April 8, 2010

TO: Chief Instructional Officers  
   Flexible Calendar Coordinators

FROM: Barry Russell, Vice Chancellor Academic Affairs

SUBJECT: Flex Calendar Webinars on the Certification Process for 2010-11

Synopsis: The Flex Calendar Program provides time in-lieu of instructional days for faculty and staff to participate in professional development activities that are related to faculty, staff, student, and instructional improvement. Acceptable activities can be designed to achieve a wide range of faculty and staff development goals and can be delivered in many formats including in-service training, workshops, conferences, seminars, individual or small group planned projects, and institutionally planned activities.

To assist colleges in the preparation of the Flex Calendar Program submissions for 2010-11, the Chancellor’s Office will be conducting two (2) webinars on the Flex Calendar Certification Process for 2010-11. The webinars will be conducted on April 19th, from 11:00 AM - 12:00 PM and April 20th, from 1:30 PM – 2:30 PM. They will provide information on the timeline and criteria for the certification process for the Flex Calendar Program for 2010-11. Flex Calendar Coordinators and other interested parties are encouraged to be in attendance. Instructions about how to connect to the conference call of your choice is detailed on the next page of this memorandum.

Requested Action: Please let LeBaron Woodyard know which webinar you are planning to attend via email at lwoodyar@cccco.edu, no later than Friday April 16th, by the close of business. In the Subject Line of the e-mail, please put FCW1 for the webinar on Monday, April 19th, and FCW2 for the webinar on Tuesday, April 20th. Should you have any questions or need further information, please contact Dean Woodyard at 916.445.1780 or at the e-mail address noted above.

Attachment

cc: LeBaron Woodyard  
Stephanie Low
Event: Preparing the Flex Calendar Certification for 2010-11

<table>
<thead>
<tr>
<th>Date</th>
<th>Start time</th>
<th>End time</th>
<th>Duration</th>
<th>Closed Caption</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/19/2010</td>
<td>11:00 PM</td>
<td>12:00 AM</td>
<td>60</td>
<td>No</td>
</tr>
</tbody>
</table>

PARTICIPANT DETAILS

- Dial your telephone conference line: (888) 886-3951
- Enter your passcode: 426863
- Go to [www.cccconfer.org](http://www.cccconfer.org).
- Click the Participant Log In button under the Meet & Confer logo
- Locate your meeting and click Go.
- Fill out the form and enter the password: 426863

<table>
<thead>
<tr>
<th>Date</th>
<th>Start time</th>
<th>End time</th>
<th>Duration</th>
<th>Closed Caption</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/20/2010</td>
<td>1:30 PM</td>
<td>2:30 PM</td>
<td>60</td>
<td>No</td>
</tr>
</tbody>
</table>

PARTICIPANT DETAILS

- Dial your telephone conference line: (888) 886-3951
- Enter your passcode: 355786
- Go to [www.cccconfer.org](http://www.cccconfer.org).
- Click the Participant Log In button under the Meet & Confer logo
- Locate your meeting and click Go.
- Fill out the form and enter the password: 355786

PARTICIPANT CONFERENCE FEATURES:

*0 - Contact the operator for assistance with the audio.
*6 - Mute/unmute your individual line with a private announcement.

QUESTIONS?

CCC Confer Client Services is available Monday through Friday between 8:00 am - 4:00 pm at 760-744-1150 ext 1537 or 1554 or email [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org).