

# SPRING 2021 FLEX PROGRAM

Curated by the Professional Development  
Committee

**JANUARY 7 & 8, 2021**



**FOCUSING ON THE FUTURE**

# Table of Contents

<u>PRESIDENT'S MESSAGE</u>	<u>2</u>
<u>FACULTY LECTURER OF THE YEAR</u>	<u>3</u>
<u>WHAT IS FLEX?</u>	<u>4</u>
<u>FLEX REQUIREMENTS</u>	<u>5</u>
<u>WHAT COUNTS FOR FLEX?</u>	<u>6</u>
<u>WHAT DOES NOT COUNT TOWARDS FLEX?</u>	<u>7</u>
<u>WELCOME BACK ACTIVITIES &amp; SCHOOL MEETINGS</u>	<u>8</u>
<u>SCHOOL MEETINGS FOR PART-TIME FACULTY</u>	<u>9</u>
<u>NEW FLEX STRANDS</u>	<u>10</u>
<u>FLEX STRAND BADGES</u>	<u>11</u>
<u>WORKSHOP SUMMARY BY STRAND</u>	<u>12</u>
<u>HOW TO REGISTER</u>	<u>13</u>
<u>WORKSHOP DETAILS</u>	<u>14</u>
<u>SELF-PACED WORKSHOP DETAILS</u>	<u>18</u>
<u>FLEX ACTIVITY CODES</u>	<u>19</u>

# President's Message



Dear Campus Community,

As we prepare ourselves for the spring 2021 semester, I am sure we would all agree that we are glad to have 2020 behind us. It was a challenging time, rife with turmoil and uncertainty, not only in the educational enterprise, but in our society and our country. As we embrace 2021, it is appropriate that we shift our gaze to the future, toward a time when we renew our bonds through gathering again, reclaim our health, and support one another to engage new possibilities. As you know, the College has been focusing on a theme every year, part of our “Three Big Things,” to help us center our work on approaches that advance students’ success and engagement. This year, our second year in this endeavor, we are focusing on future-mindedness. Higher education is entirely built on the notion of future-mindedness, the belief that the investment that is made in the future today will create a better tomorrow. For many students, the connection between their efforts in the present and their future selves is hard to see. We can make that easier by coaching and reminding students about how the skills, self-knowledge, and wisdom that they gain while they earn an educational award has implications on the future they want to create. Let’s make a conscious commitment to build those connections for students, the connections between today and tomorrow, so that they more effectively generate momentum toward the life they desire as a result of their education. I am very grateful for all of the ways we have already worked together--faculty, classified professionals, and administration--to get through the challenges of 2020. 2021 is an exciting time for Chaffey College, one that affords us the opportunity to enjoy the prospect that this year will inevitably be better than the last.

Sincerely,

A handwritten signature in cursive script that reads "Henry D. Shannon". The ink is dark and the signature is fluid and legible.

Henry D. Shannon, Ph.D.

Faculty Lecturer of the Year

*TUESDAY, APRIL 20, 2021*

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***BENDING THE ARC TOWARDS  
JUSTICE:  
CULTIVATING THE VIRTUES OF  
GLOBAL CITIZENSHIPS***

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**RYAN FALCIONI**  
PROFESSOR OF PHILOSOPHY





# WHAT IS FLEX?

Title V Ed code (section 55724) allows colleges to designate time set aside for employees for professional learning and educational improvement. The 2020-2023 Chaffey College Faculty Association (CCFA) contract details flex for Chaffey faculty.

This guide provides an overview of Flex at Chaffey and explains the Flex strands available for Chaffey employees.

## PROFESSIONAL DEVELOPMENT COMMITTEE

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ROSE ANN OSMANIAN  
TIFFANY COLEMAN  
WENDY WHITNEY  
YUBEL SVENSSON

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# How do I fulfill my Flex requirement in Spring 2021?

