Flex Requirements & the SAC Professional Development Gateway Tracking System

SAC has changed to a fully integrated professional development platform, in partnership with the state's Vision Resource Center. This platform functions as both a resource for professional development opportunities and flex tracking system in order to capture the many types of Professional Development offered through SAC, as well as state-wide, and in order to report accurately & efficiently to the CCC Chancellor's Office.

What is flex?

Instruction free days for faculty development that became available for all colleges in 1981. Activities may be for individuals or groups and are for staff, student or instructional improvement. A wide range of activities may be approved for flex credit as that are defined as the continuation of education and career training in order to help develop new skills, stay up-to-date on current trends and best practices, and advance in ways of leadership and management. Professional development should continue the growth of the individual's abilities and skills, contributing to one's area of specialty and institution as a whole. Examples of continued growth include areas such as continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance, and increased duties and responsibilities. Additionally, professional development may be geared toward improving an area "in need of improvement" or related to new responsibilities or future career goals.

What the FARSCCD Contract States:

6.5   FLEXIBLE CALENDAR

6.5.1   Instructional Faculty – Contract/Non-Contract

Each instructor shall submit a written plan to the appropriate administrator designating two (2) staff development days, of six (6) hours each, for appropriate individual or group activities plus four (4) days each fiscal year, which will be designated as common days for college, division, or departmental activities. Full-time instructors will be required to be on campus on these common designated days. Department activities have priority on one of the two common days each semester. Any changes in procedures or timelines for plan submission will be prepared in consultation with the Association and distributed by the District.

The appropriate administrator shall review and sign each staff development plan to ensure that each plan is in accordance with Title V regulations and district policies. If the proposed plan is not approved by the appropriate administrator, a faculty member may, within ten (10) days, appeal the decision in writing to the appropriate College President or his/her designee.

Notwithstanding the right of the District not to release instructors from teaching or other assigned responsibilities if it is deemed in the best interest of the District, the College President or his/her designee will approve the plan if it is in accordance with Title V regulations, district policies, and district needs. The decision of the College President or his/her designee is final.

The approved plan is a legally binding contract. Failure to submit a plan on time, or failure to complete part or all of the plan, will result in a proportionate reduction in compensation.

Development plans submitted by contract instructors shall constitute contractual obligations as outlined in the unit contract. Specifically, instructors shall have a thirty (30) hour scheduled commitment per week. Plans for non-contract instructors shall constitute 1 times the weekly contact hours. For non-contract instructors, staff development activities will be scheduled and organized by the administration and attendance at such activities is a required contractual obligation. A pro-rated number of staff development days will be computed for instructors on reduced contract, partial contract, and sabbatical leave assignment.

6.5.2   Counselors, Coordinators, Librarians, Health Service Staff, Special Services Faculty, and Other Categories not considered a Traditional Instructional Faculty.

The above staff may submit a staff development plan that may include up to the number of days available for instructional faculty. The days are flexible within the instructional calendar year.

Following consultation with staff, the district shall distribute policies and procedures for implementing the appropriate plan(s).

The appropriate administrator shall review and sign plans that are in accordance with district policies. If the proposed plan is not approved, the staff member may within ten (10) days, appeal the decision in writing to the appropriate College President or his/her designee. The decision of the College President or his/her designee is final. The district reserves the right not to release staff if it is deemed in the best interest of the district.

The approved plan is a legally binding contract. Failure to complete part or all of the plan will result in a proportionate reduction in compensation. Development plans submitted by faculty for flex days shall constitute contractual obligations.

How is my flex obligation calculated?

- FT teaching faculty load (15 LHE) = 18 hours
- PT teaching faculty load = per LHE x 1 = flex obligation (e.g., 3 LHE x 1 = 3 hours)
- FT teaching faculty overload = same as PT obligation
- FT using banked LHE or with reassigned time, flex is calculated on instructional LHE only = instructional LHE (non-reassigned time) x 1.2 + any overload flex (if applicable)

How do I earn flex credit?

- Workshop participants each 1 hr participation = 1 hr flex credit
- Workshop presenters each 1 hr presentation = 2 hrs flex credit
- Personal or Small Group Flex Projects
- Division and Department Meeting attendance during flex week 1:1
- Convocation and follow up Breakout Activities
- Conferences, seminars, institutional planned activities
- Meetings or other activities focusing on staff, student or instructional improvement

Who approves flex activities?

- Deans approve Personal Flex Projects
- Faculty Professional Development Subcommittee, Department Chairs and Faculty PD

Coordinator approve Workshops, Speakers, Events and Activities

What qualifies for flex credit?

