

FREQUENTLY ASKED QUESTIONS

How do I report my total flex hours?

- A. For campus activities offered under category “A”, sign the attendance sheet. No other paperwork will need to be submitted. For campus activities other than category “A”, submit a “Flex Reporting Form.”
- B. For all other activities, complete the flex completion report and attach supporting documentation of your attendance. Be sure that you don’t exceed the hours of credit for those activities that have limited hours of credit.

What can I do if an individual activity is not approved by the flex committee?

- A. Contact the Flex Committee Chair to see if modifications can be made.
- B. If you are not satisfied, plan to meet with the Flex Committee so that the matter can be resolved. Contact the Chair for exact dates and times of meetings.

Who should I call if I have any questions?

Flex Coordinator: Carmen Carrillo (310)233-4250 carrilc@lahc.edu

What forms do I use?

- A. **PROFESSIONAL DEVELOPMENT “FLEX” REPORTING FORM:** Each activity (with the exception of category A) must be reported on this form.
- B. **INDIVIDUAL PROJECT PROPOSAL:** See Category F. Each individual project must be approved before it will count as a flex activity. It is recommended that prior approval by the Flex Committee be obtained. Project proposals submitted after the project completion are not guaranteed approval.
- C. **REQUEST TO PRESENT A FLEX ACTIVITY:** Persons wishing to make or sponsor a flex presentation need to complete this form and return it to the Flex Committee via **Campus Mail, Box 196**.

Where are forms available?

- A. The Flex forms are available in the mailroom.
- B. On the college website.
- C. See your Division chairperson.

Los Angeles Harbor College 2009-2010 Flexible Calendar Professional Development Guidelines

The purpose of the flexible calendar program is to provide time for faculty to participate in professional development activities that are related to staff, and instructional improvement. Credit for **FLEX** activities may only be earned at times that teaching faculty **DO NOT** have assigned classes or other scheduled responsibilities (i.e. office hours, exams). **Required FLEX hours are based on Faculty Assignments during the 2009-2010 academic year.**

1. FULL TIME TEACHING FACULTY

- A. Must attend Opening Day, August 27, 2009 (a 6 hour activity) or take sick leave or take a pay reduction for that day.
- B. Must complete 27.5 hours of FLEX activities in addition to Opening Day.
- C. Faculty final reports must be submitted by **May 21, 2010**.

2. PART-TIME, HOURLY OR SENIOR INSTRUCTOR FACULTY

- A. Must complete and report ½ of total annual hourly assignment.
(See Article 23 in AFT Contract)
- B. Must complete and submit final flexible obligation report by **May 21, 2010**.

3. FULL TIME TEACHING FACULTY WITH AN OVERLOAD

- A. Must attend Opening Day, August 27, 2009 (a 6 hour activity) or take sick leave or a pay reduction for that day.
- B. Must complete and report 27.5 hours of FLEX in addition to completing and reporting ½ of total annual hourly assignment.

4. NON-TEACHING FACULTY (including re-assigned or reduced time faculty)

- A. Must complete FLEX activities only for the number of teaching hours on a pro-rata basis.

EXAMPLES

1. Mary Jane teaches full time in the Xanadu Department. She must attend Opening Day, take sick leave, or take a pay reduction, and she must complete and report 27.5 FLEX activity hours before May 21, 2010.
2. Mr. BMW is a Division Chair who teaches 6 hours per semester, or 40% of his load. He must attend Opening Day and complete 11 hours of FLEX activities by **May 21, 2010**. (40% of 27).
3. John teaches full time in Shangri-La Department. He must attend Opening Day, take sick leave or take a pay reduction for that day. John also teaches 2 hours in the Fall and 4 hours in the Spring. Therefore, John must complete and report an additional 3 hours (1.0 Fall; 2.0 Spring) by **May 21, 2010**.
4. Billy Ryan is a part-time Kubla Khan Department faculty member who teaches 3 hours in the Fall and 6 in the Spring. Billy Ryan must complete and report 4.5 FLEX hours (1.5 Fall; 3.0 Spring) by **May 21, 2010**.
5. Non-teaching faculty, who work their full assignment during FLEX days, are **NOT REQUIRED** to complete FLEX activities.