## Full-time Faculty

Complete 4-7 hours of Flex activities on January 7, 2021, including but not limited to Dr. Shannon's address & scheduled Flex workshops on that day

Full-time faculty unable to fulfill their hours on January 7 will need to complete an absence form with their dean's office

Attend an additional 8-14 hours of Flex-approved activities during the 2020-2021 academic year, including but not limited to PD Flex workshops, FSC workshops/seminars, DE workshops, BLOOM workshops, etc.

## Part-time Faculty

Complete 12 hours of Flex activities during the Spring 2021 semester (per CCFA MOU #3)

Flex activities for part-time faculty include, but are not limited to all Flex activities on Jan 7th and 8th, FSC workshops/seminars, DE workshops, BLOOM workshops, etc.

Part-time faculty with assignments that are exclusively non-credit and/or student support (e.g., library, counseling, success center) are exempted from Flex activity requirements

All faculty must report their flex activities in the online Flex form by June 20, 2021 (the link to the form will be emailed out to faculty each semester).

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## WHAT COUNTS FOR FLEX?

- One-time and ongoing professional learning activities offered by Chaffey College Professional Development Committee, the Faculty Success Center, Distance Education, BLOOM, and the Classified Success Network related to the flex strands below can count towards flex credit if they occur outside of the service days or outside of the individual faculty member's accountable hours (performance of teaching, counseling, library services, student success center services, office hours, and scheduled professional responsibilities per 21.2.3b in the contract).
- If faculty are receiving payment for presenting or attending an activity, they can NOT also receive flex credit for the same activity.





## WHAT DOES NOT COUNT FOR FLEX?

- Participation in faculty evaluation training for full-time faculty and hiring committees does not count for flex (per 18.2.3 in the contract)
- Flex activities may not be performed during an individual faculty member's primary contractual responsibilities and hours (performance of teaching, counseling, library services, student success center services, office and desk hours, committee work, and scheduled professional responsibilities as identified in Article 18.2.3).
  - All activities related to 18.2.3 that are part of a faculty member's expected primary job responsibilities would not count for flex, but training in how to best fulfill a specific responsibility could count for flex. For example, faculty are expected to prepare a syllabus, grade, provide feedback to students, etc. as part of their primary contractual responsibilities, and, therefore, would not be considered flex activities. However, a faculty member might attend a workshop on creating engaging syllabi for flex credit to enhance their skills in this area.
- School and department meetings and college events for full-time faculty on service days such as Convocation do not count for flex (per 18.2.3), but it can count for part-time faculty (e.g, attending convocation, etc.).



# Welcome Back Activities & School Meetings

## MORNING ACTIVITIES-JAN 7

TIME	ACTIVITY	HOW TO ACCESS	FLEX CREDIT
8:30 am-9:00 am	College Update-Dr. Henry Shannon	<a href="#">Access Dr. Shannon's Video Here</a>  No Registration Required	.5

## SCHOOL MEETINGS-JAN 7

TIME	SCHOOL	HOW TO ACCESS	FLEX CREDIT
9:00 am-11:00 am	Business & Applied Technology	Each school will send out information on how to access school meetings	Flex credit equal to the meeting length
9:00 am-10:15 am	<i>KNA Meeting</i> (Counseling, Enrollment Pathways & KNA)		
10:30 am-11:45 am	<i>Counseling Meeting</i> (Counseling, Enrollment Pathways & KNA)		
9:00 am-11:00 am	Health Sciences		
9:00 am-11:00 am	Hospitality, Fashion, Interior & Culinary Arts		
9:00 am-11:00 am	Institutional Effectiveness & Intersegmental Partnerships		
9:00 am-11:00 am	Language Arts		
9:30 am-11:30 am	Mathematics & Science		
9:00 am-11:30 am	Social & Behavioral Sciences		
9:00 am-11:00 am	Student Support Services and Programs & Student Life		
9:00 am-11:00 am	Visual & Performing Arts		

