

SAN DIEGO MESA COLLEGE

Flex Subcommittee

Meeting - Friday, November 12, 2009, 2:30 p.m. to 4:00 p.m., LRC 208

PRESENT: Hank Beaver, Yvonne Bergland (Chair), Dana Hall, Ed Helsher, Susan Mun, Caterina Palestini, Kim Tran, Ben Weaver.

ABSENT: Nancy Bray (excused) (proxy to Hank Beaver); Saeid Eidgahy (excused); Leroy Johnson (excused due to sabbatical); Joseph Safdie (excused).

GUEST: None.

The meeting was called to order at 2:32 am by Dr. Yvonne Bergland, Dean, Instructional Services, Resource Development and Research in LRC 208. An agenda and handouts were distributed with the circulation of a sign-in sheet.

1. Welcome and Introductions. Bergland noted Saeid Eidgahy is the new Deans' Council representative. His name will be added to the membership and a meeting packet will be sent to him.

2. Review of Agenda/Minutes. No items were added to the Agenda. Bergland reminded the Committee that the minutes are posted online.

3. Review of Membership (*) Bergland reviewed the membership and added Eidgahy as well as corrected Susan Mun's title to read "Campus Based Researcher". There is one vacancy on the Committee.

4. Flex 2010-2011.

a. Fall – August 19-20 (2). Bergland noted the traditional timeslots for workshops, such as school and department meetings, and the President's function, will be reserved again. In addition, an orientation for all adjunct faculty is being planned by the Vice President of Instruction.

b. Spring – January 20-21 (2). Bergland noted the President's Forum is being planned for spring Flex days.

5. Evaluation of Flex Activities.

a. Flex Report (*). Susan Mun presented the results of the Flex Survey Report, noting it will be posted online and not given as a handout. An overall 34% participation rate was reported with greater participation by contract faculty. Overall, positive feedback was received regarding workshops and independent projects. All unedited responses are listed in the report. This report will be sent via email to the Committee for review.

b. Spring 2010 Administration. Bergland indicated the evaluation instrument is usually administered in the fall semester but it was recommended to administer it in the spring semester. It would include feedback from Flex activities attended in both semesters of the current academic year.

c. Post to Website. The survey results will be posted online and the campus will be notified.

6. Review of 2009-2010 Flex Handbook ().**

a. Front Matter Content. Bergland noted the major change made to last year's Handbook was the addition of the sample independent project. She reported use of the independent project option increases toward the end of the semester, however, the deadline for adjunct faculty to submit an independent project is December 7, which is one week in advance of the December 14 deadline to complete the Flex obligation. Bergland noted there are still questions regarding carryover. Faculty may not carry over Flex hours from spring 2009 to fall 2009 because it is a different academic year. Discussion followed as to the number of faculty who are docked at the end of each semester. A report is distributed to all managers listing those faculty with outstanding Flex obligations. She explained the reminders that were previously sent with pay warrants are now being distributed in faculty mailboxes due to the new online pay warrant system.

Discussion followed regarding issues with dates listed in some independent projects that are after the deadline.

Bergland indicated after 12:00 pm on the deadline date, a report is generated by the District listing all faculty with outstanding Flex obligations. This report is reviewed at the campus level and then forwarded to Payroll for docking.

Bergland clarified that independent projects need to be marked "complete" from the Flex Contract page, not the Independent Project screen. When using the Independent Project screen, the project is automatically re-submitted for review by the system.

- **Welcome/Committee Membership.** The Welcome was discussed and no changes were made to this page.
- **Features on the Instructional Improvement Website.** Bergland noted that this page was revised last year to include additional information as well as using bold type for ease of reference.
- **Flex Facts.** The Flex Facts were reviewed and Bergland noted the deadline dates will be revised and included.
- **Workshop Facts.** Bergland indicated the information was updated last year to include new workshops as well as the hands-on Flex workshops. Discussion followed and Hank Beaver suggested using the latest technology to create an online training session. He offered to work with Bergland's office to create it. Flex credit may be offered as well. Beaver explained that Camtasia would be used to create this training. Bergland suggested working with Kim Tran and Ben Weaver to obtain their feedback as they suggested a similar idea previously. Beaver suggested developing training for each aspect of Flex so the user may access only the sections for which they would like training. Bergland added that Flex credit may be offered for each section of the training.

