

COLLEGE OF THE SISKIYOU  
OFFICE OF STUDENT LEARNING

AUGUST 2, 2010

TO: All Faculty

FR: Robert A. Frost, Vice President of Student Learning  
Patrice Thatcher-Stephens, Chair – Flex/Staff Development Committee

RE: 2010-11 FLEX /STAFF DEVELOPMENT

**FLEX GUIDELINES**

We hope that our offerings are such that they will benefit teaching and learning and, hence, will be ones you would benefit from attending.

**I. WHAT IS FLEX?**

Flex is defined in Title 5, Article 2. "Subject to the approval of the Chancellor... a community college district may designate an amount of time in each fiscal year for employees to conduct staff, student, and instructional improvement activities." The time designated for these activities shall be known as "flexible time."

**II. INSTITUTIONAL/INDIVIDUAL FLEX**

A. Institutional Flex Activities

All faculty on a full-time contract **must** participate in three (3) institutional flex days. These include Staff Orientation Day in August, and Campus Planning Days in October and April. The remaining flex days may be done on-campus by attending one of the workshops and activities planned by the Flex Committee in response to needs expressed in the annual Flex/Staff Development Survey. Off-campus activities may be counted as flex, pending approval by the Flex Committee. Prior to the fall and spring semesters faculty will be notified of the institutional flex days and activities planned for the week prior to the beginning of the semester.

B. Individual Flex Activities

Individual flex activities may include (not an inclusive list):

- ⇒ Training workshops (planning, presenting and/or attending)
- ⇒ Conferences, workshops and meetings pertaining to improvement of instruction or profession
- ⇒ Course work in own or related field (1 semester unit = 15 hours of flex credit)
- ⇒ Research pertaining to the institution or the profession
- ⇒ Grant writing

- ⇒ Mentoring
- ⇒ Matriculation projects
- ⇒ Retraining
- ⇒ Articulation with feeder schools and transfer institutions
- ⇒ Departmental and division meetings for staff improvement purposes (these cannot be "nuts & bolts" activities)
- ⇒ Departmental or interdisciplinary curriculum development
- ⇒ Development of special delivery systems
- ⇒ Provide and/or develop orientation for new faculty and hourly faculty
- ⇒ Special projects designed to improve instruction
- ⇒ Visitations to other campuses
- ⇒ Other (within the scope of the law and the philosophy of the College)

### III. FLEX OBLIGATION

#### A. Number of Hours/Days Required

Each faculty member on a full-time contract is responsible for 7 days and 35 hours. Faculty members with less than a 100% teaching contract are responsible for a proportionate number of flex hours/days. Faculty members on a one-semester sabbatical are required to complete 50% of the flex obligation (18 hours and 4 days) and no flex is required for faculty members on a full year sabbatical. **One flex day is defined as a minimum of 2.5 hours.** Full-time faculty who are on sabbatical are not eligible to receive funds for any activities relating to the sabbatical. However, annual conferences that occur during the time of the sabbatical will be eligible for the regular funding amounts.

Since the seven (7) flex days are, in fact, legally part of the 175-day contract for faculty, failure to complete the required days and hours must by law necessitate the docking of pay for the incomplete days and hours. Since STRS contributions are based on a complete contract year, any deduction from the 175-day requirement will negatively affect your STRS contribution for that academic year.

Since activities undertaken to facilitate Column/Step Movement benefit faculty directly through salary increase, the activities may not be claimed for flex credit or funding.

#### B. Accounting Procedure

##### 1. For a flex activity undertaken on a **regular school day.**

(Example) 4-Hour Flex Activity:

You would receive four hours credit as long as they are not during your regularly scheduled classes or office hours. Because it is already an instruction day and you are already being paid for the day, you would not receive credit for a day.

2. For a flex activity undertaken on a **non-school day**.  
(Example) 9-Hour Flex Activity:  
You would receive 9 hours and 1 day of flex credit.

C. Calculating Hours

1. Weekend activities are appropriate any time during the year.
2. Any activity for which faculty members are compensated above regular salary will not qualify for flex credit.  
Example: A faculty member who is paid a stipend to develop a distance education course would not receive flex credit for developing the course.

