Local Planning Group for Flex (LPG)

February 23, 2017

4:05 p.m.

 CO-420

Present: Kristin Conner (M); Courtney Diputado (C); Erlinda Jones (F); Margaret Kenrick, (F) Professor/LPG Chair; Janice Townsend (F) Professor/Equity PD Facilitator; Hannah Tatmon (S)

Staff present: Mary Oleson, Hannah Tatmon

Absent: Robin Armour (M), Mike Becker (M), Carla Rosas (M)

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| Topic/Activity |
| 1. **Welcome and Review of Agenda -** Margaret Kenrick, Chair, opened the meeting at 4:05 p.m. The Agenda was reviewed and approved. The December 1, 2016 Minutes will be reviewed at the next meeting.
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| 1. **Variable Flex Proposal Review**
2. Faculty Empowerment Teams - Janice Townsend submitted a Variable Request for Faculty Empowerment Team workshops (multiple dates in Sp17).
3. Adjuncts participating in Assessment/COORs Writing (Scott Hubbard/Briana McCarthy) (Hand-out) - Discussion took place regarding the difference between flex-eligible assessment work and non-flex eligible assessment work (didactical dialogue vs. writing/doing assessment work). Traditionally, didactical work during Flex week has been approved, with the importance of engaging with a larger group considered. Examples of precedent and the need for clear guidelines were discussed. Janice mentioned the old “camp” model which provided training on assessment for groups. Margaret Kenrick, Chair, stated that she will suggest the “camp” model to Scott and Briana, along with having further discussions that may be helpful, with Kevin Horan. Sabrina will join Margaret. In the past, faculty would receive a $250 stipend to rewrite courses but not for assessment. It sometimes took 8 hours to rewrite a course. Now, it is a simpler process, because there is a model. It was suggested that Title V language be reviewed. The item will be tabled and Margaret will communicate with Briana and Scott. An update will be provided at the next meeting.
4. Using Netlab - Clayton Smith (Monday, Feb. 27)
5. FAM Training Sessions (February 21, 22, 23, 24)

The turn-around time needed to pre-approve variable flex requests was discussed. There is currently a two-week lead time which provides an opportunity for staff to upload the proposals received for review OR schedule the item for the next monthly LPG meeting, if the schedule allows. The Instructions for Facilitators notes the turn-around time necessary. It was suggested that language could be added, keeping the two-week lead time language, that items may not be approved if submitted within the two weeks prior to the activity. It was also suggested that the deadline be fluid, and not firm. It was noted that all FAM workshops were pre-approved for the SP17 semester during the SP17 Review meeting held on December 1, 2016.Janice Townsend made a Motion, and Kristin Conner seconded the Motion, to approve the above items (a), and (c). Item (b) has been tabled. Item (d) was preapproved on December 1, 2016. All were in favor and the Motion was approved.  |
| **Focused Flex -** After reviewing the evaluations and related input from Professional Learning-Flex week in January, members had a discussion about potential topics for Focused Flex day in Fall, 2017. Highlights include the following: 1) obtaining research data on students’ perception of faculty 2) focus group findings in Student Equity Plan, 3) equitizing program review (see 6-year plan in Equity and Inclusion office), 4) Six Success Factors for Classified.LPG members are encouraged to reach out to their constituency groups for suggestions. |
| 1. **Adjournment**  - The meeting adjourned at 5:10 p.m.
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| **Next Meeting: LPG meets the 4th Thursday of the month, 4 - 5 p.m. immediately following PDAC.**  |