Workshops Begin in Early August

Professional Development welcomes you back for the Fall 2014 semester. This Flex booklet provides information regarding the August workshops, upcoming semester events and information about various professional development programs. We encourage you to explore the numerous offerings and take advantage of these opportunities.

• The official calendar start of Faculty Flex Week is Thursday, August 14th. The activities shown in this booklet are opportunities for Flex credit, with the exception of Institute Day Activities which are required for full-time faculty.

• Activities presented during the six Flex days, August 14th – 22nd, provide opportunities for full-time and associate faculty to gather Flex credit hours to fulfill their Flex obligation. All college employees are invited to attend and participate.

The Professional Development Program is located in the Center for Excellence (Library 210). The Program’s assistant, Magan Smith, can be reached at (530) 895-2854. Shirleight Brannon, the Professional Development Coordinator can be reached at (530) 895-2543. Bambi Mayfield is the Classified Professional Development Coordinator effective 2014-14 and Jack Lemley is the Management/Supervisory/Confidential (MSC) Coordinator.

Year-round Activities

Year-round activities provide professional development and personal growth opportunities for Butte College employees. Although some workshops are designed for specific audiences, most workshops are open to all college employees.

Appreciating Expertise, Creativity & Effort

Many members of the Butte College community will make presentations this August. Their expertise, creativity, and effort are rewarded by your participation in their workshops. Please plan to attend and to earn your Flex hours. By participating in the August Flex Days, you say “thank you” to our volunteers. Their continued willingness to share with us is vital for the continuation of Professional Development.

Professional Development
Calendar, Flex Booklet & Forms available at our website:
Butte College Home page
Departments/Programs/Services
Professional Development
Also accessible from MyBC
Groups and Committees
Professional Development – Faculty

The goal of the websites is to keep you informed and to be sustainable in our effort to provide information and share opportunities.

Updates and revisions to the August workshops will be reflected in RED in the August 2014 Calendar at a Glance and the Flex Booklet posted on the sites above.

Butte College Core Values
Students First
Excellence
Respect
Diversity in Community
Communication
Accountability
Sustainability

Campus Location Key
AHPS Allied Health Public Svs.
ARTS Arts Building
CAS Center for Academic Success
CFE Center for Excellence (LB 210)
EH Environmental Horticulture
GYM Gymnasium
LB Library
LB 216 Computer Lab inside the CFE
LRC Learning Resource Center
MC Media Center
PS Physical Science
SS F/G Swing Space F/Swing Space G
Computer & Technology Related
Creating a Quick and Easy Website Using Free Web Services ..................................................... 19
Digital Literacy Update ........................................... 18
Guidelines for Using Social Media w/ Students ...... 3
Office 365: We have migrated Email - Now what? ... 21
Overview of Adobe Creative Cloud Software ......... 9
State Grant .............................................................. 5
Using Classroom Technology ............................... 18
Using Data Resources ............................................ 20
Your IT Toolbox ...................................................... 4
10th Annual TMI Faculty Symposium, “Exploring .. Free Digital Resources .................................... 5

Faculty Teaching & Learning Activities
Accelerated Classes .............................................. 9
Accreditation Update ........................................... 10 Assessment Dialogue .......................................... 8
Book in Common .................................................. 14
Coffee’s On Us ....................................................... 6
Collaboration Kickstart and “Jam Session” .......... 4
Creating the Learning & Teaching Dialogue ........ 18
Education Master Plan .......................................... 4
Empowering Student Interdependence ............... 17
Faculty/Staff Rights & Student Due Process ....... 14
Free Stuff Not on Craigslist: Over Half a Million ...
Books ................................................................... 6
Inline Grading ....................................................... 17
Institute Night Follow-up ...................................... 18
Myth of Galileo ...................................................... 16
Psychic Automatism and the 3D Collage ............ 19
Science’s Greatest Hits: Characterizing the ......... 9
Mothership ............................................................ 9
Science’s Greatest Hits: Sorting the Primordial ...
Legos .................................................................... 9
Science’s Greatest Hits: Time to Talk about Time .. 7
Science’s Greatest Hits: The Stuff of Stuff ......... 8
Sounds of the 60’s Part 1 ....................................... 16
Sounds of the 60’s Part 2 ....................................... 17
Stackable Success Model ..................................... 8
Student Learning Outcomes #1 ........................... 11
Student Learning Outcomes #2 ........................... 19
Student Learning Outcomes (SLO’s) and Program ...
Learning Outcomes (PLO’s) ................................. 15
Super Strategies: Teaching Reading for All Classes ..
Take a Tour & Identify Resources ......................... 13
What do Students Think About Butte College? .... 17
What’s New at the BC Bookstore .......................... 7
Working with International Students ................. 14

Flex Calendar Basics .............................................. 25 - 27

Institute Day
Institute Day Activities ........................................... 15
PFA Awards/Golden Awards ................................ 15
President’s Address & VP Updates ....................... 15

Meetings, Orientations, Retreats & Training
Academic Senate Forum ....................................... 11
Academic Senate Retreat .................................... 4
Associate Faculty Orientation & Updates .......... 13
BCEA Meeting & Lunch ....................................... 12
Butte College Employee Education Program .......
(BEEP) Part 3 ..................................................... 3
Club Advisors’ Luncheon ..................................... 8
Curriculum Committee Retreat ......................... 11
Department Meetings ....................................... 12, 16
Diversity Committee ........................................ 20
ISW Facilitator’s Meeting ................................... 15
ISW Reunion ....................................................... 20
New Full-time Faculty Orientation ..................... 3
New Hire Orientation ........................................ 5
Part-time Faculty Association Meeting ............... 15
Peer Evaluator Training ..................................... 10

Safety / Health & Wellness/ Financial
Chemical Hygiene Basics .................................... 12
Disability Boot Camp ......................................... 13
Early Alert Round Table: Helping Students in ...
Crisis ................................................................. 7
Human Resources Useful Info Buffet .................... 3
Morning Bird Walk ............................................. 6
Pilates ................................................................. 7
Stress Management ........................................... 16
The Power of Sleep ........................................... 19
Twist and Shout! The Fundamentals of Human ...
Motion ............................................................. 10

Sustainability
Analysis of Sustainability in Businesses .............. 23
ARTS Building Tour ........................................... 22
Campus Catering Tour ....................................... 24
Modeling Sustainability Policy ......................... 21
Quick Tips & Tricks or Adding Sustainability in ...
the Classroom ................................................... 23
Sustainable Dream House Project ..................... 23
Sustainable Teaching Kickoff .............................. 22
Tikal and Beyond: Butte College Faculty in the ...
Land of the Maya ............................................... 22
Trust Building and Sustainability in the English ...
Classroom .......................................................... 23
Visit to Environmental Horticulture and MESA ...
Office .............................................................. 21
Water Issues ....................................................... 24
Thursday, August 14

302  Human Resources Useful Info Buffet  CANCELLED  8 — 10

Stephanie Ricci  CFE

An overview of the services provided by Human Resources Staff. Know your rights with regards to: Worker’s Compensation, Leaves of Absence, and Disability.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success

350  BEEP part 3  5.5 hrs Flex credit  8 — 1:30 pm

Bambi Mayfield  Campus Center Lounge

BEEP III— what you should know about Butte College Student services This session focuses on Student Services and other student centered issues and offerings here at Butte. The presenters in this section come from all areas of student services and offer a huge amount of information that all employees need to know.

