Mr. Terry O’Banion
Keynote Speaker

Terry O’Banion is one of the leading spokespersons in the country on the Learning College. He has keynoted state-wide conferences on the Learning Revolution and the Learning College in Illinois, Florida, California, Hawaii, Arkansas, Wyoming, Wisconsin, Michigan, Georgia, North Carolina, and Louisiana; in the provinces of Alberta, Nova Scotia, and Ontario; and in Australia, the United Arab Emirates, and Japan.

His seminal work on A Learning College for the 21st Century generated a number of national projects and conferences and served as a framework for hundreds of colleges and universities committed to learning-centered education. He has written three monographs and several dozen articles on the Learning College.

O’Banion is the president Emeritus of the League for Innovation in the Community College, a position he held for twenty-three years. He continues his work in community colleges as the Director of the Community College Leadership Program for Walden University.
Spring 2010 FLEX Program

Spring 2010 – The Face of Flex: The SLO Funundrum

Spring flex will focus on SLO Activities. These flex activities will focus on the Student Learning Outcomes Strand. The SLO Circus has been established to complete various components of your program and course level SLOs. Rather than sit and listen to another lecture about learning outcome theory – you will DO.

- Each station will take approximately 1 hour to complete.
- Groups of faculty from the same department can attend the same station at the same time – brainstorm – collaborate – have fun!
- At your school Flex meetings, strategize with colleagues as to who will cover which stations. Completion of every station is not necessary.
- For the stations that indicate you should bring the program SLO binder, don’t worry if you do not have possession of the binder – sit through the session and bring materials back to wherever your binder is.
- Would you like your own SLO binder, for perhaps, your COURSE SLOs? Just let Monica Han (x6132) know.
- The stations have been designed so that you should not have to go in a particular order.
- There will probably be overlap between certain stations.
- Please remember, the goal is to have fun while completing some business we should have in place for our March 1-4, 2010 accreditation visit.
- Consult the flex schedule for locations

What other options do I have for FLEX?

There are general interest sessions that are not associated with the SLO Circus. As ever, all appropriate FLEX activities are indicated by a code, and the entire code list will be provided for you.

What other changes can I expect from FLEX?

This spring we will be using online FLEX verification forms and evaluations. Rather than printing reams of survey forms, we have developed an online tool in which your evaluations of events and the verification of your attendance will be tied together in an online form. You will be given the dates by which this needs to be completed once it is published to the Web.
Attention Faculty:

In addition to this year’s face of Flex, the activity/evaluation forms have been combined and are available online. This feature will not only eliminate reams of paper but speed up the process of submission. While completing the activity form, you will also have immediate access to completing evaluations for the workshops you attend all in one easy online format. Please make sure to complete your online Flex Activity/Evaluation Form. This form serves as your attendance record and must be submitted once your Flex activities are complete. You must also sign the roster at each workshop attended. All Flex activities you attend must be added to this form in order to receive Flex credit. Please remember that registration for workshops is required; please email Angie Horton at angie.horton@chaffey.edu. Instructions on how to access the form as well as step-by-step instructions for completing the form will be available through the PD website during Flex week.
MARISCOS LAS BRISAS

This is California in 2010; there is no more free lunch

LUNCH WILL BE AVAILABLE FOR PURCHASE ON JANUARY 8TH FROM 12:00 noon to 1:30 pm IN FRONT OF THE EOPS BLDG.

MENU:
Combination plates include beans, rice, chips, salsa, and a soda

Combination #1: 2 tacos (asada, carnitas, or chicken) $4.50
Combination #2: 3 tacos (asada, carnitas, or chicken) $5.50
Combination #3: Cheese quesadilla $5.50
Combination #4: 3 fish tacos $6.50

A La Carte:
Tacos: (asada, carnitas, or chicken) $1.00
Rice: $1.00
Beans: $1.00
Fish Tacos: $1.50
Sodas: $1.00
I hope each of you had a restful winter break and are ready to start the 2010 calendar year.

