

Personal Flex Projects Examples

Purpose

The purpose of the flexible calendar program is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” (title 5, section 55720).

If you are considering submitting a request to your dean for a Personal Flex Project, in lieu of or in addition to SAC scheduled professional development activities, the following are examples of activities that **could** qualify as a “Personal Flex Project,” **if** your submission can support the following:

- **how** the identified activity relates to your discipline **AND** will create staff, student, and/or instructional improvement, as stated in title 5, sec. 55720 above
 - Note: The activity must lie outside of other contracted duties and be approved by your dean before participation commences.
- 1. Project focusing on course instruction & evaluation
- 2. Off-site Staff development, in-service training, and instructional improvement
 - a) Workshops/Conferences to enhance knowledge in discipline
 - b) Workshops/Conferences designed to enhance teaching practices
 - c) Work experience in field of expertise
- 3. Program and course curriculum or learning resource development and evaluation
 - a) Adjunct faculty only: This refers to mandated quadrennial review of courses. Regular updating of course and supporting materials is considered part of course preparation and cannot be used for flex credit.
 - b) New Curriculum or program development
 - c) Reading discipline-related journals and articles
 - d) Creation or review of learning resources materials including DLAs (Directed Learning Activities)
 - e) Grant writing to secure funds for improvement of instruction
 - f) Peer Review
 - g) Peer Mentoring
 - h) Best Practices review of a colleague’s proposed online course or module
 - i) Discipline-related blogging
 - j) Non-compensated collaboration to create integrated curriculum in Learning Communities
 - k) Participating in workshops or individual/small group training on how to create AD-Ts (Associate Degrees for Transfer) Note: Collegial work to create the degrees is not eligible for flex credit for full-time faculty unless new curriculum is being added.
- 4. Student personnel services
 - a) Visiting/recruiting at area high schools or in the community
 - b) Serving at on-campus Information Table
 - c) Mentoring of students

5. Learning resource services
 - a) Creating website to support course (non-online/hybrid courses only)
 - b) Creating tutorial modules
 - c) Institutional research to improve service to students
 - d) Testing Canvas changes
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
 - a) Performing follow-up for Early Alert
 - b) Learning a second language (not used for column advancement)
 - c) Student Club Advisement
 - d) New Faculty Mentoring
7. Departmental or division meetings, conferences and workshops, and institutional research
 - a) Adjunct faculty only: attend department/division meetings
 - b) Attendance at ASCCC-sponsored events
 - c) Service on (including research and writing) an Accreditation Self-Study Standard Committee
8. Other duties as assigned by the district
 - a) Community service and presentations related to discipline (Note: Service on interview committees is not approved for flex.)
9. The necessary supporting activities for the above (limited to 6 hours a semester for full-time faculty and 3 hours a semester for part-time faculty)
 - a) Wellness, fitness & stress reduction activities
 - b) Upgrading of classroom environment
 - c) Attendance at SAC cultural events
 - d) Attendance at SAC intercollegiate athletic events
 - e) Community service not related to discipline
 - f) Visiting Tessman Planetarium event