Workshops Begin in Early August

Professional Development welcomes you back for the Fall 2015 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 13th. 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 13th – 21st, 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, Magian Smith, can be reached at (530) 895-2854. Dr. Teresa Ward, the new Faculty Professional Development Coordinator can be reached at (530) 895-2543. Bambi Mayfield is the Classified Professional Development Coordinator and Donna Weaver is the new Management/Supervisory/Confidential (MSC) Professional Development 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.

Butte College Core Values

Students First
Excellence
Respect
Diversity in Community
Communication
Accountability
Sustainability

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 2015 Calendar at a Glance and the Flex Booklet posted on the sites above.

Campus Location Key
AHPS Allied Health Public Svcs.
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
Institute Day

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Wednesday, August 12

376.10  Butte Employee Education Program (BEEP) Part I

7 hrs Flex credit  8 — 3pm

Bambi Mayfield  Center for Excellence

BEEP Part I: Getting to Know Butte College
This session begins with our own Interim Superintendent/President, Dr. Samia Yaqub providing a warm welcome and a bit of history about our campus. Ever wonder how the college mission, strategic direction and values are implemented in your daily job duties? That will be covered, and then, you’ll learn all about the matriculation process and what steps a person has to take to become a Butte College student. Find out where offices are located and who to call when you have questions. You will come away with some fabulous prizes and goodies too!

Thursday, August 13

5  New Full-time Faculty Orientation

6.5 hrs Flex credit  9 — 3:30pm

Brenda Stagner, Laura Rapozo-Davis  LRC 144 / CFE

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.

500  The Magic of Pilates

1.5 hrs Flex credit  9 — 10:30am

Chiraporn (Dtim) Tatum  GYM 113

An invitation of an hour and 30 minutes to “The Magic of Pilates” – a form of body and mind workout created by Joseph Pilates over a century ago! In this unique opportunity, you will discover the key principles of Pilates that are extremely adaptable to people of all ages like magic or the golden key for you to discover power within you to live a quality and healthy life. You will also learn how this workshop can be quickly and effectively created as an online workshop.
Western Culture is proud of its scientific accomplishments and technological progress. We think ourselves as objective data-driven creatures that ultimately make choices based on evidence. This is largely true, yet there is a disturbing trend toward irrationality in the west and a willingness to believe the most absurd notions about the universe. Polls repeatedly demonstrate an appalling lack of basic scientific and historical knowledge among regular people. Many of our fellow citizens cling to the most bizarre beliefs and willingly swallow pseudoscientific claptrap. We’ve reached a strange sort of sociological schizophrenia - we love technology and all of its titillations, yet we despise what the underlying science suggests about the human experience and ourselves. This workshop seeks to identify the specific reasons for why so many westerners resolutely refuse to accept the basic facts of life. We will approach this through science, anthropology, and psychology.

How long can we live without pennies, nickels, dimes and quarters? What is the best “bet” at roulette? Learn the concept of “expected value” or long-run average affects your life. You will leave convinced we don’t need change at restaurants and that not all roulette bets are equal. Some are better than others. Come find out your best bet!!

As a travel extension of his GEO-grant award, join agricultural science instructor Robert Landry as he shares his experience touring numerous small diversified farms in the Netherlands and Germany this summer. His tours range from producers of rare edible plants and anti-malarial medicine, to the Dutch master growers and a stop at the world’s largest flower auction as well as one of the oldest botanical gardens in existence. Hear and learn about these unique places and the people who opened up their farms to him for this amazing eco-agricultural experience. He’ll also discuss how he plans to share his experience and knowledge gained with his students at Butte College.