As most of you know, March 1 – 4, 2010 is the Western Association of Schools and Colleges (WASC) Reaffirmation of Accreditation visit. Chaffey is ready for a successful visit thanks to the hard work of faculty, staff, and administration led by the tri-chairs: Dr. Inge Pelzer, Professor Kip Preble and Assistant Hope Ell. The Chaffey Governing Board provided its due diligence over the reaffirmation process and for that I thank them.

I am extremely proud of Chaffey College’s response to the California state budget crisis. The problems persist and directly impact the college and our students. I believe we must continue to think and act in creative ways in order to thrive during this daunting time.

My remarks this spring will focus on the need to keep our eyes on the prize which is the teaching and learning component of the Chaffey College mission.

Our guest speaker is Terry O’Banion, one of the leading spokespersons in the country on the Learning College. He has keynoted state-wide conferences on the Learning Revolution and the Learning College. He has consulted in more than 800 community colleges and has written 13 books and over 130 articles on the community college. Terry is the President Emeritus of the League for Innovation in the Community College, a position he held for 23 years. He continues his work in community colleges as the Director of the Community College Leadership Program for Walden University.

The 2009-2010 academic year will be an exciting one, and I look forward to our continuing work together.

Superintendent/President

Henry D. Shannon

Terry O’Banion is one of the leading spokespersons in the country on the Learning College. He has keynoted state-wide conferences on the Learning Revolution and the Learning College in Illinois, Florida, California, Hawaii, Arkansas, Wyoming, Wisconsin, Michigan, Georgia, North Carolina, and Louisiana; in the provinces of Alberta, Nova Scotia, and Ontario; and in Australia, the United Arab Emirates, and Japan.

His seminal work on *A Learning College for the 21st Century* generated a number of national projects and conferences and served as a framework for hundreds of colleges and universities committed to learning-centered education. He has written three monographs and several dozen articles on the Learning College.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY FLEX RESPONSIBILITY</td>
<td>1</td>
</tr>
<tr>
<td>FLEX FAQ’S</td>
<td>2</td>
</tr>
<tr>
<td>FLEX–AT-A–GLANCE SCHEDULE</td>
<td>3 - 8</td>
</tr>
<tr>
<td>ADJUNCT ONLINE ACTIVITY</td>
<td>9</td>
</tr>
<tr>
<td>GUIDELINES FOR IN–LIEU–OF FLEX DAYS</td>
<td>10</td>
</tr>
<tr>
<td>IN–LIEU–OF FLEX PROPOSAL INFORMATION</td>
<td>11</td>
</tr>
<tr>
<td>SCHOOL SPECIFIC ACTIVITY CODES</td>
<td>12</td>
</tr>
</tbody>
</table>
Pursuant to the 2007-10 CCFA/District Agreement, Section 17.4 – Flex Calendar, all contract/regular and credit part-time instructional faculty are expected/obligated to participate in flex activities. For 2009-10, five flex days were built into the Academic Calendar (August 19, 20, 21, 2009 AND January 7, 8, 2010).

For contract/regular faculty, four to seven hours constitute one day; therefore, contract/regular faculty must participate in a minimum of four hours of flex activities in a day for it to count as one of the service day obligations. Adjunct (credit part-time instructional) faculty are also obligated to participate in flex activities, at minimum, for the number of hours they would have taught had classes been offered during the scheduled flex days. However, they are not expected to participate in scheduled flex activity hours that are ABOVE the maximum number of hours required of a contract/regular faculty member (4-7 activity hours constitute one flex day).

There shall be a maximum of two in lieu of flex days per academic year. Activities in lieu of flex shall be performed on non-service days.

- These flex obligations can be met by attending from 4 to 7 hours of workshops and presentations. School/Department Specific Activities/Sessions will be held the mornings of August 19, 20, 21, 2009. Dr. Shannon will deliver a State of the College address on the morning of August 19, 2009. Other workshops and presentations may be held on various days and times through March 31, 2010. **Watch for flyers and e-mails about the sponsored workshops and presentations to meet this obligation.**

- This fall we will also be using online Flex verification forms and evaluations. Rather than printing reams of survey forms, we have developed an online tool in which your evaluations of events and the verification of your attendance will be tied together in an online form. You will be given the dates by which this needs to be completed once it is published to the Web. No activities attended after March 31, 2010 will qualify as an alternate (in lieu) activity.

