

CCC 2018-19 Flexible Calendar Activity Submission Form

1. Flexible Calendar Activity Submission Form

1. Please enter today's date

05/16/2018

2. College information page

2. Select your college from the dropdown list below.

Gavilan College

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

First Name

Randy

Last Name

Brown

Title

Associate Dean

Email Address

rbrown@gavilan.edu

Phone Number

4088484847

Fax Number

Business Mobile Phone

8315241096

4. How do you prefer to be contacted?

Email

5. Will your college be participating in the Flexible Calendar Program in the 2018-19 Academic Year?

Yes

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

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

a) Compressed Calendar (16 week semester)

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

175

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

7

4. Flexible Calendar activity page

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

- Activity 1 : Revising curriculum
- Activity 2 : Attending instructional training events
- Activity 3 : Observing part time faculty
- Activity 4 : Examining instructional innovations
- Activity 5 : Implementing outcomes into course design
- Activity 6 : Meetings with department about course improvement strategies
- Activity 7 : Sharing of best practices at events
- Activity 8 : Conducting study groups and exam preparation
- Activity 9 : Constructing instructional materials.

Attached Workshops List.

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

- Activity 1 : Participating in Guided Pathways planning and training events
- Activity 2 : Participating in enrollment management meetings
- Activity 3 : Participating in skill development workshops
- Activity 4 : Writing for publication
- Activity 5 : Creating and offering professional development workshops
- Activity 6 : Learning new software systems
- Activity 7 : Conducting technology trainings
- Activity 8 : Meeting with industry partners
- Activity 9 : Participating in Faculty Inquiry Groups
- Activity 10 : Conducting faculty mentoring
- Activity 11 : Participating in tenure review committee

Copy of Attached Workshops List.

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

- Activity 1 : Conducting program review
- Activity 2 : Developing and implementing program plans
- Activity 3 : Developing new curriculum and programs
- Activity 4 : Implementing new software
- Activity 5 : Assessing student portfolios or student projects
- Activity 6 : Developing ADT programs
- Activity 7 : Participating in department discussions on outcomes and benchmarking
- Activity 8 : Reviewing assessment and dashboard data
- Activity 9 : Attending statewide training events
- Activity 10 : Development of lab manuals

Copy of Attached Workshops List.

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

- Activity 1 : Recruiting efforts
- Activity 2 : Reviewing articulation of courses
- Activity 3 : Offering non-instructional programs for students
- Activity 4 : Initiating district outreach efforts.
- Activity 5 : Offering non-instructional support services for students
- Activity 6 : Attending statewide cohort meetings
- Activity 7 : Reviewing catalog and updateing program promotion materials
- Activity 8 : Serving on integrated planning and other relevant committees.
- Activity 9 : Participating in Guided Pathways planning and training events
- Activity 10 : Attending targeted trainings on trauma-informed instruction and student mental illness.

Copy of Attached Workshops List.

13. Please list those activities related to learning resource services. (Limit of 300 characters per activity)

- Activity 1 : Participating in Guided Pathways planning and training events
- Activity 2 : Assessing and reporting outcomes and implementing improvements
- Activity 3 : Assessing library and database holdings
- Activity 4 : Participating in in-person and online trainings
- Activity 5 : Participation in cross-functional meetings
- Activity 6 : Conducting library orientations
- Activity 7 : Updating website materials

Copy of Attached Workshops List.

14. Please list those activities related to related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity. (Limit of 300 characters per activity)

- Activity 1 : Advising students
- Activity 2 : Offering skill-building workshops for students
- Activity 3 : Assessing and placement advising for ESL students
- Activity 4 : Creating and offering specialized orientations for particular student groups
- Activity 5 : Participating in planning for SSSP and Equity efforts
- Activity 6 : Participating in student government-sponsored events.
- Activity 7 : Attending sexual harassment workshops
- Activity 8 : Conducting additional office hours for students

Copy of Attached Workshops List.

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

- Activity 1 : Attending departmental meetings
- Activity 2 : Attending division meetings
- Activity 3 : Accomplishing extended committee work on instructional outcomes
- Activity 4 : Participating in program review and program planning
- Activity 5 : Participating in the training for usage and analysis of data dashboard
- Activity 6 : Participating in IEPI and other insitutional benchmarking efforts
- Activity 7 : Engaging in original research.
- Activity 8 : Conducting staff or faculty training

Copy of Attached Workshops List.

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

- Activity 1 : Attending District public relations/outreach events
- Activity 2 : Attending graduation
- Activity 3 : Participating in CCCCO events or committees.
- Activity 4 : Attending Board meetings and special sub-committee meetings
- Activity 5 : Participating in shared governance meetings
- Activity 6 : Participating in Science Alive event

Copy of Attached Workshops List.

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

Copy of Attached Workshops List.

5. Flexible Calendar Advisory Committee page

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

	Member Name	Title	Classification
Member Name 1	Denise Besson	Communications Faculty	Faculty
Member Name 2	Lori Burgman	Disability Center Faculty	Faculty
Member Name 3	Nicole Cisneros	ESL Faculty	Faculty
Member Name 4	Elena Dachkova	Math Faculty	Faculty
Member Name 5	Celia Marquez	Counseling Faculty	Faculty
Member Name 6	Susan Turner	Allied Health Faculty	Faculty
Member Name 7	Dana Young	Library Faculty	Faculty
Member Name 8	Kelly Glass	Communications Faculty	Faculty
Member Name 9	Randy Brown	Administration Representative	Administrator
Member Name 10	Pilar Conway	Confidential support	Other
Member Name 11			
Member Name 12			
Member Name 13			
Member Name 14			
Member Name 15			

6. Thank You!

Thank you for completing the online survey for the 2018-19 Flexible Calendar Program. Your response is very important to us.

Please complete the Flexible Calendar Certification Form (FC-001), obtain required signatures, and mail the signed original to the Chancellor's Office by June 15, 2018.

