California Community Colleges 2015-16 Flexible Calendar Activity Submission Form

Flexible Calendar Activity Submission Form

This is the Flexible Calendar Activity Online Submission Form for the California Community Colleges. This online submission process is used to collect information about the planned activities for the 2015-16 Flexible Calendar year. The purpose of the Flexible Calendar program is to provide compensated time for faculty to participate in professional development activities that are related to “staff, student, and instructional improvement” (title 5, section 55720).

The Flexible Calendar Certification Form FC-001, was sent to the Flexible Calendar Coordinator and the Chief Instructional Officer under separate cover and is the official certification form for the college. It will need to be completed and signed with original signatures by three people: Flex Calendar Coordinator, Chief Business Officer, and Chief Instructional Officer.

The FC-001 must be mailed and received into the Chancellor's Office by June 1, 2015.
1) Please enter today's date*
5/1/2015

College information page

This page collects information about the college and the Flexible Calendar Coordinator, or the person completing the form if the college does not participate in the flexible calendar program.

2) Select your college from the dropdown list below.*

( ) Alameda College ( ) Contra Costa College ( ) Grossmont College
( ) Allan Hancock College ( ) Copper Mountain College ( ) Hartnell College
( ) American River College ( ) Cosumnes River College ( ) Imperial College
( ) Antelope Valley College ( ) Crafton Hills College ( ) Irvine College
( ) Bakersfield College ( ) Cuesta College ( ) LA City College
( ) Barstow College ( ) Cuyamaca College ( ) LA Harbor College
( ) Berkeley City College ( ) Cypress College ( ) LA Mission College
( ) Butte College ( ) DeAnza College ( ) LA Pierce College
( ) Cabrillo College ( ) Diablo Valley College ( ) LA South West College
( ) Cañada College ( ) East LA College ( ) LA Trade Tech College
( ) Cerritos College ( ) El Camino College ( ) LA Valley College
( ) Cerro Coso College ( ) El Camino College- Compton Center ( ) Lake Tahoe College
( ) Chabot College ( ) Evergreen Valley College ( ) Laney College
( ) Chaffey College ( ) Feather River College ( ) Las Positas College
( ) Citrus College ( ) Folsom Lake College ( ) Lassen College
( ) Coastline College ( ) Foothill College ( ) Long Beach City College
( ) College of Marin ( ) Fresno City College ( ) Los Medanos College
( ) College of the Canyons ( ) Fullerton College ( ) Mendocino College
( ) College of the Desert ( ) Gavilan College ( ) Merced College
( ) College of the Redwoods ( ) Glendale College ( ) Merritt College
( ) College of the Sequoias ( ) Golden West College ( ) Mira Costa College
( ) Columbia College ( ) Modesto Junior College
<table>
<thead>
<tr>
<th>College</th>
<th>College</th>
<th>College</th>
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<tbody>
<tr>
<td>Monterey College</td>
<td>Sacramento City College</td>
<td>Santiago Canyon College</td>
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<tr>
<td>Moorpark College</td>
<td>Saddleback College</td>
<td>Shasta College</td>
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<td>Moreno Valley College</td>
<td>San Bernardino Valley College</td>
<td>Sierra College</td>
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<td>Mt. San Antonio College</td>
<td>San Diego City College</td>
<td>Siskiyou College</td>
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<td>Mt. San Jacinto College</td>
<td>San Diego Continuing Education Center</td>
<td>Skyline College</td>
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<td>Napa Valley College</td>
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<td>Solano College</td>
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<td>Norco College</td>
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<td>Southwestern College</td>
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<td>North Orange Continuing Education Center</td>
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<td>Taft College</td>
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<td>Ohlone College</td>
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<td>Ventura College</td>
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<td>Orange Coast College</td>
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<td>Victor Valley College</td>
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<td>Oxnard College</td>
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<td>West Hills Coalinga College</td>
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<tr>
<td>Palo Verde College</td>
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<td>West Hills-Lemoore College</td>
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<tr>
<td>Palomar College</td>
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<td>West LA College</td>
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<td>Pasadena College</td>
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<td>West Valley College</td>
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<td>Porterville College</td>
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<td>Woodland College</td>
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<td>Reedley College</td>
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<td>Yuba College</td>
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<td>Rio Hondo College</td>
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<tr>
<td>Riverside City College</td>
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</table>

3) Please complete the following information for the Flexible Calendar Coordinator.

