



STAFF DEVELOPMENT
COMMITTEE
AND
FLEX SUBCOMMITTEE

Instructional Improvement Days

2009-2010

"FLEX"

Handbook

July

August
19, 20-21, 2009

September

October

November

December

January
21-22, 2010

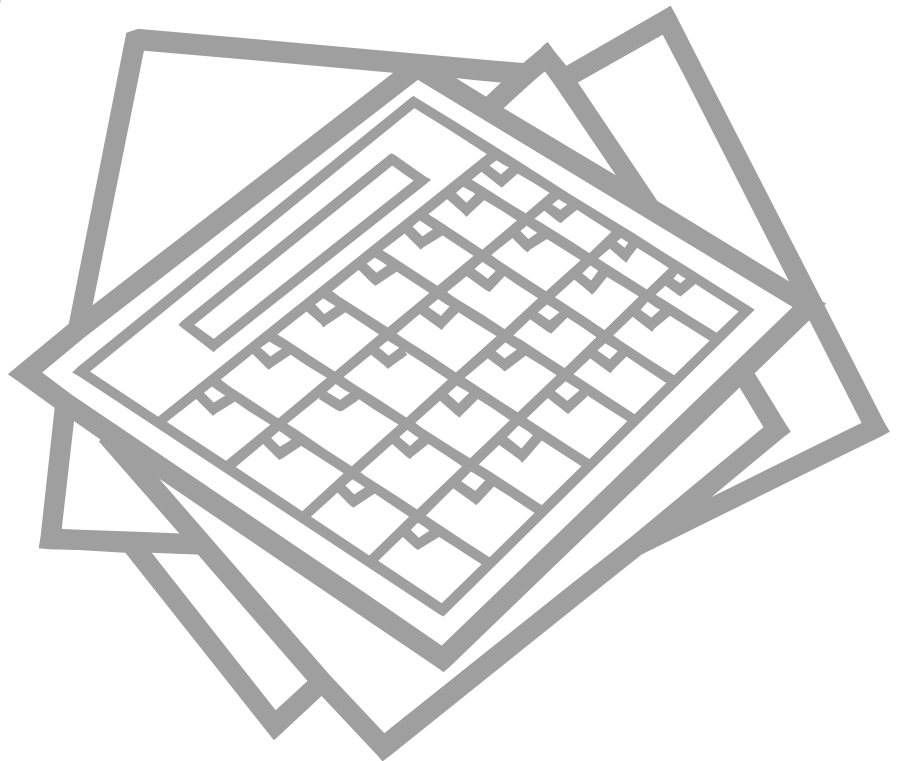
February

March

April

May

June



San Diego Community College District

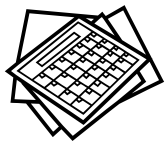
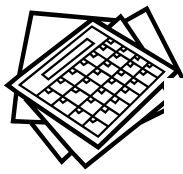


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Welcome

Welcome to 2009-2010 Instructional Improvement Days!! The Flex Subcommittee has made several revisions this year to the Handbook including new forms and a sample independent project.

This year's Handbook will again carry the class-schedule like format for the workshop listing. For descriptions of each of these workshops, access the Instructional Improvement Website using the URL <https://faculty.sdccd.edu/facflex> .

A section entitled "Features of the Instructional Improvement Website" explains the submission and self-reporting of online Independent Project, and definitions of independent project proposal status. A sample independent project is included to assist in the writing of the description. Self-reporting of workshop attendance and independent project completion is also described.

"Flex Facts" explains the timeline for completion of the Flex Obligation. The process for enrolling in workshops after they drop off the system is described. The revised "banking" or carryover procedure is explained.

A section called "Workshop Facts" is also included. This part of the Handbook describes how the workshops are arranged in the Handbook and on the website. The college is preparing for its 2010 onsite Accreditation visit. The Self-Study Co-Chairs, Jill Baker and Yvonne Bergland, will be offering several workshops this year pertaining to Accreditation. These workshops can be recognized as they will carry the theme description of "A". In addition, standard coordinators may apply for flex credit for the activities associated with the accreditation work performed by their groups.

