30 P.M. | WIN 150**

*Communiversidad* is the concept that seeks to bridge the college or university and the community by providing students with a meaningful, hands-on, and authentic cultural and educational experience that will benefit the student, the campus, and the community. At this institute, Xico González will present his approach to *Communiversidad* and explain his method for inspiring students to successfully navigate secondary and higher education while maintaining their cultural essence. *Facilitated by Rick Schubert.*



### **Perkins Prep School**

**12:45-1:45 P.M. | LRC 106**

How are CRC's Perkins Grant Funds allocated? What programs can be funded? What are eligible expenditures? We will answer these questions and more at Perkins Prep School! Enroll by contacting Frances Anderson at extension 7303. Walk-ins are OK. *Facilitated by Torrence Powell and Kim Harrell.*

### **Equity Training**

**1:00-2:00 P.M. | 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. 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.*

### **Diversity Training**

**2:00-4:00 P.M. | LRC 102**

The training, which is 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.*

# THURSDAY, JANUARY 12

**9:00-10:15 Safety Training (Health Wellness & Safety)**

**LRC 104**

The goal of verbal de-escalation training is to provide participants with skills to communicate with difficult people, motivate for voluntary compliance, remain in emotional control during disagreements, and maintain professionalism in any context. *Facilitated by Captain Broussard.*

**9:00-10:15 All the Things You Were Afraid to Ask About  
Accommodating Students with Disabilities (Student Success)**

**LRC 106**

DSP&S will present on the disability accommodation process. Student and faculty responsibilities will be discussed. The discussion will focus around test proctoring, note-taking services, preferred classroom seating, and specialized classroom furniture as well as other accommodations. Please feel free to bring any questions. *Facilitated by CRC DSP&S.*

**9:00-10:15 Calling All Canvas Trailblazers! (Technology)**

**LRC 210**

Planning on teaching with Canvas this semester? Attend this workshop to share your plans, learn tips and suggestions, and make final preparations as we prepare to engage a new learning management system. *Facilitated by Greg Beyrer.*

**10:30-11:45 Creating an Inclusive Campus: What You Should Know About  
the Gender Spectrum (Diversity and Cultural Competence)**

**LRC 102**

Colleges are noticing an increase in students who do not identify as strictly male or female, but instead consider their gender identity to be fluid or flexible. This workshop addresses what all of us in an educational setting should know about the gender spectrum in an effort to better serve all our students and to create a positive and safe learning environment. We will discuss the cultural, social, and neuropsychological aspects of group formation and tribalism as a way to understand our human need to categorize people into certain gender or sex categories and offer practical tips on making the classroom and office gender friendly. *Facilitated by Priscilla Loforte, Veronica Dobson, Anastasia Panagakos.*

**10:30-11:45 Safety and Disruptive Students (Teaching & Learning Effectiveness)**

**LRC 105**

Please join your faculty union leadership to discuss issues of safety and disruptive students on campus. The presenter 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.*

**10:30-11:45 Success Coaching (Organizational Effectiveness)**

**LRC 107**

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.*

**10:30-11:45 Jazzercise (Health Wellness & Safety)**

**Small Gym**

Jazzercise is an exercise program that incorporates all of the components that the ACSM recommends for a good workout regimen. It involves aerobic, core, balance, flexibility, and strength training routines put to music. **Workout clothes and shoes are required.** *Facilitated by Irene Roltsch.*

**12:00-12:55 Academic Senate & Faculty Union (Networking & Conversations)**

**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.*

**1:00-2:15 Theatre Arts Across the Curriculum (Teaching & Learning Effectiveness) Black Box Theatre**

Come learn about our upcoming plays and how they can complement and enhance your curriculum and our students' connection to CRC's campus community. *Facilitated by Cheri Fortin.*

# THURSDAY, JANUARY 12

- 1:00-2:15**                    **Understanding Domestic Violence and How to Support Students (Health Wellness & Safety)**                    **LRC 104**  
Overview of domestic violence including: how to recognize signs of domestic violence, how to respond in supportive and helpful ways, and familiarity with resources in the community for students impacted by domestic violence. *Facilitated by Lali Martinez, Campus Violence Prevention Coordinator, WEAVE*
- 1:00-2:15**                    **Active Shooter Safety Training (Health Wellness & Safety)**                    **LRC 105**  
This goal of the LRPD Active Shooter Response training program is to provide participants with specific preparation and tools they can use if they should be faced with an active shooter in any environment, as well as an understanding of what to expect from law enforcement during a critical incident response and an overview of previous active shooter events.  
**Lecture: Active Shooter I- this lecture which covers the national "Run, Hide, Fight" program and addresses LRCCD specific issues.** *Facilitated by Captain Broussard.*
- 1:00-2:15**                    **Email Hazards and Proper Usage of Email (Technology)**                    **LRC 108**  
This course will address the different types of hazardous emails and the best ways to navigate these treacherous virus-filled communications. *Facilitated by Paul Francois.*
- 1:00-2:15**                    **Canvas Overview (Technology)**                    **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.*
- 2:30-3:45**                    **Tea with the President and Vice Presidents (Networking & Conversations)**                    **WIN 150**  
Join your colleagues in conversation with the President and Vice Presidents about goals for the spring semester and beyond. *Facilitated by Dr. Edward Bush*
- 4:00-5:15**                    **Adjunct Instructional Technology Orientation (Evening Offerings)**                    **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 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 are always welcome to attend! *Facilitated by Michael Bittner.*
- 4:00-5:15**                    **Safety Training (Evening Offerings)**                    **LRC 104**  
The goal of verbal de-escalation training is to provide participants with skills to communicate with difficult people, motivate for voluntary compliance, remain in emotional control during disagreements and maintain professionalism in any context. *Facilitated by Captain Broussard.*
- 4:00-5:15**                    **Safety and Disruptive Students (Evening Offerings)**                    **LRC 105**  
Please join 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.*
- 4:00-5:15**                    **Email Hazards and Proper Usage of Email (Evening Offerings)**                    **LRC 108**  
This workshop will address the different types of hazardous emails and the best ways to navigate these treacherous virus-filled communications. *Facilitated by Paul Francois.*
- 4:00-5:15**                    **Calling All Canvas Trailblazers! (Evening Offerings)**                    **LRC 210**  
Planning on teaching with Canvas this semester? Attend this workshop to share your plans, learn tips and suggestions, and make final preparations as we prepare to engage a new learning management system. *Facilitated by Greg Beyrer.*