## School Meetings for Part-Time Faculty

TIME	SCHOOL	HOW TO ACCESS	FLEX CREDIT
Thurs, Jan 7 6:00 pm-8:00 pm	Counseling, Enrollment Pathways & KNA	Each school will send out information on how to access school meetings	2
Thurs, Jan 7 5:00 pm-9:00 pm	Mathematics & Science	Each school will send out information on how to access school meetings	4
Thurs, Jan 7 6:00 pm-8:00 pm	Social & Behavioral Sciences	Each school will send out information on how to access school meetings	2

# FLEX STRANDS

**One-time workshops and ongoing structured professional learning activities related to activities that focus on...**

## Academic/ Career Success

supporting students' academic and career success and well-being. Ex: teaching and learning strategies, metacognition, active learning, incorporating career and student support resources and techniques in the classroom, career and student development, etc.

## College Community

community college planning, initiatives, innovations, policies, and practices. Ex: Guided Pathways, evaluations best practices, AB705 planning and implementation, Caring Campus training, CurriQunet Meta Training, orientations for specific programs, etc.

## Equity

the systemic, institutional, or educational strategies, practices, and issues related to creating educational environments that promote equitable outcomes, especially for historically underserved groups. Ex: BLOOM, culturally responsive teaching, supporting specific student populations (i.e., foster youth, students who identify as LGBTQI+, undocumented students, students w/ disabilities, etc.)

## Leadership & Prof. Growth

the development of leadership and professional growth, skills, strategies, knowledge, and approaches for leading individuals, groups, programs, and initiatives. Ex: strengths-based leadership, facilitating productive meetings, time management, organizing emails, managing conflict and resistance, communication, etc.

## Online Education

online teaching and online student support. Ex: regular and effective contact in online courses, accessibility and universal design for learning, online course design, online success center, career center, counseling, and library services, educational technology (i.e., Cranium Cafe, Playposit, etc.)

## Technology

technology tools, resources, and skills that will assist in effective performance of job responsibilities and personal/professional skill-building and growth. Ex: Microsoft Office, Adobe suite, Taskstream, Conferencing tools, Cyber security, professional netiquette, etc.

# Flex Strand Badges

We have discontinued Flex strand certificates and will be replacing them with badges.

**How do I earn a Flex strand badge?** Employees who attend three different Flex workshops (on designated Flex days or “flexible” Flex activities) in the same strand in the same academic year can earn a flex strand badge.

**What can I do with a badge?**

Badges can be shared on LinkedIn, used as part of a self-evaluation, and added as an impressive bullet on any resume. A badge provides a digital record of learning in a focused area.

\*Faculty earning a Flex strand badge in Online Ed still need to complete the required DE instructor training to teach online. For more info, contact Distance Education at [Onlineed@chaffey.edu](mailto:Onlineed@chaffey.edu)

# Workshop Summary by Strand

**Register for these workshops [here](#)**

## **Academic/Career Success**

Advice for Advising: Demystify Community Advising and Enhance Your Interactions with Students Specific to Their Career and Academic Goals

Future-Mindedness: Cognitive Dimension (Self-paced)

## **College Community**

Orientation for Part-time Faculty (Self-paced)

PSR Primary Writer Training for Student Support Programs

PSR Primary Writer Training for Administrative Programs

PSR Primary Writer Training for Instructional Programs

Teaching Fast-Track (Self-paced)

The Clery Act In-Depth

## **Equity**

OERs and ZCTs in Your Online Course

Introduction to Deaf Culture

## **Leadership and Professional Growth**

The Struggles of Virtual Teaching and How to Overcome

## **Online Education**

Authentic Assessment Design & Development

Make Your Own Communication Plan!

# How to Register

Follow these quick steps to register for the workshops in My Learning Hub:

1. Log into the Portal (<http://my.chaffey.edu/>)
2. Under the Launchpad on the left side, click “My Learning Hub”
3. Click on the title of the workshop
4. Click “Request”(“Launch” for self-paced courses)

OR

Click this [link](#) to go directly to the My Learning Hub welcome page once you’ve logged in to the portal. Follow steps 3 and 4 to above to register.