ACTIVITIES APPROVED FOR FLEX CREDIT

CATEGORY	DESCRIPTION (UNLIMITED HOURS)
A	On-Campus Professional Development Flex Workshop: Must have approval of FLEX Committee and meet standards for professional development. Sign-in sheet is proof of attendance. No further documentation is required. Workshops will be offered throughout the year and during the intersession. On-campus presenters will earn 3 hours of flex credit per hour of presentation. For repeat presentations 2 hours of flex credit may be earned. Unlimited Hours
B	Conference/Workshop/In-Service Training/Seminars: (Off-Campus) Any of the above which updates content and upgrades methodologies for the purpose of improving teaching effectiveness may be attended. Attendance during teaching or office hours will not count for professional development flex credit. If a faculty member is released from duty on campus to attend one of the above, only those hours beyond their regular assignment will be credited for flex. Proof of attendance must be submitted. This must include the program, (including times of presentations and an indication of which presentations were attended) and copy of receipt or name badge indicating attendance. Break times and meals do not count for attendance unless there is a speaker. An announcement/flyer etc. is not sufficient. Unlimited Hours
C	Instructional Improvement: Activities include developmental or revision of programs and course curriculum. Modifying an existing course to comply with changing institutional or discipline requirements that lead to student learning outcomes are also included. Any work on SLO assessment and program level outcomes may be allowed for credit only with signature of division chair. Department or division meetings to discuss curriculum, program review, and assessment are also allowed for credit with documented minutes of the meeting. NOTE: Regular department business meetings do not count towards Flex credit. Full time instructors required to fulfill a minimum of 6 hours.
D	Classes Taken: Hour for hour credit may be awarded for classes taken which relate directly to courses taught or to faculty service area at LAHC. Strengthening teaching methodologies classes are also included. Proof of attendance or completion is required to receive flex credit. Unlimited Hours
E	Matriculation Activities: Credit may be earned for advising and counseling students during organized matriculation activities under the auspices of the Matriculation Advisory Committee or Counseling Division. Unlimited Hours
F	Individual Projects: These are tasks which will enhance the LAHC instructional program which are not a part of regular office hours or which would not otherwise be accomplished. Examples of acceptable projects: Course outline updates/program review, accreditation self-study, new course development, web page development and / or management. Examples of unacceptable projects: correcting homework/exams, field trips that are a part of your course and would happen any way, travel that does not relate to teaching field. ** All individual projects must have prior approval of the Flex Advisory Committee: Goals/objective of the project must relate to purposes of Professional Development and must be described on the Individual Proposal Form. Unlimited Hours

CATEGORY	DESCRIPTION (LIMITED HOURS)
G	Networking: An organized activity or professionals in your discipline or professional organization, educational consortium, partnership activities in community. Maximum Number of Hours: 6
H	Professional Enrichment: Activities such as field trips, attendance at live performances, exhibits, museums, demonstrations, and films (when directly related to teaching disciplines or faculty service area at LAHC) Documentation of activity (ticket stubs, pamphlet, announcement, or advertisement of event) and rationale of relationship to discipline must be provided to support the activity. All activities must be in addition to regular working assignment at LAHC. Private businesses such as tutoring, teaching, training, coaching, and counseling are not considered applicable for flex credit. Maximum Number of Hours: 6
I	Personal Wellness: Workshops or programs that assist individuals to be physically and mentally better able to perform their jobs: e.g. humor in the workplace, stress reduction, self-defense, nutrition, smoking cessation, weight reduction, exercise training. Maximum Number of Hours: 6
J	Committee and College Activities Participation: A faculty member who has documented active service sponsorship of co-curricular groups, A.S. O. clubs, college, District or State committees is entitled to request Professional Development Flex credit for hours served beyond the first 30 hours, up to a maximum of 15 hours. The Faculty member must provide documentation of participation. Faculty who have paid release time to serve on these committees may not use these hours for flex credit. Maximum Number of Hours: 15
COMMITTEES ACCEPTABLE FOR FLEX CREDIT *Academic Senate * College Planning Committee * District Academic Senate * Budget * Curriculum * Facilities/Work Environment * Staff Development * Staffing * Educational Services * Accreditation Steering * Distance Learning Committee * Flex * Matriculation * District Discipline Committee * Self Study Committee * Program Level Outcomes Subcommittee* Other Committees as approved by the Flex Committee*	
ACTIVITIES NOT ALLOWED FOR FLEX CREDIT Activities of a union * Retirement or Financial Planning * Entertainment Activities * Political or Religious Activities * Regular Department Business Meetings * Private Businesses such as Tutoring, Teaching, Training, Coaching, and Counseling	