- Workshops and presentations will be held in the afternoon and evening.

**Tuesday, April 20, 2010 – Faculty Lecturer of the Year –**
Orville Clarke, Professor of Art History, has the honor of being elected as the 2010 Faculty Lecturer of the Year. This event provides the academic community an opportunity to celebrate the talent and dedication that Chaffey faculty offer to the college. In honor of this event, this service day is designated as a non-instructional day in which classes are not held so that all faculty may participate. Faculty Senate will provide additional information about this event during the spring term.

If you have any questions or concerns about these items, please feel free to contact your dean, first-level manager or CCFA President.

When absent from a flex obligation, faculty are required to submit their official absence form within ten (10) calendar days of the day of absence. Failure to either submit the required flex forms or an absence form shall result in a pro-rata payroll deduction.

Please complete your flex activity forms online or submit absence forms directly to your school/department office in compliance with the CCFA/District agreement (see Article 17.4 of the CCFA/District Agreement – pages 32-33).

Thank you.
A Message to our Colleagues:

It has been suggested that we clarify your obligations under the Flex Calendar. Following are responses to frequently asked questions regarding flex obligations:

- **Am I required to participate in flex activities?** Yes, each contract/regular bargaining unit member has the obligation to attend the college’s first scheduled general staff and unit meetings at the beginning of the fall term as well as professional development activities scheduled in accordance with the flex calendar. (CCFA Article 17, Section 17.3, page 32)

- **How many hours per day am I required to participate in flex activities?** 4-7 hours = one day, so you must participate in a minimum of four hours of flex activities in a day for it to count as one of your service day obligations.

- **How many flex days are scheduled for 2009-10?** Five days are designated as flex days for 2009-10: August 19, 20, 21, 2009 AND January 7, 8, 2010. No classes are scheduled for these days. Plan your class syllabi accordingly.

- **What do I have to do on designated flex days?** Your school/department is planning activities in compliance with the CCFA agreement. A listing of activities which can fulfill your flex obligation(s) is included in this enclosure. Contact your dean, first level manager, or CCFA President with any questions you may have.

- **Is it permissible for me to do other duties on scheduled flex days for flex credit instead of participating in scheduled flex activities (i.e. scheduled workshops and meetings) on campus?** These flex obligations can also be met during scheduled flex days by engaging in such activities (outside of scheduled workshops and meetings) as: technology training, individual or small group projects designed to improve courses or programs, staff development activities such as discussion groups on student learning outcomes, and learning resource services, department activities focusing on improving instruction, related activities such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity and activities to promote wellness and collegiality. These activities must be on campus.

- **Must adjunct faculty participate in flex activities in 2009-10?** Maybe. Only credit, part-time instructional faculty who have scheduled class or classes on Wednesday (8/19/09), Thursday, (8/20/09), Friday (8/21/09) or Thursday (1/7/10) or Friday (1/8/10) are required to participate in flex activities on those dates. However, they are not expected to participate in scheduled flex activity hours that are ABOVE the maximum number of hours required of a contract/regular faculty member (4-7 activity hours constitute one flex day).

- **If I am scheduled to teach an overload in the fall, must I participate in more hours of flex activities?** No. Your overload assignment has no bearing on your flex activities.

At this point in time, the flex requirements are established for the 2009-10 academic year only. If you have any questions about your flex obligations, please contact your dean, first level manager, or Bret McMurrnan (CCFA President).