The new online evaluation instrument previously developed will be reviewed by the subcommittee and used again during the 2009/2010 academic year. This evaluation is used during the development of Mesa's Flex program. The instrument will be distributed approximately six (6) weeks into the Fall '09 semester to both the contract and adjunct faculty. Responding faculty will be asked to evaluate their flex experience for Spring '09 and Fall '09.

The Handbook is again being made accessible to all faculty, staff and administrators, by being placed on the Flex Subcommittee Website. This Website is found by accessing the <http://www.sdmesa.edu/instruction/flex/index.cfm>. The Handbook link will be sent via email to the contract and adjunct faculty on the Mesa College DL and those on the e-mail list provided by the District. There will be a limited number of hard copy Handbooks placed in the LRC and deans' offices.

As in the past, the subcommittee welcomes your input and suggestions for improvement and the members are available to hear your comments.

Yvonne Bergland

Yvonne Bergland, Dean
Staff Development Committee Chair and Flex Coordinator

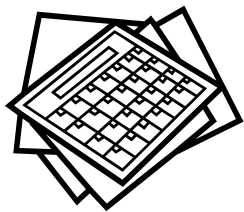
FLEX SUBCOMMITTEE MEMBERSHIP

Representing the Staff Development Committee:
Dave Evans, Ed Helscher

Representing the Schools:
Hank Beaver, Nancy Bray, Dana Hall, Leroy Johnson, Kim Tran, Ben Weaver

Representing the Classified Staff:
Caterina Palestini, Susan Mun

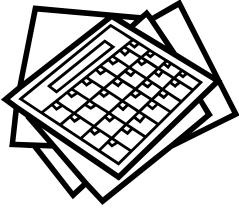
Ex Officio Member: Joseph Safdie, SLOAC Coordinator



Features on the Instructional Improvement Website

<https://faculty.sdccd.edu/facflex>

1. **SUBMISSION AND SELF-REPORTING OF AN INDEPENDENT PROJECT:** All independent projects must be submitted online and according to provision 7.1.4 of the AFT contract. To create your independent project, follow the procedure described below and refer to the sample on page 5. For further assistance, a tutorial is available. Please contact Cathy Palestini at 388-2509 for information or access the Faculty Web Services website (<http://faculty.sdccd.edu>).
 - a. Access the Instructional Improvement Website using the URL <https://faculty.sdccd.edu/facflex>.
 - b. Select the category "Your Independent Project" from the menu bar found on the left side of the screen.
 - c. Enter the appropriate information in the following fields. See Sample on page 5 where the numbers in the parentheses correspond to the explanation below:
 1. Select Type of Independent Project: Choose from the drop-down menu.
 2. Independent Project Title: Enter a short, descriptive title for your project.
 3. Start Date: Enter the month, date and year you plan to begin your project.
 4. End Date: Enter the month, date and year you plan to conclude your project. **NOTE:** It is recommended that projects end at least five (5) days prior to the last day to complete your Flex obligation.
 5. Planned Hours: Enter the number of hours planned to complete the project.
 6. Briefly describe the project and explain how this activity will improve instruction: To be complete two parts are required for a project.
 - a. Part 1 – describe the project
 - b. Part 2 – explain how the activity will improve instruction and/or is staff development for the instructor.**NOTE:** The Flex System will accept up to 1,000 characters maximum for both parts. If you exceed this limit, the System automatically stops recording your input once it reaches 1,000 characters (includes punctuation and spaces).
 7. Certification: Type your "Last Name, First Name" here: Your electronic signature certifies you will complete this project .
 - d. Select SUBMIT when your project is ready for review.
 - e. Select SAVE if further research is necessary before submitting it. (Please note, projects in SAVE status can only be viewed by you and must be submitted for review.)
 - f. Select CANCEL to delete the project if you no longer choose to submit it.
 - g. **See #2 below** for information concerning the automatic e-mail messages sent by the Instructional Improvement Website to notify you of your independent project's status. An email is also sent by the Flex Coordinator when the status is "See Dean/Chair". This status is a flag, signifying that there is a question about the project.
 - h. When the work for the project has been finished, faculty access the Instructional Improvement Website and select "**YOUR CONTRACT**". **The independent project status is changed to "completed" by clicking on "Yes". No final report or further documentation is required.**
 - i. **NOTE:** When submitting projects near the end of the semester, please be sure to coordinate your end-date with the completion of the Flex Obligation (see page 6, #2).
2. **INDEPENDENT PROJECT PROPOSAL STATUS:** When SUBMIT is selected, the faculty member will receive a confirmation indicating that the independent project is now IN PROCESS. To query the status of your independent project, select **YOUR CONTRACT**. The following definitions, describing this status, appear on the "Help" screen. (**NOTE- your project will not display on the Workshop Registration screen, only on your personal online contract**).
 - a. Saved - used to identify projects entered into the system but not yet submitted by the faculty member. These projects **will not** appear on the approval list until **submitted** by the faculty member.
 - b. In Process - used to identify submitted projects not yet processed.
 - c. Input - means the project has been processed and ready for the faculty member's next action. E-mail notification is automatically sent to the faculty member by the Flex System to notify of this status.



