

SAN DIEGO MESA COLLEGE

Flex Subcommittee

Meeting - Friday, November 5 2010, 2:30 p.m. to 4:00 p.m., LRC 208

PRESENT: Yvonne Bergland (Chair); Nancy Bray; Saeid Eidgahy; Dana Hall; Ed Helscher; Leroy Johnson; Susan Mun; Caterina Palestini; Ben Weaver.

ABSENT: Hank Beaver (excused) (proxy to Nancy Bray); Kim Tran.

GUEST: None.

The meeting was called to order at 2:33 pm 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. No new members were introduced.

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

3. Flex 2011-2012.

a. Fall – TBD. Bergland reported the District calendar has not been approved as of this date. She informed the Committee that there will be three required Instructional Improvement Days in the fall and two in the spring. She will notify the Committee once these dates are available. (Note: 2011/2012 Approved August 17-19, 2011).

b. Spring – TBD. This item was discussed under 3a. (Note: 2011/2012 Approved January 19-20, 2012).

4. Evaluation of Flex Activities.

a. Flex Report ().** Susan Mun reported a 27% response rate for the Flex Activities Evaluation. There were 761 faculty in the pool. She noted these results cannot be generalized to the entire population but will provide feedback from these particular respondents. These faculty indicated the most popular activities were the school and department meetings. Many curriculum and instruction independent projects were submitted. The biggest change for adjuncts is their meetings/committees attendance which decreased from 17% to 9%. In addition, workshops and independent projects were split and three questions were asked for each of two areas. Most adjuncts agreed with the statements with a stronger agreement on the last item – that overall, they were satisfied with their independent projects. The last part of the report includes open-ended comments from respondents. Most were positive responses. Discussion followed as to a breakdown of the activities related to institutional versus personal types and the effect of negative feedback on those activities. Mun noted the categories listed on page 6 assist with review of feedback. In addition, with diminishing resources, consideration may be given to the types of workshops offered.

b. Spring 2011 Administration. Bergland requested feedback concerning any suggested changes to this survey for its administration in spring 2011. In the past, the Committee decided to evaluate the activities in the spring and the report is reviewed the

following fall semester. Ed Helscher indicated that most faculty complete their obligation early and suggested administering the survey earlier in the spring semester. It may be administered late February or early March rather than in April. Nancy Bray indicated that there are faculty who complete independent projects later in the spring semester. She suggested leaving the survey open for a wider window to allow sufficient time to include feedback from those individuals. Mun explained the reminder process to complete the survey. Eidgahy suggested more direct questions for example “did you attend any accreditation-related activities and how did those assist you?” as opposed to “did you attend any workshops in the fall semester?” He suggested using themes such as “technology” and “accreditation” and then list specific questions about those areas. It was noted the goal of the survey an overall picture of the faculty response to the flex program.

c. Post to Website. Bergland noted the survey results will be posted online. After discussion, it was agreed to not make any changes to the format of this report when it is administered in the spring.

5. Review of 2010-2011 Flex Handbook ().**

a. Front Matter Content. Bergland reviewed the purpose of the Flex Handbook. Not only do faculty have an opportunity to begin enrolling in Flex activities using information published in the Handbook, it also assists with preparation of the State Chancellor’s report in the spring. Bergland explained that the State Chancellor’s report is a yearly requirement and was sent to the State Chancellor’s office in June. She described the parts of the report. Last year, a new section was added to report to include the flexible calendar description and the number of Instructional Improvement days. Because this report is done District-wide, this part was prepared by the Vice Chancellor of Student Services. Bergland’s office attended a teleconference concerning this new section of the report. The next report is due in June, 2011. She explained that workshops are coded according to the approved categories. A listing of the Flex Subcommittee membership is also included.

Bergland also presented a report on the Instructional Improvement Activities for 2009/2010 and 2010/2011. For Fall 2009/ Spring 2010, there were a total of 473 workshops and 675 independent projects submitted for a grand total of 1, 148 Flex activities. The report for Fall 2010/Spring 2011, lists a total of 278 workshops and 258 independent projects submitted for a grand total of 536 Flex activities. She explained the different status levels and the number of activities associated with those areas on each report.

Bergland explained the deadline for submission of independent projects is 10 working days prior to the Flex deadline. She indicated as the deadline nears, review of independent projects is on a continuous basis.

Eidgahy suggested adding a note on the Fall 2009/Spring 2010 report to read “final” and on the Fall 2010/Spring 2011 report, a note to read “in progress”.

