

COLLEGE OF THE SISKIYOU
INSTRUCTION OFFICE

July 1, 2018

TO: All Full-Time Faculty

FR: Todd Scott, Vice President of Instruction
Tim Frisbie, Chair – Flex/Staff Development Committee

RE: 2018-2019 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 full-time faculty **must** participate in three (3) institutional flex days. This includes one day in August prior to the start of the semester, a day at the end of the fall semester and a day at the end of the spring semester.

The remaining two (2) flex days may be done on-campus by attending one of the workshops and activities planned by the Flex Committee. 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 Days Required

Each faculty member on a full-time contract is responsible for 5 days of flex activities. Full-time faculty members with less than a 100% teaching contract are responsible for a proportionate number of flex days. Faculty members on a one-semester sabbatical are required to complete 50% of the flex obligation (3 days) and no flex is required for faculty members on a full year sabbatical. **One flex day is defined as a minimum of 3.0 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.

The five (5) flex days are, in fact, legally part of the 175-day contract for faculty, and failure to complete the required days must by law necessitate the docking of pay for the incomplete days. 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 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**.
Since a regular school day is part of the 175-day obligation, you will not receive a flex day.
2. For a flex activity undertaken on a **non-school day**.
(Example) 3 to 8-Hour Flex Activity:
You would receive 1 day of flex credit. **Remember—many Saturdays are now instructional days and cannot also be a flex day.** Consult

the academic calendar and choose days that are NOT colored fuchsia or yellow.

C. Calculating Hours

1. Activities completed on **Saturdays that are not already designated as an instruction day** and any Sundays 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** 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, Diverse Student Learning Styles, etc.). Full-time faculty requesting funds for activities relating to courses taught outside of their primary area of instruction will be able to apply for \$200 in flex funding. No flex funding will be awarded to part-time faculty since flex hours are no longer required.

2. Credit for Preparation of Flex Activities

Full-time faculty will be eligible for 1 day of flex credit if their prep time is between 3-8 hours.

3. Column Movement and Flex Credit

Activities used for column movement cannot also be used for flex credit.

4. Sabbatical Leaves and Flex Obligations

You are required to complete 50% of the required days when you are on a one-semester sabbatical (3 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.

5. Partnership Program

The purpose of this program is to increase communication between part-time and full-time staff, to provide assistance to those instructors 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 (these hours must be completed in 1 day)**. 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.

6. Video/Audio Tape Limits/Books and Book Groups

The **maximum number of days** that can be accrued for watching videotapes, listening to audio tapes, or reading a book and/or participating in a Book Group directly related to the primary assignment is **1 day (3 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.

7. 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 an ad hoc committee of the Academic Senate and is composed of five faculty members from various disciplines (appointed by the Academic Senate), and the Vice President of Instruction. The committee meets when required to review proposals and analyses.
- B. All flex proposals and analysis/documentation forms are due by the first Friday of the month and go before the Flex Committee for approval, according to the procedures listed below.

V. FUNDING

Based upon funding, in the 2018-19 school year, \$200 will be available to fund individual flex proposals for each full-time faculty member. Part-time faculty are no longer required to complete flex hours and are not eligible for flex funding. The Flex Committee will notify faculty during the latter part of the spring semester if additional funds are available. There is not funding available to fund each full-time instructor, so flex funds are available on a first come, first served basis. If any flex money is still available in April, full-time faculty members can submit a second request for additional flex funding.

VI. FORMS AND PROCEDURES

A. Institutional Activity RSVP Form

RSVP Forms for institutional activities must be returned to the Instruction Office 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 PRIOR to the activity. These forms are available online on the COS website at: <http://www.siskiyous.edu/committees/flex/documents/proposal.pdf> and should be submitted to the Instruction Office 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.** If travel is involved, fill out a travel request PRIOR to travel and turn it in to the Instruction Office to be approved by the VP, Instruction.
2. Proposals will be reviewed by the Flex Committee. A copy of each approved proposal will be returned to the faculty member.
3. Proposals that are not approved will be returned to the faculty member, 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/documents/analysis.pdf> Within 30 days of completing the activity submit this form to the Instruction Office, 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 Instruction 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/documents/proposal.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 PRIOR to the activity, check the appropriate box on the form and place it in the Instruction Office 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

Full-time faculty are eligible for \$200 of Staff Development funds and part-time faculty are eligible for \$100 of Staff Development funds. There is not funding available to fund each instructor, so staff development funds are available on a first come, first served basis.