Strategic Initiatives:
4. Using Data-Informed Processes for Continuous Improvement
6. Enhancing a Culture of Inclusiveness

5  New Full-time Faculty Orientation  6 hrs Flex credit  9 — 3 pm

Suzanne Gripenstraw, Laura Rapozo-Davis  CAS/LRC 223

Newly hired full-time faculty will meet with New Faculty Orientation leaders for an extended tour of the campus, lunch and discussion of issues pertinent to newly hired full-time faculty.

Strategic Initiatives:
5. Modeling Sustainability

401  Guidelines for Using Social Media with Students  1 hrs Flex credit  9 — 10

Dave Stephens  LB 216

Please join Dave Stephens from Technology Mediated Instruction (TMI) and your faculty colleagues in a review of best practices in the use of social media platforms such as YouTube, Facebook, Google+, and Twitter in academia. You will learn valuable tips for ensuring privacy and develop criteria for selecting the right platform for your objective.

Strategic Initiatives:
4. Maximizing Resources to Support Student Learning
Collaboration Kickstart and “Jam Session”

2 hrs Flex credit
10 — 12
Shirleigh Brannon, Shaaron Vogel, Christina Barber, Jan McKissick

Here’s a chance to meet new colleagues and reconnect with friends by sharing some of your hobbies and interests and learning about others, based on the principles and the fun (but not the pressure) of creating a mini-lesson in a teaching workshop.

Whether your love is to fish, garden, read literature, dance, work with crafts (beading, stamping, knitting), play music, write, sail or something else entirely, please join in and bring a short hands-on activity to share with others. Shirleigh will have various crafts, musical instruments, and interactive activities planned “just in case,” but what will really make this work is YOU!!! Please RSVP to Shirleigh or Magian if you plan to attend.

Strategic Initiatives
6. Enhancing a Culture of Inclusiveness

Your IT Toolbox

1.25 hrs Flex credit
11 — 12:15
Claire Armer  LB 216

There are a number of campus IT Tools and resources available to Faculty. Come learn how to out some IT Tools into your hip pocket and be a bit more productive and connected!

Strategic Initiative:
2. Supporting Student, Faculty and Staff Success
4. Maximizing Resources to Support Student Learning

Education Master Plan

1.25 hrs Flex credit
12:30 — 1:45pm
Les Jauron  CFE

The new Educational Master Plan is scheduled to be approved by the Board in Summer 2015. Participants in this session will review the new Educational Master Plan and discuss how the college intends to implement this plan. Each participant at this session will receive a copy of the Educational Master Plan.

Strategic Initiatives:

Academic Senate Retreat

2 hrs Flex credit
3:30pm — 5:30pm
Stacey Bartlett  CFE

The Academic Senate will meet to prepare for the upcoming academic year, establish Senate goals and to orient the new senators.

Strategic Initiative:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
6. Enhancing a Culture of Inclusiveness
**Friday, August 15**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 250  | **10th Annual TMI Faculty Symposium: “Exploring Free Digital Resources”**  
|      | 5 hrs Flex credit  | 9 — 2pm  
| TMI Staff  | ARTS 160 - Blackbox Theatre  
|      | We all know there are free software and services out there that can help us in education; but how do we select the right ones? Please join Technology Mediated Instruction (TMI) and your faculty colleagues as we explore the current landscape of free digital resources and services. We will also be focusing on specific services that are only available to those in the California Community Colleges system. A catered luncheon will be provided. *Registration is required.* Please register at: [http://www.butte.edu/tmi/events/](http://www.butte.edu/tmi/events/). |

Strategic Initiatives:  
4. Maximizing Resources to Support Student Learning  
5. Modeling Sustainability

**Monday, August 18**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 355  | **State Grant**  
|      | 1.25 hrs Flex credit  | 8 — 9:15  
| Tim Calhoon  | MC 243  
|      | Butte College is leading the charge on the Common Assessment and Educational Planning grants. It is participating as a partner on the Online Education Initiative grant. These grants are designed to improve student access, equity, success and completion. At this session Tim Calhoon, the Executive Director for the California Community Colleges Technology Center will provide an update on the implementation of these grants and what their implementation means for the college and the California Community College system. |

Strategic Initiatives:  
3. Using Data-Informed Processes for Continuous Improvement

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 364  | **New Hire Orientation**  
|      | 2 hrs Flex credit  | 8 — 10  
| Stephanie Ricci, Shelly Knifong  | MC 247  
|      | This new hire orientation will provide the new faculty employee information regarding contract, salary, evaluations, column movement, longevity, benefits, absences, leaves, worker’s compensation, as well as answering any other questions you may have concerning your new role. |

Strategic Initiatives:  
2. Supporting Student, Faculty and Staff Success  
3. Using Data-Informed Processes for Continuous Improvement
Morning Bird Walk

1.25 hrs Flex credit
8 — 9:15
Trish Reilly  CFE

Butte College is a nature preserve and there are many birds who reside here. Some are here year round while others are just passing through during migration. We will meet in the Center for Excellence and take a walk around the "back forty" and the nauture trail. Hopefully we will see several species of birds, including acorn woodpecker, spotted towhee, white breasted nuthatch, acorn titmous, and maybe even some raptors such as red tail hawk, red shouldered hawk or a bald eagle. Wear decent walking shoes and bring along a pair of binoculars if you have them. If not, don't worry. This walk is designed for the person who knows nothing about birdwatching!

Strategic Initiatives:
5. Modeling Sustainability

Coffee’s On Us

1.25 hrs Flex credit
8 — 9:15
Shirleigh Brannon, Bambi Mayfield, Jack Lemley, Magian Smith  CFE

Join the Professional Development Leadership Team in the Center for Excellence for a cup of coffee before you start the day!

