

SAN DIEGO MESA COLLEGE

Flex Subcommittee

Meeting - Thursday, November 3 2011, 2:30 p.m. to 4:00 p.m., LRC 208

PRESENT: Nancy Bray; Saeid Eidgahy; Dana Hall; Ed Helscher; Caterina Palestini; Charlotta Robertson (Chair); Ben Weaver.

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

GUEST: None.

The meeting was called to order at 2:37 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. Robertson introduced herself as the chair of the committee and the Acting Dean of Instructional Services. Self introductions were made by all.

2. Review of Agenda/Minutes. It was M/S/C by Ed Helscher and Nancy Bray to approve the agenda with no items added. Robertson noted the minutes are posted online. It was M/S/C by Ed Helscher and Ben Weaver to approve the minutes with no revisions.

3. Flex 2012-2013.

a. Fall – TBD. These workshops will be developed in the spring.

b. Spring – TBD. These workshops will be developed in the spring.

4. Evaluation of Flex Activities.

a. Flex Report ().** Robertson reported that Jill Baker is the Campus-Based Research Administrator and she will be contacted to administer the next survey in the spring. The process to hire a Campus-Based Researcher is underway. This survey is administered every spring to capture the feedback from fall and spring workshops/independent projects completed both semesters. The report for 2010-2011 was reviewed. Specifically noted were the tables on pages 6-8. The open ended responses were discussed beginning on page 9. The survey instrument begins on page 12.

b. Spring 2012 Administration. Robertson noted this survey will be administered again in spring 2012.

c. Post to Website. The survey results have been posted online.

5. Review of 2011-2012 Flex Handbook ().**

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

• **Welcome/Committee Membership.** The Welcome was discussed. Robertson indicated that there have been some changes in Flex that were noted in the Welcome but it appears this information was not widely communicated. New sections will be highlighted

in the Welcome for the next iteration. There will not be a District-wide Flex Committee meeting in the fall semester. It will be scheduled for the spring. Discussion followed and it was suggested to pull the Guidelines and use colored paper for the new information. A suggestion was made to include an example of a statement to indicate how the independent project provides instructional improvement. Part 2 will be moved to the next line. Also, the pages where information can be found will be highlighted and referenced. It was suggested that an email be sent to the department chairs to let them know about the problem with this section of the independent project. On the notice of Flex deadline, it was suggested to add an example sentence in that email to remind them of the two parts of the independent project. The URL for the Handbook will be checked to ensure it is accurate for the 2012-2013 Handbook.

- **Features on the Instructional Improvement Website.** This item was discussed under the previous bullet.
- **Flex Facts.** The Flex Facts were reviewed. Robertson noted the deadline dates. The process for enrollment in a workshop “after the fact” was discussed. It was noted that negative feedback has been given concerning the workshops dropping off at midnight.
- **Workshop Facts.** Robertson noted a statement has been added concerning Flex credit for adjunct faculty only for department meetings outside of Flex Days. This information is in the Handbook. This information will be widely communicated in the future. Discussion followed regarding the fact that many faculty document all of their Flex activities regardless if it surpasses their total Flex obligation. The maximum number of Flex hours allowed for an independent project is 32. Robertson asked the Committee to review this section and become familiar with the changes.
- **2012-2013 Themes.** Robertson noted there are new workshop themes, based on Title V. These numbers are being used as a result of discussion at the District-wide Flex Committee meeting.
- **Instructional Improvement Workshops Proposal.** Palestini noted this is now a district-wide form and any changes to it need to be reviewed at that level.

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.

6. Plans for 2012/2013.

a. Needs Assessment (*). The Needs Assessment will be distributed in the spring.

b. Design of Handbook.

- **Cover.** After discussion, it was agreed to use the same format and cover color this year as well as continue making copies back-to-back to save paper. The pictures and years will be updated.
- **Content.** After discussion, no changes were made to the content.

c. Other. Discussion followed and it was suggested to post the Handbook online without making any hard copies. Palestini noted that a limited supply was printed.

7. New and Continuing Workshops for 2012-2013. Palestini noted the areas listed below are included on the agenda for information only as it becomes known that these workshops are being scheduled. Certain workshops for areas such as program review will be set up using the current format.

a. Student Learning Outcomes (SLOs). See above.

b. Curriculum. See above.

c. Research. See above.

d. Program Review. See above.

e. Flex. This item was also discussed under #6. It was agreed not to schedule Flex Hands-On workshops, rather, develop an online tutorial with the help of Hank Beaver.

f. Other. A suggestion was made to offer workshops for returning veterans to assist them with issues such as Post Traumatic Stress Disorder (PTSD), etc. as feedback received indicates a need for these types of workshops. It was noted that Leroy Johnson would be the one to contact as a member of this committee and someone who works in that area. Ben Weaver will follow up.

Robertson indicated that two components have been added to this year's Flex training. The first is called National Incident Management System (NIMS) from FEMA to organize disaster preparedness response. There are various courses. All faculty on C-Cert teams have been enrolled and they will get Flex credit for those activities. Also, there is a system called SafeSchools. There are a series of workshops offered within that organization. The Vice President of Instruction will be working with deans to determine which topics are applicable for their areas. These types of workshops can be included in next year's Handbook. Robertson will follow up concerning advertising these workshops to inform staff that these workshops are available. Robertson will email the link to SafeSchools to the Committee so they may view the sessions that are available.

8. Flex Information.

a. 2011-2012 Certification ().** Palestini indicated this was the first report that was submitted completely online. She reviewed this report indicating it has the same components as with previous reports. The State Chancellor's office compiled the responses into a PDF report and distributed it to the campuses.

b. Instructional Improvement Activities.

- **Fall 2010/Spring 2011 (*).** This document lists the total number of Flex activities by category that were offered in Fall 2010/Spring 2011.
- **Fall 2011/Spring 2012 (*).** This document lists the total number of Flex activities by category to date.

9. Other Business. Weaver noted his appreciation for the level of organization by the Flex office. Robertson reported that another Unmet Flex Report will be presented at Deans' Council next week.

10. Next Meeting Date - ? February, 2012 (if needed). Robertson reported that there are no additional meetings planned for this year unless needed.

11. Adjournment. There being no further business, the meeting was adjourned at 3:55 p.m.

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