CALIFORNIA COMMUNITY COLLEGES
AND
YOSEMITE
COMMUNITY COLLEGE DISTRICT

#90-0034
**FISCAL YEAR** | **ID NUMBER** | **COLLEGE** | **DISTRICT**
--- | --- | --- | ---
1990-91 | 90-0034 | Modesto Junior | Yosemite

**PROJECT TITLE**

Flexible Calendar Management Software

<table>
<thead>
<tr>
<th>FUNDING CATEGORY &amp; AWARD</th>
<th>ELIGIBLE PROGRAM</th>
<th>PROJECT CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant = $4,250</td>
<td>E --- Improvement of Trad. Instruction Prog</td>
<td>Implementation Model</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT PRODUCT</th>
<th>PROJECT TOPIC #1</th>
<th>PROJECT TOPIC #2</th>
<th>ACADEMIC SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Programs</td>
<td>Human Resources</td>
<td>Software Dissemination</td>
<td>Inter-Disciplinary</td>
</tr>
</tbody>
</table>

**PROJECT DIRECTOR** | **PROJECT SUPERVISOR**
--- | ---
Steve Collina, Ass’t Dean of Instruction | Ron Manzoni, Dean of Instruction

**PROPOSAL DESCRIPTION**

This project supported the final phase of development of the FLEXPRO flexible calendar management software program in use at Modesto Junior College. User group support is provided and the program is available for dissemination to other colleges using the flexible calendar.
One of The California Community College System’s major initiatives for improvement of instruction through faculty development, The Flexible Calendar requires participating colleges to maintain extensive and complex records for management and evaluation of the program and for accountability purposes. The goal of this $4,250.00 Small Grant application is to secure support for the final development of software now operating at Modesto Junior College which meets these records and management needs. When complete, FLEXPRO and appropriate documentation will be given to all colleges using the Flexible Calendar and will be provided to any campus which subsequently elects Flex.

In addition to enabling the 67 current Flex colleges to manage their Flex Calendar programs more easily and efficiently, FLEXPRO will make data for system-wide research much more readily available and will encourage additional colleges to adopt Flex by making its heavy record management burden easier to assume.

Following distribution of the program to all Flex colleges and demonstration of the program at the 1990 CACC conference, Modesto Junior College will survey user schools to evaluate the effectiveness of FLEXPRO and will have the program under constant evaluation in the administration of its own Flex Calendar. Modesto Junior College will facilitate the formation of a user group to provide for future enhancements of FLEXPRO.

With the exception of the costs of disks for user colleges ($200.00), postage ($200.00) and the travel and conference expenses of a demonstration team ($600.00), all other monies for which application is made are to cover personnel costs: $2,500.00 for programmer’s services and $750.00 for clerical and instructional aide time to be used in the production of documentation, copying and inspection of program disks and distribution of product.
Flexible Calendar Management Software

1. Specific Educational Program Being Addressed

What specific educational program or services is the proposal addressing?

This Small Grant is requested to perfect "FLEXPRO," software already developed by Modesto Junior College which simplifies the administration, record keeping and evaluation of one of the major state initiatives for the improvement of instruction through staff development, the Flexible Calendar, and to make the fully developed program and documentation available to all colleges who have elected the Flex option.
What specific problems are being addressed in the proposal?

Because of state accountability standards, research needs, and administrative requirements, the operation of a large-scale Flexible Calendar program requires a massive amount of paperwork, consuming valuable staff time and storage space. In programs where individual faculty may participate in multiple activities spread throughout the academic year, there is a particular need for a method to keep instructors informed as to upcoming Flex obligations and of the current status of their individual contracts. Timely updates of this sort are virtually impossible with non-automated records, as are spot checks regarding overall faculty completion status, distribution of types of activity, attendance at particular workshops, and other important program elements. The proposed program would make each of these tasks simple and quick.

In addition to improving the information system of already existing Flex programs, the availability of the program might result in other colleges taking the Flex option, as a number of institutions have indicated the daunting prospect of maintaining Flex records is one of the factors which prevented them from adopting Flex.

Finally, it can be anticipated that a large proportion of the colleges on Flex will elect to use the program. Such a development would automatically create a state-wide, compatible data base of Flex information, greatly facilitating the process of research and reporting.
3. Population To Be Served

Identify population to be served by the project.

As copies of the program and documentation will be sent to all California Community Colleges employing the Flexible Calendar, the faculty of all of these institutions can be served by this project.

