
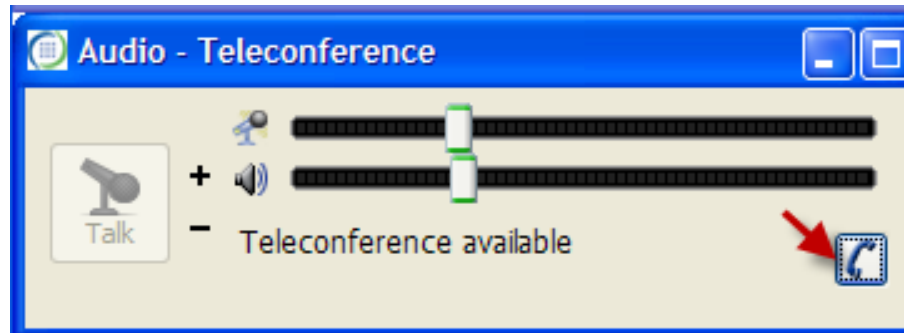



# California Community Colleges Flex Calendar Certification Process for 2011-12

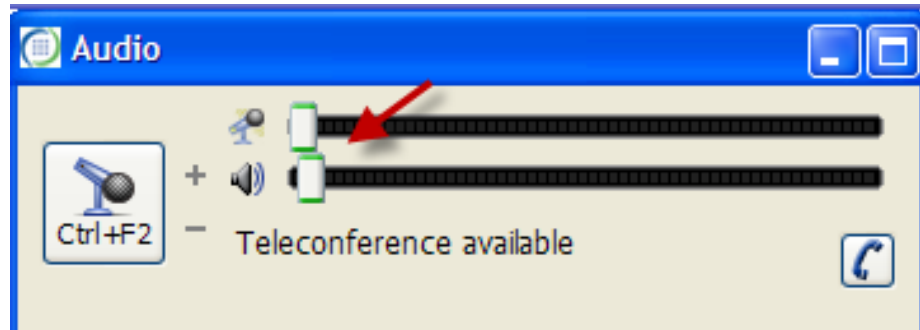
Wednesday June 1, 2011  
11:00 AM - 12:00 Noon

# Audio Listening


 If you are listening over the telephone, click the telephone handset.



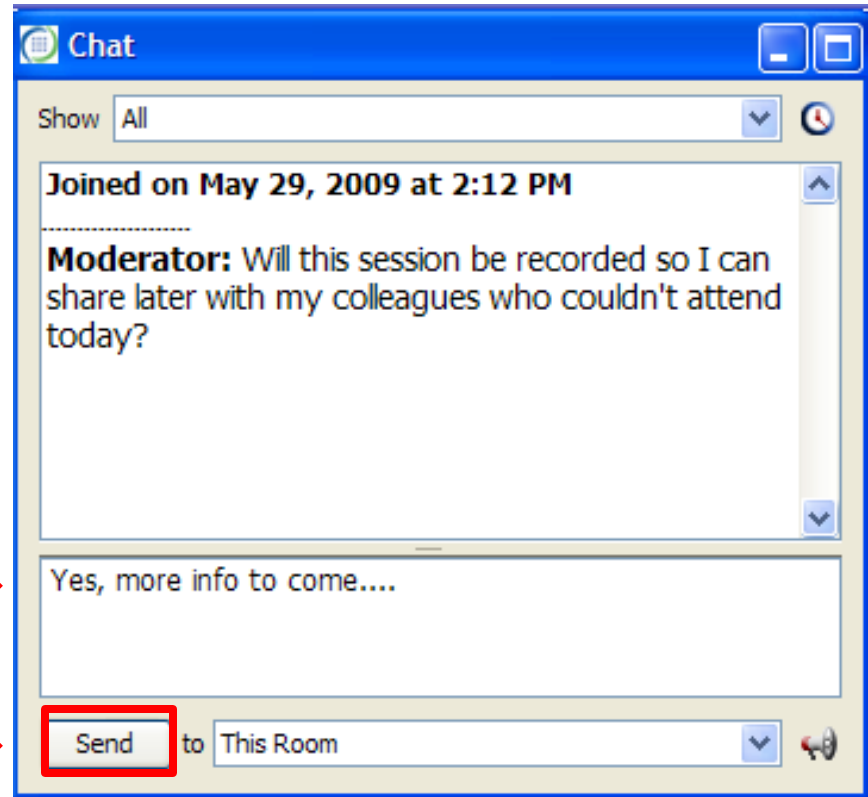
 If you are listening over your computer, adjust the volume with the sliders.