Strategic Initiatives:
6. Enhancing a Culture of Inclusiveness

Free Stuff Not on Craigslist: Over Half a Million Books

1.25 hrs Flex credit
9:30 — 10:45
Morgan Brynnan  LB 206

Did you know the Library offers online, full text access to over 650,000 books and journals? Or that you and your students have access to a degreed librarian every day of the year, anytime? Join us for a tour of the Virtual Butte College library, and find out how you can access books & journals, make lists, share, place holds, and get librarian services for Main, CHC, Glenn and your distance students.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
4. Maximizing Resources to Support Student Learning
110.10  Science’s Greatest Hits: Time to Talk About Time

1.25 hrs Flex credit  9:30 — 10:45

Michael Panunto  PS 105

"Human beings are very good at noticing cycles. One of the most obvious is the solar one—the sun rises in the east and sets in the west. Humans have celebrated the solar cycle for millennia; the earliest known astronomical artifact is the Goseck circle in Germany, dated to around 5,000 B.C. Our ancestors obviously noticed how the annual cycle of the sun coincided with changes in the seasons in temperate zones. From before recorded history, human beings recognized the importance of the solar cycle in their survival, but they also saw it as a vehicle by which to divine the mysteries of the natural world.

Modern humans, inundated by a sea of media images and having so much of their life controlled by automation, generally do not know anything about the solar cycle. This workshop is a quick-and-easy guide to the solar cycle, its physical basis, the construction of calendars and sundials, and how all of this helped stimulate the development of scientific thought. It is ironic that our modern fascination with science and technology germinated from the study of something that few of us appreciate or even care about today."

Strategic Initiatives:
6. Enhancing a Culture of Inclusiveness

224  Early Alert Round Table: Helping Students in Crisis

1.25 hrs Flex credit  9:30 — 10:45

Denise Harris, Carol Oba-Winslow, Carrie Grahlman, Ann MC 244
Shannon, Carolyn Stephens

You may have heard of Early Alert, but do you really know what it is? Or what it isn’t? Join members of the Early Alert Committee and representatives from the Service Providers available for referral to learn how they assist our students in crisis.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success

365.10  What’s New at the Bookstore?

1.25 hrs Flex credit  9:30 — 10:45

Jack Lemley, Lori Wangberg  CFE

Find out about the new competitive pricing structure, the rental program, and the electronics products we now carry! Come talk with the Textbook Manager and discuss textbook ordering philosophy and get a brief overview of the faculty adoptions website ordering module used to submit textbook requisitions.

Strategic Initiatives:
4. Maximizing Resources to Support Student Learning

501  Pilates

1.25 hrs Flex credit  9:30 — 10:45

Chiraporn “Dtim” Tatum  GYM 113

An invitation to an hour and 45 minutes of Pilates workout utilizing mat and small tools such as stability balls, foam rollers, hand weights, and resistance bands to energize, revive, stretch and strengthening your body muscles and mind - a unique opportunity not to be missed to discover the power within you!

Strategic Initiatives:
5. Modeling Sustainability
Science’s Greatest Hits: The Stuff of Stuff

Robert White PS 105

A physicist's version of the historical investigation of how humans developed arguably the most useful model of nature: stuff is made of atoms. In this presentation we shall highlight notable landmarks on the long and winding road to our modern picture of atoms culminating in the mind boggling weirdness of quantum mechanics.

Through this journey, if you look closely, you will glimpse what it means to be human.

Strategic Initiatives:
6. Enhancing a Culture of Inclusiveness

Club Advisor’s Luncheon

Mallory Holt SS-F

Join advisors from all the clubs to network and get important club updates. This meeting is strongly recommended for all club advisors.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success

Stackable Success Model

Les Jauron MC 243

Student completion has many components. This session uses the Stackable Success model to show the many ways that students complete. This model shows the percentages of students in a first-time freshmen cohort at Butte College that earn a degree, transfer, earn a certificate of achievement or earn a local certificate. Participants will then discuss if the model adequately captures the many components of students success. Particular emphasis will be placed on “skills builders” – defined as students that take community college courses to improve their skills in their existing careers.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
3. Using Data-Informed Processes for Continuous Improvement

Assessment Dialogue — CANCELLED

Eric Hoiland, Katherine Mackinnon

Have the recent changes in assessment only served to create more barriers to success for some of our most vulnerable students? Join Eric Hoiland and faculty from English and Math for a lively and thoughtful dialogue.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning
110.3  Science’s Greatest Hits: Sorting the Primordial Legos
1.25 hrs Flex credit  12:30pm — 1:45pm
Martin Wallace  PS 105

About 150 years ago, a brilliant scientist, Dmitri Mendeleev, assembled a table of known elements in much the same way as one might play a card game or solve a crossword puzzle. This is an interactive workshop in which you'll be given the opportunity to play Mendeleev's "elemental solitaire" in order to discover the underlying principles of this important science tool. A very brief discussion of atoms and elements will also be included. This activity is targeted for colleagues outside the natural sciences; it presumes no prior knowledge of physical science or mathematics.

Strategic Initiatives:
6. Enhancing a Culture of Inclusiveness

407  Overview of Adobe Creative Cloud Software
2 hrs Flex credit  12:30pm — 2:30pm
Daniel Donnelly  ARTS 218

We'll go over many of the software applications that are available and how they can be used for students, and how faculty can use the software themselves. Attendees will have access to the software to see how it works.

Strategic Initiatives:
4. Maximizing Resources to Support Student Learning
5. Modeling Sustainability

605  Accelerated Classes
1.25 hrs Flex credit  12:30pm — 1:45pm
Mark Mavis, Laurie Kincheloe, Leslie Henson  MC 244

Do the statistics show that accelerated classes really help students? What are the added challenges/considerations for faculty?

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement

110.40  Sciences Greatest Hits: Characterizing the Mothership
1.25 hrs Flex credit  2pm — 3:15pm
Colin Ferguson  PS 105

Just Google “oldest rocks” and websites with the number 4.4 billion pop up claiming that is the age of tiny grains of sand found in western Australia. Wow really? How do we know? Is it just a far out guess? Magic? No, it’s science!

Uranium-lead isotope dating provides a reliable well-tested method for dating granitic and other common rocks between about 1 million and 4.5 billion years old. How do those crafty clever geologists do it? Come and find out! Do “isotopes” make you nervous? Don’t worry; explanations will be conceptual—you don’t need to be a scientist to get it!

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness
124 Super Strategies: Teaching Reading For all Classes
1.25 hrs Flex credit  2pm — 3:15pm
Nicole LaGrave, Suzanne Gripenstraw  MC 244

Join Suzanne and Nicole to learn about and try 5 can’t-miss reading strategies to help your students complete, comprehend, and analyze course readings. This workshop is intended for all staff and faculty who are looking for ways to help students become more engaged, critical readers.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

305 Peer Evaluator Training
2 hrs Flex credit  2pm — 4pm
David Danielson, Jan McKissick  MC 247

Evaluator training is mandated by faculty contract once a full-time faculty member reaches tenure. The training session must take place before a newly-tenured instructor serves on an evaluation team for a colleague, and the workshop also serves as a good review of the evaluation process for any instructor or administrator.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success

356 Accreditation Update
1.25 hrs Flex credit  2pm — 3:15pm
Les Jauron  MC 243

This session, which will be hosted by the Accreditation Steering Committee, will provide participants with the opportunity to get a “sneak preview” of the Accreditation Self-Study. Additionally, participants will learn about the importance of accreditation and current trends in accreditation, and discuss how the college can use the results of the accreditation self-study to improve.

