

# SAN DIEGO MESA COLLEGE

## Flex Subcommittee

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

PRESENT: Hank Beaver, Yvonne Bergland (Chair), Nancy Bray, Dana Hall, Ed Helsher, Caterina Palestini.

ABSENT: Gail Conrad (excused), Jodi Corliss (excused, proxy to Yvonne Bergland); Gabriel Adona, Angela Liewen-Romeo, Kim Tran, Ben Weaver.

GUEST: None.

The meeting was called to order at 9:04 am by Dr. Yvonne Bergland, Dean, Instructional Services and Economic Development in H119. An agenda and handouts were distributed with the circulation of a sign-in sheet.

**1. Welcome and Introduction of New Members.** Bergland introduced Caterina Palestini, replacement for Julia Cooper who is retiring. She introduced new member, Nancy Bray, Math Professor. Also, Bergland indicated that Nellie Dougherty resigned from the committee and Karl Engstrom retired. Engstrom's replacement is to be announced.

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

### **3. 2006/2007 Flex.**

#### **a. Needs Assessment Survey.**

- **February 8, 2006.** Bergland reported that the Needs Assessment was sent out on February 8, with a due date of March 17. Bray submitted four completed Needs Assessment forms for her workshops.

- **Reminder.** Bergland asked the committee for feedback as to when a reminder email should be sent to faculty. It was suggested that in order to target adjunct faculty, hard copies should be placed in their mailboxes. Bergland indicated she has access to off campus email addresses via the Flex system and sends information to adjunct faculty using this information. Discussion continued regarding placement of hard copies of the Needs Assessment form in faculty mailboxes. It was agreed that an email should be sent to remind faculty. Bergland indicated that last year there were 196 workshops scheduled in the Handbook including ongoing committee work and 4faculty.org modules. She asked the committee to send her updates of their ongoing workshops. She will send out a reminder to faculty mid to late March.

Bergland described the Handbook as consisting of two parts: The front matter and the workshop listing. During spring break, her office inputs the front matter. The workshops are input after spring break. The Handbook is published by the first or second week in May so that faculty can plan their schedule to complete their Flex obligation.

- **Committee Assistance.** Bergland requested that the committee members ask their deans/chairs about making an announcement at their next school/department meeting to remind faculty about submitting a Needs Assessment form so that their workshop(s) will be scheduled in the Flex Handbook.

- The Instructional Improvement Project Proposal form for 2005-2006 has been updated and reposted online to allow faculty to type on it online. After discussion, it was agreed that the Needs Assessment will be posted online in the same manner. Bergland's office will send a reminder to faculty regarding the Needs Assessment. She will send the link to the committee so they can distribute it to the faculty in their schools and encourage them to go online to complete it and then submit it to her office.

#### **b. Continuing Workshops.**

- **SLOs.** Bergland reported that the dates set aside for SLOs workshops for fall and spring are as follows: Fall - August 29-30 (Tues/Wed); Spring - Jan 30-31 (Tues/Wed). At the last Research Committee meeting, a subcommittee was formed to plan SLO workshops. Bergland, Gail Conrad, Sloac Coordinator, Dwayne Gergens, Naomi Grisham, and a representative from the District Research Office, serve on this committee along with Chris Sullivan and Jonathan McLeod, who agreed to be consultants. The Research Committee recommended including Wini Khalil as a consultant as well and Bergland has followed up with that request. There are usually 7-8 workshops in both the fall and spring. She asked the committee contact her office or Conrad if they know of someone who would like to schedule an SLO workshop.

- **Committee Participation.** Bergland reviewed the list of current committee participation workshops in the Handbook. She asked the committee if they know of additional committees who would like Flex credit for their work to contact her office. These generic workshops are designed for standing committees, departmental committees, and hiring committees.

- **School Meetings.** Bergland indicated that time has been set aside for the scheduling of school meetings on Thursday, August 31. School meetings follow the President's Contract Faculty Breakfast. Department meetings are to be scheduled after school meetings. This information is included on the Needs Assessment form.

- **President's Breakfast (fall)/Forum (spring).** Bergland explained that the President's Contract Faculty Breakfast takes place on the first of the two mandatory days followed by the school meetings and the department meetings. The President's Forum is scheduled for Friday, February 2 from 2:00 – 4:00 pm. No other workshops will be approved to be scheduled during the Breakfast or the Forum.

