Flex Requirements & Flex Software (Santa Ana College Faculty Development Tracking System/Faculty Flex System) More Questions? Contact huebsch_mary@sac.edu

SAC has changed to an automated flex system in order to capture the many types of PD occurring at SAC and in order to report accurately & efficiently to the CCCCO.

1. 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, e.g. workshops, seminars, conferences, new program development, meetings to improve learning support services to students, individually designed activities to improve or enhance a person's skills or knowledge in his/her own discipline, etc.
2. How is my flex obligation calculated?
    a. FT teaching faculty load (15 LHE) = 18 hours
    b. PT teaching faculty load = per LHE x 1.5 = flex obligation , e.g. 3 LHE x 1.5 = 4.5 hours
    c. FT teaching faculty overload = same as PT obligation
3. How do I earn flex credit?
    a. Workshop participants each 1 hr participation = 1 hr flex credit
    b. Workshop presenters each 1 hr presentation = 2 hrs flex credit
    c. Personal or Small Group Flex Projects
    d. Meeting attendance during flex week 1:1
    e. Conferences, seminars, institutional planned activities
    f. Meetings or other activities focusing on staff, student or instructional improvement
4. What does not qualify for flex credit?
    a. Committee meetings or committee work up to the 5 hours weekly required in the FARSCCD contract
    b. Regular day-to-day activities, e.g. grading, lecture preparation, department meetings that focus on regular department business
5. Who approves flex activities?
    a. Deans approve Personal Flex Projects
    b. Faculty Professional Development Work Group and Faculty PD Coordinator approve Workshops
6. How do I use the Faculty Flex System? Refer to the How to Manual for detailed, step-by-step instructions.
    a. Accessing the System: Log into WebAdvisor. Click on Santa Ana College Faculty Tracking System and enter the system.
    b. Signing up for a workshop: Search for workshops on your Dashboard by keyword, presenter's last name, workshop number or category. Or

go to Workshop Sign-Up in the Workshops menu and search by calendar date. Click on Reserve Seat.
c. Proposing a Workshop: Click on My Workshop Proposals in the Workshop menu and then Propose New Workshop.
d. Proposing a Personal Flex Project: Click on My Personal Flex Projects in the Workshop menu and then Request a New Personal Flex Project. Below are the stages for Personal Flex Projects. Contact your dean if you have questions about the status of a project you submitted.
   i. Awaiting approval
   ii. Activity approved
   iii. Awaiting verification
   iv. Activity completed

Questions about Flex System and Process

- Common Days: Deans enter division meetings in the system and take attendance. Department Chairs need to enter department meetings and workshops in My Workshop Proposals. Faculty need to register for Convocation and Convocation activities. Convocation and Convocation activities = 6 hours.
- Who approves flex activities?
  o Deans, Faculty PD Coordinator, Faculty PD Work Group
- My Workshop Proposals may include
  o All Flex Week workshops, meetings, retreats, trainings
  o Meetings other than those required for regular contractual duties. Example: CTE advisory committee meetings. May include off-campus meetings.
  o Workshops during the semester
  o Canvas Trainings
  o Professional Learning Network SAC Series
  o Online Security Training from The Technology Center, other specified online trainings
  o Student orientations, information tables, etc. (includes all SacDays activities)
- My Personal Flex Projects may include
  o Conferences (up to 6 hours a day)
  o Student club advising
  o Faculty mentoring
  o Creating DLAs or other learning resources materials
  o New curriculum development
  o Reading discipline related journals, etc.
  o Peer coaching