Strategic Initiatives:
3. Using Data-Informed Processes for Continuous Improvement

503 Twist and Shout! The Fundamentals of Human Motion
1.25 hrs Flex credit  2pm — 3:15pm
Brenda Stagner  CFE

Breathe, sit, stand and walk: human motion is built on systems and sometimes these systems break down. Dr. Smith will be leading a highly interactive session that will explore fundamental movement patterns. He will explain how the breakdown of these movement patterns leads to the pain and discomfort most people experience every day. Movement is a joy; yet we’ve lost many of the skills necessary to move properly. Dr. Smith’s contention is that we can do better. We will begin by rebuilding a strong foundation for movement and posture. Demonstrating how you can take these foundational patterns into the classroom, car, gym, and home so you can become a stronger, more functional and healthier person!

Strategic Initiatives:
5. Modeling Sustainability
Curriculum Committee Retreat

2 hrs Flex credit

3pm — 5pm

Boyd Trolinger  SSG 102

The Curriculum Committee will meet and review the goals for the upcoming year.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement

SLO’s (Student Learning Outcomes) #1

.75 hrs Flex credit

3:45pm — 4:30pm

Christine Trolinger  MC 244

This short workshop is intended as an SLO Question and Answer session. It will start with a brief overview of the top SLO Frequently Asked Questions. The remaining time will be spent addressing your questions, dilemmas, and challenges related to SLOs.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning

Tuesday, August 19

Academic Senate Forum

2.5 hrs Flex credit

9 — 11:30

Stacey Bartlett, Christine Trolinger, Carrie Roberson, Vahan Hovsepian  AHPS 118 A&B

The Senate will keep you informed about critical academic and professional issues. Emeritus Faculty will be honored. Plan to attend!

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning
6. Enhancing a Culture of Inclusiveness
Butte College Education Association (BCEA) Full-time Faculty Union Meeting & Lunch

2 hrs Flex credit 11:30 — 1:30pm
Shaaron Vogel, Jan McKissick, Ken Speed, Randy Maday Center for Excellence

A terrific lunch, good company and the latest news—what more can you ask for?! Welcome to our fall 2104 Forum. Jan McKissick will share the latest negotiation update and Mario will lead a discussion of calendars, bylaws and more are items on the hot topics list. We look forward to seeing you and getting your input.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement

Department Meetings

3 hrs Flex credit 2pm — 5pm
TBA TBA

Chairs and coordinators will inform faculty of locations and times. These meeting times are held open for department meetings required of full-time faculty. Individual departments may choose alternate meeting times.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
6. Enhancing a Culture of Inclusiveness

Chemical Hygiene Basics

3 hrs Flex credit 6pm — 9pm
Tony Wren PS 131

This introductory course is required for all who use chemicals in instructional laboratory settings (science instructors and support personnel). If you have not attended a Butte College Chemical Hygiene Basics course before, and work in an instructional laboratory, this class is for you.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
Wednesday, August 20

**BBQ Dinner**

*hrs Flex credit*

TBA Campus Fountain Lawn

Attention all faculty: 4:30pm - 5:30pm is the time, and Campus Fountain Lawn is the place! You can’t earn flex, but faculty CAN have a tasty free dinner and a chance to meet new colleagues and re-connect with friends.

**363 Take a Tour & Identify Campus Resources**

*2 hrs Flex credit*

8am — 10

Peggy McCormack CFE

Butte College has amazing resources to help both you and your students. Learn what and who is where. You’ll learn where to get a free TB test; where a student can get a tutor; how to put books on reserve; and where to acquire book loans, résumé training and transfer information. Join Peggy McCormack for a campus tour to address your questions—and those your students are likely to have.

Strategic Initiatives:
6. Enhancing a Culture of Inclusiveness

**206 Disability Boot Camp**

*1.75 hrs Flex credit*

9 — 10:45

Bambi Mayfield SAS 237

Disability Boot Camp focuses on how to proactively plan and create courses and services keeping students who have disabilities in mind. We also discuss using the Universal Design for learning model. This is a hands on workshop to see how the Assistive Technology works within our campus community.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

**7 Associate Faculty Orientation**

*3 hrs Flex credit*

10 — 1pm

Gail Terhorst, Penny Lillie MC 244

This session is developed primarily for new associate faculty. All associate faculty are welcome and can benefit from the workshop. Don’t miss a wonderful opportunity to gain critical information that can decrease new instructor stress! Your faculty colleagues will answer questions about your first semester at Butte College and provide information about record keeping, rosters, grades, and so on.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
205  Working With International Students

2 hrs Flex credit  11 — 1pm
Peggy Jennings-Severe  MC 247

This workshop will provide an opportunity for faculty and staff who will be working with and teaching new international students in the fall to discuss common issues and opportunities. Special focus will be placed on language and cultural barriers and their impact on classroom assignments and participation. Participants will also discuss resources available or needed to help support the students and those who teach them. "The workshop will include an internationally-themed lunch. Limited to 30 people and priority will be given to those faculty, CAS staff and International Counselor/Advisers who work with and teach first semester international students. RSVP is required to smithma@butte.edu

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

125  Book in Common

1.5 hrs Flex credit  11:30am — 1pm
Suzanne Gripenstraw  MC 243

Please join the Book in Common Committee for an introduction to our new community read.

*The Distance Between Us* is a highly acclaimed memoir about the experience of migrants from Mexico to the United States. It movingly portrays the conditions in Mexico that push people to risk all to get to "El Otro Lado" ("The Other Side"), including the effects on those left behind and those who make the journey.

The book is an intensely personal story that, at the same time, illustrates the sacrifices, costs and traumas that accompanies the difficult decision to emigrate. *The Distance Between Us* was nominated for the National Book Critics Circle Award and named one of the best books of 2012 by numerous critics.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
5. Modeling Sustainability

207  Faculty Rights & Student Due Process

1 hrs Flex credit  12pm — 1pm
Allen Renville  CFE

Student discipline problems are on the increase, and the number of student appeals and complaints have gone up dramatically. What you don’t know about your rights and student due process can cause both you and the student unnecessary problems. Topics of discussion will include:
What constitutes disruption?
Can you suspend a student?
How do you report an incident?
What records do you need to keep?
What key elements should be in your syllabus?