### *What is My Learning Hub?*

My Learning Hub tracks all Chaffey College professional learning and connects us to the California Community College Chancellor’s Office Vision Resource Center. My Learning Hub will keep track of all your professional learning in “My Transcript” which will make it convenient when it is time to write your self-evaluation or update your CV/Resume.



Scan this QR code to watch a video on how to register.

Registration cutoff is 5 minutes after the start of zoom workshops. Self-paced workshops require no registration and will be available from Thursday, January 7<sup>th</sup> at 12:00 am to Wednesday, May 19<sup>th</sup> at 11:59 pm.

### **Deadlines to submit the Flex Participation Form**

Jan 7<sup>th</sup> and 8<sup>th</sup> activities and Fall 2020 Flexible Flex hours: Thursday, Jan 21<sup>st</sup> at 11:59 pm. A new Flex Participation Form will be sent out for Spring 2021 Flexible Flex and Faculty Lecture Day activities.

# Workshop Details

Thursday, Jan 7—The Struggles of Virtual Teaching and How to Overcome		
<b>Strand:</b>	Leadership and Professional Growth	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.  <b>Description:</b> This presentation will review the pros and cons of virtual teaching, as well as give signs and symptoms of mental health concerns to look for in students who are struggling. Lastly, we address and encourage ways in which the faculty can take care of themselves during this difficult time.
<b>Time:</b>	1:30 pm-3:00 pm	
<b>Presenter(s)</b>	Danielle Stettler Tannya Tobing	
<b>Flex Credit:</b>	1.5	
<b>Audience:</b>	Faculty	

Thursday, Jan 7—Make Your Own Communication Plan!		
<b>Strand:</b>	Online Education	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.  <b>Description:</b> In this hands-on workshop, we will explore why a communication plan is helpful for you and your students, review sample communication plans, and spend time developing our own plans using a template.
<b>Time:</b>	2:00 pm-3:30 pm	
<b>Presenter(s)</b>	Angela Cardinale	
<b>Flex Credit:</b>	1.5	
<b>Audience:</b>	Faculty	

Thursday, Jan 7—Advice for Advising: Demystify Community Advising and Enhance Your Interactions With Students Specific to Their Career and Academic Goals		
<b>Strand:</b>	Academic/Career Success	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.  <b>Description:</b> Did you know that when faculty advise students within their area of expertise, students feel supported and are more likely to reach their academic and career goals? In this interactive activity, the Community Advising Redesign Team will better equip faculty with resources and information to enhance the quality of their advising with students.
<b>Time:</b>	2:00 pm-4:30 pm	
<b>Presenter(s)</b>	Wendy Whitney Nicole Barbari	
<b>Flex Credit:</b>	2.5	
<b>Audience:</b>	Faculty	

Thursday, Jan 7—PSR Primary Writer Training for Administrative Programs		
<b>Strand:</b>	College Community	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.
<b>Time:</b>	3:00 pm-4:30 pm	<b>Description:</b> This training is for PSR Writers for Administrative Departments/Programs (PSR Cohort B). In this interactive workshop, we will provide guidance and success strategies for completion of your comprehensive PSR. In the first half of the workshop, we will inform you of PSR requirements and the criteria used to score PSR. In the second half of the workshop, we will demonstrate how to navigate the PSR workspace in Taskstream.
<b>Presenter(s)</b>	Jo Alvarez Tara Paul	
<b>Flex Credit:</b>	1.5	
<b>Audience:</b>	Managers	