D. Additional Information

1. Primary Assignment

A number of full-time faculty teach in several areas and, hence, might wish to use individual flex proposals to enhance their background in those areas. The flex committee wishes to be supportive of this diversity; however, in order to achieve a healthy balance, no more than **1 day and 5 hours** may be used in flex activities **not in one's primary assignment area** with the exception of activities that relate directly to teaching methodology, teaching techniques, etc. (i.e., Classroom Based Research, ISW, Diverse Student Learning Styles, etc.). Full-time faculty requesting funds for activities relating to courses taught outside of their primary area of instruction will have the adjunct faculty rules apply, including the portion regarding using Staff Development funds the prior year. The full-time faculty member will still be eligible for first round dollars in their primary area of instruction, but it will be reduced by the amount awarded for activities relating to courses taught outside of their primary area of instruction. For example, \$450 is awarded for an activity relating to courses taught outside of their primary area of instruction and they attend the activity. Then, if they submitted a request for an activity relating to their primary area of instruction and it is awarded \$800, the maximum amount paid for the second activity would be \$800-\$450 equaling \$350 for an overall total amount awarded for the first round of \$800.

2. Credit for Preparation of Flex Activities

**Two hours of credit for preparation** of a flex activity can be earned **for each hour of the presentation**. If an activity is to be repeated, prep time will not be given again unless the presentation is substantially different in a demonstrable way.

3. Flex Credit for Coursework

1 semester unit = 15 hours of flex  
1 quarter unit = 10 hours of flex

4. Column Movement, Anniversary Increment and Flex Credit  
Activities used for column movement or anniversary increment cannot also be used for flex credit.
  
5. Sabbatical Leaves and Flex Obligations  
You are required to complete 50% of the required hours/days when you are on a one-semester sabbatical (18 hours/4 days). No flex is required when faculty members take a full year sabbatical. Full-time faculty who are on sabbatical are NOT eligible to receive funds for any activities relating to the sabbatical. However, annual conferences that occur during the time of the sabbatical will be eligible for the regular funding amounts.
  
6. Partnership Program  
The purpose of this program is to increase communication between part-time and full-time staff, to provide assistance to those teachers who are new or might be having a specific problem, and/or to review the course content and standards in order to increase consistency within a discipline. The **maximum flex time** allowed is **3 hours per semester** for each individual in the partnership. If the Partnership Program is used in more than one semester, the project must be substantially different each time, and the documentation/evaluation must clearly demonstrate the differences.
  
7. Video/Audio Tape Limits/Books and Book Groups  
The **maximum number of hours** that can be accrued for watching videotapes, listening to audio tapes (see attached approved list), or reading a book and/or participating in a Book Group directly related to the primary assignment is **4 hours**. Note: Proposal forms are not necessary for any videos or books on the list of books and videos pre-approved for flex credit. They **are** necessary for any video **not** on this list. Analysis/ Documentation forms must be submitted for all videos viewed for flex credit.
  
8. Travel  
It is often difficult to demonstrate that travel experiences do not creep into the area of recreation. Certainly they are valuable and provide personal growth which can benefit students. However, in order for travel (not travel to professional activities) to count for individual flex credit, it may only be used if it relates directly to one's primary assignment and the documentation shows in a detailed fashion how it relates to the primary assignment and how it directly benefits the mission of the College and our students.

Maximum credit for travel will be **3 days and 18 hours per year** and may only be used **once every 3 years**.

9. Research vs. class preparation

Updating of skills and information for the purpose of teaching is a flex activity. This would include, for example, the viewing of videos and reviewing other materials to evaluate their use in the classroom. But, once material has been selected, the development of that material into lesson plans and supplemental offerings is considered class preparation and does not qualify for flex credit.

#### IV. FLEX COMMITTEE

- A. The Flex Committee is composed of six faculty members from various disciplines (appointed by the Academic Senate), the Title III Director, and the Vice President of Student Learning. The committee generally meets monthly.
- B. All flex proposals and analysis/documentation forms go before the Flex Committee for approval, according to the procedures listed below.

#### V. FUNDING

Based upon funding, in the 2010-11 school year, \$200 will be available to fund individual flex proposals for each full-time faculty member. Adjunct faculty requesting funds will receive \$100 plus the amount that their score qualifies for Staff Development funds defined for the first round for all requests. The amount awarded will be reduced if the adjunct spent Staff Development funds in the prior year. This will be done to allow other faculty to be awarded more funds for their request. The Flex Committee will notify faculty during the latter part of the spring semester if additional funds are available.

