

Faculty Development at Riverside City College

Professional development at RCC is separated into two distinct constituents: staff and faculty. The staff development activities are developed largely by the college administration in conjunction with representatives from Diversity and Human Resources. The faculty development events are developed by the Faculty Development Coordinator in conjunction with the faculty development committee, while also under the direction of Education code, Title V, and guidelines developed by the State-wide academic Senate.

Faculty Development Committee (FDC)

Mission Statement

It is the mission of the Faculty development committee (FDC) to support Full-time and Associate faculty with resources toward professional development, in addition to the interdisciplinary exchange of ideas; as well as exposure to current and innovative strategies for teaching and learning.

Philosophy

It is our belief that enhancing faculty abilities as a teacher, professional/scholar and individual is key to maintaining and improving the quality of teaching and learning. The need for creating lifelong learning begins with an empowered faculty. The FDC and the Glenn Hunt Center for Teaching Excellence exists toward empowering faculty as a

- Teacher
 - Including but not limited to teacher/student interaction, classroom organization, presentation skills and assessment.
- Professional/Scholar
 - Including but not limited to committee work, grant writing, publishing and professional growth activities.
- Individual
 - Including all aspects of growth which promote health and well-being.

Additionally, the FDC Provides input for Policies and Programs with respect to a wide variety of professional development learning and training opportunities for all faculty (tenure track faculty, associate faculty and tenured faculty) during mandatory college flex days as well as on campus workshops, presentations and events, and when budget permits, travel monies for professional conferences and workshops. (FLEX see also <http://www.rccdfaculty.net/pages/flex.jsp>)

Glenn Hunt Center for Teaching Excellence

At Riverside City College, The Glenn Hunt Center for Teaching Excellence has a variety of resources for faculty to utilize while pursuing their professional development activities. The Hunt Center hours are Monday-Friday 12:00-5:00pm. If you need access to the center when it is not open, you may be assigned an access code by visiting the circulation desk on the second floor of the library.

There are many workshops held in The Hunt Center each month on various topics. We also offer a quiet place to prepare for class or grade.

The Hunt Center has a variety of equipment at your disposal. There is equipment for use during normal business hours such as, SCANTRON machines, computers, printers, a small refrigerator, and microwave. We also have a supply of the "scratchers" (aka Instant Feedback Test Forms) as well as meeting rooms. Call the Hunt Center at ext. 3653 to obtain the testing materials or to make a room reservation.

There is equipment that can be checked out such as, laptops, document cameras, video cameras, and LCD projectors. There are also books related to teaching and learning, 125+ audiobooks, and a small collection of best-selling novels donated by faculty. Feel free to donate any unwanted books cluttering your home or office. For a list of equipment and a complete listing of titles of audio books and other materials, please visit our website at academic.rcc.edu/cte or visit The Glenn Hunt Center for Teaching Excellence on the 4th floor of the digital library.

What is FLEX?

RCC participates in the Flexible calendar program. Therefore, by law and negotiations with the RCCDFA, faculty are required to spend 24 hours per year (from July 1-June 30) in professional development activities. Those activities, according to California state flexible calendar policy, must fall into at least one of the following categories:

1. course instruction and evaluation;

2. staff development, in-service training and instructional improvement.
3. program and course curriculum or learning resource development and evaluation;
4. student personnel services;
5. learning resource services;
6. related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity;
7. departmental or division meetings, conferences and workshops, and institutional research;
8. other duties as assigned by the district;
9. the necessary supporting activities for the above

These hours may be satisfied by one or more of the following activities:

- Attending mandatory college day or district day events
- Attending on-campus workshops, presentations, meetings and/or events that have been approved as a FLEX event by the faculty development committee
- Participating in off-campus activities such as conference attendance, course redesign, or discipline-related activities. Discipline-related activities should be
 - a. activities that are directly or indirectly related to the subject(s) taught –or-
 - b. should result in improved knowledge in one’s field –or-
 - c. based on a topic that can be incorporated into courses taught to improve student learning.

For instance, a faculty member in the Art department could attend an art exhibit. A faculty member in biology could attend a talk at the Long Beach Aquarium about climate change.

Off campus activities require completion of an individual flex plan with department chair approval before attendance of the event. The individual flex plan is completed in the Flex Track system (www.academic.rcc.edu/cte and click on Flex Tracker). It is also required that you provide evidence of your activity upon completion to Laura Greathouse at laura.greathouse@rcc.edu .

For more information about what constitutes proper evidence and submission procedures, see the *Flex Evidence and Submission* document on the Hunt Center website.

Caveats

It is important to note that FLEX hours cannot be obtained if the event takes place during a faculty members normal hours of work. Therefore, faculty may not cancel class or fail to attend a meeting which is considered part of their institutional service in order to attend a professional development activity and have it constitute a FLEX event. In the case of office hours an exception can be made. If a faculty member can rearrange office hours to attend a meeting and still have 5 hours in the respective week, then a faculty member may do so to attend an event for FLEX credit.

You may not receive FLEX credit for participation in any event or activity for which you receive payment. For instance, if you receive a special project to work on accreditation, you may not also receive flex credit for the same activity.

Important Terms Defined:

- FLEX Policy - The flexible calendar program provides time for faculty to participate in professional development activities that are related to "staff, student and instructional improvement" (Title 5, Section 55720). The flexible calendar program, a component of the staff development program, offers opportunities for faculty to participate in professional development activities.
- Calendar - The FLEX calendar provides for instructional improvement activities through the shortening of the instructional calendar. Title 5 legislation authorizes colleges to use up to 15 days of the academic calendar for professional development activities. As designated by the negotiated academic calendar, three (3) days have been approved for FLEX activities. These activities are to be scheduled during non-instructional hours (outside the regular contract day) throughout the fiscal year between July 1, and June 30.
- Contract - As designated by the negotiated calendar, three days have been approved for FLEX activities. Twenty-four (24) hours of FLEX activities are required in lieu of instruction days. This time is to be scheduled during non-instructional hours (outside the regular contract day) throughout the year between July 1 and June 30.
- Individual FLEX Plan - Faculty have broad discretion about how they complete the 24 hours as long as the activity meets one of the nine objectives and, according to RCCDFA contract, they gain department chair approval. Department Chairs should not approve their own individual flex plan. Rather, Department Chairs must designate a department member to approve their flex events by sending an email to Melinda Miles which approves the specific event requested. After completion of individual FLEX activities, faculty members are asked to forward evidence of completion to Laura Greathouse at laura.greathouse@rcc.edu.

- Credit - One hour in an approved activity is equivalent to one hour of FLEX credit, up to a maximum of six hours per day. Faculty who present on campus FLEX activities can receive two hours of preparation time (FLEX credit) for each hour of on-campus presentations in addition to the time of the presentation. For example, a presenter for a 1 hour workshop will receive three hours of FLEX credit.
- Mandatory college and district days - are negotiated in the contract and vary each year. Please see the district calendar for the mandatory college and district (FLEX) days for the current academic year.

For a schedule of events please see the faculty development website at:

<http://www.academic.rcc.edu/cte>

- New Full-Time Faculty Orientation - This program assists newly-hired contract faculty in learning the organizational structure, policies, procedures, and various RCCD departmental functions, including the discussion of effective pedagogy. The program includes one day of orientation before classes begin and additional workshops held during the fall and spring semesters of the first year employed.
- New Associate Faculty Orientation-New associate faculty should plan to attend an on campus orientation meeting. Associate faculty are also strongly encouraged to attend all on-campus activities.