# To Send Chat Messages

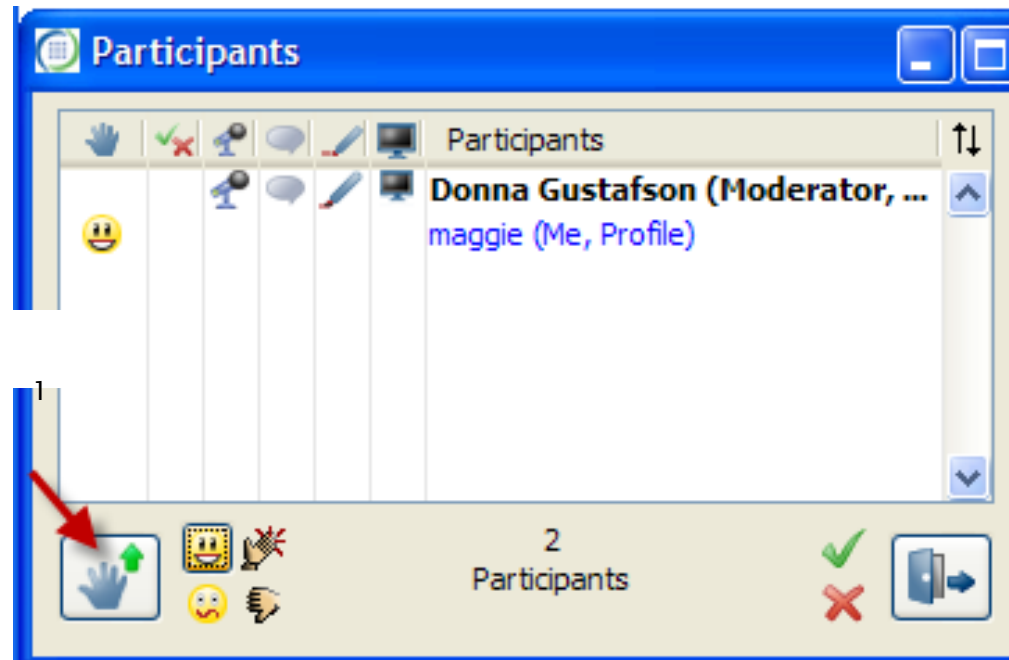
 Type your message.

 Send your message.