- **New Contract Faculty Orientation.** Bergland indicated that the New Contract Faculty Orientation is scheduled as a two-day event on August 24-25. The Vice President of Instruction, the Vice President of Student Services, and a planning group work together to plan this activity.

- **Adjunct Orientations (2).** Bergland indicated there are two Adjunct Orientations offered in the fall and in the spring. The fall dates are Wednesday August 23 in the morning and Tuesday August 29 in the evening. She reported excellent attendance at these orientations. The dates for the two spring sessions are to be announced.

Bergland noted that these orientations have a separate focus from the AFT Dinner, scheduled for Monday, August 28 in the evening. The Dinner provides information on policies/procedures and information relative to the AFT. The Orientations provide for

information about the College. Adjunct faculty are encouraged to attend both the Adjunct Orientation and the AFT Dinner. The date for the spring AFT Dinner is to be announced.

Bergland reported that the 4faculty.org modules will continue for 2006-2007. These modules have been successful with both adjunct and contract faculty.

**c. New Mentoring Model.** Bergland reported that the development of a mentoring model was a project assigned to the Staff Development Committee by the President's Cabinet through the Vice President of Instruction's office. Ed Helscher is a member of the Staff Development Subcommittee who created the model. Helscher explained that Jodi Corliss is the Chair of the Subcommittee and that during the development of the model, the Subcommittee noted that there are four-five areas discussed at the Orientation that warrant further explanation. The model includes a recommendation that the new contract faculty members meet with their mentors four times during the year. Each meeting will be a two hour session with lunch included. Regular meetings between the mentor and mentee are also encouraged. The Subcommittee is developing a schedule for these meetings. The mentor will play a leadership role. Flex credit will be available to both the mentor and the mentee.

Bergland added that a "Best Practices" meeting is scheduled during the spring semester involving both the mentors and mentees. Also, a suggestion was made to include that the College pay for mentor/mentee attendance at the annual Awards Banquet. This includes dinner and presentation of a certificate of appreciation. The Vice President of Instruction reviewed the draft model and provided positive feedback. It will be reviewed next in late April by the President's Cabinet for action at that time. The mentoring model activities will be featured in the 2006-2007 Flex Handbook. Bergland asked the committee for feedback and indicated that if they would like a copy of this model, Helscher would forward it to them.

**d. Other.** Bergland reported that an adjunct faculty attended an AARP Mature Driving Course at City College. The faculty member asked if this type of course would be offered at Mesa or Miramar in the future. Bergland requested feedback from the committee regarding contacting City College to obtain more information about this course. She reminded the committee that outside vendors are not allowed to market their products/services through a Flex workshop. Some vendors have demonstrated use of their software or provided retirement information but there was no pressure to purchase their products/services. After discussion, it was agreed that Bergland will follow up with City College and then disseminate the information to the committee so that a decision could be made as to whether or not this workshop should be offered at Mesa. Bray compared the AARP course to similar workshops already offered at Mesa, including those for CPR.

Bergland followed up with Beaver regarding Distance Education courses and whether or not training workshops would be scheduled for 2006-2007. Beaver indicated that preliminary work is being done at this time and the goal is to schedule training sessions in the fall. He added that the nature of the training is still being planned. It is difficult to present training workshops at this time. He suggested including information about Distance Education in the front matter of the Handbook. Beaver will work with Elizabeth Barrington and provide Bergland with wording to be used in the Handbook to inform faculty about this upcoming training. He noted that the steps involved with building an online course are being developed as training sessions. Presenters are needed.

Beaver will follow up with LRC personnel such as Val Ontell and Jean Smith and will inform Bergland as to ongoing workshops they would like to include in the Handbook.

Bray indicated that information is presented on the topic of Evaluation during the New Contract Faculty Orientation. She expressed an interest in continuing separate workshops on that topic. The Tenure and Promotion Review Committee (TPRC) indicated they would like to have a separate workshop scheduled for Continuing Education to inform them about expectations of the TPRC relative to review of faculty files.