<table>
<thead>
<tr>
<th>First Name*</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name*</td>
<td>Anglin</td>
</tr>
<tr>
<td>Title*</td>
<td>Dean Ag &amp; Environmental Sciences</td>
</tr>
<tr>
<td>Email Address*</td>
<td><a href="mailto:bethela@mjc.edu">bethela@mjc.edu</a></td>
</tr>
<tr>
<td>Phone Number*</td>
<td>209 575-6058</td>
</tr>
<tr>
<td>Fax Number</td>
<td>209 548-5759</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
</tr>
</tbody>
</table>
4) How do you prefer to be contacted?

( ) Phone
(X) Email

5) Will your college be participating in the Flexible Calendar Program in the 2015-16 Academic Year?

If you select No, you are not required to complete the rest of this form. Click next and you will be directed to the end of the form.

(X) Yes
( ) No

College calendar configuration, number of instructional days, and number of "Flex" days page

This page collects information on the college's calendar configuration, number of instructional days, and flex days. The sum of the instructional days in question 7 and the flex days in question 8 must equal at least 175 days.

6) Please select your college's calendar configuration from the list below. (Note: A "Flexible Calendar" is a community college calendar and course scheduling plan pursuant to Section 84890 of the Education Code and Section 55720 of the California Code of Regulations, title 5).

(X) a) Compressed Calendar (16 week semester)
( ) b) Traditional Calendar (Semester or Quarter)
( ) c) Modular scheduling for all or part of the courses within the traditional semester, quarter, or academic year
( ) d) Courses scheduled for student enrollment on an open entry-open exit basis
( ) e) Courses scheduled independently of any term configuration
( ) f) A combination of any one or more of the configurations in (a) through (e)

7) Please indicate the number of instructional days that when combined with the number of "Flex" days in question number 8 below will meet the 175 Day Rule (title 5, section 58120).

183
8) Please indicate the number of "Flex" days which the instructional staff will participate in staff, student and instructional improvement activities in lieu of regular classroom instruction.

4

Flexible Calendar activity page

This page collects the activities that are being conducted to meet the requirements of the Flexible Calendar Program.

There are eight approved categories to choose from. Select those categories that apply to your planned activities. List each activity on a single line aligned with the appropriate category.

There are 20 activities per category. There is a character limitation of 300 characters per line. If you have more than 20 activities in a category or if you have descriptions longer than 300 characters you may want to upload an attached file containing a list of workshops/descriptions for that category. If so after each category question, there is a selection option for uploading a file containing the separate listing of workshops/descriptions.

9) Please list those activities related to course instruction and evaluation. (Limit of 300 characters per activity)

Activity 1: Technology Trainings
Activity 2: CurricUNET Trainings
Activity 3: Institute Day Workshops and Trainings
Activity 4: Classroom Assessment Workshops
Activity 5: Outcomes Assessment Workshops
Activity 6: Blackboard Trainings
Activity 7: Division Meetings, Trainings and Retreats
Activity 8: Student Learning Outcomes Workshop
Activity 9: Course Descriptor Meeting
Activity 10: Course Learning Outcomes Overview/Training
Activity 11: 
Activity 12: 
Activity 13: 

Activity 14: ______________________________________________
Activity 15: ______________________________________________
Activity 16: ______________________________________________
Activity 17: ______________________________________________
Activity 18: ______________________________________________
Activity 19: ______________________________________________
Activity 20: ______________________________________________

If you have a list of workshops on a separate file that relates to course instruction and evaluation you can upload that list by clicking on this upload file link.

Attached Workshops List.

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10) Please list those activities related to staff development, in-service training and instructional improvement. (Limit of 300 characters per activity)

Activity 1: Civic Engagement Project Series
Activity 2: Grant Training
Activity 3: New Faculty Orientations
Activity 4: Student Success Workshops
Activity 5: Fall & Spring Institute Days
Activity 6: CTE (Career & Technical Ed) Meetings, Conferences & Trainings
Activity 7: Modesto Area Partners in Science Talks
Activity 8: Adjunct Faculty Orientations
Activity 9: Inter-College Collaborations
Activity 10: Science Colloquium Series
Activity 11: Performing Arts Presentations
Activity 12: Technology Training
Activity 13: Faculty Retreat
Activity 14: ______________________________________________
Activity 15: ______________________________________________
Activity 16: ______________________________________________
Activity 17: ______________________________________________
Activity 18: 
Activity 19: 
Activity 20: 

If you have a list of workshops on a separate file that relates to staff development, in-service training and instructional improvement you can upload that list by clicking on this upload file link.