Features on the Instructional Improvement Website (continued)

(<https://faculty.sdccd.edu/facflex>)

- d. See Dean/Chair - means that the Flex Subcommittee has forwarded the independent project to the Dean/Chair for review. E-mail notifications are automatically sent to the faculty member by the Flex System and the Flex Coordinator. If the faculty agrees with the Flex Subcommittee, the correction can be made and the project submitted. Please notify your dean and chair of your chosen action.
 - e. Completed – used by the faculty member to mark the project as completed.
 - f. Canceled – used by the faculty member to delete an individual project.
3. **SELF-REPORTING OF WORKSHOP ATTENDANCE AND INDEPENDENT PROJECT COMPLETION: Faculty are not required to sign attendance rosters for any workshop or submit documentation for completed independent projects.** Follow the procedure described below to record workshop attendance and/or independent project completion: [NOTE - WORKSHOP ENROLLMENT (PRIOR TO MIDNIGHT THE DAY OF THE WORKSHOP) MUST OCCUR **BEFORE** YOU CAN RECORD ATTENDANCE. Independent Projects must display "Input" status before you can record completion.]
- a. Access your contract on the Instructional Improvement Website.
 - b. Locate the attended workshop or the completed independent project.
 - c. Select "Yes" for attended workshops or completed independent projects.
 - d. Complete the certification pop-up box.

Sample Independent Project

Project ID: **12345**

Project Status: In Process

Name: **Last Name, First Name**

Campus: **Mesa**

Acad Unit: **2345**

Select Type of Independent Project

Curriculum and Instruction

Examples Of Project Activities

(1) Curriculum and Instruction

- | | |
|---|---|
| Course Outline | * Develop new instructional program |
| * Develop new syllabus | * Revise existing course outline |
| * Revise existing instructional program | * Update/revise learning resources |
| * Participate in Articulation/Matriculation activity | * Develop new instructional skills |
| * Interact with colleagues to improve instruction | * Create new learning/teaching materials |
| * Review new textbook | * Review of instructional software |
| * Explore alternate instructional methods | * Visit program-related sites |

* If Flex activities are conducted during the semester they must fall outside the 30 hour on campus requirement for contract faculty.