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
700 ISW Facilitator’s Meeting
1 hrs Flex credit
12pm — 1pm
Colin Ferguson  MC 245
All ISW facilitators-- come sit and let’s plan the year’s agenda.
Strategic Initiatives: Supporting Student, Faculty, and Staff Success
Enhancing a Culture of Completion and Academic Achievement.
Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success

10.10 Institute Day Large Group Session SLO’s & PLO’s
2 hrs Flex credit
1pm — 3pm
Christine Trolinger  ARTS 160
Join Christie Trolinger as she facilitates a discussion on Student Learning Outcomes and Program Learning Outcomes.
Strategic Initiatives:
3. Using Data-Informed Processes for Continuous Improvement

17 PFA Meeting
1.5 hrs Flex credit
1:15pm — 2:45pm
Stacey Burks  CFE
Join Associate Faculty Association President Stacey Burks and get an update an all the PFA issues as well as the work being done through the Senate, the Participatory Governance Committee and Professional
Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

10 President’s Address & Vice President Updates
1 hrs Flex credit
3pm — 4pm
Dr. Kimberly Perry  Campus Center
1 hour of Flex credit for Associate Faculty. Mandatory for all full-time faculty.
Strategic Initiatives:
4. Maximizing Resources to Support Student Learning

10.2 PFA Awards/Golden Awards
.5 hrs Flex credit
4pm — 4:30pm
Stacey Burks  Campus Center
A chance to celebrate and formally honor outstanding associate faculty.
Strategic Initiatives:
6. Enhancing a Culture of Inclusiveness
Department Meetings

1.5 hrs Flex credit

5:30pm — 7pm

NA

Locations for department meetings will be provided at the President’s Address. Flex credit or meeting rate for associate faculty. Mandatory for full-time faculty.

Thursday, August 21

112.10 Sounds of the 60’s Pt. 1

1.25 hrs Flex credit

8 — 9:15

Mark Latham  ARTS 113

For those who attended this POPular workshop in the Spring, the first half is a repeat, featuring a quick overview, and then surf music and instrumental rock, the great tunes from Motown, Stax, Muscle Shoals, and finally the folk revival culminating with Bob Dylan (no Chimes of Freedom this time!).

Strategic Initiatives:
6. Enhancing a Culture of Inclusiveness

502 Stress Management

1.25 hrs Flex credit

8 — 9:15

Camilla Bantum  GYM 113

This workshop is intended for any individual wanting to reduce the stress in their lives. Chronic stress can have long-term impacts on our health and well-being. This workshop involves a look at the causes of stress, the effects of on-going stress and stress management techniques which are particularly useful to reduce stress. Emphasis is placed on learning healthier ways to manage and cope with stress.

Strategic Initiatives:
5. Modeling Sustainability

113 Myth of Galileo

1.25 hrs Flex credit

9:30 — 10:45

Ric Machuga  MC 245

One critical thinking textbook describes Galileo's contribution like this: "Although Copernicus is credited with introducing the sun centered solar system, it was Galileo who was prosecuted for supporting such a view. Relying on scientific observation of the sun, planets, and stars, instead of on religious doctrine, Galileo found strong empirical support for Copernicus’s theory. . . . But Christians had a worldview that placed earth and human beings at the center of the universe. This view prevented them from thinking objectively about alternate views, even when the scientific evidence was substantial.”

Come find out why virtually everything about this popular description of Galileo is false.

Strategic Initiatives:
6. Enhancing a Culture of Inclusiveness
Empowering Student Interdependence

1.25 hrs Flex credit  9:30 — 10:45

Jo Anne Cripe  MC 247

Come learn how creating semester-long small groups in your classes will help students learn Interdependence: “building mutually supportive relationships that help them achieve their goals and dreams, while helping others to do the same” (On Course principle). Hear research supporting teacher-determined small group make-up, strategies for forming/norming/storming/performing dynamics, and impressive relational and student success outcomes associated with participation in small groups.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success

What Do Students Think About Butte College?

1.25 hrs Flex credit  9:30 — 10:45

Les Jauron  CFE

In spring 2014 the college participated in the third iteration of the Community College Survey of Student Engagement (CCSSE). The CCSSE is the most comprehensive student survey in which Butte College participates and is the only one that allows us to compare our results to those of other community colleges. At this session participants will have the opportunity to discuss the survey results, see how these results compare to those of other colleges, and the actions the college could take to improve in the future.

Strategic Initiatives:
3. Using Data-Informed Processes for Continuous Improvement

Inline Grading

1.25 hrs Flex credit  9:30 — 10:45

Dan Barnett  LB 216

Blackboard's new inline grading tool can be used by any instructor. See how to improve your workflow, save time, and encourage student success. This workshop will provide hands-on experience.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success

Sounds of the 60’s Pt. 2

1.25 hrs Flex credit  11 — 12:15pm

Mark Latham  ARTS 113

The second half will feature the British invasion – the good, bad and ugly of it, and the West Coast scene (San Francisco and LA) and end up with a look at the 3 significant outdoor festivals of the era— Monterey, Woodstock, and Altamont.
A lot of territory to cover, but the soundtrack is wonderful. Bring a friend!

Strategic Initiatives:
6. Enhancing a Culture of Inclusiveness
Creating the Learning and Teaching Dialogue

1.25 hrs Flex credit 11 — 12:15pm
Maximus Pepperkamp  MC 247

In this workshop, communicators experience a new way of talking, called Sound Verbal Behavior (SVB), which creates healthy relationships and reduces pain and stress. Once the healing power of SVB is available, we realize that we have accepted as normal a way of communicating which is problematic, because it causes stress and pain. We will call it Noxious Verbal Behavior (NVB) because the aversive quality of our voice dis-regulates the speaker and the listener.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
4. Maximizing Resources to Support Student Learning

Institute Night Follow-up

1.25 hrs Flex credit 11 — 12:15
Les Jauron  CFE

During her Institute Day session Dr. Perry discussed some of the things that the college is doing to improve student access, equity, success and completion. This session, which will be hosted by the President, provides participants to have a follow-up conversation about the items discussed during the Institute Day presentation.

Strategic Initiatives:
3. Using Data-Informed Processes for Continuous Improvement

Using Classroom Technology

1.25 hrs Flex credit 11 — 12:15pm
Scott Gordon, Andrea Mox  LB 216

Smart Classroom Technologies are evolving, and are capable of more than displaying PowerPoint alone. Learn about available technologies on campus, and also what the future of Smart Classrooms might look like!

