

A Message from the Chancellor



To Members of the College Community:

It is hard to believe but we are approaching the last months of the 20th century and ushering in the millennial year – excepting, of course, those numerology purists who are expecting to live another year in the century. I trust that everyone is looking forward to an exciting and productive fall term, while hoping to hear no more ominous predictions about the end of 1999 and perhaps expelling from our vocabularies that cryptogram from outer space – Y2K.

As you know, the institution's self-study process has been underway throughout this past year, with ten "standards" committees and the steering committee working intensively to produce a report of their investigation and recommendations for action. Many of you may not have been aware of how intensive and thorough their work has been. I have just received an initial copy of the resulting report, and even though it is an unedited version, I see how insightful and useful this can be for our institution – if we digest it and use it. So, you will understand why I feel it is important for us to devote time during the August Flex Days program to examining the study and exploring its implications. Accordingly, I have asked that the morning of Thursday, August 19, be dedicated to a workshop for this purpose.

It is still our intent during the next academic year to pursue an additional phase to the self-study, called the Enhanced Self-Study and focus on exploring in depth the topics and factors associated with achieving higher levels of student success at CCSF. Attention will be given to both the self-study and the supplemental effort (e.g., framework for the study, how to get involved, areas to be studied and timetable) during my address on August 18 and during the workshop of August 19. I invite you to join us for the events of Fall Flex Days and to participate in the unfolding and continuing phases of the self-study process.

As we begin the fall term of 1999, I know you look forward to the experience of engagement in the core mission of City College and that our students' success will be the reward for your efforts.

Sincerely,

A handwritten signature in black ink, which appears to read "P. R. Day". The signature is fluid and cursive, with a long horizontal line extending to the right.

Dr. Philip R. Day, Jr.
Chancellor

Schedule at a glance
By Time order

Wednesday, August 16, 2000

10:00 – 11:00..... Title..... 5

Department Meetings

9:00 – Noon Visual Arts Lobby Presenter:	WORKSHOP TITLE This workshop will.....
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Office of Professional Development Philosophy

<p>Shared Governance & Staff Development Committee</p>	
<p>Chair Clara Starr</p> <p>Members: Elizabeth Brent Sandra Handler Sue Evans Sybil Cooper Mamie How Steve Kech Glenn Nance Mia Nguyen Stephen Rico Letty Sazo Donna Soon-Chan Margarite Versher</p>	<p>The Office of Professional Development provides training and funding for CCSF employees to enhance their personal and professional skills. This includes, but is not limited to, instructional development, departmental activities, funding for travel, workshops, seminars, computer training, and other professional development activities.</p> <p>The office also offers free workshops and training throughout the year and provides funding for faculty and staff for independent or group activities. We are committed to provide quality services to all administrators, classified personnel, and faculty at City College of San Francisco.</p>

Special Thanks.....

<p>Event after event, these dedicated departments have provided us with quality services. We couldn't have done this without you. "Thanks"!</p> <p>From: Office of Professional Development</p> <p>Clara Starr Glenn Nance Mia Nguyen Christine Finnegan Evelyn Tavisora JJ Chen Leslie Wu Yen Tran</p>	<p>Arts Department Ray Holbert & Brandy Williams 239-3252</p> <p>Audio & Visual Phil Paulsen & Napoleon Monce 452-5411</p> <p>Duplicating Sam Yee, Hilda Yee & Staff 239-3185</p> <p>Buildings & Ground Charles Collins, Jim Keenan, John Shima & Staff 239-3546</p> <p>Diego Rivera Theatre Don Cate & Staff 239-3132</p> <p>Broadcast Media Services Francine Podenski, Danna Galloway & Staff 239-3525</p> <p>Ornamental Horticulture Pat Morgan & Staff 239-3236</p>
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Acknowledgments

Professional Development Days would not have been as successful and organized without the special assistance and hard work of many volunteers. We would like to acknowledge all the staff and students who have taken time out from their busy schedule to help make this a GREAT program.

Finally, a special thanks to the many distinguished guests, vendors, and presenters for making Professional Development Days educational and fun. "THANK YOU"!