Copy of Attached Workshops List.
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11) Please list those activities related to program and course curriculum or learning resource development and evaluation. (Limit of 300 characters per activity)

Activity 1: Professional Development Committee
Activity 2: Inter-college Collaborations
Activity 3: Curriculum Development and Training in CurricUNET (Curriculum Management System)
Activity 4: Statewide Curriculum Institute
Activity 5: Blackboard Trainings & Workshops
Activity 6: MJC Online Summer Academy
Activity 7: SharePoint Training
Activity 8: MJC Online Instructor Training
Activity 9: Program Review Training
Activity 10: Faculty Retreat
Activity 11: 
Activity 12: 
Activity 13: 
Activity 14: 
Activity 15: 
Activity 16: 
Activity 17: 
Activity 18: 
Activity 19: 
Activity 20: 
If you have a list of workshops on a separate file that relates to **program and course curriculum or learning resource development and evaluation** you can upload that list by clicking on this upload file link.

**Copy of Attached Workshops List.**

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12) Please list those activities related to **student personnel services**. (Limit of 300 characters per activity)

Activity 1: Student Success Follow-up Workshop
Activity 2: Transfer Model Curriculum Workshop
Activity 3: Student Equity Workshop
Activity 4: Special Student Population Panel Discussion
Activity 5: New Student Days
Activity 6: FYE Conference
Activity 7: Student Services Workshops and Meetings
Activity 8: Student Advising Trainings
Activity 9: Service Area Outcomes Workshops and Trainings
Activity 10: Addressing Disruptive and Dangerous Behavior
Activity 11:
Activity 12:
Activity 13:
Activity 14:
Activity 15:
Activity 16:
Activity 17:
Activity 18:
Activity 19:
Activity 20:

If you have a list of workshops on a separate file that relates to **student personnel services** you can upload that list by clicking on this upload file link.
13) Please list those activities related to learning resource services. (Limit of 300 characters per activity)

Activity 1: Technology In-Services
Activity 2: Diversity Trainings
Activity 3: Blackboard Trainings for Online Classes
Activity 4: Institute Day (Week) Trainings and Workshops
Activity 5: Microsoft Office Trainings
Activity 6: Technology Resources
Activity 7: State/Federal/YCCD Training on Disaster Preparedness
Activity 8: Annual CEOP Trainings
Activity 9: Syncing Your Digital Life Webinar
Activity 10: Faculty Evaluation Training
Activity 11: ____________________________
Activity 12: ____________________________
Activity 13: ____________________________
Activity 14: ____________________________
Activity 15: ____________________________
Activity 16: ____________________________
Activity 17: ____________________________
Activity 18: ____________________________
Activity 19: ____________________________
Activity 20: ____________________________

If you have a list of workshops on a separate file that relates to learning resource services you can upload that list by clicking on this upload file link.
14) Please list those activities related to related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity. (Limit of 300 characters per activity)

Activity 1: Scholarship of Teaching & Learning and Learning Communities
Activity 2: Student Advising Trainings
Activity 3: Service Areas Outcomes Workshops and Trainings
Activity 4: Diversity Training
Activity 5: Student Success Follow-up Workshop
Activity 6: New Student Days
Activity 7: Teaching Men of Color in the Community Colleges
Activity 8: Adjunct and New Faculty Orientations
Activity 9: Mental Health First Aid - Veterans
Activity 10: Student Services Workshops and Meetings
Activity 11: Student Success, Student Equity and SSSP Planning Meetings
Activity 12: 
Activity 13: 
Activity 14: 
Activity 15: 
Activity 16: 
Activity 17: 
Activity 18: 
Activity 19: 
Activity 20: 

If you have a list of workshops on a separate file that relates to related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity you can upload that list by clicking on this upload file link.

Copy of Attached Workshops List.

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15) Please list those activities related to departmental or division meetings, conferences and workshops, and institutional research. (Limit of 300 characters per activity)

Activity 1: Institute Days (Fall and Spring)
Activity 2: Inter-College Collaborations
Activity 3: Program Review
Activity 4: Program Development
Activity 5: Division Meetings and Retreats
Activity 6: Student Learning Objectives, Outcomes Trainings & Presentations
Activity 7: Division Orientations and In-services
Activity 8: Institutional Learning Outcomes Workshops
Activity 9: Technology Trainings
Activity 10: ________________________________
Activity 11: ________________________________
Activity 12: ________________________________
Activity 13: ________________________________
Activity 14: ________________________________
Activity 15: ________________________________
Activity 16: ________________________________
Activity 17: ________________________________
Activity 18: ________________________________
Activity 19: ________________________________
Activity 20: ________________________________

If you have a list of workshops on a separate file that relates to departmental or division meetings, conferences and workshops, and institutional research you can upload that list by clicking on this upload file link.

