

# SAN DIEGO MESA COLLEGE

## Flex Subcommittee

Meeting - Friday, November 3, 2006, 9:00 a.m. to 10:30 a.m., H119

PRESENT: Hank Beaver, Yvonne Bergland (Chair), Nancy Bray, Gail Conrad, Jodi Corliss, Dana Hall, Ed Helsher, Caterina Palestini, Kim Tran.

ABSENT: Gabriel Adona, Angela Liewen-Romeo, Ben Weaver (excused).

GUEST: None.

The meeting was called to order at 9:02 am by Dr. Yvonne Bergland, Dean, Instructional Services, Resource Development and Research in H119. An agenda and handouts were distributed with the circulation of a sign-in sheet.

**1. Welcome and Introductions.** Bergland welcomed the members and self-introductions were made by all.

**2. Review of Agenda.** No items were added.

**3. Review of Membership (\*)** Bergland asked the committee to review the committee membership and notify her of any changes. It was noted that a replacement from the School of Health Sciences and Public Service has not been appointed and that the School of Business, Computer Studies and Technologies does not have a representative on the Committee.

**4. Flexible Calendar Program Review for FY 2006-2007.**

**a. September 1, 2006 Letter from State Chancellor's Office (\*)**. Bergland reported that the State Chancellor's office has notified the District that a review of the Flexible Calendar program will take place in 2007-2008 to ensure compliancy. A letter sent by the State Chancellor's Office indicted that information must be provided for the five bulleted items at the top of the letter that shows Mesa meets the requirements. The first bullet refers to maintenance of records for each employee. The District meets this requirement through the individual online contracts for each faculty member. The second bullet refers to attendance accounting data. Bergland noted that she has access to this information through Vice Chancellor Lynn Neault's office. The third bullet refers to the assessment of needs. Mesa College meets this requirement through the use of the Needs Assessment form, committee meetings, and the development of the Flex Handbook. The fourth bullet refers to records and evaluation. Again, this requirement is met through the instrument developed and used by Mesa. The fifth bullet refers to a Flex advisory committee. Mesa College has a Flex Subcommittee that is currently represented by faculty, staff and administration. Bergland reported that in the past, a student representative has been requested but one has not been assigned as of yet. She has requested a student representative again. In summary, Bergland reported that Mesa College currently meets all the stated requirements.

**b. Plan for Program Review (\*)**. Bergland indicated this document was developed to outline a plan for program review. Item #1 has been completed. Item #2 can be completed as a full committee, by a sub group, or Bergland volunteered to develop a draft

for review by the Committee. After discussion, it was agreed that Bergland will develop a draft for review by the Committee.

Bergland indicated that the self-review will include reference to the Guidelines, web shots of the Flex system, Flex coordinators' meeting minutes. Gail Conrad indicated she is involved in categorical program review and she may be able to assist with ensuring that all the required parts are included in this review. Bergland noted that there is contact information included in the letter if there are any questions. Also, Bergland noted every year, the Faculty/Staff Development Flexible Calendar Program report certifies that Mesa College conducts the Flex program. After the Flex Handbook is published, her office downloads the workshops into the nine categories of this report. Copies of the report are sent to the District, where it is then forwarded to the State Chancellor's Office.

The format of the report was discussed. Bergland outlined that it will have a cover, table of contents, signature page for the committee members, a page per response, and possible appendices.

Bergland noted that the timeline for completion will be sometime in the spring semester, after Flex Days. Though there is no published deadline, Bergland suggested that it be completed prior to the due date of the next State Chancellor's Report so the report will include a certification that Mesa completed the self-review. Bergland indicated that she plans to complete the draft and send it for review by the Committee. Discussion and feedback will occur during the spring semester meeting or via email. The report will be finalized after the spring meeting.

Bergland reported that the report will be distributed to the District, with a copy for her office file. There is no requirement to send it to the State Chancellor's Office. It should be presented to the President's Cabinet. Bergland suggested that faculty representatives from this Committee obtain feedback from their schools, including the Academic Senate. Palestini indicated that it may also be presented to the Classified Senate. Discussion followed as to submission of a copy to the State Chancellor's Office. Bergland noted that some schools will be "spot checked" by the State Chancellor's Office to ensure compliancy with the program. Also, it is written in Title 5 that the State Chancellor's Office will periodically perform these "spot checks".

**c. Other.** No items were added.

## **5. Evaluation of Flex Activities.**

**a. Instrument (\*).** Bergland reviewed the evaluation instrument developed by the Committee volunteers. She obtained feedback from this group during the summer and worked with Susan Mun, Campus-Based Researcher. This instrument will be used for the fall and spring Flex activities.

**b. Methodology.** Bergland and Mun reviewed documents from the State Chancellor's Office to develop this format. Rather than obtaining individual feedback after each workshop, this format will be used to obtain overall feedback after fall and spring Flex Days. This new method of evaluation does not preclude individual presenters from evaluating their workshop using their own instrument or the current form. This new instrument was sent via email to the faculty distribution list (DL). Survey Select will be used to assist Mun to analyze the feedback.

**c. Preliminary Results.** Bergland noted that Mun sent preliminary feedback from the administration of the survey. She reported that the first email DL produced almost 100 responses. The second email DL produced almost 200 responses. The completed report will be send to the Committee for review. By the spring meeting, there will be a report for fall and spring. The comments will also be evaluated. Comparisons will be made by downloading Survey Select into SPSS. For example, statistics obtained may be used to compare adjunct to contract faculty or to see if there is a difference between data obtained for workshop attendance vs. independent projects (IPs).