Friday, January 8—The Clery Act In-Depth		
<b>Strand:</b>	College Community	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.
<b>Time:</b>	9:00 am-11:30 am	<b>Description:</b> This will be an in-depth training on The Clery Act, which requires public and private colleges and universities to disclose information about certain crimes that occur on or near campus. It is highly recommended that you complete the 45-minute training, <i>Campus Security Obligations Under Federal Law</i> , in My Learning Hub prior to attending this event. You can register for Campus Security Obligations Under Federal Law, in preparation for this event, <a href="#">here</a> .
<b>Presenter(s)</b>	Kelli Florman	
<b>Flex Credit:</b>	2.5	
<b>Audience:</b>	Faculty Managers Staff	

Friday, January 8—PSR Primary Writer Training for Instructional Programs		
<b>Strand:</b>	College Community	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.
<b>Time:</b>	9:00 am-12:00 pm	<b>Description:</b> This is for PSR Writers for Instructional Programs (PSR Cohort B). In this interactive workshop, we will provide guidance and success strategies for completion of your comprehensive PSR. In the first hour of the workshop, we will inform you of PSR requirements and the criteria used to score PSR. In the second hour we will demonstrate how to navigate the PSR workspace in Taskstream. The third hour will be an open lab format to start writing your comprehensive PSR.
<b>Presenter(s)</b>	Jo Alvarez Tara Paul	
<b>Flex Credit:</b>	3	
<b>Audience:</b>	Faculty	



Friday, Jan 8—Authentic Assessment Design & Development	
<b>Strand:</b> Online Education	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.
<b>Time:</b> 12:00 pm-2:00 pm	<b>Description:</b> Authentic assessment design promotes equity and critical thinking, particularly in online courses, and can be a useful tool to promote academic integrity and meaningful engagement with content. This collaborative FLEX opportunity will provide an overview of guiding principles, methods for developing alternative assessments, and enable participants to collaborate and develop an authentic assessment for one of their online courses.
<b>Presenter(s)</b> Shannon Jessen	
<b>Flex Credit:</b> 2	
<b>Audience:</b> Faculty	

Friday, January 8—OERs and ZCTs in Your Online Course	
<b>Strand:</b> Equity	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.
<b>Time:</b> 12:30 pm-2:00 pm	<b>Description:</b> One of the most straightforward and impactful things you can do as instructor to improve student success and retention is adopt an Open Educational Resource (OER) or Zero Cost Text (ZCT). Students at Chaffey in courses that carry no textbook costs enjoy a success rate ten points higher than average. In this workshop you'll be introduced to a list of OERs and ZCTs in a variety of disciplines, and we'll discuss and practice ways to integrate them into your online course for maximum student engagement.
<b>Presenter(s)</b> Leona Fisher Carol Hutte	
<b>Flex Credit:</b> 1.5	
<b>Audience:</b> Faculty	

Friday, January 8—Introduction to Deaf Culture		
<b>Strand:</b>	Equity	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.  <b>Description:</b> This workshop will introduce Deaf Culture, including its unique set of social beliefs, behaviors, art, literary traditions, history, values, and institutions that embrace American Sign Language and other written forms.
<b>Time:</b>	2:00 pm-4:00 pm	
<b>Presenter(s)</b>	Christine Lively Stacey De Laune	
<b>Flex Credit:</b>	2	
<b>Audience:</b>	Faculty  Managers  Staff	

Friday, January 8—PSR Primary Writer Training for Student Support Programs		
<b>Strand:</b>	College Community	<b>How to register:</b> <a href="#">Click here to register</a> . You will be asked to sign in. Click on “Request” to be added to the roster. You’ll receive an email confirmation with a zoom link to the workshop.  <b>Description:</b> This training is for PSR Writers for Student Support Departments/Programs (PRS Cohort B). In this interactive workshop, we will provide guidance and success strategies for completion of your comprehensive PSR. In the first hour of the workshop, we will inform you of PSR requirements, the criteria used to score PSR, and demonstrate how to navigate the PSR workspace in Taskstream. The second hour will be an open lab format to ask questions about the PSR process.
<b>Time:</b>	2:00 pm-4:00 pm	
<b>Presenter(s)</b>	Jo Alvarez Tara Paul	
<b>Flex Credit:</b>	2	
<b>Audience:</b>	Classified	