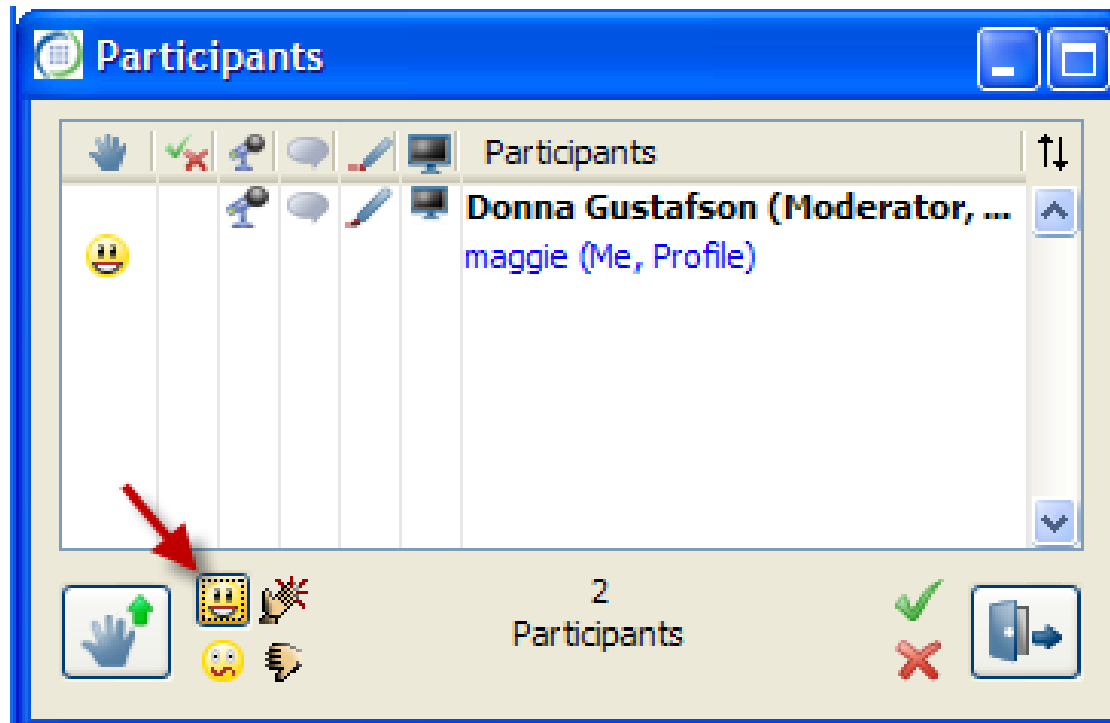
# To Ask a Question

 Raise your hand.



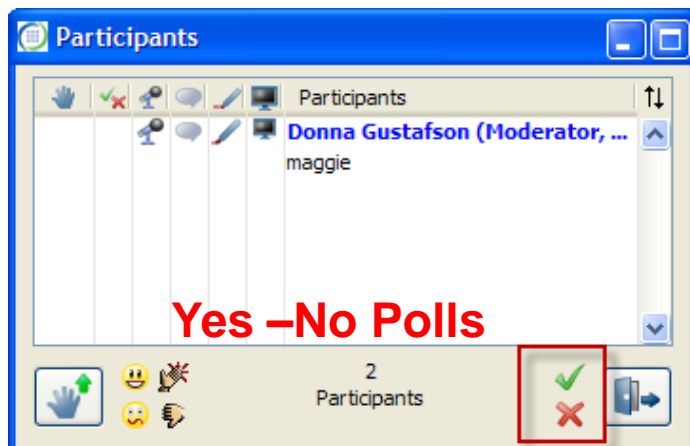
# To Share Your Thoughts...



- Let everyone know how you feel about the presentation.
- Click on an emoticon – it flashes for moment!

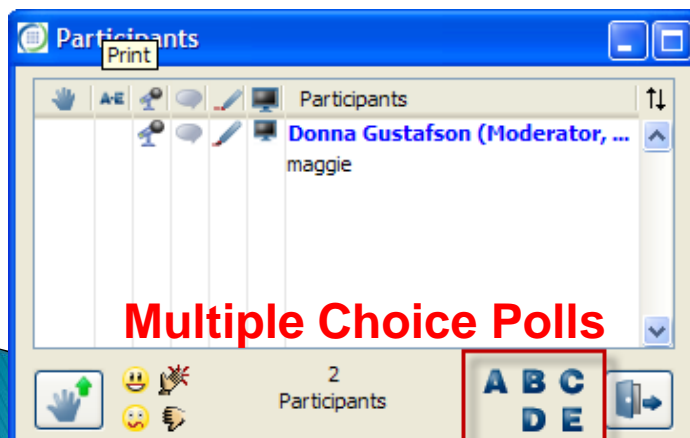



# To Respond to Poll Questions

Poll response buttons are located on the top menu bar of your screen.



- ▶ Respond to questions by clicking  Yes  No.