The state-wide data base will also serve the information needs of the Chancellor's Office and those of the State Board.
4. Objectives

[SEE “WORKPLAN” SECTION IN THIS DOCUMENT.]
5. Workplan Narrative

Workplan:

Objective 1: To have a DOS based Flex accountability software program (FLEXPRO) for California community colleges.

Activities:
1. Writing the program July - August 1990
2. Testing the program September
3. Modifying the program September - October
4. Completing the software program October

Objective 2: To write documentation for FLEXPRO

Activities:
1. Writing the manual after the program is developed and tested September
2. Checking the comprehensiveness and clarity of the documentation September - October
3. Publishing the manual October - November

Objective 3: To share the software with schools that have adopted the flexible calendar

Activities:
1. Distributing the software and documentation to all community colleges that have adopted the Flexible Calendar December

Objective 4: To let community colleges know about the Flexible Calendar accountability software

Activities:
1. Make a presentation at the 1990 California Association of Community Colleges Conference November 1990

Objective 5: To determine the use and appropriateness of the software

Activities:
1. Conduct a follow-up survey with schools that requested a copy of the software April - May 1991
6. Expected Outcomes

The expected outcomes of the project in terms of:
A. Project Objectives.

Upon completion, all California Community Colleges on the Flexible Calendar will possess software for management of Flexible Calendar activities which will:

1. Record and store all faculty Flex contracts
2. Record all Flex workshops
3. Generate workshop roll lists from faculty contracts
4. Record attendance at workshops
5. Generate individual faculty contract status reports, which will include total Flex obligation, total hours contracted, total hours completed, obligation remaining, workshops attended, workshops led, location and time of workshops not yet attended, individual projects contracted, individual projects completed.
6. Store data and generate reports for each workshop, including workshop name, leader, location, date, list of attenders and absentees indicating contract or not contract status of each, full or part-time status. Data entered on the workshop screen is automatically transferred to the faculty contract record.
7. Generate list of faculty with uncompleted contracts.
8. Generate list of workshops and individual projects.
9. Generate alpha list of all faculty indicating contract status, including hours obligated, hours completed.
10. Generate summary reports regarding totals of contracts, workshops and projects completed and uncompleted.

B. Impact of the Project.

FLEXPRO will greatly enhance the ability of Flex Calendar Coordinators, Faculty Senates and College Administrations to manage and facilitate Flex Calendar activities. The program will make data needed for evaluation and reports easily available. Faculty can be promptly informed of contract status and workshop leaders provided with accurate registration information. Because information is transferred among the various elements of the program all of this will be available at no greater labor costs than would be required to maintain paper contracts and workshop attendance records alone.

In addition to impact on current Flex colleges, FLEXPRO’s ability to simplify record keeping may encourage other colleges to adopt Flex, and its wide application will provide a state-wide data base facilitating system-wide research.
C. Potential for Continued Support after Expiration of Grant.

There is actually no need for additional support after the grant is complete. Each college will have a copy of the program and can put it to use. It would be feasible for schools using the software to meet occasionally to suggest enhancements. These should involve little cost and could be financed by a user group. If a user group should prove desirable, Modesto Junior College will take the leadership role in forming such an organization.

D. Potential for Adaptation to Other Institutions.

The program will be useful to all 67 colleges which have elected the Flexible Calendar option and any who elect that option in the future.
7. Evaluation Plan

Evaluation Plan

A preliminary version of FLEXPRO has been in use at Modesto Junior College for one year. Many originally unanticipated needs have been revealed and met, and at the same time "bugs" have been discovered and eliminated. After the program has been fully developed under this grant it will be distributed to all interested colleges for their use. That use should reveal strengths and shortcomings. A survey of users will be made in April-May of 1991 to determine user evaluations of FLEXPRO. Any difficulties thus disclosed could be dealt with by the user group mentioned above. We believe, however, that since the first version of FLEXPRO has been in heavy use at Modesto, which has a complex Flex program, no significant problems will be found in the program.
8. Dissemination Plan

Dissemination Plan.
Modesto Junior College will acquire from the Chancellor's Office a list of all colleges on the Flexible Calendar for school year 1990-91 and known to be considering Flex for 1991-92. We will mail a COW FLEXPRO, documentation and a cover letter to the CIO of each institution listed. As additional colleges adopt Flex, the Chancellor's Office would notify Modesto, and the program with its related materials would be mailed to each.

A presentation of FLEXPRO will be made at the November 1990 conference of the California Association of Community Colleges.
90-0034

9. Budget Narrative

[NO “BUDGET NARRATIVE” ACCOMPANIES THIS DOCUMENT.]