

# SAN DIEGO MESA COLLEGE

## Flex Subcommittee

Meeting - Friday, November 9, 2007, 11:00 a.m. to 12:30 p.m., LRC 458

PRESENT: Hank Beaver, Yvonne Bergland (Chair), Nancy Bray, Jodi Corliss, Susan Mun, Caterina Palestini, Kim Tran, Ben Weaver.

ABSENT: Dana Hall, Ed Helsher, Joseph Safdie (excused).

GUEST: None.

The meeting was called to order at 11:09 am by Dr. Yvonne Bergland, Dean, Instructional Services, Resource Development and Research in LRC 458. An agenda and handouts were distributed with the circulation of a sign-in sheet.

**1. Welcome and Introductions.** Bergland welcomed Susan Mun, Campus-Based Researcher, to the Committee and self-introductions were made by all. Gabriel Adona and Angela Liewen-Romeo are no longer able to continue on the committee. Bergland reviewed that the purpose of this fall semester meeting is to plan for the 2008-2009 Flex Handbook.

**2. Review of Agenda/Minutes.** No items were added. Bergland reminded the committee that the meeting minutes are posted online.

**3. Review of Membership (\*)** Bergland noted there is still a faculty vacancy on the Committee. If anyone is interested, let her know. She asked the Committee to let her know of any revisions to the membership listing.

**4. Flexible Calendar Program Review for FY 2006-2007 (\*)**. Bergland indicated that this report is posted online and provided the link. She added that the State Chancellor's office sent notification that a program review was required. This document was developed and presented to President's Cabinet. An email DL containing information about this report was sent to the College. Also, electronic and hard copies of this report were sent to the appropriate District offices. Per their instructions, the report was not sent to the State Chancellor's office. The report is completed every year and includes the certification signature page, a listing of Committee members, and a listing of Flex activities. It does not include workshops input after printing and the State is aware of this aspect. The format was set up according to the required regulations from the State. This report may be shared with colleagues.

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

**a. Instrument (\*)**. Bergland reported that this instrument is being used to receive feedback from faculty on spring 2007 and fall 2007 Flex activities. This instrument was developed using State documents and other pertinent information. Bergland noted that Prorata are now classified as such on the Flex system, in addition to Contract and Adjunct. Some Prorata teach in the fall and spring while others teach only one semester. This new category may be used to track completion of their Flex obligation more easily. One of the purposes of this survey is to meet the State requirement. A report is prepared to show the results of this survey and it assists the Committee with developing the next year's

Handbook. These results are also posted online. Bergland asked the membership to encourage their colleagues to respond to the survey.

**b. In Progress for 2007.** This item was discussed under item 5a.

**c. Fall '06 on Website.** This item was discussed under item 5a.

## **6. Review of 2007-2008 Flex Handbook (\*\*).**

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

- **Welcome.** The welcome page was discussed. Joseph Safdie and Susan Mun will be added to the membership. Gabriel Adona and Angela Liewen-Romeo will be removed from the membership. The Handbook URL will be checked and revised if necessary. Bergland reported that a Mini Handbook will be developed again for the New Faculty Orientation and the Adjunct Faculty Orientation. This Mini Handbook contains all of the Flex Handbook information, excluding the workshop listings.

It was suggested that a workshop be developed for all faculty regarding the Flex obligation. Discussion followed as to the CD for the Independent Project. It was suggested that the CD be modified to include additional information. Faculty may continue to obtain Flex credit for reviewing the CD. It was suggested to post this information online instead of creating a CD. It was also suggested to have both a CD and post this information online. Discussion followed and it was suggested to convert the PowerPoint presentation previously given at the New and Adjunct Faculty Orientations into a web-based presentation. Various software programs such as Flash or Camtasia may be used. The presentation would be updated once per year as changes are made for the following year. Once converted, the PowerPoint could be placed on CD using the same software. Hank Beaver indicated that the District already has licenses to use Camtasia. Discussion followed as to the process of "logging on" to receive Flex credit and that it may work like 4faculty.org or an independent project. It was suggested to have a Frequently Asked Questions (FAQ) page. This can be done in addition to the Handbook.

- **Features on the Instructional Improvement Website.** Bergland noted that this page was revised last year to include additional information. She reported that not as many independent projects have been returned to the dean/chair this year but some faculty still neglect to include the instructional improvement aspect. Also, the other problem is that the end dates are past the established deadline for completion of the flex obligation. Discussion followed regarding the reminders sent to faculty. It was noted that only one email has been sent so far for this semester and the numbers have not decreased very much. It was suggested by Tran to also send the reminders to the Department Chairs.