Helscher noted that the Subcommittee developing the Mentoring Model felt that the information provided in the New Contract Faculty Orientation may be overwhelming for new faculty. For this reason, the Mentoring Model includes four workshops scheduled in addition to the Orientation. One workshop will focus on Faculty Evaluation. At this time, details of what will be presented at each workshop are preliminary. For the Faculty Evaluation workshop, they would like to include a short presentation given by Bray followed by a meeting between the mentor and mentee to discuss the information provided. It was agreed that part of the presentation include assistance to the mentee with preparing the documents to be submitted to the Performance Review File (PRF) as well as general assistance to the mentee on the evaluation process. It is critical for both the mentor and mentee to attend the New Contract Faculty Orientation as well as the Faculty Evaluation workshop.

Bray noted that there were several workshops scheduled on the same day and time for the Math department that created conflicts. Bergland indicated that when the Handbook is being developed, she reviews each proposal and, where possible, schedules the workshops using the dates/times given on the proposal. If there are conflicts within a department, she has assumed that the department is aware of the conflicts. Bray suggested, and Bergland agreed, that an email be sent to the chair when conflicts are noticed. Bergland added that if she is processing several proposals for one department at one time, it is easier to notice a conflict. Bray indicated that she will also discuss this matter with the department chair.

Beaver asked if there is a separate form for people who would like to attend a specific workshop but may not be interested in being the presenter. Bergland indicated that she sends emails to presenters of well attended workshops and asks if they would like to present it again. Hall expressed an interest in another workshop to assist with setting up Quicken software. Beaver noted that this workshop will probably be scheduled again. He added that most of his training is taking place on a one-on-one basis rather than in a group format. There are other workshops he present on PowerPoint and Access. One of the issues faced with such training is the cost of obtaining the necessary licenses for use of the software during the training session. Bray indicated that for some software training workshops, she would appreciate more time scheduled during the workshop to practice using the software. Bergland agreed, based upon feedback received from other faculty who have indicated the need for more time during workshops, especially for technology training workshops. It was suggested that if a workshop is offered for one hour, it could be split into two parts that are scheduled over the course of two days. Beaver indicated that he is currently planning workshops for April 2006. He has received positive feedback from adjunct faculty who attended workshops offered on Friday evenings and Saturday mornings. Those faculty noted that due to their schedules, these days and times work best.

Bergland asked the committee to inform her office if they know of additional ideas for workshop topics.

Bray expressed an interest in a once per month workshop to learn American Sign Language.

#### **4. Handbook Production for 2006/2007.**

**a. Design/Content.** Bergland indicated that this topic is a follow up from the November meeting. There were no major changes recommended for the design of the Handbook. She asked the committee to inform her of any additional recommended changes.

**b. Recommended Changes.** Bergland indicated that this topic is a follow up from the November meeting. It was agreed that on the cover, the year would be highlighted with the title. The same goldenrod color will be used for the cover to maintain consistency.

**c. Other.** Bergland indicated that she will be sending an email to the committee to inform them of the new wording that will be used regarding the Distance Education workshops. Beaver will follow up on the Distance Education topic. Bergland asked the committee if wording should be added to the front matter of the Handbook to inform faculty about Flex credit for committee work. She reported that more faculty are using the Generic workshops. She asked the committee to inform her if they know of additional topics for Generic workshops.

Bergland indicated that Generic workshops could be written for Beaver's the one-on-one training. Also, discussion followed as to offering Flex credit for test creation and other related activities. Faculty appear to be surprised that they can receive Flex credit for such activities. Hall suggested including a list of diverse activities that would qualify for Flex credit in the front matter of the Handbook.

It was also suggested to bold the statement "how it improves instruction" along with bolding the end date to emphasize requirements for Independent Projects (IPs). This information will be added. It was suggested that information be included on the availability of the Independent Project tutorial on CD and via the Faculty Web Services web page.

Beaver volunteered to assist with posting information on the web. Bergland indicated that there is a Flex Subcommittee site and her office posts information, including the Handbook on that site. It was suggested that each section of the Handbook be posted as a hot link on the site. Palestini volunteered to work with Beaver on this task. Information could also be posted regarding the IPs. Bergland noted that this site could be accessed during the New Contract Faculty Orientation to show faculty the information available to them regarding Flex.