Independent Project Title:

(2) Create New Learning Materials for Biol. xxx

Start Date:

(3) (mm/dd/yy)

End Date:

(4) (mm/dd/yy)

Planned Hours:

10.00

(6) Briefly describe the project and explain how this activity will improve instruction. (1000 Characters Maximum):

(5)
PART 1 - DESCRIBE THE PROJECT: I will be creating new Classroom activities, projects, worksheets, quizzes and exams for my Biology xxx. These materials provide additional detail needed to augment the course's textbook. **PART 2 - INSTRUCTIONAL IMPROVEMENT:** These materials will improve and enhance the effectiveness of classroom instruction by providing the students with up-to-date information.

By typing my name below, I am **certifying** that I will complete the project described above to meet my Flex obligation in accordance with Title 5.

To query this information after saving or submitting, go to either **Independent Projects** or **Your Contract** from the Main Menu.

(7)* Certification required for LAST NAME, FIRST NAME.

Certification Signature

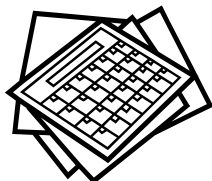
Type your "Last Name, First Name" here

Save

Submit

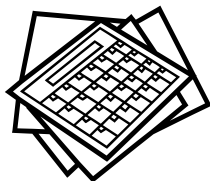
Cancel Project

Exit



Flex Facts

- 1. CONTRACT FACULTY:** For 2009-2010, the flex obligation for **contract** faculty is 20 hours. There are four (4) instructional improvement days required on campus (mandatory days) and one (1) fall instructional improvement day (Wednesday, August 19, 2009).
Fall 2009 Thursday, August 20 and Friday, August 21
Spring 2010 Thursday, January 21 and Friday, January 22
- 2. FLEX OBLIGATION:** Adjunct faculty must meet their flex obligation and self-report completion by noon on the last working day in December and in May. Contract faculty must have fulfilled their annual flex obligation by the last working day in May. **Faculty who do not meet their Instructional Improvement (Flex) obligation will have their pay docked for each hour that is not completed.** All faculty members are encouraged to check their flex status by accessing their contracts at <https://faculty.sdccd.edu/facflex>. (Please see Article 7.1.4, AFT Contract)
For 2009/2010, these dates are:
 - a. Fall, 2009:** Flex obligation must be completed by 12 noon on December 14, 2009.
(for adjunct faculty) Last date to submit independent projects is December 7, 2009.
 - b. Spring, 2010:** Flex obligation must be completed by 12 noon on May 17, 2010.
(for both adjunct and contract faculty) Last date to submit independent projects is May 10, 2010.
- 3. WORKSHOP ENROLLMENT:** All faculty members will continue to enter their independent projects on the Instructional Improvement Website (URL <https://faculty.sdccd.edu/facflex>) and also record their attendance at all activities. Faculty are no longer required to sign-in at workshops and must make every effort to enroll before the workshop. Faculty have until the end of the day (12 midnight) of the workshop to enroll. If, for some reason, faculty do not enroll, **the procedure** below is followed:
 - a. Faculty member visits the Flex Office in A-109. Please bring the workshop number.
 - b. Faculty member is requested to complete the information on the "Workshop Enrollment Form". A copy of the workshop portion of the Flex Handbook is available for reference.
 - c. Once a week, on Friday mornings, the flex staff will enroll faculty members.
 - d. Faculty members will then be able to certify their workshop attendance the following Monday.
- 4. FLEX GUIDELINES:** Access the online flex system using the URL, <https://faculty.sdccd.edu/facflex> to view the revised Guidelines for 2009-2010 Instructional Improvement Days.
- 5. WORKSHOP PRESENTERS** will continue to receive double the Instructional Improvement (Flex) credit for workshop preparation and administrative responsibilities. **Presenter credit will be posted by the Flex Office upon receipt of the workshop rosters.** Presenter credit is included as part of the workshop's credit. Therefore, presenters **should** enroll in their own workshops.
- 6. EVALUATION** of Flex activities is required by Title 5. An online evaluation instrument is sent to all faculty at the conclusion of fall and/or spring FLEX periods.
- 7. COLLEGE-WIDE, SCHOOL, DEPARTMENT AND GROUP ACTIVITIES** will continue to follow the usual submission process. These proposals are to be submitted to the Flex Office using the new, revised form found on page 10 of the Handbook and on the Flex Subcommittee Website. Access this website using the URL <http://www.sdmesa.edu/instruction/flex/index.cfm> .
 - a. Select the link for the "Instructional Improvement Project Proposal" form
 - b. The form is interactive so you may complete it online following the instructions given. **Please pay particular attention to the information concerning the description of the activity.**
 - c. When completed, print a copy of your proposal and then sign it.
 - d. Submit the form as requested.
- 8. "BANKING"/CARRYOVER:** While faculty are encouraged to meet their obligation each semester, those who wish to **"bank" or carryover** of time spend on flex activities beyond the number required for the semester may do so under the following conditions:
 - a. Excess hours may be "banked" from one semester to another within an academic year, that is, from fall 2009 to spring 2010 (not from spring 2010 to fall 2010).
 - b. "Banked" hours are automatically brought forward for **all** faculty.