- **Welcome/Committee Membership.** The Welcome was discussed and the URL for the Handbook will be checked to ensure it is accurate for the 2011-2012 Handbook. After discussion, no changes were made to this page.
- **Features on the Instructional Improvement Website.** The features were reviewed. Bergland indicated that the independent project sample was included in the Handbook. After discussion, it was agreed to include a note to faculty on the instructional improvement section of the sample that reads “note – this section is often overlooked”. Bergland

reported her office will working with Hank Beaver to develop training videos. Leroy Johnson volunteered to assist with this project.

- **Flex Facts.** The Flex Facts were reviewed. Bergland noted a continuing difficulty for individuals attending workshops and not enrolling before midnight. The process to enroll in a workshop “after the fact” is outlined in the Flex Facts. Discussion followed as to the number of faculty who have not met their obligation by clicking on workshops or independent projects listed in their contracts. Discussion continued as to the reminders and the reports sent to the deans to alert faculty of their outstanding flex obligation. It was clarified that any reports at the campus level are courtesy reports and not required notifications as agreed by the contract.
- **Workshop Facts.** Bergland indicated the information was updated last year. Item #5 was discussed and Bergland reported the Patricia Cross books were removed from the LRC Circulation Desk due to lack of usage since 2005. This item will be removed from the Handbook as well. In addition, 4faculty.org has been revised and a new series will be available in the future. Item #6 will also be removed from the Handbook.
- **2011-2012 Themes (*).** Bergland noted she and Caterina Palestini attended a District-wide Flex meeting. Bergland noted in 2005 at Mesa, these categories were listed on the workshop proposal. Due to difficulty with use of this form, it was later streamlined and revised when the current list of themes was developed. Bergland noted that Palestini will be working with Vice Chancellor Neault’s office to revise the form to include the categories again as they pertain to Title 5 and the approved categories. Bergland provided this form so the Committee would be aware that these changes may be made District-wide. Mesa was commended on its exemplary Flex program by the Vice Chancellor, Student Services.
- **Instructional Improvement Workshops Proposal.** This item was discussed previously.
- 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 2011/2012.

a. **Needs Assessment (*).** This item was discussed under #5.

b. Design of Handbook.

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

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

7. New and Continuing Workshops for 2011-2012.

a. Student Learning Outcomes (SLOs).

The Subcommittee discussed workshops in the area of SLOs. After discussion, it was agreed that due to the recommendations received from the recent Accreditation Onsite

Visit, additional, focused workshops are needed. As a result of this discussion and to assist the College in meeting the 2012 SLO deadline, the Subcommittee decided to include information concerning SLOs and TaskStream prominently in the following parts of the 2011/2012 Flex Handbook:

1. The Welcome Page
2. Workshop Facts

Helscher, suggested that departments/programs/service areas offer SLO and TaskStream workshops. He and Saloua Saidane are available to present at these workshops; however, assistance with the coordination and scheduling is needed. In addition, Helscher indicated that he would develop a schedule of several basic workshops to be included in the Handbook. These workshops will be highlighted in the Workshop Facts section of the Handbook. There is also a need for additional presenters. During his training sessions, Helscher has encountered other faculty members who are knowledgeable of SLO and also skilled in the use of TaskStream. He has been encouraging them to help train others.

After discussion, the Subcommittee recommended that the deans/managers, using TaskStream as the source of information, develop a listing of those programs and/or service areas in their schools/divisions that need training and/or assistance with their SLOs. This listing would be used to develop a schedule of focused trainings for these programs/service areas.

It was also agreed during the planning phase of the 2011/2012 Flex program, the Subcommittee would welcome other ideas and suggestions for the Handbook and workshops that would specifically respond to these critical needs of the College.

Eidgahy indicated workshops of this nature should be encouraged and agreed that information should be added to the Welcome page. Bergland will make revisions to this page and send to the Committee for their feedback.

It was agreed to send this information forward as a recommendation from this Subcommittee to the Deans' Council. Bergland will follow up with Vice President of Instruction, Tim McGrath.

b. Curriculum. This item was discussed under 7a.

c. Research. This item was discussed under 7a.

d. Program Review. This item was discussed under 7a.

e. Flex. This item was also discussed under #6. It was agreed not to schedule Flex Hands-On workshops due to the development of the training videos.

f. Other. No items were added.

8. Flex Information.

a. 2010-2011 Certification (*). This item was discussed under #5a.

b. Instructional Improvement Activities.

- **Fall 2009/Spring 2010 (*).** This item was discussed under #5a.

- **Fall 2010/Spring 2011 (*)**. This item was discussed under #5a.

9. Other Business. No items were added.

10. Next Meeting Date - ? February, 2011 (if needed). It was agreed that a meeting may be scheduled in the spring if there are any agenda items for discussion.

11. Adjournment. There being no further business, the meeting was adjourned at 3:57 p.m.

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