- **Flex Facts.** Bergland reviewed this page, noting that several faculty questions concern the information listed on this page.

- **Workshop Facts.** Bergland reviewed this form which describes the different ways to receive credit other than attending workshops. She noted that adjunct faculty use 4faculty.org workshops the most. It was suggested to extract pages 4, 5 and 6, the Flex Facts and Workshop Facts, and create an FAQ page. The only parts that change on a yearly basis are the dates and workshop numbers. It was suggested that these FAQs be posted online with the Handbook. Bergland's office will develop this document.

- **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.

- **2007-2008 Themes.** The themes were reviewed with no changes.

- **2007-2008 Instructional Improvement Project Proposal.** Bergland noted the form was simplified for 2006-2007. It was agreed that no changes will be made for 2008-2009. It may be completed online and printed/sent to Bergland's office for processing. This form is used to submit workshops after the Handbook has been printed. Discussion followed as to the movement of workshops due to the fire. Bergland noted that her office notified all the presenters and the majority of them provided new dates, times, places. Those workshops were reposted on the Flex system using the same Flex number. It was noted that Nancy Bray had to re-register in a workshop, a department meeting for Friday October 26<sup>th</sup> because it dropped off her contract. Tran was not able to find that workshop but when he looked it up by workshop number, it was there with the modified information about the reschedule. He did not find it by date. Bergland's office will inform the District.

**b. Workshops Format.**

- **Class-Schedule.** After discussion, no changes will be made to this format.

- **Information.** After discussion, no changes will be made to this format.

**7. Plans for 2008/2009.**

**a. Needs Assessment (\*).** Bergland reviewed the 2007-2008 Needs Assessment. Dates will be changed along with the logo. Discussion followed and at this time, Bergland's office is not able to download the information from the Flex system onto this form. The information will need to be retyped.

**b. Design of Handbook.**

- **Cover.** After discussion, it was agreed to use the same format and cover color for 2008-2009. It was agreed to make copies back-to-back to save paper. The Handbook file will be sent electronically to Repro so that the printing on the cover does not fade on the copies.

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

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

**8. New and Continuing Workshops for 2008-2009.**

**a. Student Learning Outcomes.** Joseph Safdie, SLOAC Coordinator, was unable to attend this meeting but Bergland reported on his behalf that there are no changes to this section.

**b. Curriculum.** Bergland reported no changes to this part.

**c. Research.** Mun reported that feedback received on research projects and incorporated data has led to the need for a workshop on research.

**d. Program Review.** Bergland reported the program review activities offered in 2007-2008 will be offered again. The program review process has been expanded to include both Student Services and Instruction.

**e. Flex.** This item was discussed under item 6a, Welcome.

**f. Other.** No items were added.

**9. Flex Information.**

**a. 2007-2008 Certification (\*).** This item was discussed under item 4.

**b. Fall 2006/Spring 2007 (\*).** Bergland reported on the number of Flex activities offered as well as independent projects from fall 2006 and spring 2007. There were 613 workshops. Independent projects totaled 993, with breakdowns as follows: In process, Input, See Dean/Chair, Completed, Canceled. A total of 1,606 total workshops and independent projects were offered.

**10. Other Business.** Corliss suggested looking into hiring a “big-name” speaker on a cutting edge topic to present a workshop. Bergland suggested that Corliss discuss this item at the Staff Development Committee for funding. Mun indicated that perhaps a video capture of the speakers at the Strengthening Student Success conference may be obtained.

**11. Next Meeting Date - ? February, 2008.** After discussion, it was agreed that if a meeting is needed, it will be in February and Bergland will let inform the Committee. If any further information is received concerning the Handbook, she will also inform the Committee about it. There may be a need for a spring meeting to plan the online project discussed above. This information may be discussed via email. Bergland’s office will email the presentation to Weaver and Tran so they may begin work on a storyboard and send it to the Committee. If a spring meeting is scheduled, an LRC computer room will be reserved to view the project and make changes during the meeting, if necessary. Tran and Weaver will let Bergland know when they would be ready for a meeting. The online information needs to be web-compliant. At that meeting, the availability of the information on a CD will be discussed as well as Flex credit. Bergland will send Weaver and Tran the PowerPoint to create the storyboard. Also they will contact Steve Manczuk, Webmaster, to inform him about our plans and what to expect.

**12. Adjournment.** There being no further business, the meeting was adjourned at 12:43 p.m.

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