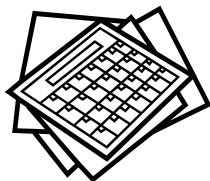


Workshop Facts

1. **PROGRAM REVIEW:** The Program Review Committee is again offering workshops designed specifically for committee members, lead writers and other discipline faculty involved in the program review process. These workshops will be preceded by the letter (P).
2. **WORKSHOPS FOR COMMITTEE MEMBERS:** Workshops labeled (C) are designed for faculty who are members of the specified committee. Enrollment is limited to committee members *only*. If you chair a committee or special group and wish to obtain information about developing a similar Flex activity, please contact Yvonne Bergland, Flex Coordinator at x2509.
3. **WORKSHOPS INVOLVING TRAVEL:** Workshops involving *travel outside SDCCD sites* will require individuals enrolling to complete a travel request form. Please see your dean.
4. **GENERIC WORKSHOPS:** Generic *pre-approved* workshops are indicated by the letter (G). These workshops are automatically approved for a pre-determined number of hours. If you choose to enroll in any or all of these workshops, please do so by the date indicated as they become inactive after that point in time. As with any other flex activity, your work on these activities will be performed outside of your regularly scheduled hours and at a location of your choice. There is no workshop to attend. Flex credit will be awarded when *you* certify completion on your online contract. If you have any questions concerning this type of workshop, please contact Yvonne Bergland, Flex Coordinator at x2509.
5. **PRE-APPROVED INDEPENDENT PROJECTS:** Alternative Flex opportunities are available in the form of pre-approved independent projects. The first way is by reading the books written by Patricia Cross and then completing an associated worksheet. The seven (7) books in the series on Community College Teaching and Learning are on a 3-day reserve in the LRC. In addition to the selected book, faculty will receive an especially designed instructional packet containing an information sheet, a screen shot of the independent project found on the Instructional Improvement Website and a worksheet. The information sheet contains instructions on how to input the pre-approved independent project. Up to three (3) hours of flex credit can be earned for each book completed from this series. For further information concerning this type of flex activity, please contact Yvonne Bergland, Flex Coordinator, at x2509.

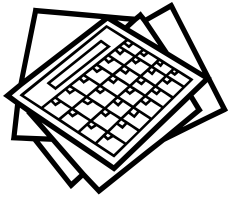
Other alternatives include participation in Student Success Day in the fall semester and for volunteering in the Tutoring Centers. For further information on these activities, please contact the Office of the Dean, Student Development and Matriculation, for Student Success Day and one of the Tutoring Coordinators for Tutoring Center work.

