

SAN DIEGO MESA COLLEGE

Flex Subcommittee

Meeting - Thursday, November 14, 2012, 2:00 p.m. to 3:00 p.m., LRC 208

PRESENT: Charlotta Robertson (Chair); Hank Beaver; Ken Berger; Saeid Eidgahy; Ed Helscher; Caterina Palestini.

ABSENT: Nancy Bray (excused) (proxy to Hank Beaver); Leroy Johnson (excused); Ben Weaver (excused) (proxy to Kari Parker); Bonnie Rosecliffe.

GUEST: Bri Hays, Campus-Based Researcher.

The meeting was called to order at 2:06 pm by Charlotta Robertson, Acting Dean, Instructional Services, in LRC 208. An agenda and handouts were distributed with the circulation of a sign-in sheet.

1. Welcome and Introductions. Self introductions were made by all present.

2. Membership Update (*). Robertson introduced new members Ken Berger and Bonnie Rosecliffe (she was not in attendance). The purpose of the Committee was reviewed and it was noted one meeting is scheduled in the fall and another optional meeting in the spring.

3. Review of Agenda/Minutes. It was M/S/C by Saeid Eidgahy and Hank Beaver to approve the agenda/Minutes as submitted.

4. Flex 2012-2013.

a. Fall – August 15-17th (3 days). These dates were noted.

b. Spring – January 24-25th (2 days). These dates were noted.

5. Evaluation of Flex Activities.

a. Flex Report ().** Bri Hays, Campus-Based Researcher, presented the findings from the 2011-2012 Flex Survey that is administered in the spring. Evaluation of the Flex program is mandated by the State. She reported 100 faculty completed the survey with a 13% response rate (57% of that number are adjunct and 40% contract). Also, Hays noted 90% of respondents attended workshops and 40% submitted independent projects. She provided a breakdown of the types of workshops attended.

A question was raised about the generic pre-approved activities and that they are coded for ease of separating. Most respondents were satisfied with the workshops overall. "Curriculum and Instruction" was listed as the most used category of independent projects submitted.

Hays suggested for the section on the impact of Flex Activities on Professional Development, to leave it open ended rather than use categories to show the impact. There were suggestions to improve Flex activities and a theme emerged about expanding the online training opportunities, specifically for adjuncts, and the ease of workshop availability. Beaver noted he has assisted many individuals with use of Camtasia. This software allows for the creation of simple tutorials. He suggested presenters create Camtasia tutorials from their workshops that can be viewed

online and the information can be more widely available. There were also suggestions in the survey to develop health and fitness activities as well as diversity workshops. Some faculty suggested administering a Needs Assessment. Hays explained the limitations of the survey were a low response rate, self-selection bias, and some of the open-ended questions may be revisited for possible revised.

Beaver suggested a review of the survey for possible revisions and implement them for this next round. Ken Berger suggested individual evaluation worksheets for each workshop. It was noted that with paper versions, logistics may be an issue. Hays suggested perhaps using an online “standing” survey through a website where feedback is constantly collected. Eidgahy suggested a method should be implemented to connect staff development and Institutional Learning Outcomes (ILOs). This clear connection would help with reporting. Robertson noted this is the direction of the campus in other areas such as with the Learning Assessment Task Force (LATF). That group is working on a “learning assessment day”. Eidgahy added the reporting categories could be used along with the ILOs to make connections. Ed Helscher noted his agreement, adding the feasibility of these connections exists, for example with the “health and wellness” workshops that would link to that ILO. He added the Needs Assessment should be administered as soon as possible if the results will be used for decision-making at a later time as well as reporting the link to ILOs.

Discussion followed regarding the availability of the Needs Assessment in the spring. Robertson noted it can be ready. Eidgahy suggested the Needs Assessment should be short and contain only the questions that are most critical.

Palestini noted that unlike the Classified Staff Development Subcommittee, whose task it is to develop workshops, locate presenters, and set up a two-day conference, the Flex Subcommittee has not traditionally developed the set of workshops to be presented during the fall and spring Flex days. These workshops are submitted by the presenters. She suggested the Committee keep this in mind when moving forward with a Needs Assessment and the subsequent follow up with developing workshops on behalf of the campus. Helscher suggested one question on the Needs Assessment would ask if the person is willing to be the presenter of said workshop they are submitting.