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Bret McMurrnan, President  
Chaffey College Faculty Association

Sherrie Guerrero, Vice President - Instruction  
Chaffey Community College District
# 2009-10 FLEX-AT-A-GLANCE
## THURSDAY, JANUARY 7, 2010

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>FLEX CREDIT</th>
<th>ACTIVITY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am – 8:30 am</td>
<td>Continental Breakfast</td>
<td>Theatre</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| 8:30 am – 9:30 am | **SPRING KICK-OFF**  
The Chaffey College Spring Kickoff is designed as an opportunity for faculty and staff to assemble and be enlightened on topics of interest to the college community. This year faculty and staff will have an opportunity to hear from our Superintendent/President, Dr. Henry Shannon. Additionally, our guest speaker is Terry O’Banion, past president of the League for Innovation in the Community Colleges. He has written many books and articles on the community college. His recent publication is “A Learning College for the 21st century.” | Theatre  | 1.0          | 962           |
| 9:30 am – 11:30 am | **Guest Speaker: Terry O’Banion**     | Theatre  | 2.0          | 962           |
| 8:30 am – 11:30 am | **Spring Kick-Off Tevised to Chino Campus**  
For full-time and adjunct faculty, and staff teaching and working at the Chino Campus and Ontario High School. | CHMB 160  | 3.0          | 962           |

### Afternoon Activities

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>FLEX CREDIT</th>
<th>ACTIVITY CODE</th>
</tr>
</thead>
</table>
| 1:00 pm – 2:00 pm | **Blackboard Online Flex Activity for Spring 2010 Adjunct Faculty**  
New and returning adjunct faculty unable to attend flex activities on campus on January 7-8, have an opportunity to participate in online modules aimed to increase knowledge and understanding of such topics as Academic Integrity & Student Behavior, Classroom Management, Learning Styles, Syllabus Development, Admissions & Records, etc. Please check with your school office to ensure that it is appropriate for you to complete the online activity for your flex obligation. See page 9 for complete details. For questions on content, contact Vera Dunwoody at vera.dunwoody@chaffey.edu or for technical issues such as how to access the activity, contact Kim Noseworthy at 652-6778. | Theatre  | 1.0 – 4.0   | 865           |
| 1:00 pm – 2:00 pm | **Educational Master Plan – S. Guerrero and Steering Committee**  
The Educational Master Plan Steering Committee will be updating faculty and staff on the progress made to date and will discuss plans for face-to-face interviews by school/areas. Your participation is needed so that we make the most efficient use of our time in the interview process and create a comprehensive vision for Chaffey College. | Theatre  | 1.0          | 866           |
# 2009-10 FLEX-AT-A-GLANCE
## THURSDAY, January 7, 2010

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>FLEX CREDIT</th>
<th>ACTIVITY CODE</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td><strong>Afternoon School/Department Specific Meetings</strong></td>
<td><strong>Chino Campus Faculty Orientation</strong></td>
<td>CHMB 160</td>
<td>1.0</td>
<td></td>
<td>See page 10</td>
</tr>
<tr>
<td>2:00 pm – 3:00 pm</td>
<td>For full-time and adjunct faculty teaching at the Chino Campus and Ontario High School</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2:00 pm – 4:00 pm</td>
<td>Business &amp; Applied Technology – School/Department Meetings</td>
<td>BE-06</td>
<td>2.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>2:00 pm – 4:00 pm</td>
<td>Counseling &amp; Matriculation</td>
<td>No Meeting</td>
<td>2.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>2:00 pm – 4:00 pm</td>
<td>Health Sciences – School/Department Meetings</td>
<td>HS-127</td>
<td>2.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>2:00 pm – 3:00 pm</td>
<td>School of Language Arts</td>
<td>BEB-101</td>
<td>1.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>3:00 pm – 4:00 pm</td>
<td>Department Meetings – Language Arts</td>
<td>BEB-101</td>
<td>1.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>2:00 pm – 4:00 pm</td>
<td>Mathematics &amp; Science</td>
<td>PS-112</td>
<td>2.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>2:00 pm – 4:00 pm</td>
<td>PE/Athletics</td>
<td>MOD-3</td>
<td>2.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>2:00 pm – 4:00 pm</td>
<td>School of Instructional Support</td>
<td>BEB-129</td>
<td>2.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>11:30 am – 12:30 pm</td>
<td>School of Social &amp; Behavioral Sciences</td>
<td>SS-17</td>
<td>1.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>2:00 pm – 4:00 pm</td>
<td>Departments of Social &amp; Behavioral Sciences</td>
<td>SS-17</td>
<td>2.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>2:00 pm – 3:00 pm</td>
<td>School of VPCA</td>
<td>BEB-101</td>
<td>1.0</td>
<td></td>
<td>See page 12</td>
</tr>
<tr>
<td>3:00 pm – 4:00 pm</td>
<td>Department Meetings – VPCA</td>
<td>BEB-101</td>
<td>1.0</td>
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<td>See page 12</td>
</tr>
</tbody>
</table>