6. **4FACULTY.ORG:** "4faculty.org" is an innovative approach to staff development. Offered in an online format, 4faculty.org permits those participating to complete individual modules at any location and any time of day or night. **To participate in 4faculty.org, there is an important three-step process:**
 - a. Enrollment in workshops selected from the listing on the Flex website; **NOTE** workshops are offered both fall and spring.
 - b. To register on the 4faculty.org website, please complete the following steps:
 - Access the 4faculty.org website.
 - Click on "*Set Up An Account*" on the right-hand side, within the "Log In" box.
 - Complete the requested informatin on the "New Member Registration" page.
 - Click "Sign Me Up!".You are now registered on the 4faculty.org website and may view/complete the modules.
 - c. When completed, revisit the Flex website and access your contract to self-report on the close date. For fall, this date is 12/4/09. For spring, this date is 5/7/10.



Workshop Facts (continued)

7. **SCHOOL/DEPARTMENT WORKSHOP CONTENT:** School and department meeting workshop content is designed specifically for faculty in those disciplines. These workshops have been arranged differently for 2009-2010. For both fall and spring, the workshops are grouped by individual schools and departments. For example, all fall School meetings for Arts and Humanities are listed together in chronological order on the Mesa Flex website. Before enrolling in a school or department workshop, please access and review the workshop description for further information.
8. **ADJUNCT FACULTY WORKSHOPS:** The following adjunct faculty specific workshop has been designed and scheduled for **fall 2009:**
 - August 19, 2009, 6:00 to 8:00 p.m., #54001 Orientation and Dinner for NEW Adjunct Faculty Only
9. **PRESIDENT'S FALL CONTRACT FACULTY ORIENTATION:** The President's Fall Contract Faculty Orientation and Breakfast is scheduled for **August 20, 2009** from 8:00 to 11:30 a.m. See workshop #54002. School meetings are scheduled from 1:00 to 3:00 p.m. and department meetings from 3:00 to 5:00 p.m. on the same day.
10. **PRESIDENT'S SPRING CONTRACT FACULTY FORUM:** The President's Spring Contract Faculty Forum is scheduled for **January 22, 2010** from 2:00 to 4:00 p.m. in G101. See workshop #54118.
11. **REQUESTS FOR DISABILITY RELATED ACCOMMODATIONS:** Please contact the Dean of Health Sciences and Public Service at x2789 at least five (5) working days before the Flex activity for disability related accommodations.
12. **BASIC SKILLS SUCCESS AND RETENTION COMMITTEE WORKSHOPS:** The Basic Skills Committee worked very hard last year to develop and implement a variety of interventions to help students prepare for all their classes. This year there are a variety of workshops and activities. Look for the following workshops on the Flex System for further information and to enroll.
 - **October 23rd** Assessment and Placement: A District Symposium Workshop #54069, 9:00 am – 2:00 pm (5 hours of flex)
 - **November 13th** Fostering Learning-Centeredness with Your Syllabus Workshop #54070, 10:00 am – 12 pm (2 hours of flex)
 - **February 26th** Basic Skills Best Practices: A Regional Symposium Workshop #54181, 9:00 – 2:00 (5 hours of flex, lunch included) G101.
 - The following two (2) additional Basic Skills workshops are planned for the Spring 2010 semester:
 - On-Course Workshop (8 hours of Flex credit with lunch included)
 - Brown Baggers Unite and Advisory/Prerequisite Discussion workshops (2 hours of Flex credit) Dates, times and locations of these workshops are pending.
13. **THE FLEX SYSTEM HANDS-ON WORKSHOPS:** These workshops are offered by the Flex Office and will be hands-on Flex sessions. Participants will learn about how to access the Flex system, enroll in Flex workshops and input Independent Projects. Participants will also learn about Flex Guidelines as well as deadlines for completion of their Flex obligation



Themes for 2009-2010 Workshops

The workshops, whether listed in the Handbook or found on the Flex System, are arranged by themes, using the designations listed below. Within each theme, the workshops are arranged chronologically by semester.

On the Flex Website, these themes can be identified by the letter in parenthesis preceding the workshop title. A complete description of each workshop can be found on this website.