#### **5. Flex Information.**

**a. Fall 2005/Spring 2006 Workshops/IP Report.** Bergland distributed a report listing a total of 492 Flex workshops and 731 IPs. By the end of the year, there are almost 2000 workshops with IPs comprising almost half of that number. It was suggested that more information on IPs be included in the Handbook. Hall indicated that for some faculty, there is a "fear" of accessing the system. Beaver indicated he is available to perform a demonstration of the Flex during a department meeting. Also, Bergland reminded the committee that there is a workshop scheduled during Flex on Faculty Web Services (Flex and Online Grades/Drops). Bergland added that she is also available to provide information or give a demonstration relative to the Flex system during department meetings.

**b. Instructional Improvement Proposal Form (Cathy Palestini).** Palestini reported that she contacted Steve Manczuk, Mesa Webmaster, and he indicated that it is possible to post the Instructional Improvement Proposal form in PDF format which would allow the user to complete the form electronically and then print it for submission to the Flex office. The user will need to use Adobe Acrobat Reader, which is free software. Beaver indicated that a link could be added to the site for the user to download this software.

**c. Evaluation of Flex Activities.** This item was added to the agenda. Bergland reported that she has been contacted by faculty who indicated they did not feel they were required to evaluate Flex activities. She indicated that a few years ago, discussion at the District level led to the decision that evaluations were necessary for the Flex days only. Information recently received indicated that evaluations are not necessary at all. She indicated that by signing the annual State Chancellor's report, she certifies that Flex workshops are evaluated. She contacted the State Chancellor's office to obtain information about evaluation of Flex activities. The response given by this Office is taken directly from Title V and states that evaluations must be completed for Flex activities. As per agreement by this committee, following the decision made at the District level, it was decided that evaluations must be completed during Flex days. Outside Flex days, the presenter has the option of using the established evaluation form, designing their own evaluation form, or using an informal evaluation method. According to the information from the State Chancellor's Office, some type of evaluation must take place.

Bergland noted that she discussed this topic with the Vice President of Instruction who indicated that the law needs to be reviewed to determine the minimum requirement for evaluation and then develop a method to evaluate using this format. She suggested contacting Miramar and City to find out how they have used evaluations but Bergland reported that according to the information given to her by the Union President, neither City nor Miramar use evaluation forms. Bergland noted that one form of evaluation is the Needs Assessment form since it is used as a tool for faculty to report what topics they would like to offer or see offered for Flex credit. However, once these workshops are offered, feedback is needed as to their success.

Bergland asked the committee for feedback on this topic. She mentioned that evaluation may be conducted online or Flex contracts could be used as part of the evaluation instrument. Bergland added that the requirement to evaluate on an annual basis could also mean an evaluation of the Flex program itself and not the individual workshops.

Bergland requested a handbook from the State Chancellor's Office for follow up on this part of the law. In 1993, the statewide Academic Senate posted this information online. During discussion, it was agreed to form a subgroup of this committee to work on this project. Once Bergland receives the information from the State Chancellor's Office, she will do further research of this topic and send a report to them via email to obtain their feedback.

Discussion followed as to the value of evaluations. Bergland explained that for some workshops, evaluations were sent out after the workshop in an effort to obtain a higher return rate. Several attendees left the workshop early and did not complete an evaluation. Bray suggested that the evaluation of the Flex program could include general questions such as "What did you like best or want repeated", etc. A suggestion was made to send out this evaluation in November and April to receive the highest return rate.

It was clarified that Bergland's signature on the State Chancellor's report indicates that Flex is evaluated but it does not mean that the State Chancellor's Office receives a copy of the evaluation report. She indicated that some years ago, Miramar has tapped in to an online evaluation. If people are intimidated with the technology, then it could be sent to them as a hard copy. The evaluation could be completed online with the responses being sent to a database. The findings by this committee on the topic of Flex evaluation will then be presented to the Mesa Staff Development Committee and then to the President's Cabinet.

Beaver and Hall volunteered to work with Bergland as a subgroup to research Flex evaluation and provide a report to the committee.

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

**7. Next Meeting Date - ?.** It was agreed that an additional meeting was not necessary during this semester. The subgroup will follow up and provide a report to the committee with their findings on the topic of Flex evaluation. If necessary, another meeting will be scheduled during the semester to discuss this information and a demonstration of the changes made to the Flex Subcommittee web page could be given during that meeting.

**8. Adjournment.** There being no further business, the meeting was adjourned at 10:40 a.m.

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