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success

Digital Literacy Update

1.25 hrs Flex credit 11 — 12:15pm
Morgan Brynnan  MC 245

Join us for an update on the Digital Literacy Ad Hoc group. Find out how 2 years worth of work, wide collaboration, solid research, a consensus model, and bulldog tenacity made a difference for our students.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
This presentation will begin with a brief overview of the SLO process, including timelines and documentation. The overview will be followed by more focused attention on: writing strong SLOs; identifying options for assessing student achievement of outcomes; designing an assessment schedule; and completing required reports. Whether you are working on Program SLOs or Course Level SLOs, the goal of this workshop is help you develop an authentic, valuable, and sustainable approach.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
3. Using Data-Informed Processes for Continuous Improvement
4. Maximizing Resources to Support Student Learning
6. Enhancing a Culture of Inclusiveness

This workshop will revolve around the correlation between sleep and memory, with a discussion about how the ideas presented could be incorporated into the classroom.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
5. Modeling Sustainability

During the 1910's and 1920's Avant Garde European artists responded to the mass slaughter of the First World War through their art. They employed anti-establishment concepts and processes in their creative endeavors, and the art they produced continues to inform global contemporary art. Please join us for an introductory lecture and subsequent art making by utilizing the art making techniques of the Avant Garde.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
5. Modeling Sustainability

Features how to use online Website creation sites to allow students and faculty to quickly and easily create their own Websites at no cost. Attendees will build a basic Website in the workshop.

3hrs (hands on in ARTS 218 Apple computer lab)
409      Using Data Resources
        1.25 hrs Flex credit  2pm — 3:15pm
Les Jauron  LB 216

This session will discuss the various information resources that are available from the District and the state to support student success and completion. State resources include the Student Success Scorecard, the Salary Surfer, the State DataMart, the Planning, Budgeting and Assessment (PBA) webpage, and the Reports Server. Participants in this session will learn about these tools and have the opportunity to use them to win fabulous prizes.

Strategic Initiatives:
3. Using Data-Informed Processes for Continuous Improvement

652      Diversity Committee
        1.5 hrs Flex credit  2pm — 3:30pm
Shahroukh Mistry  MC 243

Individuals interested in fostering diversity on campus are invited to join the Diversity Committee meeting and hear an overview of their work on campus and plan for the upcoming year. The Diversity Committee works to promote an inclusive community that embraces all aspects of diversity among students, faculty, and staff. To raise awareness toward this goal, the committee organizes events and participates in campus events; provides diversity workshops and trainings on campus; funds faculty, staff, and students to diversity workshops off campus; and makes recommendations to faculty, staff, and administration on diversity-related topics.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness

700.10   ISW Reunion
        1.5 hrs Flex credit  2pm — 3:30pm
Jan McKissick, Stephen Ban, Shaaron Vogel  MC 245

This is a great time for all of you who have ever participated in Instructional Skills Workshops to gather together and renew acquaintances, share new teaching ideas and get motivated to begin the fall semester. It does not matter how long ago you participated just come and meet all your fellow colleagues who have shared in this wonderful experience.

Strategic Initiatives:
1. Enhancing a Culture of Completion and Academic Achievement
2. Supporting Student, Faculty and Staff Success
6. Enhancing a Culture of Inclusiveness
Office 365: We have migrated Email – Now what??

1.25 hrs Flex credit
3:15pm — 4:30pm
Trevor D’Arcey  LB 216

Office 365 offers a number of different technologies beyond email. Now that all faculty, staff, and students are in this cloud together, what can we do with it? Come discover the various Office 365 Technologies, and see how they might be incorporated into your instruction or day to day technology activities.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
4. Maximizing Resources to Support Student Learning

Friday, August 22

709  Modeling Sustainability Policy
.5 hrs Flex credit
8:30 — 9
Les Jauron, Ken Albright  Center for Excellence

Butte College is a nationally recognized leader in sustainability – let’s celebrate our many strengths with a Flex day dedicated to workshops about integrating sustainability into teaching, and learning more about our sustainable buildings, programs, and other resources. Join us to start this day with an overview about the longstanding planning, strategic decisions and opportunities that have brought us to where we are now – and will take us forward into the future.

Strategic Initiatives:
5. Modeling Sustainability

710  Visit to Environmental Horticulture and MESA Office
.5 hrs Flex credit
9 — 9:30
Nena Anguiano, Shirleigh Brannon  Meet in the Center for Excellence at 9am

Because the college operates as a small city and is designated as a wildlife refuge, here at Butte we have always focused on effective stewardship of the land and the resources entrusted to our care. These are also exemplified in many of our programs. Meet at CFE for coffee to start your day’s journey (and get a little fresh air and exercise) with tours of MESA and Environmental Horticulture.

Students in the Mathematics, Engineering, Science Achievement (MESA) program have opportunities to work as interns on a real world project on the Butte College campus via the Biofiltration Wetland Education Learning Laboratory (BeWELL Project). Environmental Horticulture is a leader in sustainable landscaping practices, and the variety of beautiful native and drought tolerant /xeriscapic plants for sale will surely impress you.

Strategic Initiatives:
5. Modeling Sustainability
Join colleagues from Leadership, Facilities, and Arts in a tour and brief history of one of the newest gems in Butte College’s “sustainability crown”: the new ARTS Building.

Strategic Initiatives:
5. Modeling Sustainability

### Tikal and Beyond: Butte College Faculty in the Land of the Maya

**.75 hrs Flex credit**

**10 — 11:45**

**Mike Findlay, Dave Cooper  LRC 109**

During our Winter break (January 2014) David Cooper (Art) and Mike Findlay (Anthropology) attended the annual Maya meetings that were held in Antigua, Guatemala. The meetings focused on Tikal, and other major classic Maya Sites. We spent four days in intensive workshops led by David Stuart, who covered many of the essentials of early classic history associated with the Petén region of Guatemala. After the workshops were complete, we attended symposia the spanned over two days. Leading Maya scholars presented papers and participated in panel discussions. When the meetings were completed, we traveled north to Tikal itself where for two solid days we toured this amazing site with David Stuart as our guide. This experience has provided a great deal of input into our Art and Anthropology classes and we want to share this experience with you.