At the school meetings, be sure to review the flex circus schedule for the materials needed for each station and who will attend each event.
### 2009-10 FLEX-AT-A-GLANCE
#### FRIDAY, JANUARY 8, 2010

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>FLEX CREDIT</th>
<th>ACTIVITY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning Workshops – <strong>Registration Required (See Page 8)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 am – 10:00 am</td>
<td><strong>Binder Madness</strong> – L. Pratt, V. Tirado, G. Keith-Gibson&lt;br&gt;The purpose of this workshop is to organize evidence in the SLO binder in preparation for the accreditation site visit. Please bring SLO binder and any paper evidence you may have in files or office.</td>
<td>LA-110</td>
<td>1.0</td>
<td>988</td>
</tr>
<tr>
<td>9:00 am – 10:00 am</td>
<td><strong>Funundrum</strong> – M. Boyd, M. Agarwal, M. Moreno, M. Han&lt;br&gt;The purpose of this workshop is to write Course-Level Learning Outcome Statements and establish appropriate and measurable criteria. Please bring a copy of course syllabus, COR and textbook if possible; copies of last year’s PSR.</td>
<td>BEB-101</td>
<td>1.0</td>
<td>989</td>
</tr>
<tr>
<td>9:00 am – 10:00 am</td>
<td><strong>Assessorium</strong> – Gio Sosa, C. Straight&lt;br&gt;The purpose of this workshop is to create assessment which can be used in the Spring semester 2010; review the spring version of the campus-wide Critical Thinking Assessment; Global Awareness campus-wide assessment? Word Clouds; pre-post tests. Please bring course SLO’s.</td>
<td>BEB-129</td>
<td>1.0</td>
<td>990</td>
</tr>
<tr>
<td>9:00 am – 10:00 am</td>
<td><strong>Illumscination</strong> – Watch Closely, Wonder Endlessly – T. Vitzelio, P. Quach&lt;br&gt;The purpose of this workshop is to create progress reports for your program and course level SLO activity and to complete a Gantt chart for scheduling assessments through 2014. Please bring SLO binder.</td>
<td>LA-111</td>
<td>1.0</td>
<td>991</td>
</tr>
<tr>
<td>9:00 am – 10:00 am</td>
<td><strong>Loop-de-Loop &amp; Fire-Breathing Follow-Ups</strong> – L. Hope,&lt;br&gt;The purpose of this workshop is to identify the sorts of activities that qualify for “use of evidence” and “closing the loop”; AND complete recommendations from last year’s PSR. Please bring SLO binder, status of SLO assessment, any “evidence”, copy of last year’s PSR.</td>
<td>BE-14</td>
<td>1.0</td>
<td>992</td>
</tr>
<tr>
<td>9:00 am – 10:00 am</td>
<td><strong>High Wire Thrills</strong> – R. Hanna, S. Guerrero&lt;br&gt;The purpose of this workshop is to begin the dialogue and planning to include SLO activity in this year’s “PSR.” Please bring a copy of last year’s completed PSR.</td>
<td>BE-11</td>
<td>1.0</td>
<td>993</td>
</tr>
<tr>
<td>9:00 am – 10:00 am</td>
<td><strong>AUOs-ocity</strong> – Inge Pelzer&lt;br&gt;The purpose of this workshop is for deans and administrative staff to complete their AUO activity.</td>