Making your syllabus compatible with ADA requirements and assistive technologies doesn’t have to be a nightmare. Plus, the benefits to students with learning or physical disabilities make doing so worthwhile. We’ll look at some tools and tricks to simplify the process. Be sure to bring a syllabus that you’re updating or creating (either paper or electronic version).
Calling past and future Safe Zone training participants! We need your input. We would like to share some of the revisions to the program we are considering and elicit your feedback. We would also like to brainstorm ways to get consistent institutional support for the program, so we don't have to go scrambling for funding each year. We would also like to hear from you what your major challenges and successes have been in becoming an "active ally" here at Butte College, what ways you may have found to foster "celebratory spaces" for LGBTQ students on campus. What are some of opportunities you've had to recognize your own privilege (in the classroom, among colleagues, among students, in the community), and how did you respond to those? Can we brainstorm better ways to respond to various forms of our own privilege and use them to make us more productive and active allies? If you'd like to share your input but cannot make it to the follow-up session, please e-mail your feedback to dahlcr@butte.edu.

This workshop will provide an overview of feminism and feminist theory and help you incorporate gender equity into your curriculum.

Our modern world relies increasingly on wireless technology - smart phones, Internet, digital television, TV remote controls, RFIDs, smart utility meters, cordless phones, garage door openers, computer peripherals, toll speed passes, and GPS-coordinated apps to name just a few. There are now plans (Some of them old) to begin transmitting electrical power over wireless networks to finally free our devices from burdensome cables and wires. This workshop gives an overview of wireless systems, how they work, their advantages and disadvantages, how wireless electrical power transmission might be achieved in the near future, and what all of this means for the future of technology (and our sanity). The presenter is a scientist, not a tech guru, so feel free to bring along your favorite device to talk about.
Friday, August 14

250  11th Annual TMI Faculty Symposium: “Designing for Student Success”

5.5 hrs Flex credit  8:30 — 2pm
TMI Staff  AHPS 118 A & B + Breakout Rooms

This popular mini-conference is one of the best ways to rejuvenate yourself for the semester ahead! Please plan to join your faculty colleagues and your friends in TMI for a spirited dialogue focusing on maximizing student success in and out of your classroom. Our focus this year will revolve around improving our workflows via Universal Design for Learning. Attendees will also receive an overview on the status of BC’s campus-wide discussion on the feasibility of adopting the California Community College System’s new Common Course Management System. A catered luncheon will be served. RSVP is required - www.butte.edu/tmi/events

603  Sustainable Home Tour

2 hrs Flex credit  2:30pm — 4:30pm
Tip Wilmarth  Home of Tip Wilmarth

Meet at the Center for Excellence at 3pm to carpool over to Tip’s home for a tour of his off the grid sustainable home. Please RSVP to Magian Smith at smithma@butte.edu. Limited to the first 25.

Monday, August 17

300  What’s New at the Bookstore?

.5 hrs Flex credit  8:30 — 9am
Lori Wangberg, Steve Demaggio  Center for Excellence

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.

103  Nursing - Teaching Childbirth to Students Through Simulation

1.5 hrs Flex credit  9 — 10:30am
Susan Craig  AHPS 209

See how nursing students are taught the process of childbirth through several hands on experiences with childbirth. These include low fidelity simulation used from everyday items, all the way to a high fidelity simulation of an actual childbirth! Hands on experiences will allow you to understand how using simulation in your classes enhances the culture of learning and provides education to meet the needs of all the learning styles. Join your colleagues and come “get your hands wet” (so to speak).

117  Tips for Teaching Second Language Learners

1.5 hrs Flex credit  9 — 10:30am
Tina Day  MC 243

This workshop will give you tips you can use in your content area course to support second language learners you will leave with ideas and materials you can use right away.
325 HR’s New Hire Orientation

2 hrs Flex credit  
9 — 11am
Stephanie Ricci, Shelly Knifong  Center for Excellence

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.

104 Nursing: You Can’t Kill the Patient - Using Simulation to Develop Critical Thinking

1.5 hrs Flex credit  
10:30 — 12pm
Brenda Johansson, Jaime Laffins  AHPS 211

The basic principles of teaching with simulation will be presented during the workshop. Participants will have an opportunity to tour both the adult and pediatric sim labs on campus, and experience simulation learning as a new learner.