---Office of Professional Development



OFFICE OF PROFESSIONAL DEVELOPMENT STAFF

Director, Human Resources

Clara Starr

AB1725 Coordinator

Glenn Nance

Senior Management Analyst

Mia Nguyen

AB1725 Clerk

Evelyn M. Tavisora

Administrative Assistant

Christine Finnegan

OPD Assistants

JJ Chen

Leslie Wu

Yen Tran

SPECIAL VOLUNTEERS

We couldn't have run any of our Professional Development Days without the continual support from these valuable volunteers. For the last two years, they have consistently supported and assisted us.



Grants

CCSF PROFESSIONAL DEVELOPMENT REQUIREMENTS

1. FULL-TIME FACULTY:

- Full-time faculty are required to participate in a total of 20 hours, five (5) hours per day, of Professional Development Activities each academic year (July 1 – June 30).
- Department meeting and extended department meeting attendance cannot exceed five (5) hours of flex credits per semester.
- Of the required 20 hours, 10 hours may be completed through Independent Professional Development Activities each academic year (July 1 – June 30), providing that the specific Independent Professional Development Activity is approved in advance, in writing, by the Department Chair and is not related to Department Meeting issues.

2. PART-TIME FACULTY:

- Part-time faculty contracted to teach on a Professional Development Calendar Day are obligated to participate in Flex events on an hour-for-hour basis.
- Extra hours earned cannot be carried forward or used as make-up credits.
- There is no extra pay for extra flex or independent flex credits.
- 50% or more of one's Professional Development hours must be completed on Professional Development Days.
- 50% or less of one's Professional Development hours may be completed through Independent Professional Development Activities, providing that the specific Independent Professional Development Activity is approved, in advance in writing, by the Department Chair and is not related to Department Meeting issues.

Please use the table below to calculate your flex credits requirement. If this event is scheduled for more than one day, you may complete your requirements throughout those days.

		Monday	Tuesda y	Wednesd ay	Thursda y	Friday
a	When is flex this semester?					
b	What are your contracted hours for this semester?					
c	If a & b match, list the hours here.					

Add up row "c" (this is your flex requirement for this semester):

3. DEPARTMENTAL CHAIRPERSON:

- The following formula determines each Department Chairperson's basic obligation in any semester in which there are flexible calendar days scheduled:

[% of load in faculty status (teaching, counseling, etc.)] X [hours of flex obligation for full-time faculty] = basic obligation, provided that each Department Chairperson shall attend one scheduled flex activity of his/her choosing each semester other than the departmental meeting.

Example: $[.8] \times [20] = 16$ hours (.8 faculty load X 20 hours faculty flex obligation each year = a 16 hour obligation for the semester).

- A Department Chairperson who wishes to engage in an independent flex activity to satisfy part of his/her obligation must obtain the prior approval from their dean. (Independent flex activity may not be used to satisfy the entire obligation in any semester.)
- Attendance at departmental meetings shall apply to fulfillment of the flex obligation, but Department Chairpersons cannot receive “presenter’s credit” for such attendance.

4. DIVERSITY REQUIREMENT:

- Every member of the District (Board Members, Administrators, Faculty, and Classified Staff) are required to fulfill two (2) hours of diversity credits in each area (a total of 8 hours): Racism, Gender Bias, Homophobia, and Disabilities Discrimination. This needs to be completed within a four (4)-year period.
- Diversity credits are recorded as both Diversity and Flex obligations.
- Diversity workshops are assigned a letter to the end of the course number, i.e. 200**D**, 200**G**, 200**H**, 200**R** and 200**V**, where *D = Disabilities Discrimination*, *G = Gender Bias*, *H = Homophobia* *R = Racism* and *V = General Diversity*.

5. INDEPENDENT PROFESSIONAL DEVELOPMENT ACTIVITIES:

- Independent Professional Development Activities are Professional Development Activities such as conferences, projects, or course work, including both individually designed endeavors as well as organized workshops.
- These activities must be done on one’s own time and not during scheduled teaching/work hours.
- Department Chairpersons must sign to verify completion of Independent Professional Development Activities.
- No substitute may be hired to replace a faculty member while performing an Independent Professional Development Activity.
- Regular activities, such as class preparation, department meetings, etc. that are part of one’s teaching role do not qualify for Independent Professional Development hours.
- Full-Timers can earn up to 10 credits maximum for Independent Professional Development Activities.
- Part-Timers can only earn up to 50% of the contracted teaching hours per flex event.

