

# SAN DIEGO MESA COLLEGE

## Flex Subcommittee

**Meeting - Friday, November 6, 2008, 11:00 a.m. to 12:30 p.m., LRC 208**

PRESENT: Yvonne Bergland (Chair), Nancy Bray, Dave Evans, Ed Helsher, Caterina Palestini, Kim Tran, Ben Weaver.

ABSENT: Hank Beaver (excused) (proxy to Nancy Bray); Dana Hall, Leroy Johnson (excused) (proxy to Ben Weaver); Susan Mun (excused) (proxy to Yvonne Bergland); Joseph Safdie (excused) (proxy to Caterina Palestini).

GUEST: None.

The meeting was called to order at 11:11 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 welcomed Dave Evans, Dean, P.E./Health Education and Athletics, and self-introductions followed. Leroy Johnson, Counseling and LCOM Coordinator, was also introduced as a new member but was unable to attend the meeting. Bergland reviewed that the purpose of the meeting in the fall is to plan for the 2009-2010 Handbook.

**2. Review of Agenda/Minutes.** No items were added to the Agenda. Bergland reminded the Committee that the minutes are posted online. This Committee meets at least once per year, and the main agenda item is planning for development of the Flex Handbook.

**3. Review of Membership (\*)** Bergland asked the membership to inform her of any revisions to the membership. The Committee is in need of one member from the career technical area. A suggestion was made to email the deans responsible for these disciplines.

**4. Status of Online Project (Tran/Weaver).** Kim Tran reported that due to personal issues, he was unable to make progress on this project last year. Ben Weaver reported that he recently learned Camtasia. He asked about the PowerPoint presentation previously used in Flex Process workshops. Bergland will email this presentation to them. Tran suggested developing a scripted dialogue and saving the PowerPoint as a slide show with an index or a folder containing several slides. Bergland indicated that the PowerPoint was used in conjunction with the Internet and the Flex System during the workshop.

Discussion followed as to the types of difficulties faculty are experiencing with Flex. One area is the independent project. Faculty have entered an incorrect end date that is after the Flex deadline. In addition, both pieces of the description are not included in all cases. A description of the project as well as how it improves instruction or is staff development for the faculty need to be included. It was suggested to split the box into two sections. Bergland indicated any suggestions need to be made through the District. It was suggested that a message appear to the faculty when the project description does not include the instructional improvement part.

Bergland reported it is her practice to refer faculty to the Flex Handbook online for assistance. Weaver suggested adding hot links to the table of contents to assist faculty with finding the answers to particular questions. A brief slide show may be added to the site as an introduction to the Flex process and available resources. It was also suggested to divide the information into two areas for adjunct and contract faculty.

Tran suggested including a sample independent project in the Handbook as well as modifying the Flex proposal form to include two sections for the description; the activity and how it is instructional improvement or staff development.

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

**a. Instrument (\*).** Bergland reported that the Flex evaluation instrument was sent via email to contract and adjunct faculty. Faculty were asked to provide feedback regarding Flex session they attended both in the spring and fall 2008 semesters. The Campus-Based Researcher will compile a summary of results and these will be distributed to the Committee as well as posted online.

Discussion followed about 4faculty.org and a report that is being developed to determine how much it is being used. There is no longer a charge to use the modules but the site is no longer being updated. It was decided that these modules will be available for as long as possible. There are other activities available such as participation in Student Success Day, reading the Cross papers and completing the activity sheet, and viewing a series of recruitment and retention videos and completing a similar activity sheet. Many of these available activities are not used by faculty.