# Self-Paced Workshop Details

Future-Mindedness: Cognitive Dimension	
<b>Strand:</b> Academic/Career Success	<b>How &amp; when to register:</b> This workshop will only be available for Flexible Flex credit between <i>Thursday, January 7<sup>th</sup> at 12:00 am and Wednesday, May 19<sup>th</sup> at 11:59 pm.</i> During that time you will be able to access it by <a href="#">clicking on this link</a> . You'll be able to login multiple times and it will track where you left off.
<b>Flex Credit:</b> 2	
<b>Audience:</b> Faculty	<b>Description:</b> Positive psychologists, Martin Seligman chief among them, have maintained that future-mindedness represents a combination of cognitive, affective, and motivational content. Join us in this three-part series starting January 2021 with the first part focusing on cognitive dimension.

Orientation for Part Time Faculty	
<b>Strand:</b> College Community	<b>How &amp; when to register:</b> This workshop will only be available for Flexible Flex credit between <i>Thursday, January 7<sup>th</sup> at 12:00 am and Wednesday, May 19<sup>th</sup> at 11:59 pm.</i> During that time you will be able to access it by <a href="#">clicking on this link</a> . You'll be able to login multiple times and it will track where you left off.
<b>Flex Credit:</b> 4	
<b>Audience:</b> Part-time Faculty	<b>Description:</b> Are you a new faculty member at Chaffey College? This online orientation provides new faculty members with an overview of important information of both a practical and pedagogical nature.

Teaching Fast Track	
<b>Strand:</b> College Community	<b>How &amp; when to register:</b> This workshop will only be available for Flexible Flex credit between <i>Thursday, January 7<sup>th</sup> at 12:00 am and Wednesday, May 19<sup>th</sup> at 11:59 am.</i> During that time you will be able to access it by <a href="#">clicking on this link</a> . You'll be able to login multiple times and it will track where you left off.
<b>Flex Credit:</b> 1	
<b>Audience:</b> Faculty	<b>Description:</b> Are you teaching Fast Track classes? This online module provides tips and strategies for Fast Track teachers based on the research conducted by the Fast Track Faculty Inquiry Team.

# Flex Activity Codes

- 001 Adjunct Faculty Orientation
- 002 Curriculum
- 003 Emerging Programs & Issues
- 004 Facilities Issues
- 005 Improving Department/Program Institutional Effectiveness by increasing understanding, sensitivity, commitment to, meeting the needs of the diverse academic, socioeconomic, cultural, disability & ethnic backgrounds of students and staff (e.g., diversity, communication, stress reduction, dealing with difficult people, etc.)
- 006 Laboratory Activities
- 007 Long-Range Planning
- 008 Matriculation
- 009 Program Accreditation
- 010 Program Review
- 011 Program Specific Orientations for Faculty (e.g., Writing Center, Library, Counseling, Tutoring, Interdisciplinary Centers, etc.)
- 012 Program Specific Training (e.g., CPR, OSHA, HAZMAT, Substance Abuse, Disaster Preparedness, etc.)
- 013 Scheduling
- 014 School or Department Meetings
- 015 Staffing Issues
- 016 Student Success Issues (e.g., Transitions, Retention, Intervention, Services, Learning Theories, etc.)
- 017 Technology (e.g., Web Page, Software, Projectors, Visualizers, VCRs, Computers, Scantrons, etc.)
- 018 College-wide Initiatives (e.g., Partnership for Excellence, Basic Skills Report, CalWORKs, etc.)
- 019 Innovative Pedagogical Methodologies (Classroom Assessment Techniques, Ethics Across the Curriculum, Service Learning, Collaborative Techniques, SCANS, Learning Theories, Brain Research, G.I.F.T.S., Teaching Demonstrations, etc.)