Mun suggested simplifying the Handbook format for clarity and ease of use. She volunteered to work with Bergland.

- **2010-2011 Themes.** Bergland noted there were no changes to the themes.
- **Instructional Improvement Workshops Proposal.** Bergland noted the dates were updated.

b. Workshops Format.

- **Class-Schedule.** After discussion, no changes were made to the format.
- **Flex System Workshop List.** After discussion, no changes were made to the workshop list format. Discussion continued regarding workshops input by the District but offered at a campus. Bergland explained that workshops offered by the Chancellor's office are input by the District but appear on each site's workshop listing. Other District offices submit a Flex proposal so it appears on Mesa's workshop listing. It was suggested the District follow either of these formats rather than list any workshops under the "District" heading.

7. Plans for 2010/2011.

a. Needs Assessment (*). The 2010-2011 Needs Assessment was reviewed. The dates were revised and Bergland noted last year, the form was revised to resemble the Workshop Proposal Form. The Needs Assessment will be distributed in February 2010. After discussion, it was agreed to use one form, the Instructional Improvement Project Proposal form, instead of also using the Needs Assessment form. Information will be combined from both forms. In addition, it was also agreed to change the title of the form to read "request" rather than "proposal".

b. Design of Handbook.

- **Cover.** After discussion, it was agreed to use the same format and cover color from the previous year as well as continue making copies back-to-back to save paper.
- **Content.** After discussion, no changes were made to the content.

c. Other. No items were added.

8. New and Continuing Workshops for 2010-2011.

a. Student Learning Outcomes (SLOs). Bergland reported TaskStream trainings have been offered for instructional programs and Administrative Services. Training has been scheduled for Student Services. TaskStream is the new software package purchased by the District as an SLO management system. Ed Helscher reported success in working with TaskStream and sharing information he learned with colleagues in his area. It was suggested adding workshops for faculty to obtain Flex credit to learn how to navigate TaskStream. These workshops may be offered during Flex Days. Helscher suggested the training should focus on basic areas such as how to use the system. He volunteered to provide this training to faculty. In addition, it was suggested such trainings be videotaped and posted online for Flex credit. Bergland noted the TaskStream trainings have been posted on the SLO Website.

b. Curriculum. After discussion, Helscher suggested offering a workshop on CurricUNET due to the latest changes to the required information, and to obtain basic information such as how to use the system. Bergland will follow up with the Curriculum Review Committee and the Curriculum Coordinator.

c. Research. Bergland reported that program review now includes use of research for each year of the process. After discussion, it was noted there are no current requests for research-related workshops.

d. Program Review. Bergland reported the same workshops to receive credit for program review will be listed for 2010-2011. She noted Flex credit is offered for the Lead Writer Training that takes place during the fall semester. She will follow up regarding developing information to be included in the Handbook.

e. Flex. This item was also discussed under #6. In addition, it was agreed not to schedule future “Flex Hands-On” workshops once the online tutorial is available.

f. Other. No items were added.

9. Flex Information.

a. 2009-2010 Certification (*). Bergland explained this report is a yearly requirement and was sent to the State Chancellor’s office in June. The report was reviewed. It will be updated for 2010-2011 and submitted in June 2010. She explained that workshops are coded according to the approved categories.

b. Fall 2008/Spring 2009 (*). Bergland reported on the number of Flex activities offered as well as independent projects submitted during fall 2008 and spring 2009. A total of 473 workshops and 641 independent projects were submitted for a grand total of 1,114 Flex activities. She reviewed the different status levels, such as “completed” or “see dean/chair”, and the number of activities associated with them.

10. Other Business. No items were added.

11. Next Meeting Date - ? February, 2010 (as needed). After discussion, it was agreed not to schedule a meeting in the spring at this time. Information will be sent via email as needed.

12. Adjournment. There being no further business, the meeting was adjourned at 3:50 p.m.

Submitted by Cathy Palestini, Senior Secretary, Classified Senate Representative
Reviewed and approved by Yvonne Bergland, Chair