Strategic Initiatives:
3. Using Data-Informed Processes for Continuous Improvement
6. Enhancing a Culture of Inclusiveness

### Sustainable Teaching Kickoff

**.75 hrs Flex credit**

**10 — 10:45**

**Cheryl Battles  ARTS 232**

Join Cheryl Battles for a “smorgy” of ideas of teaching ideas (activities, assignment arcs/projects, research resources for students and/or teachers, sustainability-centered pedagogy, etc) for incorporating sustainability into any classroom content. Cheryl has been teaching all sorts of sustainability issues in her English classes for the last 6 years, and was the Student Success Committee's Sustainability Curriculum head person for three years. She and her students also created the Chico Green Map and the Butte Campus Green Map, which are both teaching tools as well as community resources, and are open for others to use or to add to.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
5. Modeling Sustainability
702  Trust Building and Sustainability in the English Classroom

Amy Antongiovanni  ARTS 113

Ideas for building trust among the students, including dialogue about ways we talk about sustaining ourselves and others, not just the environment.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
5. Modeling Sustainability
6. Enhancing a Culture of Inclusiveness

703  Analysis of Sustainability in Businesses

William Hubbard  ARTS 218

Bill teaches two sections of Bus20 (Introduction to Business - a general survey course of business) each semester. Come learn how Bill uses team roleplay to infuse sustainability into active learning of skills in management, operations and collaborative process.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
5. Modeling Sustainability

704  Quick Tips & Tricks for Adding Sustainability into the Classroom

Cheryl Battles  ARTS 232

Join Cheryl Battles for a “smorgy” of ideas of teaching ideas (activities, assignment arcs/projects, research resources for students and/or teachers, sustainability-centered pedagogy, etc) for incorporating sustainability into any classroom content. Cheryl has been teaching all sorts of sustainability issues in her English classes for the last 6 years, and was the Student Success Committee's Sustainability Curriculum head person for three years. She and her students also created the Chico Green Map and the Butte Campus Green Map, which are both teaching tools as well as community resources, and are open for others to use or to add to.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
5. Modeling Sustainability

707  Sustainable Dream House Project

Alexandra Meier  ARTS 234

Sustainability is incorporated into the study of art and architecture in Art Appreciation classes through a project where students design their own sustainable dream house. Creative student ideas, along with drawings and floor plans will be shown and discussed.

Strategic Initiatives:
2. Supporting Student, Faculty and Staff Success
5. Modeling Sustainability
Dr. Michael P. Williams, is currently a faculty member in the Biology Department at Butte College teaching general botany and ecology, field biology, and introductory biology. For the previous seven years, he was the Director of the Sedgwick Reserve, a 6,000-acre natural area located in the Santa Ynez Valley, for UC Santa Barbara. He developed an outreach program staffed by over 100 docents and volunteers for K-12 students and the public serving over 6,000 visitors a year during which time he developed three unique programs for K-12 students. Prior to his work at UCSB, he was the owner and senior scientist of an ecological consulting company in Seattle with projects throughout the western US and Alaska. He specialized in public sector projects utilizing community based restoration in large-scale restoration.

5. Modeling Sustainability

Did you know that Butte College Campus Catering buys local and organic whenever possible? Or that they are constantly seeking out new best practices in food service management, recycling, etc. while at the same time doing their best to offer health options at a reasonable price? Or that Dining Services partners with the Agriculture Department to compost approximately 1,500 pounds of pre-consumer food waste from the landfill per month? Please join Cafeteria Manager Steve DeMaggio for an overview and Question/Answer opportunity to learn about how Food services really works.

5. Modeling Sustainability
Faculty Flex Calendar Basics
Fall 2014

The August 2014 Flex Workshops “Calendar at A Glance” and Flex Booklet, which includes workshop descriptions and professional development program information, are both available on-line in two locations.

- Butte College Home page
  Departments/Programs/Services
  Professional Development
- MyBC
  Groups and Committees
  Professional Development – Faculty

A limited number of print copies were distributed to Department Secretaries and made available in the CFE.

The purpose of the college’s Flexible Calendar
The Community College Flexible Calendar Program allows a college to use up to 15 classroom days (out of the mandated 175) for faculty participation in developmental activities related to “staff, student and instructional improvement” (Title 5, section 55720). The Flexible Calendar Program is a component of the college’s overall Professional Development overall program for faculty and staff.

Butte’s 11 Flex Days
Butte College has agreed to take twelve days of the state-mandated 175 instructional days, as Flexible Calendar Days. Six (6) in fall and six (6) in the spring. The state average for flexible calendar days is six.

Butte College:
- 163 instructional days + 12 days flex = 175 Days.
- 6 hours = 1 Flex day - Determined by the Board
- 12 X 6 = 72 hour Flex Obligation

Institute Days (2) and Flex days (11)
Two days, Institute Day Fall & Spring, bring the total to the 177 day Butte College faculty contract. Full-time faculty have a contractual obligation to attend Institute Day.

Flex Calendar Record Keeping
Sign-in on Flex Workshop Attendance Forms
The college is required to accurately track and account for those flex hours for which we are paid in lieu of instructional time. Most forms for tracking independent flex are available on the Professional Development website.

Full-time Faculty: Full-time faculty’s hours are tracked and recorded by the Professional Development Office. Seventy-two hours (72) for the academic year. Your name and signature on the workshop attendance sheets verifies your participation. Professional Development cannot give flex without an original signature at the time of the event.

Full-time faculty may view a summary of their Flex hours by logging into MyBC.

At the end of the academic year, a report of all full-time faculty flex hours is submitted to the Vice President for Learning and Economic Development and the area Deans and Directors.

Associate Faculty: Associate faculty’s flex opportunity/obligation is determined by each semester’s instructional contract. The Mandatory Meeting and Flex Payment Form, accessible on line, http://www.butte.edu/prodev/forms/ is used to report your flex activities. This form is signed off by your department chair/coordinator and routed to payroll for flex payment. Remember, you can only be paid for the number of flex hours indicated on your contract. It is allowable to complete fall 2014 flex hours during the spring semester 2015 if you are contracted for that semester as well. However, it is not allowable to carry over flex hours between academic years.

Professional Development
Flex Opportunities
To fulfill the flex obligation, faculty may use a combination of activities such as:

- August/January Flex Week Workshops
- Semester Flex Workshop
- Partnerships
- Travel & Conference
- Learning Group Activities
- Department Planned Projects and Activities
- Individual Activity Contracts.
- Academic Course Work (except legally mandated for license or currency).
- Other workshops as planned by the flex committee.

Per Flex Committee Guidelines, a minimum of 50% of the Full-time faculty flex obligation should be met by participation in Butte College numbered activities. Forms, applications and additional information for these programs are available on-line at the Professional Development website. http://www.butte.edu/prodev/
Forms and applications.

- August/January Flex Workshops Pre-approved
Flex credit activities described in the August 2014 Flex Booklet, all have assigned flex numbers. These workshops have all been reviewed by the Faculty Flex Committee to ensure compliance with the Title 5 Flex Calendar Program Guidelines. The Professional Development Office will keep records of attendance at these flex workshops.
-Individual Activity Contracts (IAC)
Pre-approval required:
  - Full-time Faculty – Deans & Directors
    - Up to 50% of Flex Obligation
      - (combined IAC / Travel & Conference)
    - Associate Faculty – Chairs & Coordinators
      - Up to 75% of Flex Opportunity

Flexibility and choice in determining what is best for your own professional development and growth is supported and encouraged. Faculty may choose to do individual projects for a portion of the overall flex obligation. However, Title 5 language and Butte College Policy do not allow an IAC’s to fulfill 100% of your flex obligation. For full-time faculty, up to 50% of your obligation may be in the form of IACs. (Deans & Directors may make exceptions up to 75%). For associate faculty, up to 75% of the flex opportunity is allowable in the form of an IAC or combination of IAC / Travel & Conference. Completed IACs are to be submitted to the Professional Development Office (CFE/LB) within 10 day of completion.