<td>LA-113</td>
<td>1.0</td>
<td>994</td>
</tr>
<tr>
<td>TIME</td>
<td>ACTIVITY</td>
<td>LOCATION</td>
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<tr>
<td>10:00 am – 11:00 am</td>
<td><strong>Student Discipline and Classroom Management: Understanding the Options – Eric Bishop</strong>&lt;br&gt;This presentation will review the college’s Student Behavior Violation Code and tips for faculty in managing disruptive situations in the classroom. Examples of scenarios that have occurred will be presented and tied to the options faculty have. A review of the violation forms and procedures will also be presented to provide guidance.</td>
<td>BE-01</td>
<td>1.0</td>
<td>867</td>
</tr>
<tr>
<td>10:00 am – 11:00 am</td>
<td><strong>Family Educational Rights &amp; Privacy Act (FERPA) – C. Carrera</strong>&lt;br&gt;Is it permissible to release student information to parents of minor students? How do I deal with minors in the classroom? Can grades be posted outside my classroom for viewing? Do I have the right to access academic records of any of my former students? What is my role as an instructor in case of an emergency? Am I considered a school official? If you don’t know the answer to these questions, please consider attending a FERPA workshop to learn about privacy laws affecting student academic records and how you can best protect yourself and the college against potential law suits.</td>
<td>BE-02</td>
<td>1.0</td>
<td>945</td>
</tr>
<tr>
<td>10:00 am – 11:00 am</td>
<td><strong>What We All Can do to Save Your Students money – Textbook Rentals, Low Prices, E-Books, Guaranteed Buyback, Used, and More – J. Ceja</strong>&lt;br&gt;This presentation will give participating faculty the tools they need to help lower the cost of textbooks. We will explore the various programs available to faculty and students at the Chaffey Bookstore. Specific highlights include how to get your book offered as a rental, how an e-book works, the benefits of textbook reservations, the impact of new legislation, the Chaffey textbook buyback program including our new guaranteed buy back option, the Bookstore’s low-price guarantee, and much more.</td>
<td>BE-03</td>
<td>1.0</td>
<td>868</td>
</tr>
<tr>
<td>11:00 am – 12:00 noon</td>
<td><strong>Honors Program – K. Cameron, C. Navarro</strong>&lt;br&gt;Kevin and Carmen will facilitate a discussion about the distinguishing characteristics of the Honors curriculum and solicit feedback about how to maintain the rigor of the program. They will also focus on soliciting strategies for attracting new instructors to teach Honors courses. Come and join this important and lively discussion about how to continue to serve the highest achieving students.</td>
<td>LA-108</td>
<td>1.0</td>
<td>869</td>
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</table>
## 2009-10 FLEX-AT-A-GLANCE
### FRIDAY, JANUARY 8, 2010

