

Academic Senate Flex Workshop Discussion

4/15/19 meeting (first read) and 4/29/19 meeting (second read)

The members of the Local Planning Group (LPG) are actively working to listen to and address faculty feedback, suggestions, and concerns about the existing flex and focused flex workshop process. LPG members recognize that each campus in our district has different processes for flex workshops.

LPG members ask the Academic Senate to discuss and consider recommending the following solutions to LPG. Policies for faculty professional development activities are #8 of the Academic Senate 10 + 1 academic and professional matters.

Concern: *The form we have to submit at the end of the year is redundant (because we register online) and is not required by UF contract.*

Proposed Solution: Beginning fall 2019, flex workshops and registrations will go through a new software system that will digitize the flex reporting and streamline the process. Sabrina Kwist, Dean of Equity and Inclusion, will be sharing information and updates about this new software system with the Academic Senate. Contract section 10.4.6 reads: Faculty must submit a completed Flex agreement each year.

Concern: *It is difficult to have focused flex in the middle of flex week just before opening day, when my department needs to be running content specific workshops, supporting adjunct faculty with discipline specific workshops, or working on assessment, and when classified professionals are extremely busy serving students.*

Proposed Solution: LPG can move focused flex to the first day flex week, starting in spring 2020 semester. LPG will monitor feedback to see if faculty and classified professionals prefer having focused flex on the first day of optional flex.

Concerns: *The rule about not scheduling any other flex activity during focused flex is inconvenient. Is focused flex aligned with the contract? Faculty should be able to attend and schedule other flex during that time if they so choose.*

Proposed Solution: For spring 2020 and fall 2020, LPG can try a combination of moving focused flex to the first day of flex, and soliciting a variety of flex proposals aligned with the focused flex theme for the afternoon focused flex sessions. If faculty like this option, LPG could determine a theme for the morning portion of the next focused flex at the first LPG meeting of each semester, and include this theme in a call for related flex proposals for the afternoon. LPG will monitor feedback to see if faculty and classified professionals prefer these changes. LPG will report back to the Academic Senate in spring 2020 and/or fall 2020 with a summary of feedback about the flex changes.

Contract language related to flex is attached on the next pages

Relevant Excerpts from UF Contract 2017-2020

10.4 FLEXIBLE CALENDAR:

- 10.4.1 'C' and 'A/C' Faculty whose semester length class days and holidays do not add up to 18 weeks will have flex responsibility.
- 10.4.2 The number of hours of flex time for members with released time or reassigned time shall be reduced by the same percentage as the members' released time or reassigned time.
- 10.4.3 The number and designation (mandatory, optional, or variable) of flexible days shall be negotiated at the same time as the academic calendar. The flex days shall be included in the District calendar.
- 10.4.4 Variable flex for contract or regular faculty may be completed at any time during the current fiscal year (July 1 – June 30). Variable flex may be applied during the summer, recesses, or weekends. Variable Flex may be applied after 4pm on instructional days without LPG approval or before 4pm on instruction days for activities which are LPG approved and provided faculty meet all contractual obligations on those days. Temporary faculty must complete flex hours during the semester they are employed.
- 10.4.5 Faculty members are required to serve five (5) hours for each designated mandatory, optional, or variable flex day. Faculty members shall be given flex credit for a maximum of eight (8) hours per calendar day.
- 10.4.6 Faculty must submit a completed Flex agreement each year.

Continued with Appendix A on next pages ...

APPENDIX A

FLEXIBLE CALENDAR

A. **Local Planning Group**

The Local Planning Group shall consist of equal representation from faculty and management. All votes shall be secret ballot. Representation shall be as follows:

| | |
|-----------------------|------------------------------------|
| Contra Costa College: | 8 managers and 8 faculty members |
| Diablo Valley College | 10 managers and 10 faculty members |
| Los Medanos College: | 6 managers and 6 faculty members |

The Local Planning Group will develop recommendations to the college president for implementing the provisions of Section 84890 of the Education Code. These recommendations will include the number and types of activities and the staffing requirements to carry out the plan. Proposals for activities outside of the annual plan shall be submitted to the Local Planning Group on appropriate forms* for a recommendation.

No grievance may be filed in regard to any recommendation of the Local Planning Group concerning approval of activities; however, if the decision of the president is different from the recommendation of the committee, that decision may be grieved.

B. **Activity Assignments**

The assignment of specific individuals to regular flex activities will follow the same department/sub-area guidelines used for scheduling procedures specified in the contract. The need for an entire department/sub-area to staff a flex activity shall take priority over an individual assignment.

C. **Faculty Accountability**

Upon the adoption by the president of the flexible activities schedule, each faculty member shall file on an appropriate form* a description of the activity with the designated manager.

Upon completion of the flexible activity, a report will be forwarded on an appropriate form* to the designated manager to verify compliance with the proposed activity.

If, in the opinion of the designated manager, a faculty member has failed to complete or fulfill the flexible activity obligations, the report to that effect will be forwarded to the Local Planning Group for a recommendation to the president.

D. Flex Activities

Appendix A

1. An Inter-college Coordinating Committee will be formed.
 - a. It will consist of:
 - Chancellor as chair
 - the college Presidents
 - Staff Development coordinators from each college
 - 2 representatives from each Local Planning Group: one a faculty member, one a manager, to be chosen according to procedures developed by each LPG for itself
 - the district-wide flex coordinator
 - additional member(s) as needed to assure that the Committee shall always be equally balanced between management and faculty. An imbalance shall be corrected by appointment from the LPG's; which college LPG shall be determined by the Chancellor for management and the UF President for faculty.
 - b. The duties of the Inter-college Coordinating Committee will be:
 - i. to identify the inter-college critical needs to be addressed on one flex day per academic year, and to designate the date of that day during the day(s) in January required for all faculty. Specific planning for the day will be carried out by the LPG's at each college.
 - ii. to designate one flex day per academic year on which no workshops or college-wide activities will be held, to enable those subject areas which wish to schedule inter-college area meetings to do so. Department meetings are permitted. This day shall be scheduled during the four days in January required for all faculty.
 - iii. publish the schedule of workshops.
 - iv. review the flex activity report to the state.
2. The remaining days will be available for college-wide, division and department, and individual activities as designated or approved by the LPG's according to their own guidelines.
 - a. Faculty must request permission of the college LPG for any flex proposal which would necessitate missing the inter-college day designated according to (D.1.b.i) above, or the inter-college area meeting if they are in a subject area which schedules such a meeting.
 - i. If the Chancellor does not agree with the college LPG's recommendation, he may request a meeting of the college LPG or its designated representative(s) to express his concerns. After the discussion the college LPG may reconsider, but in any case the Chancellor will accept the recommendation of the college LPG.

* The United Faculty and the District shall mutually approve all forms.