In order for an activity to qualify as Professional Development, the activity must fall under the following Title V categories and within the Subjects listed below and found in the Professional Development Gateway:

Title V Categories:
- Course instruction & evaluation
- Staff development, in-service training, & instructional improvement
- Program & course curriculum or learning resource development & evaluation
- Student personnel services
- Learning resource services
- Student advising, guidance, orientation, matriculation; student, faculty diversity
- Departmental or division meetings, conferences & workshops, & institutional research
- Other duties as assigned by the district
- Necessary supporting activities for the above

Subjects:
- Accessibility
- Business Skills
- Chancellor's Office
- College Information
  - Employee Orientation
    - Benefits
    - Marketing
- Compliance
  - FERPA
  - Sexual Harassment
  - Title IX
  - VAWA
- Creative
- Diversity/Equity/Cultural Intelligence
- Employee Information
  - Retirement
- Guided Pathways
- Health & Wellness
- Industry Specific
- Instruction
  - Curriculum Development
  - Instructional Design
  - Instructional Technology
  - Online Teaching
  - Student Learning Outcomes

- Leadership & Management
- Lynda.com
- Office Productivity
- Online Training
- Personal Development
  - Personal Development
  - Collaboration
  - Communication
  - Customer Service
  - Health & Wellness
  - Interpersonal Skills
  - Problem Solving
- Safety Training
- Skillsoft.com
- Student Services & Support
  - Class Scheduling & Enrollment Management
  - Student Counseling
- Sustainability
- Technology
  - Canvas LMS
  - Microsoft Office
  - PeopleSoft
  - Website Design

Examples of activities that may qualify for flex credit include:
- All Flex Week workshops, meetings, retreats, trainings
- Meetings other than those required for regular contractual duties.
  - Example: CTE advisory committee meetings; specialized trainings for departments. This may include off-campus meetings.
- Workshops and speaker events during the semester
- Distance Ed and Canvas Trainings
- Professional Learning Community Meetings
  - Examples: Equity in Action, Coffee with Colleagues, Cafecito, SLO Talk, President's Reading Series, etc.
- Online Security Training from The Technology Center or other specified online trainings
- Student orientations, information tables, etc. (includes SacDays activities)
- District Compliance Trainings
- Any course, workshop or event located in the SAC Professional Development Gateway
  - Note: State-wide events must be submitted as Personal Flex Projects/External Training
- Personal Flex Project
  - Note: Must be entered as External Training in the Gateway (My Flex Project)

My (Personal) Flex Projects/External Training* may include:
- Conferences (up to 6 hours a day)
- Student club advising

- Faculty mentoring
- Creating DLAs or other learning resources materials
- New curriculum development
- Reading discipline related journals, etc.
- Collaboration between two or more Departments to create an educational event
- Preparation of an event, whether off-campus or on that promotes your program
- Serving on Professional organization committee related to your field or education
- State-wide events located in the SAC Professional Development Gateway (Vision Resource Center)
- Events marked with an asterisk (*) on the SAC Professional Development weekly eblast
- Recordings of events located in the [SAC Professional Development Canvas Shell](#)
- On-campus speaker events where registration was not required and thus, attendance not recorded

*Note: A Personal Flex Project/External Training must be pre-approved by the faculty member's dean and verified by their dean upon completion in order to receive flex credit.

What does not qualify for flex credit? What the FARSCCD Contract States:

6.3   OTHER FACULTY DUTIES – CREDIT AND NON-CREDIT

6.3.1 Council Assignments, Meetings Participation in council or committee assignments, course development, meetings, conferences, office hours and other college/district activities is a part of the contractual responsibility.

6.3.2 Commencement Full-time faculty members shall participate in the commencement ceremony for the college or continuing education school to which they are primarily assigned.

Questions about the Gateway and Process

How do I use the SAC Professional Development Gateway to register for professional development, submit personal flex projects, and track flex hours?

Refer to the [SAC PD Gateway Quick Reference User Guide](#) for detailed step-by-step instructions.

Common Days:
- Division and Department meeting should equate up to 6 hours.
  - Division Administrative Secretaries enter division and flex week department meetings for each semester.
    - Details for department meetings will need to be obtained from Chairs and Chairs will be listed as presenters.
  - Administrative Secretaries record attendance for division meeting in the Gateway.
  - Upon request, Chairs provide meeting details to Administrative Secretaires for flex week department meeting (ideally, held during flex week and should take place on the common day) and record attendance in the Gateway, within one week of the meeting.
  - Chairs can submit for presenter credit for flex week department meeting.
- Convocation and Convocation activities should equate up to 6 hours.
- Faculty should register for all Convocation, Convocation activities, Division and Department

meetings in the Gateway.

Flex Activities:

- Faculty should register for all PD Week (and campus and District-wide PD events throughout the semester) in the Gateway.
- Department Chairs/Faculty Presenters should submit proposals to the PD team for any workshops/trainings to be presented during PD Flex Week and/or throughout the semester no later than two weeks before the proposed event during the semester, or one month before the end of the prior semester for the subsequent semester's PD Flex Week.
    - o Submit proposal via the [Propose a Workshop Form](#) located in the Gateway.
    - o Presenters will be notified with approval or any questions.
    - o It will be the designated presenter's responsibility to enter attendance upon completion and within one week in order to receive 2:1 credit.
    - o Presenters can add the cumulative amount of presenter credit for the semester one month before the last day of instruction.

Resources:

- [Santa Ana College Professional Development Gateway](#)
- SAC PD Gateway [Quick Reference User Guide](#)
- [Professional Development Canvas Shell](#) – [Gateway Module](#)
- [Propose a Workshop Form](#)
- [PD Funded Activity Request Form](#)
- [Personal Flex Projects Example Guide](#)

Further questions, please contact your Dean, PD Coordinator or the PD Office.