Example: (D) Web Page Creation

↑
Denotes "Technology"

Please refer to the Legend below for the themes used for 2009-2010 Instructional Improvement Activities. A brief explanation is given for each theme.

NOTE: All these activities must be offered during FLEX or completed outside the faculty members' regular workday.

| THEME DESIGNATOR | THEME TITLE | THEME DESCRIPTION |
|------------------|---|---|
| A | Accreditation | Activities pertaining to the college accreditation process |
| B | School/Department/Group/ College-wide | Activities organized and offered for the entire college or for specific schools, departments and groups |
| C | Committee Participation | Activities associated with participating in governance committees, task forces, special service to a school, department or program |
| D | Technology | Activities designed to achieve or maintain computer and multimedia literacy; other technological advances/changes |
| E | Personal and Cultural Enrichment | Activities that support diversity, multi-cultural customs and personal enrichment |
| F | Curriculum/Instruction | Activities that support teaching/learning |
| G | Generic Pre-Approved Workshops | Specifically designed workshops for those "routine" classroom-related activities. NOTE: Faculty choosing this option should follow instructions given in the workshop description and page 7 of this Handbook. |
| H | Health and Wellness | Workshops designed to support the quality of life |
| O | Professional Development Online | Workshops designed and offered online. Examples: 4faculty.org; WebCT. NOTE: Faculty enrolling in 4faculty.org should follow the instructions given in the workshop description and page 7 of the Handbook. |
| P | Program Review | Workshops designed for program review committee members, lead writers or other faculty involved in the program review process |
| R | Research | Workshops designed to support the research function |
| S | Assessment and Student Learning Outcomes | Workshops designed to support assessment activities including student learning outcomes |



SAN DIEGO MESA COLLEGE

INSTRUCTIONAL IMPROVEMENT WORKSHOP PROPOSAL FOR 2009 - 2010

GENERAL INFORMATION: 1) the activity must relate to professional growth or student outcomes as described in Title 5; 2) the activity must be above and beyond normally expected classroom preparation; 3) the activity must occur during the current academic year; 4) the activity may not occur during regular working hours.

Select one: SCHOOL PROJECT DEPARTMENT PROJECT GROUP PROJECT COLLEGE-WIDE PROJECT

IMPORTANT INSTRUCTIONS FOR WORKSHOP COMPLETION AND SUBMISSION:
a. Only one project per form.
b. All information must be provided to be processed.
c. Please verify the use of the location: Sue Saetia for classroom; Joyce Skaryak for LRC.
d. Submit no less than five (5) working days in advance of the activity.
e. Submit original completed form to Yvonne Bergland, Room A109.

Name/Presenter: Department: Phone:

Workshop Title: Workshop Location: Workshop Capacity:

Date(s): Time: start end # of Flex hours planned

WORKSHOP PROPOSAL:

1. Briefly describe the workshop

2. Explain how this activity is staff development and will improve instruction

Check here if travel is involved with this workshop. Indicate where: (Note: Workshops involving travel outside SDCCD sites will require individuals enrolling to complete a travel request form. Please see your dean.)

Requestor's Signature Date

NOTE: THIS SECTION FOR COMMITTEE USE ONLY
*COMMITTEE ACTION: Input Dean/Chair Requestor notified of status and workshop number
*Comments/Actions:
Clarification or Further Instructions:
Signature: Date

**San Diego Community College District
Instructional Improvement Days**

**San Diego Mesa College
Instructional Improvement Flex Workshops
Fall 2009-Spring 2010**

Link to Flex System

The following pages contain the Flex workshops for 2009-2010. Unlike previous Handbooks, this workshop listing follows the same format as the Flex System. The online version of this Handbook does not carry the workshop listing. Use the following link to log in, view, and, then enroll in workshops of your choice:

<https://faculty.sdccd.edu/facflex>

For questions concerning enrollment or other aspects of Flex, please contact the Office of Instructional Services, Resource Development and Research at (619) 388-2509.