- ▶ Respond to multiple choice questions by clicking 

# Introductions

- ▶ LeBaron Woodyard
  - Dean, Academic Affairs
  - Chancellor's Office, California Community Colleges

# Overview

- ▶ Background
- ▶ Flex Programs
- ▶ Annual Certification
- ▶ Online Submission Process
- ▶ Recent Changes to Activity Form
- ▶ Title 5 Section 55724
- ▶ Flex Committee
- ▶ Flex Coordinator
- ▶ Flex Evaluation
- ▶ All College Activities
- ▶ Individual Activities
- ▶ Flex Issues
- ▶ Q & A

# Flex Calendar Program

## Background/Purpose

- ▶ The Flex Calendar Program consists of staff development activities “in-lieu-of” regular instruction.
- ▶ Flex activities can be, but are not limited to:
  - Training programs,
  - Group retreats,
  - Field experiences, and
  - Workshops in activities such as
    - Course and program development and revision,
    - Staff development activities,
    - Development of new instructional materials, and
    - Other instruction-related activities

# Background/Purpose (Continued)

- ▶ The flexible calendar program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas:
  - Staff improvement
  - Student improvement
  - Instructional improvement

# Flex Programs

- ▶ A community college district may, with the approval of the Chancellor, designate up to 8.57 percent (15 out of 175 days) of flexible time per year (title 5, section 55720(b)).
  - The number of days are determined locally but should be determined by a shared governance process.

# Flex Programs (Continued)

- ▶ The request for approval should contain:
  - A complete description of the calendar configuration.
  - The days of instruction and evaluation, which will meet the requirements of the 175-Day Rule.
  - The number of days during which instructional staff will participate in staff, student, and instructional improvement in lieu of regular classroom instruction.
    - Mandatory days must be negotiated and agreed upon through the local bargaining process.
  - The kinds of activities which college personnel will be engaged in during their designated staff, student, and instructional improvement days.

# Annual Certification of Flex Programs

- ▶ The flexible calendar program once approved is required to ensure effective use of resources designated for this purpose.
  - Establish and update annually a survey (needs assessment) of the most critical staff, student, and instructional improvement needs in the district.
  - Carry out a plan of activities to address those critical needs.
  - Maintain records on:
    - The description, type and number of activities scheduled and
    - The number of district employees and students participating in these activities.
    - The number of faculty hours completed in Flex activities
  - Evaluate annually:
    - The effectiveness of conducted activities and
    - Update the plan to reflect needed changes.
  - Hold regular meetings of an advisory committee
  - Provide documentation of these activities to the Chancellor upon request.

# Online Submission Process

- ▶ SurveyGizmo online survey tool
- ▶ The link to the forms is connected to the e-mail of the Flex Coordinator
- ▶ Deadline is June 15, 2011
- ▶ All forms except the Signature Form (FC-001) are to be submitted through the online process
- ▶ The Signature Form (FC-001) is located at the following URL:

<http://www.cccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/FlexCalendar/ApplicationsandForms/tabid/741/Default.aspx>

# Recent Changes to Activity Form

- ▶ The change using the Education Code to list activities has been reversed to the categories used previously in 2010–11, which is the California Code of Regulations, title 5, section 55274
- ▶ Online forms are closed temporarily and will reopen after today's webinar
- ▶ The Chancellor's Office will contact the 32 colleges that have submitted completed forms to modify them prior to June 30, 2011

# SECTION 55724. REQUEST FOR APPROVAL

- ▶ (A) course instruction and evaluation;
- ▶ (B) staff development, in-service training and instructional improvement
- ▶ (C) program and course curriculum or learning resource development and evaluation;
- ▶ (D) student personnel services;
- ▶ (E) learning resource services;
- ▶ (F) related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity;
- ▶ (G) departmental or division meetings, conferences and workshops, and institutional research;
- ▶ (H) other duties as assigned by the district.

# Flex Committee

- ▶ An advisory committee for the flexible calendar program, composed of faculty, students, administrators and other interested persons, is a district responsibility (title 5, section 55730(e)).
- ▶ Membership should be broadly based and representative of the institution.
- ▶ Terms of office for members of the committee should be arranged to provide for continuity.
- ▶ The advisory committee is responsible for making recommendations on staff, student, and instructional improvement activities (title 5, section 55730(e)).
  - The recommendations should be based upon a comprehensive planning process that includes needs assessment and evaluation.
  - The comprehensive planning process should be determined by the local shared governance mechanism.
- ▶ The advisory committee may assist the flexible calendar coordinator in the tasks necessary for implementation of the flexible calendar program.

