



MAKING CONNECTIONS & BUILDING COMMUNITY

Spring Flex Days | January 2019

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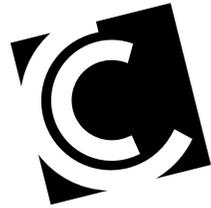
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SPECIAL NOTE TO OUR ADJUNCT & CLASSIFIED EMPLOYEES

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: <https://www.crc.losrios.edu/culture/convocation>. We welcome your feedback and suggestions for future workshop topics to meet your needs.

OFFICE OF THE PRESIDENT



COSUMNES
RIVER COLLEGE
Los Rios Community College District

January 2019

CRC Colleagues:

Welcome back! I trust you were able to have some time to recharge a bit over the break and are ready for the start of the spring semester.

There are many professional development opportunities outlined in this FLEX brochure. The Wednesday PD Institute will focus on “Guided Pathways & General Education: Where Are We Now & What Options Work Best for CRC Students?”

FLEX workshops Tuesday through Thursday include topics related to: Teaching and Learning Excellence, Professional Competence, Cultural Competence, and Technological Competence.

Our convocation theme “Making Connections and Building Community” will highlight the experiences of CRC’s new students. 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

ONLINE FLEX OPTIONS

SLO-centric Course Planning and Grading in Canvas

with Lisa Marchand, ESL Professor (30 minutes of FLEX credit)

This video, featuring Professor Lisa Marchand, encourages faculty to consider adopting course design and grading methods that would enable assessment of ALL course SLO's in all classes, every semester without adding to their workload. Click the link below for a ½ hour presentation that explains this possibility, and how to set up Canvas. This program was recorded on 10/26/2018 during the Can-Innovate Webinar.

Aligning From Within: A Unified Approach to Tackling Large Department Consistency

with Roy Simpson, Mathematics Professor (30 minutes of Flex Credit)

“Standards,” “rigor,” and “course outlines” are all well-and-good, but how often can one topic be taught at a much lower- or higher-level than the true intent of the course? If you have ten different instructors teaching different sections of the same course, how can you, as a department, optimize the chance of aligning outcomes and levels without sacrificing the instructor’s academic freedom? With a 40+ faculty, the Mathematics Department found that the range in levels for outcomes of the same course were drastically dissimilar and we have taken measures to completely align for the sake of student success. Come out to learn how we have begun a unified journey to develop common finals while still allowing for the flexibility of the instructor’s “voice” and style. This program was recorded on 8/23/18 during Fall Flex.

You will find both of these online FLEX options, and other resources for faculty, on the Center for Professional Development’s Faculty Resources Page at: <https://www.crc.losrios.edu/facstaff/pd/resources/faculty>

EXTENDED LEARNING OPPORTUNITIES

WEDNESDAY, JANUARY 16

PD INSTITUTE

Guided Pathways & General Education: Where Are We Now & What Options Work Best for CRC Students?

8:30 am–12:00 pm | WIN 150

Why do students take your course for GE? General Education provides a common educational experience for students. While the State prescribes GE course requirements, CRC faculty ensure that general education courses cultivate knowledge, skills, and values that are characteristic of a learned person. But, how will CRC decide *which* GE courses will fit with students' interests and academic/career goals?

This PD institute will:

- engage participants in understanding GE
- provide a context for how GE considerations relate to guided pathways implementation
- highlight possible GE approaches used by other colleges
- give participants a chance to voice their perspective on future college GE directions within a Pathways framework and contribute to a “conversational draft” proposal for a thematic approach to GE at CRC.

Please join this important conversation and [register](#) for the Spring 2019 PD Institute today!

ELK GROVE OFFERINGS

Elk Grove Center Faculty Orientation

4:00–5:30 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 classroom and learn about processes unique to the Elk Grove Center.