6. PRESENTERS:

- Faculty flex day workshop presenters (not department meeting or independent activity presenters) can earn double flex credit(s) for every hour they present.

Example: $[2] \times [\text{hours of workshop}] = \text{total hours earned for presentation.}$

7. ADMINISTRATORS & CLASSIFIED STAFF:

- Participation is encouraged but is not required for Administrators and Classified Staff. Workshops addressing Classified needs and interests are scheduled throughout each year.
- The Chancellor encourages supervisors to arrange for Classified employees to attend Professional Development Days whenever such attendance does not conflict with maintaining necessary operations.

8. ATTENDANCE VERIFICATION:

- For Flex credit, Faculty must complete and submit the ScanTron forms to the Office of Professional Development after each flex event. Remember to make copies for your records.
- For Independent Flex credit offered;

a) **On Campus:**

Faculty must sign the “Sign-In” sheet available at the workshop. This Sign-In sheet will be submitted to OPD for record keeping. If no Sign-In sheet is available, complete the Independent Professional Development Credit Report and submit this to OPD.

b) **Off Campus:**

Faculty must complete the Independent Professional Development Credit Report, attach proof of attendance, a copy of the brochure and/or flyer, and attain the necessary signatures.

- If you are sick, on jury duty, or are on leave during a flex event, you must send OPD a copy of your authorized sick, sabbatical, jury duty and/or other leave allowance form.
- If 50% of a Faculty member's Professional Development hours are not completed during Professional Development Days, the Faculty may lose pay.
- Faculty Professional Development requirements must be completed within a fiscal year (July 1-June 30).

9. USING SCANTRONS (NO MORE STAMPING!):

- Flex day(s) workshops no longer require stamping. PASSCODES will be used. Remember to record this on your ScanTron form. Presenters will post them on the board at the end of each workshop. Remember to get proof of attendance from the presenter.
- Use the ScanTron to record all Professional Development Activities. Each ScanTron allows up to eight workshops to be recorded. Use the same ScanTron for ALL workshops. When you run out of space, you can stop at the information desk for a new ScanTron.
- It is very IMPORTANT that you use a No. 2 pencil and bubble in the ScanTron correctly. Missing bubbles or illegible bubbles will result in loss of credit. Once you have finished bubbling in the appropriate course numbers and codes, remember to make a copy for your records. You may drop the ScanTron off at the information desk or return it to the Office of Professional Development, 31 Gough Street, Room 31, San Francisco, CA 94103. Please **DO NOT** fold or wrinkle the ScanTron. This will prevent them from feeding correctly into the scanner and you may lose credits. For questions, please contact (415) 241-2346. (No copies or faxes accepted).

AB1725 GRANT

AB1725 offers Grants for Faculty, Classified, and Administrative personnel to enhance both personal and professional skills. This category of funding is for a broad range of staff development activities designed to move the district as a whole towards its educational goals. AB1725 Professional Development sponsored activities address overall institutional needs.

AB 1725 Grant policy

Due to an increase in applicants and a decrease in funding, AB1725 Deadlines, procedures, and process are strictly enforced. There will be no exceptions. Remember to contact the AB1725 Grant Clerk at 241-2319 for questions or concerns. We will be glad to assist you.

1999 – 2000 AB1725 FUNDING CYCLE DEADLINES

ACTIVITY BEGINS	DUE DATE	
November	Friday	October 8
December	Friday	November 12
January	Friday	December 10
February	Friday	January 14
March	Friday	February 11
April	Friday	March 10
May	Friday	April 14
June	Friday	May 12

MORE GRANTS AVAILABLE

Faculty Academic Travel Grant

Up to \$200, first come first served
Contact Jane Sneed, 550-4417

Classified CCSF Tuition Reimbursement

Qualified classified employees can receive Local 790 Union tuition reimbursement for courses taken at CCSF
Contact Elisa Dillahunty, 241-2288

Classified Senate Tuition Scholarship

Up to \$125 nonrenewable grant
Apply

Technology Related Grant

Departmental Grant available for technology related activity.
Contact Barbara Stewart, 239-3554

If you are receiving additional funding/grants, you must list them on your AB1725 application.

Presenters Index by last name