It was noted the group was in agreement about moving forward with administering a Needs Assessment.

b. Spring 2013 Administration. Robertson noted the survey will be administered again in March 2013. She asked that any suggestions to include in the Needs Assessment be sent to her via email.

6. Review of 2012-2013 Flex Handbook ().**

a. Front Matter Content. The pictures and cover will be updated as well as the back cover with the committee membership. The other features were discussed.

- **Welcome/Committee Membership.** The Welcome/Committee Membership was discussed.
- **Features on the Instructional Improvement Website.** The Features was discussed.
- **Flex Facts (includes Flex Coordination Committee Updates).** The Flex Facts were discussed.

- **Workshop Facts.** Robertson noted the District-wide Flex Committee meets once a semester to ensure consistency with the application of the Flex program. Any new information from those meetings is included in the Handbook. This year, the latest information is relative to Flex credit for committee meetings. Robertson noted Flex credit is for adjunct faculty only. Certain workshops, such as department meetings, now include a statement to indicate only adjunct faculty get Flex credit for attending. Kari Parker inquired about paid/unpaid office hours and Flex credit. Hank Beaver inquired about revision of syllabus activities. Robertson noted in the past, Flex credit was awarded for this activity but recently, it was noted that this activity is a part of the components of teaching unless a substantive change is made to the syllabus. Eidgahy noted the change with Flex credit for contract faculty to attend department meetings has had a negative impact in his area.

- **2012-2013 Themes.** Robertson noted the workshop types as per Title 5.

- **Instructional Improvement Workshops Proposal.** This is a district-wide form.

b. Workshops Format.

- **Class-Schedule.** The format was discussed and it was agreed to continue with the same format.

- **Flex System Workshop List.** The workshop listing was discussed and it was agreed to continue using the same format.

7. Plans for 2013/2014.

a. Needs Assessment (*). This item was discussed under #5. Robertson will compile a Needs Assessment for next use in the spring. The questions were discussed for possible revision.

b. Design of Handbook.

- **Cover.** The cover was discussed and will be updated as appropriate.

- **Content.** After discussion, no changes were made to the content.

c. Vision Statement CCC Office (*). Robertson provided a copy of the email that was sent to the Committee. She noted this is the first instance where input was requested. This is the first time we were asked to provide input to the vision statement and she sent all feedback to the group revising the Vision Statement. She provided a response to the question raised by Palestini about whether or not this statement reflects the future direction of staff development. Robertson explained the reason the Staff Development Advisory group was convened. Their task was to address the student success recommendations. The final statement is under development and will be shared in the spring.

d. Quick Reference Guide – Flex (*). Robertson noted this handout was provided as a guide to adjunct faculty who attended the Adjunct Orientation. Subsequently, sent to all deans to share with all faculty in their schools.

8. New and Continuing Workshops for 2013-2014.

a. Research. No new “Research” workshops were added. This topic was included on the agenda as a standing item if there were new workshops to be discussed.

b. Program Review Automation/Lead Writer. No new “Program Review Automation/Lead Writer” workshops were added. This topic was included on the agenda as a standing item if there were new workshops to be discussed.

c. Flex – Various Topics. No new “Flex – Various Topics” workshops were added. This topic was included on the agenda as a standing item if there were new workshops to be discussed.

f. Other – EEO/Diversity. Robertson noted a Civility statement was developed recently by the District EEO/Diversity Committee.

9. Flex Information.

a. 2012-2013 Certification ().** Robertson noted this report was previously sent to the Committee electronically. The report was reviewed and Robertson noted it is submitted annually.

b. Instructional Improvement Activities.

- **Fall 2011/Spring 2012 (*).** This document was reviewed and the total number of activities was noted.
- **Fall 2012/Spring 2013 (*).** This document was reviewed and the total number of activities thus far was noted.

10. Other Business. No items were added.

11. Next Meeting Date - ? February, 2013 (if needed). Robertson noted if any items arise, another meeting will be scheduled in the spring. The focus of the meeting would be to discuss possible revisions to the Needs Assessment. The Committee will be contacted via email with further information.

11. Adjournment. There being no further business, the meeting was adjourned at 3:16 p.m.

Submitted by Cathy Palestini, Senior Secretary, Classified Senate Representative
Reviewed and approved by Charlotta Robertson, Chair