Facilitated by Tiffany Clark

FLEX OFFERINGS

9:00–10:10 am
BS 128

Domesticities and Feminisms: Women Artists in 17th Century Holland Faculty Share their Sabbatical Research: Highlighting the Work of Maureen Moore (Teaching & Learning Excellence)

Women Artists in Holland during the 17th Century is the focus of this Flex event. This workshop will review the profiles of Maria van Oosterwijck, Judith Leyster and Rachel Ruysch and highlight amazing experiences from Professor Moore's Type A Sabbatical. *Facilitated by Maureen Moore, Professor of Humanities.*

9:00–10:10 am
WIN 106

Verbal Judo: Tips for Managing Difficult Situations (Organizational Competence)

Verbal judo can help to “break apart” the stress and tension that originates from student disruptions in the classroom. Interim Captain Lampano will review district policies that inform students' behavioral expectations and share strategies for effectively managing difficult and disruptive classroom occurrences. *Facilitated by Interim Captain Lampano.*

10:15–11:10 am
WIN 150

Coffee Break with the Presidents (Organizational Competence)

Join your colleagues in conversation with the College President, Classified Senate President and LRCFT President about goals for the fall semester and beyond. *Facilitated by President Edward Bush, Classified Senate President Jennifer Patrick, and LRCFT President Jason Newman.*

11:15 am–12:20 pm
WIN 106

Integrated planning (Program Review/PrOF) and resource allocation (AOB, COB, Facilities, Classified/Faculty FTE, etc.): Advice About Process Navigation (Organizational Competence)

Are you new to CRC? Or, have you struggled in the past with the COB or PrOF process? This workshop will provide helpful insights and the opportunity to ask questions of our campus experts. *Facilitated Cory Wathen, Vice President of Administrative Services and Student Support and Paul Mainz, IT Business/Tech Analyst I.*

11:15 am–12:20 pm
WIN 104

Bringing Joy into your classroom! (Teaching & Learning Excellence)

Hear from faculty and students about their experiences reading and reflecting on the OneBook selection, *Book of Joy*. Gather ideas and resources to help you incorporate **Joy** into your classroom. *Facilitated by Emily Bond, Librarian.*

11:15 am–12:20 pm
LRC 210

Any Class Can Use Canvas (Technological Competence)

Attend this workshop to get an overview of the Canvas learning management system. We will cover the basics of how Canvas is set up for CRC and you will leave with a plan for how Canvas can be used to help students in your class succeed. *Facilitated by Greg Beyrer, Distance Education Coordinator.*

12:30–1:30 pm
WIN 150

Joint Senate-Union Lunch (Organizational Competence)

Join the LRCFT President and Academic Senate members 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
SCI 414

Gas Chromatography: What Is It? Who Uses It? Why Does It Matter? (Technological Competence)

CRC's Shawn has a second occupation: he makes tools (chromatography columns) used by forensic scientists, food scientists, environmental scientists, and other areas of analytical chemistry. In this workshop, Professor Reese will provide an introduction to what Gas Chromatography is, who uses it, why it matters, and some recent advances in the field. *Facilitated by Shawn Reese, Professor of Chemistry.*

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 Alex Casareno, Dean of Guided Pathways.*

4:45–6:15 pm

LRC 210

Every Student Is Our Student: CRC and the CVC-OEI (Technological Competence)

Beginning this semester, students whose home colleges are outside of Los Rios will be able to enroll in our fully online classes via cross-enrollment. This is an important part of the toolset provided by the California Virtual Campus – Online Education Initiative, and we are participating in this semester's proof of concept. Come to this session to learn about the opportunities cross-enrollment has offered our college, especially our students, and to discuss how to welcome students whose home colleges include Cabrillo College, De Anza College, and Foothill College. *Presented by Yolanda Garcia, Interim Dean of Student Services and Enrollment Management and Greg Beyrer, Distance Education Coordinator and Single Point of Contact for the CVC-OEI.*

4:45–6:15 pm

WIN 106

Academic Dugnad: The Heart of Refugee Higher Education Faculty Share their Sabbatical Research: Highlighting the Work of Lesley Gale

(Teaching & Learning Excellence)