700 Creation/Evolution Divide

1.5 hrs Flex credit  
10:30 — 12pm
Gary Fugle  MC 244

Emeritus biology instructor Gary Fugle will summarize the content and intent of his new book, *Laying Down Arms to Heal the Creation-Evolution Divide*. What is the relationship between science and spiritual worldviews (atheist, agnostic or religious)? What are the concerns of evangelical Christians? How do scientists contribute to controversy? Why is evolution important, and what do we know about it? How can Christians approach the early chapters of the Bible – is it history, metaphor or something else? If any of these questions interest you, come join the discussion.

200 Club Advisors’ Luncheon

1.5 hrs Flex credit  
11 — 12:30pm
Yvette Zuniga  Swing Space F (SS-F)

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

105 Nursing: Microbes and Isolation

1.5 hrs Flex credit  
12pm — 1:30pm
Shaaron Vogel, Laurie Meyer, John Beadle  AHPS 217

Ebola, C Diff, drug resistive microbes and more are present in our environment. You have heard in the news why they think this is happening and why it is spreading but come hear it from a nurse’s perspective. Get a chance to apply safe practices to keep you and your family safe. Also how can you share these concepts with your students?

361 Collaboration is Key: Student Equity Funding for Projects

1.5 hrs Flex credit  
12pm — 1:30pm
Cristina Dahl, Monica Brown  MC 243

Student Equity funding for projects that bring together student services and academic departments to improve cultural competency on campus.
106  Reading Apprenticeship: Improving Reading in Content Classes

1.5 hrs Flex credit 1:30pm — 3pm

Cynthia Bynoe, Heather Springer  MC 247

Join Heather Springer (ENGL) and Cynthia Bynoe (POL) for an introduction/refresher to boosting student reading in content classes. Reading apprenticeship is a nationally recognized program that trains STEM and other instructors in understanding “discipline-specific ways of reading, writing and thinking.” We’ll cover the basic approach RA takes through a few fun, classroom applicable exercises.

606  Beethoven: How Did He Do It?

1.5 hrs Flex credit 1:30pm — 3pm

Mark Latham  ARTS 113

Beethoven was a motivic composer, able to get maximum musical mileage out of the most simple, short musical ideas. In this workshop, we will hear how Beethoven took four notes and turned them into the first movement of the iconic 5th symphony. Non-technical, just bring your ears!

352  Peer Evaluator Training

2 hrs Flex credit 2pm — 4pm

Kam Bull, Mario Vela  MC 243

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.

118  Closed Captioning: Ways to Meet the Mandate

1.5 hrs Flex credit 3pm — 4:30pm

Katherine MacKinnon  LB 216

Did you know that all video material that you use in your classroom must be captioned regardless of the presence or absence of a hearing-impaired student in the class? Plus, captions also benefit ESL students, students with some learning disabilities, students who learn best through visual text-based methods, and students needing to study in noisy or headphone-unfriendly environments. Bring video materials that you want to use in your class, and we’ll walk through approaches to getting the captioning you - and your students - need.

604  Satellites: A Much Smaller World

1.5 hrs Flex credit 3pm — 4:30pm

Michael Panunto  MC 243

Much of modern life relies on instant communications and global data collection, a great deal of which is provided by orbiting satellites offer a platform for a multitude of communications, entertainment, military, political, and scientific applications. When we gaze at the night sky, we see a dazzling and unchanging firmament; we often forget (or perhaps never knew) that the sky is filled with thousands of objects whizzing quietly by that perform tasks that directly affect our lives. There are currently over a thousand operational satellites orbiting Earth along with many times that number of inert bits of junk. Most of these objects are benign and very useful, but some are not. This workshop gives an overview of orbital mechanics and how various governments and corporations exploit satellite technology for scientific research, profit, and military and political advantage. If you understand that what goes up must come down and if you can readily see the difference between a circle and an ellipse, then you have the basic tools needed to understand orbital mechanics and satellite motion.
900.10  Academic Senate Retreat
3 hrs Flex credit  5pm — 8pm
Carrie Roberson  Center for Excellence
The Academic Senate will meet to prepare for the upcoming academic year, establish Senate goals and to orient the new senators.