# Flex Coordinator

- ▶ The coordinator is responsible for the overall planning and implementation of the flex calendar.
  - The duties would include record keeping and chairing of the next calendar advisory committee.
- ▶ The coordinator's term of office should be sufficient for development of the knowledge and abilities necessary for the job and provide for continuity in leadership.
  - There should be a process for developing specific job criteria, review, and reappointment which is implemented through local shared governance structures.
  - These processes should include orientation and training of incoming coordinators.
- ▶ The coordinator should receive sufficient reassigned time to handle the responsibilities of the job.
  - There should be adequate clerical support, equipment, and supplies to accomplish the necessary requirements of the program.

# Flex Evaluation of Activities

- ▶ A comprehensive evaluation of flexible calendar program activities should occur (title 5, section 55730(d)) on a consistent basis as determined through shared governance mechanisms. A comprehensive evaluation process incorporates four different levels, ranging from basic to advanced.

# Flex Evaluation Table

The following chart lists the four levels, type of evaluation, and a description of each level.

Type	Description
Reaction	Determines what participants think about the program or activity.
Achievement	Measures participants' achievement. Determines whether facts, skills or knowledge were attained.
Behavior	Determines if participants have modified their on-the-job behavior and are using the information obtained through the program or activities.
Impact	Measures whether training has had a positive impact on the organization including student outcomes, improved morale, etc.

# Evaluation Parameters

- ▶ Each college should determine, through its own collegial processes, its own configuration of individuals responsible for conducting the evaluation of flexible calendar program activities.
- ▶ However a college decides to conduct its comprehensive evaluation of flexible calendar program activities, it must include faculty involvement in each step of the evaluation.

# All College Activities

- ▶ Professional development activities intended for instructional improvement can be delivered in many formats including:
  - a. in-service training
  - b. workshops
  - c. conferences
  - d. seminars
  - e. individual or small group planned projects
  - f. institutionally planned activities

# Individual Faculty Agreements

- ▶ Each faculty member is responsible for the development of his or her individual plan for professional and/or personal growth for the purpose of instructional improvement (title 5, section 55726(a)).
  - This individual plan may encompass any combination of individually designed activities, institutionally planned workshops, conferences, and/or academic courses.
  - These activities must be appropriate within the regulations that govern the flexible calendar program (title 5, section 55724 (a) (4) (A through G)).

# Individual Plans

- ▶ The plan should include;
  - Measurable objective(s) that the faculty member anticipates accomplishing during the time period.
  - A statement that relates the objectives to the intent of the flexible calendar program (staff, student, and/or instructional improvement).
  - A list of activities to carry out the stated objectives.
  - The number of flexible calendar program hours needed to complete individual activities.
  - The approval of individual faculty plans should be accomplished by a peer review process as determined by each college through its shared governance process.

# Flex Issues

- ▶ The Chancellor's Office is collecting Flex issues to be addressed in a published document on the Chancellor's Office website
- ▶ Send any issues you would like to see addressed in this document to [lwoodyar@cccco.edu](mailto:lwoodyar@cccco.edu) with Flex Issues/questions in the subject line of the e-mail

# Resources

- ▶ Flex Calendar Handbook

<http://www.cccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/FlexCalendar/Guidelines/tabid/760/Default.aspx>

Student Attendance Accounting Manual,  
Addendum Concerning Academic Calendars,  
Scheduling, and Related Topics

- ▶ [http://www.cccco.edu/Portals/4/CFFP/Fiscal/Allocations/manuals/SAAM\\_Compressed\\_Calendar\\_and\\_Course\\_Scheduling\\_Addendum\\_FINAL\\_9-18-08.pdf](http://www.cccco.edu/Portals/4/CFFP/Fiscal/All%20ocations/manuals/SAAM_Compressed_Calendar_and_Course_Scheduling_Addendum_FINAL_9-18-08.pdf)

# Contact Information

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  - [lwoodyar@cccco.edu](mailto:lwoodyar@cccco.edu)

# Questions