Copy of Attached Workshops List.

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16) Please list those activities related to other duties as assigned by the district. (Limit of 300 characters per activity)

Activity 1: Mental Health Workshop: Stress
Activity 2: Diversity in Groups Training
Activity 3: Behavioral Intervention Training
Activity 4: Suicide Awareness Training
Activity 5: Chemical Hygiene Training
Activity 6: Grant Writing
Activity 7: State/Federal/YCCD Training on Disaster Preparedness
Activity 8: Annual CEOP Trainings
Activity 9: Ergonomics Trainings and Demonstrations
Activity 10: Injury & Illness Training
Activity 11: Blood Borne Pathogen Training
Activity 12: Utility Cart Safety
Activity 13: Back Safety Training
Activity 14: 
Activity 15: 
Activity 16: 
Activity 17: 
Activity 18: 
Activity 19: 
Activity 20: 

If you have a list of workshops on a separate file that relates to other duties as assigned by the district you can upload that list by clicking on this upload file link.

Copy of Attached Workshops List.

_____1
17) Other: If there is any other category that contributes to the improvement of instruction, administrative, or student services, please list those activities related to that category in this section. Please identify the category online one. (Limit of 300 characters per activity)

Please describe this category and how it improves either instruction, administrative or student services:  College-wide Improvement

Activity 1: Accreditation Training Workshops and Meetings
Activity 2: Career & Technical Education (CTE) Trainings and Meetings
Activity 3: Managing Federal Programs and Trainings
Activity 4: ____________________________________________
Activity 5: ____________________________________________
Activity 6: ____________________________________________
Activity 7: ____________________________________________
Activity 8: ____________________________________________
Activity 9: ____________________________________________
Activity 10: __________________________________________
Activity 11: __________________________________________
Activity 12: __________________________________________
Activity 13: __________________________________________
Activity 14: __________________________________________
Activity 15: __________________________________________
Activity 16: __________________________________________
Activity 17: __________________________________________
Activity 18: __________________________________________
Activity 19: __________________________________________
Activity 20: __________________________________________

If you have a list of workshops on a separate file that relates to the improvement of instruction, administrative, or student services you can upload that list by clicking on this upload file link.

Copy of Attached Workshops List.

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Flexible Calendar Advisory Committee page

This page collects information on the membership of the Flexible Calendar Advisory Committee. Please list the names of the committee members with their titles, and governance group classification.

18) Please list the name, title and classification of each member of the Flexible Calendar Advisory Committee.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Title</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Name 1</td>
<td>Mr. Mark Anglin</td>
<td>Dean, Agriculture &amp; Environmental Science</td>
</tr>
<tr>
<td>Member Name 2</td>
<td>Ms. Jill Stearns</td>
<td>MJC President</td>
</tr>
<tr>
<td>Member Name 3</td>
<td>Dr. James Todd</td>
<td>Academic Senate President</td>
</tr>
<tr>
<td>Member Name 4</td>
<td>Dr. Mike Smedshammer</td>
<td>Instructional Design Coordinator</td>
</tr>
<tr>
<td>Member Name 5</td>
<td>Ms. Judy Wagner</td>
<td>Classified Staff Advisory Council Co-Chair</td>
</tr>
<tr>
<td>Member Name 6</td>
<td>Ms. Rosanne Costa</td>
<td></td>
</tr>
<tr>
<td>Member Name 7</td>
<td>Ms. Amy Bethel</td>
<td>Executive Secretary</td>
</tr>
<tr>
<td>Member Name 8</td>
<td>Mr. Bill Anelli</td>
<td>Program Development Committee Chair</td>
</tr>
<tr>
<td>Member Name 9</td>
<td>Ms. Susan Kincade</td>
<td>Vice President, Instruction</td>
</tr>
</tbody>
</table>
Thank You!

Thank you for completing the online survey for the 2015-16 Flexible Calendar Program. Your response is very important to us. Please complete Form FC-001 and send a signed copy to the Chancellor's Office by June 1, 2015.