Tuesday, August 18

22  Chairs & Coordinators Retreat
1 hrs Flex credit  8 — 9am
Don Robinson  AHPS 123
Department Chairs & Coordinators will meet to prepare for the academic year.

900  Academic Senate Forum
2.5 hrs Flex credit  9 — 11:30am
Carrie Roberson  AHPS 118 A & B
The Senate will keep you informed about critical academic and professional issues. Emeritus Faculty will be honored. Plan to attend!

901  BCEA Luncheon
2 hrs Flex credit  11:30 — 1:30pm
Mario Vela, Shaaron Vogel, Jeff Jordan, Randy Maday, John Soldate, Ken Speed  AHPS 118 A & B
It is time again for those wonderful lunch conversations about what is happening at the state and locally. We will get an update from our negotiations team and discuss any hot topics impacting faculty.

902  Department Meetings
3 hrs Flex credit  2pm — 5pm
Department Chairs  TBA
Chairs and coordinators will announce locations.

308  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.
**Associate Faculty Orientation**

8:30 — 11am

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.

**Book in Common**

9 — 10:30am

Kelly Fredericks, Jennifer Lasell  
MC 243

Butte College and Chico State University announced the Book in Common selection for 2015-16, *Just Mercy*, by Bryan Stevenson. Please join the Book in Common Committee for an introduction to our new community read.

**INSTITUTE DAY RECEPTION**

10:30 — 11am

Campus Center

Enjoy some refreshments and conversation with your colleagues before the main activities begin.

**President’s Program & Guest Speaker**

11 — 12:30pm

Dr. Samia Yaqub  
Campus Center

1.5 hours of Flex credit for Associate Faculty. Mandatory for all full-time faculty.

**INSTITUTE DAY LUNCH**

12:30pm — 1:30pm

Campus Fountain Lawn

Join your colleagues across constituencies for a delicious BBQ lunch.

**Faculty Mini-Sessions**

1:30pm — 3pm

Monica Brown  
ARTS 160

Student Equity will present three mini-sessions addressing current Student Equity initiatives at Butte College:

1. Student Equity Data
2. Student Panel
3. Student Equity Projects
17 PFA meeting

1.5 hrs Flex credit 1:30pm — 3pm

Stacey Burks  Center for Excellence

Join Associate Faculty Association President Stacey Burks and get an update on all the PFA issues as well as the work being done through the Senate, the Participatory Governance Committee and Professional Development.

904 Department Meetings

2 hrs Flex credit 3pm — 5pm

Department Chairs  ARTS, AHPS, LRC

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 20

100 Read or Die: Helping Students Embrace the Struggle of College Reading

3 hrs Flex credit 9 — 12pm

Nicole LaGrave, Suzanne Gripenstraw  MC 244

Are you interested in helping your students become better readers? Would you like your students to have a greater understanding of our content? If so, please join us as we discuss, model, and practice strategies to help all students tackle the challenges of reading in college.

108 Get Out of Jail Free

1.5 hrs Flex credit 9 — 10:30am

Mari Peters, Dr. Teresa Ward  MC 247

Want to know what it is really like to teach inmates? Want to know how one instructor took on this challenge? Then come and listen to a firsthand account of how one instructor is doing just that. Mari Peters is currently “going to jail” to teach inmates. Come and hear how inmates are taking a Butte College Class to learn how to believe in themselves, become a part of the “college” culture, and work their way to become productive members of society. In this rare opportunity, Butte College has partnered with the Butte County Sheriff’s Department to offer CLP 334 (Workplace Readiness) at their facility, better known as the Day Reporting Center. Come hear how the process began with Teresa Ward becoming a grant coordinator for the WIA Title II, asking a colleague to teach a class to inmates and everything that followed from the logistics of this implementation, the cusses of this program and future implications for teaching populations outside the traditional classroom modality. Questions and related ideas are welcomed as we ask ourselves “where do we go from here?”