#### VI. FORMS AND PROCEDURES

A. Institutional Activity RSVP Form

When you receive RSVP Forms for institutional activities these forms must be returned to Vickie Donaldson in the Office of Student Learning by the date indicated on the form. Indicate, by checking the appropriate box, those activities you will be attending.

B. Individual Flex Activities

1. Fill out an Individual Flex/Staff Development Proposal form. These forms are available online on the COS website at:

<http://www.siskiyous.edu/committees/flex/forms/FLEX%20SD%20Proposal.pdf>

and should be submitted to the Office of Student Learning at least **30 days prior to undertaking** the activity. This is a fillable PDF file and must be filled in on the computer. Handwritten forms will no longer be accepted. Fill out each section of this form. **Do not use acronyms. Please be as specific as possible in completing the section "Direct implications to your professional assignment."** In order for the Committee to understand the value of your proposal, specificity is essential.

2. Proposals will be reviewed by the Flex Committee at its monthly meeting. A copy of each approved proposal will be forwarded to the faculty member.
3. Proposals that are not approved will be returned to you, with an explanation, by the Flex Committee representative from your area.
4. After participating in an approved individual flex activity, fill out a Flex/Staff Development Analysis/Documentation form. These forms are available on the COS website at:  
<http://www.siskiyous.edu/committees/flex/forms/Analysis.pdf>  
Within 30 days of completing the activity submit this form to the Office of Student Learning, along with your travel expense claim, original receipts and documentation from the activity. This is a fillable PDF form and must be filled in on the computer. Handwritten forms will no longer be accepted.
5. If the Analysis/Documentation is approved at the next Flex meeting, a copy, signed by the Vice President of Student Learning and the Chair of the Flex Committee will be returned to you. Expense claims will now be processed.
6. If the analysis/documentation is not approved, it will be returned to you by the Flex Committee representative from your area.

## STAFF DEVELOPMENT GUIDELINES

### I. GUIDELINES FOR APPLYING FOR S.D. FUNDS

Please use these guidelines when applying for Staff Development funds. There are nine authorized uses for AB-1725 Staff Development funds.

- A. Improvement of teaching
- B. Maintenance of current technical and academic knowledge
- C. In-service training
- D. Retraining to meet institutional needs
- E. Curriculum articulation with high schools and universities
- F. Development of innovations in instructional and administrative techniques
- G. Computer or technological proficiency programs to build staff usage of computers and other technologies
- H. Training implementing affirmative action and upward mobility programs that assist women and minority group staff members
- I. Programs that promote awareness of your own professional growth

### II. FORMS

Faculty Flex/Staff Development forms are on the COS website at:

<http://www.siskiyous.edu/committees/flex/forms/FLEX%20SD%20Proposal.pdf>

These are fillable PDF forms and must be filled in on the computer. Handwritten forms will no longer be accepted. Complete the proposal form, check the appropriate box on the form and place it in the Office of Student Learning mailbox. After attending an approved activity, be sure to complete and return a Faculty Flex/Staff Development analysis form.

### III. CRITERIA FOR REVIEWING PROPOSALS

When reviewing staff development proposals the committee uses the following criteria to score, rank, and determine funding:

- A. The potential for improved student outcome
- B. The potential benefit/interest to other COS staff from the dissemination of information obtained from the activity
- C. The correlation between the activity and institutional priorities.
- D. The potential benefit or development of the participant through this activity
- E. The benefits of the activity in comparison to its cost

These five items are ranked on a scale from 4 to 0. A score of 4 = excellent; 3 = very good; 2 = fair; 1 = poor; and 0 = none. Proposals must receive an overall score of 12 to be funded. If a member of the committee submits a proposal, that member does not vote on his/her proposal.

Disbursement of Staff Development funds for full-time faculty will be allocated based on the following formula:

- Average Score of 12-14---Up to \$120
- Average Score of 15-17---Up to \$300
- Average Score of 18-20---Up to \$400

A maximum of \$400 will be allocated for any one proposal at any one submission. This allocation directly corresponds to criteria A-E listed above. If the proposal does not speak to these criteria allocation will be affected.

Adjunct faculty requesting funds will receive the amount that their score indicates for Staff Development funds defined for the first round for all requests. The amount awarded will be reduced if the adjunct spent Staff Development funds in the prior year. This will be done to allow other faculty to be awarded more funds for their request.