### Morning Workshops – Registration Required (See Page 8)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
<th>Credits</th>
<th>Room</th>
</tr>
</thead>
</table>
| 11:00 am – 12:00 noon | Accreditation Update – Inge Pelzer  
“Accreditation – What do you need to know? Now that the self-study has been accepted by the Governing Board and is going to the WASC commission what should every constituent know and what do we still have to do to be prepared for the visit on March 1-3, 2010.” | WH-102   | 1.0     | 870  |

### Afternoon Workshops – Registration Required (See Page 8)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
<th>Credits</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>12:00 pm – 1:00 pm</td>
<td>PURCHASE LUNCH – MARISCOS LAS BRISAS</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
</tbody>
</table>
| 2:30 pm – 3:30 pm | Binder Madness – L. Pratt/V. Tirado/G. Keith-Gibson  
The purpose of this workshop is to organize evidence in the SLO binder in preparation for the accreditation site visit. Please bring SLO binder and any paper evidence you may have in files or office. | LA-110   | 1.0     | 995  |
| 2:30 pm – 3:30 pm | Funundrum – M. Boyd, M. Agarwal, M. Moreno, M. Han  
The purpose of this workshop is to write Course-Level Learning Outcome Statements and establish appropriate and measurable criteria. Please bring a copy of course syllabus, COR and textbook if possible, copies of last year’s PSR. | BEB-101  | 1.0     | 996  |
| 2:30 pm – 3:30 pm | Assessorium – Gio Sosa, C. Straight  
The purpose of this workshop is to create assessment which can be used in the Spring semester 2010; review the spring version of the campus-wide Critical Thinking Assessment; Global Awareness campus-wide assessment? Word Clouds; pre-post tests. Please bring course SLO’s. | BEB-129  | 1.0     | 997  |
| 2:30 pm – 3:30 pm | Illuscination – Watch Closely, Wonder Endlessly – T. Vitzelio, P. Quach  
The purpose of this workshop is to create progress reports for your program and course level SLO activity and to complete a Gantt chart for scheduling assessments through 2014. Please bring SLO binder. | LA-111   | 1.0     | 998  |
| 2:30 pm – 3:30 pm | Loop-de-Loop/Fire-Breathing Follow-Ups – L. Hope  
The purpose of this workshop is to identify the sorts of activities that qualify for “use of evidence” and “closing the loop”; AND complete recommendations from last year’s PSR. Please bring SLO binder, status of SLO assessment, any “evidence”, copy of last year’s PSR. | BE-14    | 1.0     | 999  |
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<thead>
<tr>
<th>TIME</th>
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<tr>
<td>2:00 pm – 4:00 pm</td>
<td><strong>Recruiting Non-Traditional Students for CTE Programs – S. Burks</strong></td>
<td>LA-106</td>
<td>2.0</td>
<td>871</td>
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<td></td>
<td>A discussion of proven methods of recruiting students into programs where they would be considered non-traditional (e.g. females in Automotive Technology and males in Nursing). Participants will receive assistance in developing a non-traditional recruiting plan that will qualify for Perkins funding. A follow-up meeting will be conducted in April. <strong>Intended Audience:</strong> CTE instructors teaching courses/programs whose students tend to be of one gender.</td>
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<td>3:30 pm – 4:30 pm</td>
<td><strong>CIW Orientation – R. Rundquist, C. Flores</strong></td>
<td>LA-108</td>
<td>1.0</td>
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### Afternoon Workshops – Registration Required (See Page 8)

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<tr>
<td>2:30 pm – 3:30 pm</td>
<td><strong>High Wire Thrills – R. Hanna, S. Guerrero</strong></td>
<td>BE-11</td>
<td>1.0</td>
<td>1000</td>
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<td></td>
<td>The purpose of this workshop is to begin the dialogue and planning to include SLO activity in this year’s “PSR.” Bring copy of last year’s PSR.</td>
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<tr>
<td>2:30 pm – 3:30 pm</td>
<td><strong>AUOs-ocity – Inge Pelzer</strong></td>
<td>LA-113</td>
<td>1.0</td>
<td>1001</td>
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<td></td>
<td>The purpose of this workshop is for deans and administrative staff to complete their AUO activity.</td>
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### Afternoon School/Department Specific Meetings

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<tr>
<td>3:00 pm – 4:30 pm</td>
<td><strong>PE Athletics</strong></td>
<td>MOD-3</td>
<td>1.5</td>
<td>See Page 10</td>
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</tbody>
</table>

Please register for all workshops except Spring Kickoff, Educational Master Plan meeting, and school/department meetings. Email Angie Horton at angie.horton@chaffey.edu to register for a workshop.
New and returning adjunct faculty who are unable to attend Flex activities on campus have an opportunity to participate in online modules aimed to increase knowledge and understanding of topics such as the following:

- Academic Integrity & Student Behavior
- Census, Dropping Students, & Grade Submission
- ChaffeyVIEW and Chaffey.edu
- New Online Class Rosters, Waitlists & Add Codes
- Chaffey Email and Voicemail Accounts
- Classroom Management
- Learning Styles
- Standard Classroom Set-UP
- Syllabus Development
- Along with a Discussion Board for your Questions