201 Student Rights and Faculty Due Process

1.5 hrs Flex credit 9 — 10:30am

Allen Renville  MC 243

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?
608 Death, Grief and Humor

1.5 hrs Flex credit 12pm — 1:30pm

Christina Barber  MC 244

In life we know there are only two certainties: death and taxes. This workshop is not about taxes!

Self-proclaimed “death expert” and Communication Studies instructor Christina Barber will facilitate this workshop about death, grief, and humor. Irreverent humor (and sometimes reverent) will prepare you for the death and grief of a loved one, or perhaps your own. Learn how to deal with death (ugh), and survive grief with humor and grace. Not for the faint of heart...

609 An International Perspective of Food in the Bio-based Economy

1.5 hrs Flex credit 1:30pm — 3pm

Robert Landry  MC 247

Have you heard of the Bio-based Economy? Do you want to know what international experts are saying about the sustainable provision and access of food in the global bio-based economy? Join in the discussion with agricultural science instructor Robert Landry and hear about what he learned from attending this international conference in the Netherlands this summer. He’ll also discuss how he plans to integrate this experience from attending the conference in the classroom.

610 Musical Legacy of the 70’s

1.5 hrs Flex credit 1:30pm — 3pm

Mark Latham  ARTS 113

While the 60's remained relatively focused, stylistically speaking, the 70's saw the fragmentation of styles. In this workshop, we will focus on the decade's styles that have had the most lasting influence on music today: Singer/songwriter, Punk/New Age, Reggae, Funk, and Outlaw Country. Maybe just a hint of the beginning of Rap.

350 Diversity Committee

1.5 hrs Flex credit 2pm — 3:30pm

Nena Anguiano  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.

109 Solving the Mysteries of APA Format

1.5 hrs Flex credit 3pm — 4:30pm

Adelaide Kreamer  MC 248

APA style and format can be confusing, but this Flex session will simplify APA citations and references into an easy formula and provide resources that can be helpful for you AND your students when navigating the in’s and out’s of the APA writing standard.
700.10  ISW Facilitators’ Meeting
1 hrs Flex credit  3pm — 4pm
Donna Davis, Shaaron Vogel, Maggi Dorsett, John Beadle, Suzanne Wakim  MC 244

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.

903  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.

Friday, August 21

111  Theories on Group Roles
1.5 hrs Flex credit  9 — 10:30am
Shannan Troxel, Steve Price  MC 243

During this flex session we plan to introduce some foundational information about group functions and role behavior. When working in task groups, members will assume specific roles based on their own experiences, personalities, and what is expected of the group. These roles can be both positive and negative - so it is important to know what roles are being played and how that affects the group. In addition, we will discuss psychoanalytic theory and the concepts contributions it has made to the area of group development and roles. Participants are asked to come with an open mind - ready to apply this information to student groups they observe and their own experiences.

324  Equal Employment Opportunity (EEO) Rep Training
3 hrs Flex credit  9 — 12pm
Nena Anguiano, Kelly Barron, David Danielson  MC 244

Do you want to ensure the integrity of hiring processes at Butte and to reinforce the District’s commitment to hire and retain diverse faculty and staff? Then you want to volunteer as an Equal Opportunity Representative on hiring committees. This training focusses on discussion, interaction, and analysis. No slides, no jargon, and we don’t do a lot of talking. You will be doing the talking instead and the three hours will be action-packed. Come prepared to get involved and to think clearly about challenging issues. [Note: this is also the training that is required to renew your EEO rep qualifications every two years.] Please RSVP to Jane Alt: altja@butte.edu