Hank Beaver suggested adding a section to the survey that addresses whether the faculty are presenters as opposed to attendees. Bergland noted that the survey may be revised for the next round. Kim Tran suggested that faculty be able to evaluate workshop attendance and independent projects separately under question #5.

Discussion followed as to the breakdown between IPs and workshops. The number of IPs is always bigger than the number of workshops; however, workshops include more faculty. Those workshops noted as “See Dean or Chair” are IPs that fall outside of the criteria, usually don’t explain the activity, or the faculty did not enroll in an established workshop so an IP was submitted instead.

Discussion followed as to notification to faculty regarding the Flex obligation. Bergland noted that she sends email reminders, the District places notes in faculty pay stubs, and her office generates reports for the Deans to follow up with their individual faculty.

## **6. Review of 2006-2007 Flex Handbook (\*\*).**

### **a. Front Matter Content.**

- **Welcome.** Bergland discussed the Welcome section. Information regarding the new evaluation instrument may be added, otherwise, no other changes will be made to this page.
- **Features on the Instructional Improvement Project Proposal.** Bergland noted that for 2006-2007, information about the IPs was highlighted. This will be done again. Information regarding the Start and End dates will be added as part of the section 1c on that page. Under section 1a, information will be added regarding the “timing out” on the session depending upon the setting on the computer. It was suggested that the programmers be asked if an “automatic save mode” can be added to the system. Another suggestion was to add information to the interactive part at the top of each screen.
- **Flex Facts.** Bergland reviewed this form. After discussion, it was agreed to add information to explain why docking occurs. Also, the part on evaluation will be changed to reflect use of the new instrument. The format on page 4 will be changed to look like page 5, using all capital letters under the titles for sections 1-3. It was suggested to have the link for evaluation added to the Flex system. Bergland will follow up with the District but noted that since the system is District-wide, it would need to be a District-wide agreement. Discussion followed as to the requirement to ask for carryover or “banking”. Bergland will follow up with the Vice President of Instruction but she indicated that it has already been decided to continue this practice.
- **2006-2007 Instructional Improvement Project Proposal.** Bergland reviewed the form found on page 9 that is used to after the Handbook is published. Bergland’s office will follow up on the ability to save the form for use at a later time if the same workshop will

be offered again. It was suggested to add generic information to the form regarding instructional improvement.

- **Request for Disability Related Accommodation.** Bergland asked Conrad to let her know of any changes to this form. The use of underlining in the second half will be repeated in the first section.

- **Workshop Facts.** Bergland reviewed the information found on page 6. After discussion, it was agreed to add the website for the Mentoring Model.

- **2006-2007 Themes.** Bergland reviewed the themes and noted that some workshops have two themes. The first theme is the primary one. It was suggested that “Professional Development Online” be used instead of “Online Professional Development”.

**b. Workshops Format.**

- **Class-Schedule.** After discussion, it was agreed that no changes would be made to this section.

- **Information.** After discussion, it was agreed that no changes would be made to this section.

**7. Plans for 2007/2008.**

**a. Needs Assessment (\*).** Bergland reviewed the Needs Assessment form used last year for 2006-2007. The dates will be changed to reflect 2007-2008 and the name of the previous Senior Clerical Assistant will be removed. The margins will be changed to allow ease of printing on desk jet printers. Bergland noted that the Needs Assessment will be distributed in mid February.

**b. Design of Handbook.**

- **Cover.** After discussion, it was agreed that no changes will be made to design and color of the Cover.

- **Content.** After discussion, it was agreed that no changes will be made to the design of the Content.

**c. Other.** No items were added.

**8. New and Continuing Workshops for 2007-2008.**

**a. Student Learning Outcomes.** After discussion, it was agreed that no changes will be made to the inclusion of these workshops in the 2007-2008 Handbook.

**b. Curriculum.** After discussion, it was agreed that no changes will be made to the inclusion of these workshops in the 2007-2008 Handbook.

**c. Research.** After discussion, it was agreed that no changes will be made to the inclusion of these workshops in the 2007-2008 Handbook.

**d. Academic Program Review.** After discussion, it was agreed that no changes will be made to the inclusion of these workshops in the 2007-2008 Handbook.

**e. Flex.** After discussion, it was agreed that no changes will be made to the inclusion of these workshops in the 2007-2008 Handbook.

**f. Other.** Bergland suggested adding wording to the Handbook to notify faculty that committee work may be submitted by committee chairs so that Flex credit can be obtained via a “workshop” rather than through submission of individual IPs. For those committee activities currently listed in the Handbook, Bergland’s office enrolls faculty based upon instructions from the chair. She then sends an email to the faculty informing them that they have been enrolled.

**9. Flex Information.**

**a. 2006-2007 Certification (\*).** This topic was discussed under item 3b.

**b. Fall 2005/Spring 2006 (\*).** This topic was discussed under item 5c.

**10. Other Business.** Bergland reviewed an email from Zuk and Associates. This group offered a workshop during the fall semester and expressed interest in offering the same workshop in the spring. This workshop would not appear in the Handbook. Bergland noted that there were 13 attendees at the workshop and it received positive feedback. Information is presented on STRS retirement. After discussion, it was agreed to approve this workshop to be offered in the spring.

**11. Next Meeting Date - ? February, 2007.** After discussion, it was agreed to schedule the next meeting on Friday, March 2, 2007 from 9:00 – 10:30 am. The main topics will be feedback on the 2007-2008 Flex Handbook and the draft report for the State Chancellor’s Office.

**12. Adjournment.** There being no further business, the meeting was adjourned at 10:33 a.m.

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