

# SAN DIEGO MESA COLLEGE

## Flex Subcommittee

**Meeting - Friday, March 4, 2005, 9:15 a.m. to 10:30 a.m., LRC 432**

PRESENT: Yvonne Bergland (Chair), Karen Williams, Karl Engstrom, Ed Helscher, Angela Romeo.

ABSENT: Gabriel Adona, Hank Beaver (excused), Julia Cooper, Nelly Dougherty (excused), Dana Hall, Judith Pautler (excused), Kim Tran, Ben Weaver.

The meeting was called to order at 9:24 am by Dr. Yvonne Bergland, Dean, Instructional Services and Economic Development in LRC 432. An agenda and handouts were distributed with the circulation of a sign-in sheet.

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

### **2. Continuing Plans for 2005-2006.**

**a. Needs Assessment (\*).** Bergland indicated that the due date for submission of the needs assessment is March 10. This form was sent via email. She requested that the committee members inform their colleagues. She will send this out again via email and will extend the due date for submission to March 18, 2005.

Angela Romeo, Instructional Lab Technician, will follow up regarding workshop requests from the English department regarding training for use of new equipment.

Ed Helscher, Professor, received a request from the coaches to have a generic workshop for the activities relative to recruiting. He will provide further information to Bergland.

Discussion followed regarding creating additional generic workshops that may be set up like 4faculty.org for such activities as the outreach and retention videos. It was agreed to create these generic workshops. Instructions will be included for faculty to obtain the information needed to complete review of these videos.

Discussion continued as to whether or not to distribute hard copies of the needs assessment. It was agreed that email will be used rather than hard copy. Romeo will contact the classified staff president to see if they have any requests for workshops.

Also discussed were those workshops that have been created to obtain Flex credit for activities associated with certain campus committees. Bergland will obtain a list of committees and contact the chairs of those committees that currently do not have workshops to offer Flex credit.

**b. Cover Design (\*).** Bergland indicated that the same cover used last year was updated. After discussion, it was agreed to use this revised cover.

c. **Cover Color (See Cardstock Available).** Bergland displayed samples the different types of card stock colors available. After discussion, it was agreed to use goldenrod for the color of the cover.

d. **Other.** No items were added.

**3. Review of 2005-2006 Front Matter (\*).** Bergland reviewed the changes made to the front matter. She updated the Welcome page and indicated that the committee has its own website now that is part of the Office of Instruction website. The link will be sent to all the contract and adjunct faculty. Her office will make revisions to the committee member names on that page to remove Karen Williams, add Nelly Dougherty, and change Angela Liewen's last name to Romeo. Also, Dean Craft will be contacted regarding the URL that needs to be revised. On the Features page, her office added language regarding item 1c. Helscher discussed a situation in which a faculty member wants to attend a conference in June. The union indicated that this activity could be used for flex credit as long as the faculty mark completion of the conference in May. Bergland confirmed that this item will be discussed at the District-wide meeting (see item 5). Another revision that will be made is on the Features page, the first title will be changed to read "Submission and Self- Reporting of Independent Project".

A suggestion was made to have a pop-up box to remind faculty once they enroll to go back and certify their attendance after the workshop. Bergland will take this idea to the District meeting. Suggestions were made to have discussion take place during a school meeting or have a flex meeting for faculty to have some hands on training in using the system by "going live" and enrolling in workshops, etc.

Bergland reviewed the Flex Facts page and under item #2, the committee agreed to adding a section that provides further information relative to the flex obligation using the contract regarding docking as a reference. She explained about how the evaluation forms are used only for flex days and that outside of flex days, these forms are available upon request.

Bergland asked for input as to any changes the committee had for the proposal form. "Fiscal Year" dates will be changed to coincide with the contract to complete the flex obligation. The entire piece about the travel will be bolded, not just the note. Helscher indicated that discussion took place within his department as to the meaning of "off campus". It is their understanding that off campus is not part of the District. This is correct and as a result, the word "sites" will be added after SDCCD. Also, the words "no cost" will be deleted from the instructions regarding submission of a travel form.

Bergland indicated that the disability related accommodations form has not been revised. She will contact committee member Judy Pautler, Dean, College Curriculum Project, as she is also the former Dean of Health Sciences and Public Service and may know if any changes need to be made to this form.

Bergland explained the changes made to the Workshop Facts page. She will follow up regarding a link for the modules that was going to be added to the District's Learning Institute website. Also, #3 will be changed to reflect changes made to the proposal

form. An additional item, #6, will be added for the Patricia Cross Papers as well as another item, #7, for the Outreach and Retention videos. Discussion followed as to the closing dates for these activities. It was agreed to put the dates 5 working days to match the deadline for the independent projects. Discussion followed and it was recommended to offer the two adjunct orientations again for fall. Item #11, the section on "Pre-approved Independent Projects, will be for the Patricia Cross papers and it was suggested that these be set up like 4faculty .org.

Bergland did not make any changes to the Themes. The Patricia Cross Papers and the Outreach and Retention Videos will be added to the examples under the "Online Professional Development" theme.

**4. Status of 4faculty.org.** Bergland reported that at the Professional Development Council meeting, Otto Lee, Interim Assistant Chancellor of Instruction, indicated that 4faculty.org was discussed at the Chancellor's Cabinet and may become part of that budget. If it does not become part of the overall budget, it will become part of the Office of Instruction budget. The cost will be renegotiated with Riverside College.

**5. District Flex Coordinators Meeting.**

**a. Timeline for Completion of Obligation.** After discussion, it was agreed that 11:00 am on Friday, May 27, 2005 is the deadline for completion of the flex obligation. Some committee members felt that the deadline should be moved ahead one day to facilitate the reporting of unmet flex obligations.

**b. Timeline for Submission of Independent Projects.** After discussion, it was agreed that five working days prior to the May 27 deadline would be used for submission of independent projects. This suggested date is May 20, 2005 which would permit dialogue if a problem is encountered when processing these projects.

**6. New Website (\*).** Bergland reviewed a web shot of the new website for the Flex Subcommittee. Discussion followed as to any additional items that should be added. It was agreed that the proposal form will be posted. Also, instead of attaching the minutes from this meeting to an email and sending it to the committee, her office will send a link to the minutes that will be posted online. It was agreed not to post the Agenda. Also, it was agreed to include a link to the conference and travel forms. A suggestion was made to include information on the site reminding faculty about self-reporting of their flex activities. Bergland's office will contact the District to see if a sentence could be added in the faculty contract page to remind faculty about marking attendance if the pop up could not be added.

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

**8. Next Meeting Date - ? March/April, 2005.** After discussion, it was agreed that email notification of changes made to the Flex Handbook and any other committee items will take place rather than scheduling another meeting.

Romeo agreed to send a completed assessment survey to Bergland's office regarding any workshop suggestions she obtains from the Classified staff.

Bergland requested that the committee notify her if they find out if there are any campus-wide workshops with outside speakers presenting that faculty would like to see take place. Karen Williams, Professor, indicated there is one workshop she knows for online faculty. She will follow up.

Bergland added that at the District Flex meeting, she will also present activities related to serving on a hiring committee as eligible for flex credit.

**9. Adjournment.** There being no further business, the meeting was adjourned at 10:27 am.

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