This activity will be accessible via the Internet (PC and Mac friendly) through Blackboard from noon on 1/7/10 – until 11:55 pm on 1/13/10. To log on to the adjunct faculty FLEX course, please go to www.chaffey.edu/onlineed and click on the log on to Blackboard link. Faculty usernames are different than student usernames. Faculty usernames are the first initial followed by the last name. The password is instructor; both are all lower case unless you have already accessed Blackboard and have changed the password. Example: faculty member Jane Jones would be jjones with the password of instructor. Up to a maximum of four flex credits (four hours of credit) may be earned by successfully completing individual and/or series of modules.

For questions on content, contact Vera Dunwoody at vera.dunwoody@chaffey.edu or for technical issues, contact Kim Noseworthy at 652-6778.

Please check with your school office to be sure that it is appropriate for you to complete the online activity for your Flex obligation. Only those faculty that are scheduled to teach on Thursday and Friday have a spring 2010 Flex obligation. Any adjunct faculty for spring 2010 can access the site for information!
GUIDELINES FOR
ALTERNATE (IN-LIEU) FLEX DAY

- Proposals for flex activities that would not occur on the specified flex calendar days should focus on critical departmental, school, or college needs.

- Staff development activities may be performed on not more than two (2) non-instructional day(s) in lieu of performing such activities on the scheduled flex days. (CCFA Article 17, Section 17.4(e), page 33)

- Approved alternate (in-lieu) flex activities must take place within the academic calendar year but on non-service days. Approved activities may replace the scheduled August 21, 2009 and/or January 8, 2010 flex days. Flex credit cannot be banked.

- All proposals for alternate (in-lieu) flex activities should be submitted as early as possible and at least two (2) weeks prior to any alternate (in lieu) flex day. Only complete proposals can be considered. See “How to Submit an Alternate (In-Lieu) Flex Schedule Proposal for Friday, August 21, 2009 or January 8, 2010” for details.

- It is the responsibility of the dean/first-level manager to make the determination in consultation with the faculty member as to whether an activity will qualify for flex credit. The dean/first-level manager will be responsible for monitoring the outcomes for compliance and accountability.

- Clear documentation of activity outcomes needs to be submitted to the dean/first-level manager within four (4) weeks of the completed alternate (in-lieu) flex activity. If a faculty member is unable to complete either the approved flex activity or the outcomes report by this deadline he/she must submit an absence form indicating either illness or personal necessity.
HOW TO SUBMIT AN
ALTERNATE (IN-LIEU) FLEX SCHEDULE PROPOSAL
FOR FRIDAY, AUGUST 21, 2009 OR JANUARY 8, 2010

Review the preceding guidelines before completing an alternate (in-lieu) flex proposal. Alternate scheduling proposals are due to the dean/first-level manager as early as possible and at least two (2) weeks prior to the flex day. Late and incomplete proposals will not be considered.

To request an alternate (in-lieu) flex schedule, please submit a proposal with the above title which includes the following:

- A description of the proposed flex activities and objectives that relate to California flexible calendar guidelines (staff, student, and/or instructional improvement).

- Department, school, or college critical need addressed by the proposed activity.

- An explanation of why the activity needs to occur outside the scheduled flex day.

- Names of participant(s) with extensions and departments, specifying a lead contact person for the proposal.

- A breakdown of the activities for each participant along with the number of flex hours estimated for each activity, including proposed dates and times. (These activities need to be scheduled on your own time, not during contracted days and hours.)

- Expected measurable outcomes for the proposed activities. (This is necessary for meeting state accountability requirements.)

- A method and timeframe for sharing the results of the activity with an appropriate identified group of faculty or others.

- Signature of the faculty member.

- Dean/first-level manager’s signature approving the proposal.
SCHOOL SPECIFIC ACTIVITY CODES

To be entered on Flex Activity Form for School or Department Meetings

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.)