Guidelines are included on the Individual Activity Contract (IAC) form. If you are not sure your project qualifies under the guidelines, full-time faculty - ask your dean/director; associate faculty – ask your chair/coordinator or call the Professional Development coordinator before you begin on your IAC.

-The Partnership Program
Partnerships offer faculty the opportunity to share ideas on classroom teaching, to improve skills, enhance knowledge, explore issues, and increase collegiality.

Faculty may participate in any number of partnerships per academic year, but not with the same individual. The partnership program allows faculty to receive from a minimum of three up to ten hours Flex credit per partnership not to exceed 50% of the flex obligation.

Associate faculty have an opportunity once each semester to earn a stipend for a partnership.

Step One - Form the Partnership
“Forming the Partnership” establishes the partnership for each person. Each partner needs to complete this form. Deliver to the Professional Development office at the beginning of the partnership.

Step Two - Track the Partnership
“Tracking the Partnership”, keeps an ongoing record of the meeting dates, time spent, and the content and value of the discussions. Each partner needs to complete and sign this form. Deliver this completed and signed form to the Professional Development office at the end of the partnership.

-Learning Group Program

- Four to twelve faculty (full and/or associate) may form a learning group.
- Pre-approval by the Faculty Professional Development Coordinator is required.

Learning groups offer faculty the opportunity to collaboratively pursue an activity that leads to the improvement of the institution. The activity should lead to one or more of the following: 1) staff improvement 2) student improvement and/or 3) instructional improvement. Faculty may participate in two learning groups per academic year. The program allows the faculty participants to determine the number of flex hours required for the group’s activity (up to 54 hours per year). These hours will be earned through reading, group discussion, and other activities the group may determine are worthwhile and must be tracked.

Step 1: Form the Learning Group
This step names the group members and establishes the texts or materials needed for the group’s activities. Initially, a Members and Project Plan Form (check Pro Dev web site for forms) must be completed and submitted to the Professional Development Faculty Coordinator for approval. At the completion of the group’s activities, each member must fill out an individual participation form.

Step 2: Track the Learning Group
The second step tracks the learning group throughout its duration. This step provides an accounting to the Chancellor’s Office for flex hours. Those hours will be awarded at the close of the group’s activities.

The learning groups are expected to meet together at the same time to fulfill the requirements of the program. The number and duration of the discussion sessions will be set by the group. A record of these meetings must be kept by each group member. Each group member will submit an individual “Tracking the Learning Group Form” to Professional Development at the conclusion of the group.

Flex FAQs

Is Institute Day mandatory?
Institute Day, beginning at 1:00 p.m. is mandated by the District for full-time teaching faculty. Institute Day participation does not count toward the 72 hour flex obligation for full-time faculty. Associate faculty are invited and encouraged to attend the President’s Address, VP updates, and PFA awards from 4 – 4:30pm in the Campus Center. Associate faculty will receive flex credit for their attendance.
What is my Professional development obligation?
The full-time faculty obligation is 72 hours for this academic year (2014/2015), July 1 to June 30. If you are teaching an overload class, you will have an additional Flex opportunity. Associate faculty Flex hours are based on load and determined by the Office for Student Learning and Economic Development.

What if I have reassigned time?
Flex hour requirements are reduced for full-time teaching faculty who have reassigned time outside of the classroom. For example: a coordinator with 25% reassigned time is responsible for 75% of the Flex hours (54 hours of Flex); a chair with 50% reassigned time would need to complete 37.5 Flex hours. Flex is not “given” for reassign time.

When can I fulfill my Flex Calendar obligation?
The Flex calendar year runs from July 1 through June 30. You may not participate (count hours for flex) at times you are scheduled to teach or hold office hours. Other than those two restrictions, you may participate in Flex activities, workshops, and individual activity contracts at any time during the day or evening.

Are Flex Calendar hours required of all employees?
Classified employees, non-classroom faculty members, and members of the management unit have no Flex calendar requirements. However, all are welcomed and encouraged to attend workshops.

Do mandatory State and insurance carrier workshops count towards Flex hours?
Yes. Professional Development and Human Resources work together to coordinate the schedule of mandatory workshops required by the State of California, BC Board Policy, and our insurance carrier. These mandatory workshops are eligible for Flex credit hours.

How do I learn about activities for Flex?
The schedule of workshops “Calendar at a Glance” will be provided in hard copy to all employees. In an effort to be sustainable, the Flex Booklet with workshops descriptions and Professional Development program information, will be available on-line at two web sites
- MyBC at the Professional Development - Faculty site under Groups & Committees
- Butte College Home page Professional Development - under the drop down menu for Departments/Programs/Services

What if I plan to do an activity that’s not scheduled? Can I create my own project?
If you are planning to do an individual activity, details for this contract—which require pre-approval—are clarified on page 16 of this Flex Calendar Basic document.

Who can offer workshop?
Professional Development welcomes new ideas for workshops and encourages faculty and staff to share their expertise. Submit a copy of the flex workshop proposal form. (http://www.butte.edu/prodev/forms/)

Can Flex hours carry over from one academic year to the next?
No. Neither full nor associate faculty may carry over flex hours from one academic year to the next.

Associate faculty may carry over flex hours from fall to spring as well as apply spring hours back to the fall if needed.

Are department meetings eligible for Flex credit?
Full-time faculty are required to participate in day-to-day management of their department. Regularly scheduled department meetings, usually monthly, are not appropriate for Flex credit. Meetings above and beyond the norm (some departments hold weekly meetings) may be accepted for Flex. These “above and beyond” hours are approved in advance with the professional development faculty coordinator and then recorded by chairs/coordinators.

Besides Institute Days, which scheduled Flex activities are required for full-time faculty?
Department meetings, held on the last Tuesday before the beginning of instruction, are considered required for full-time faculty. Some departments schedule their meetings at other times.

How are all these decisions made?
California Code of Regulations Title 5, specifies criteria to participate in the Flexible Calendar Program. Actual number of flex days and the specific days are negotiated by the BCEA and the Board of Trustees. Faculty policies for Professional Development have been recommended by the Faculty Flex Committee and reviewed by the Academic Senate and supported by the administration.

Do You Have Ideas?
Contact Shirleigh Brannon at the Professional Development office with your suggestions and ideas for Fall 2014 workshops. Shirleigh can be reached at the Professional Development office or E-mail her at branonsh@butte.edu

Center for Excellence - Library 210