Dugnad is an Old Norse term meaning hands-on service without expectation of reward. This workshop will discuss how Norwegians, Germans, and other Europeans have welcomed thousands of newcomers to their communities and college campuses since the "refugee crisis" of 2015-6, the barriers refugees face in accessing higher education, and the best practices for refugee higher education. As Sacramento County continues to receive more than five times the number of Special Immigrant Visa Holder refugees than any other California county, and California receives more refugees than any other state in the Union, what should we as educators understand about refugees and education? *Facilitated by Lesley Gale, Professor of English*

4:45–6:15 pm

WIN 104

Bring the CRC Library into Canvas

(Teaching & Learning Excellence and Technological Competence)

Are your students struggling with citing sources? There's no more excuses with the CRC Library's online APA and MLA style guides. Learn about new tools that will allow you to embed these guides and other library content directly into Canvas. This hands-on session will include:

- Embedding library guides into Canvas content pages
- Adding a librarian to your Canvas course
- Linking to full-text articles and eBooks from the CRC Library Databases
- Embedding streaming media into Canvas
- Making purchase requests for library material
- And more...

Facilitated by Andi Adkins-Pogue, Librarian

THURSDAY, JANUARY 17

ADJUNCT CONVOCATION

“Making Connections & Building Community”

4:45 – 8:30 PM | RECITAL HALL

4:45–6:15 pm **Workshops Available**—See Thursday Flex offerings

6:15–6:30 pm **Networking**—Light refreshments & snacks provided

6:30–6:45 pm **Welcome Messages**

Academic Senate & Classified Senate

CRC President Dr. Edward Bush

6:45–7:30 pm **Community Building Successes & Goals: A Focus on CRC Students’ First Year Experience**

7:30–8:30 pm **Faculty Area Meetings**

Business & Family Science (BFS)	BS 140A
Careers & Technology (C&T)	WIN 102
Communication, Visual & Performing Arts (CVPA)	L 111
Human Services/Counseling	WIN 103
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

Did you know that there is a [LRCFT Part-Time Faculty Caucus Almanac](#)? For this and access to other important faculty resources, see the [Center for Professional Development](#) website!

FRIDAY, JANUARY 18

CONVOCATION

“Making Connections & Building Community”

8:30 – 3:00 PM | RECITAL HALL

8–8:30 am	Check-in
8:30–9:15 am	Welcome from President Ed Bush
9:15–9:30 am	Welcome from the Classified President and the Academic Senate
9:30–10:45 am	Community Building Successes & Goals: A Focus on CRC Students’ First Year Experience
10:45–11:00 am	Break
11:00 am–12:00 pm	Building Community Break-Out Sessions: Connecting Career & Academic Programs with Student Support Faculty
12:00–1:00 pm	Lunch in the Cafeteria
1:00–3:00 pm	Department Meetings
	Business & Family Science (BFS) BS 140A
	Careers & Technology (C&T) WIN 102
	Communication, Visual & Performing Arts (CVPA) L 111
	Human Services/Counseling WIN 103
	Humanities & Social Science (HSS) BS 129
	Kinesiology, Health & Athletics (KHA) CAC 140
	Learning Resources & College Technology (LRCT) No Meeting
	Science, Mathematics & Engineering (SME) SCI 109

Spring 2019 Friday Convocation is a Zero Waste Event (ZWE)

In an effort to support the College’s sustainability efforts, the sustainability committee, the professional development committee and Aramark have worked together to make Friday’s Convocation a zero waste event (ZWE). A ZWE diverts 90% or more of its waste away from landfills. To support this effort, we ask all employees: **Please bring your own reusable cup for coffee, tea, and water to Friday’s events. Thank you!**

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.

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. 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 reporting is an online process instead of paper. You can enter your FLEX hours any time during the semester. Go to our web site at: <http://crc.losrios.edu/facstaff/pd/report>. If you are full time faculty and have an absence during convocation, an absence report should be turned in to your dean. Failure to complete your FLEX obligation 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 reporting is an online process instead of paper. You can enter your FLEX hours any time during the semester. Go to our website at: <http://crc.losrios.edu/facstaff/pd/report>. If you are full time faculty and have an absence during convocation, an absence report should be turned in to your dean. 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.*

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, Professional Development Coordinator at 691-7172.



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