**b. In Progress for 2008.** This item was discussed under item 5a.

**c. Fall '07 on Website.** This item was discussed under item 5a.

## **6. Review of 2008-2009 Flex Handbook (\*\*).**

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

- **Welcome.** The Welcome was discussed and the URL for the Handbook will be checked to ensure it is accurate. After discussion, 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. She reported that some independent projects continue to be referred to the dean/chair due to the end date or lack of information concerning the instructional improvement. Discussion followed as to the Flex deadline. Bergland sent a friendly email reminder to faculty and so far the numbers have not decreased. It was agreed to insert the sample independent project after this page.
- **Flex Facts.** The Flex Facts were reviewed, as it includes information that answers several faculty questions. Banking was discussed.
- **Workshop Facts.** Bergland explained that #4 and 5 are generic workshops, including 4faculty.org modules.
- **Request for Disability Related Accommodation.** Bergland noted that this form is no longer in the Handbook, but is replaced by a statement on the Workshop Facts, page 6.

- **2008-2009 Themes.** The Themes were reviewed and no further changes were made to the list. Bergland reported that Mesa's part of the workshop listing is usually the largest and the themes assist with locating workshops online. In addition, Mesa is the only campus that publishes both fall and spring workshops.

- **2008-2009 Instructional Improvement Project Proposal.** Bergland explained that this is the form to be used for workshops submitted after the Handbook is published. The two sections will be separated relative to the description and instructional improvement. A note for the presenters to verify the location will be added.

**b. Workshops Format.**

- **Class-Schedule.** An informational page was included last year due to a printing issue with the Flex system. The typical "class schedule" format was not included on the online format. A "print catalog" feature on the Flex site was used to report the same information but in a different format. Bergland noted this problem led to the discovery of an easier process to download the workshop information for inclusion in the Flex handbook. After discussion, it was agreed to follow the same format for the workshops as used last year.

- **Information.** The online version of the Handbook ends with an information page and a link to the Flex site, while the printed version includes the workshop information using the "print catalog" feature. After discussion, it was agreed to include the same information as last year.

Bergland will email the Committee only the revised parts of the Handbook for review before it is published.

**7. Plans for 2009/2010.**

**a. Needs Assessment (\*).** The 2008-2009 Needs Assessment was reviewed. The dates will be revised. The format will be simplified to mirror that of the proposal form and additional space will be provided for the description as follows: 1. description and 2. instructional improvement/staff development. A note for the presenter to verify the location will be added. The Needs Assessment will be distributed in February 2009.

**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.

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

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

**8. New and Continuing Workshops for 2009-2010.**

**a. Student Learning Outcomes.** No report.

**b. Curriculum.** No report.

**c. Research.** No report.

**d. Program Review.** Bergland reported the same workshops will be listed as was for 2008-2009.

**e. Flex.** This item was also discussed under #4. If ready, the tutorial information may be featured in the Welcome page of the Handbook and then discussed at a future Flex process workshop. Bergland reported the Flex process workshops will be offered again in the fall and the spring of 2009-2010.

**f. Other.** Bergland reported accreditation workshops may be offered. It was suggested that “Being Green” workshops and “Bicycle Commuting” workshops be offered as well as information on walking routes around the campus. Bergland will include such suggestions in the email sent with the Needs Assessment.

**9. Flex Information.**

**a. 2007-2008 Certification (\*).** Bergland explained that this report is a yearly requirement and was sent to the State Chancellor’s office in June. She described the parts of the report. It will be updated and submitted again in June 2009. She explained that workshops are coded according to the nine approved categories.

**b. Fall 2007/Spring 2008 (\*).** Bergland reported on the number of Flex activities offered as well as independent projects submitted during fall 2007 and spring 2008. A total of 469 workshops and 474 independent projects were submitted for a grand total of 943 Flex activities.

**10. Other Business.** No items were added.

**11. Next Meeting Date - ? February, 2009.** After discussion, it was agreed not to schedule a meeting in the spring at this time. As discussed under item #6b, Bergland will email the committee the sections of the Handbook that were revised for final review prior to publishing the 2009-2010 Handbook.

**12. Adjournment.** There being no further business, the meeting was adjourned at 12:22 p.m.

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