THURSDAY, JANUARY 12

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 5
- 5:15 – 5:45**      **Networking**  
(Light refreshments & snacks provided)
- 5:45 – 6:15**      **Welcome Messages**  
**Greetings from the President:** — Dr. Edward Bush  
**Greetings from the Classified Senate** — April Robinson  
**Greetings from Academic Senate** — Julie Oliver
- 6:15 – 7:15**      **“Equity in the Classroom”** — Professor Lesley Gale
- 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          |
| Kinesiology, Health & Athletics (KHA)          | No Meeting      |
| Library & Technology Services (LTS)            | No Meeting      |
| Science, Mathematics & Engineering (SME)       | SCI 109         |
| Human Services/Counseling                      | Tutoring Center |



FRIDAY, JANUARY 13

SPRING CONVOCATION

**“Working Together to Transform Student Lives”**

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

|              |  |  |
|--------------|--|--|
| 8:00 – 8:25  | <b>Check-in &amp; Register for Classes</b><br>Beverages only; <b>No Breakfast Provided</b>   |  |
| 8:30 – 9:20  | <b>Welcome from the Board</b><br><b>Chancellor’s Message</b><br><b>Awards Presentations—Academic &amp; Classified Senates</b>  |  |
| 9:20-9:45    | <b>Presentation of CRC Strategic Plan—CRC President and Members of Strategic Planning Steering Committee</b>   |  |
| 9:45 – 10:00 | <b>Break &amp; time to get to CRC Strategic Planning breakout locations</b>  |  |
| 10:00-11:50  | <b>Goal #1—Pathways</b><br><b>Goal #2—Equity</b><br><b>Goal #3—Teaching &amp; Learning</b><br><b>Goal #4—Workforce Development</b><br><b>Goal #5—Learning &amp; Working Environment</b>  | <b>SCI 308</b><br><b>LRC 104</b><br><b>LRC 105</b><br><b>SCI 109</b><br><b>SCI 106</b>   |
| 12:00-12:50  | <b>Working Lunch (Cafeteria)</b>   |  |
| 1:00 – 2:00  | <b>Area Meetings</b><br>Business & Family Science (BFS)<br>Careers & Technology (C&T)<br>Communication, Visual & Performing Arts (CVPA)<br>Humanities & Social Science (Hum/SS)<br>Kinesiology, Health & Athletics (KHA)<br>Library & Technology Services (LTS)<br>Science, Mathematics & Engineering (SME)<br>Human Services/Counseling | BS140A<br>Winn 102<br>M306<br>BS129<br>CAC140<br>No Meeting<br>SCI109<br>Tutoring Center |
| 2:00 – 3:00  | <b>Departmental Assessment Dialogs and Meetings</b>  |  |



# 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 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 the 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 the TCS. This obligation is met by attending on campus professional development activities that do not conflict with 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 instructor doesn’t teach on Thursdays and/or Fridays, then there is no obligation for that semester. FLEX obligation is noted on the 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 at Friday’s convocation and at Thursday’s adjunct faculty meeting. Extra copies are also given to each area office for faculty who do not attend one of these events. The FLEX Affidavit is also available on-line at [http://www.crc.losrios.edu/facstaff/sharedgov/profdev/flex\\_brochures](http://www.crc.losrios.edu/facstaff/sharedgov/profdev/flex_brochures). 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?

A FLEX professional development activity is an activity which addresses an instructional improvement need and cannot be accomplished within normal working times. The activity should be above and beyond normal duties and responsibilities as outlined in board policy and in the faculty collective bargaining agreement. Faculty may not receive credit for activities which occur during their regularly scheduled work hours.

## A FLEX individual professional development activity should:

- Occur during weekends or holidays, or otherwise outside normal working times.
- Be something that is normally not undertaken because it is too difficult to find the time, or the equipment, or to get people together.
- Address a critical assignment-related need such as: an update of subject matter, learning new teaching methods, major revision of classroom materials, major curriculum review, development of new matriculation or retention strategies, articulation with other departments on campus or with transfer institutions, or organizational development.
- Foster professional growth through participation in conferences, seminars, workshops, research, publishing, or advising of students or faculty.

## A FLEX 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 (including professional development funding) could be received.

## How do I record my FLEX obligation?

FLEX Affidavit forms are distributed at the beginning of each semester at convocation. Affidavit forms are also available on the web at [http://www.crc.losrios.edu/facstaff/sharedgov/profdev/flex\\_brochures](http://www.crc.losrios.edu/facstaff/sharedgov/profdev/flex_brochures). Complete the form indicating how you have fulfilled, or plan to fulfill, any FLEX obligation for the semester. 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, the instructor 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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