

Resolution for the creation of the Flex Coordinator position at Contra Costa College

Whereas the “Guidelines for the Implementation of the Flexible Calendar Program” (henceforth “The Guidelines”) developed jointly by the California Community Colleges Chancellor’s Office and the Academic Senate for the California Community Colleges (henceforth ASCCC) call for the creation of a Flexible Calendar Coordinator (henceforth “Flex Coordinator”) position, and

Whereas the Guidelines specify that the Flex Coordinator shall be a faculty member and shall report directly to the institution’s Academic Senate, and

Whereas both Diablo Valley College and Los Médanos College have allocated proportionally substantially more resources than Contra Costa College to the coordination of faculty professional development, and

Whereas the current structure of Professional Development at CCC does not provide the Professional Development Coordinator the amount of time or resources to develop and monitor a rigorous program of faculty professional development or the reporting structure and sufficient independence from management called for by AB 1725 (1988),

Resolved that the Academic Senate Council of CCC work with the Office of the President to create a Flex Coordinator position of at least .4 FTEF reassigned time, and

Resolved that the Flex Coordinator position created be filled by a faculty member and report directly to the Academic Senate and, when necessary, to the Chancellor, and

Resolved that this position have an appointment period of at least 2 years, and

Resolved that this resolution be effective February 2024.

SUPPORTING DOCUMENTATION

Relevant sections of the “Guidelines for the Implementation of the Flexible Calendar Program”

7. COORDINATOR FOR THE FLEXIBLE CALENDAR PROGRAM

There should be a coordinator for the flexible calendar program for each college. This individual should be a faculty member. The selection of the coordinator should be handled through the shared governance mechanism.

A. DUTIES

The coordinator should report directly to the academic senate and be responsible for the overall planning and implementation of the flex calendar. The duties would include record keeping and chairing of the Nexus calendar advisory committee.

B. TERM OF OFFICE

The coordinator's term of office should be sufficient for development of the knowledge and abilities necessary for the job and provide for continuity in leadership. There should be a process for developing specific job criteria, review, and reappointment which is implemented through local shared governance structures. These processes should include orientation and training of incoming coordinators.

C. INSTITUTIONAL SUPPORT

The coordinator should receive sufficient reassigned time to handle the responsibilities of the job. Also, there should be adequate clerical support, equipment, and supplies to accomplish the necessary requirements of the program (2007, p.19).

Structure of Professional Development at the Contra Costa Colleges

- One half-time Administrative Assistant (hired at the Program Coordinator level) in charge of clerical duties that include maintenance of flex records, support in the creation and promotion of the Flex calendar, yearly development of the Flex Calendar Plan and the Flex Calendar Report, maintenance of current information in the GROW system, etc.
- A Professional Development Coordinator with .2 FTEF reassigned time in charge of both faculty and classified professional development activities. (Vacant)

Structure of Professional Development at Diablo Valley College

- One full-time classified professional in charge of clerical duties that include maintenance of flex records, support in the creation and promotion of the Flex calendar, yearly development of the Flex Calendar Plan and the Flex Calendar Report, maintenance of current information in the GROW system, etc.
- One Faculty Development Coordinator (.4 FTEF)
- Two Nexus Coordinators (.25 FTEF each = .50 FTEF)

Structure of Professional Development at Los Medanos College

- One full-time classified professional in charge of clerical duties that include maintenance of flex records, support in the creation and promotion of the Flex calendar, yearly development of the Flex Calendar Plan and the Flex Calendar Report, maintenance of current information in the GROW system, etc.
- Two Nexus Coordinators (.25 FTEF each = .50 FTEF)
- Two Pedagogy Innovation Program (.25 FTEF each = .50 FTEF)

Note: Los Medanos College had a Faculty Development Coordinator until recent years. The current manager over Professional Development is studying the reestablishment of that position.