400  Google Drive
1.5 hrs Flex credit  9 — 10:30am
Michael Nevens  LB 216

Using Google Drive and Google Docs for teachers. Learn how to utilize the Google drive and its applications to replace all your "office" files. Store everything in your personal cloud and integrate files into blackboard for your classes. Learn how to revise your syllabi, assignments and instructions in such a way that they automatically modify themselves across all platforms and eliminate your dependency on files, flash drives and computer hard drives. One of the greatest tools for teachers that has become available in years. We will also discuss how to do the very same thing with the Windows Live and Yahoo platforms instead of Google if you prefer.
**115 What Can Drafting Technology Do For YOU & Your Classroom/Program?**

1.5 hrs Flex credit  
10:30 — 12pm  

John Dahlgren  
LRC 116

Drafting and CAD Technology at Butte College is available not only to help students with their education goals but can also help YOUR students in YOUR classroom or program! We have services including CAD drafting, 3D solids modeling, scanning up to 36” wide in full color and high resolution, printing of documents or signage up to 24” wide and oh can we 3D print! Please take an opportunity to visit the Drafting Technology lab for a guided tour of our capabilities to help YOU reach your students! You will be taken through each of our technologies and then provided with hands-on time to develop YOUR classroom needs into solutions in the lab!

**116 Socratic Seminar**

1.5 hrs Flex credit  
10:30 — 12pm  

Michael Nevens  
MC 243

The Socratic Seminar Method for classroom discussion. Learn how to utilize the Socratic Seminar method to initiate and foster group guided discussions in class through a series of leading questions. Increase student participation and engagement while providing a unique type of accountability for assigned readings.

**203 Butte College Emergency Food Pantry**

1.5 hrs Flex credit  
10:30 — 12pm  

Debby McCurry  
MC 248

The Butte College Emergency Food Pantry began in the fall of 2008 in response to student’s talking to instructors about the inability to concentrate due to the fact they hadn’t eaten in several days. A district announcement went out requesting student nominations and items for Holiday Food Baskets and the response was immediate and significant. All around campus, food poured in and 36 students received food baskets that year! Additionally, so much food was donated that the pantry was “born”. A room was found to store the food and, since then, 430 students have received holiday food baskets and over 3400 bags of food have been given to students. The Pantry is supported completely by payroll deductions, food drives and class/club/department competitions and projects. If you would like to find out how to support the pantry or how to refer a student for either a bag of food or holiday basket, this workshop is the way to do it! How does a student qualify? Where to get a bag of food? These questions and more will be addressed.

**611 What’s Online Flex?**

1.5 hrs Flex credit  
10:30 — 12pm  

Dave Stephens, Peter Dahl  
MC 247

Did you know that BC faculty can earn flex online, anytime and anywhere? Please join members of the Pro Dev Faculty Flex Committee as they showcase the new online “Professional Development Workshops” course within Blackboard. Participants will receive an introduction of the current online flex offerings and a brief overview of how to get your own workshops online for the benefit of the college community.
The August 2015 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.

**Faculty Flex Calendar Basics**

**Fall 2015**

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 eleven days of the state-mandated 175 instructional days, as Flexible Calendar Days. Six (6) in fall and five (5) in the spring. The state average for flexible calendar days is six.

Butte College:
- 164 instructional days + 11 days flex = 175 Days.
- 6 hours = 1 Flex day - Determined by the Board
- 11 X 6 = 66 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. Sixty-six hours (66) 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/](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 2015 flex hours during the spring semester 2016 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 web site. [http://www.butte.edu/prodev/](http://www.butte.edu/prodev/)

**-August/January Flex Workshops Pre-approved**

Flex credit activities described in the August 2015 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 210) 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 49.5 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 11:00 a.m. is mandated by the District for full-time teaching faculty. Institute Day participation does not count toward the 66 hour flex obligation for full-time faculty. Associate faculty are invited and encouraged to attend the President’s Program and Guest Speaker from 11am – 12:30pm 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 66 hours for this academic year (2015/2016), 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 (49.5 hours of Flex); a chair with 50% reassigned time would need to complete 33 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 the Individual Activity Contract section 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 Dr. Teresa Ward at the Professional Development office with your suggestions and ideas for Fall 2015 workshops. Teresa can be reached at the Professional Development office or email her at wardte@butte.edu

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