2013-2014 Flex Guidelines

2013-2014 Flex Obligation

- The California Community Colleges Flexible Calendar Program allows COM to set aside a specified number of days/hours for professional development (Flex) activities in lieu of teaching each semester. (Title 5, Section 55720).
- One Mandatory Flex Day each semester has been scheduled in fall 2013 and spring 2014.
- All full and part-time credit instructors are obligated to complete a designated number of Flex hours based on the number of units they teach.
- The Flex obligation formula is listed on the Professional Development Web Page
- Faculty teaching a 15 unit load each semester will have a Flex obligation of 4 hours in fall 2013 and 4 hours in spring 2014 that will be fulfilled by attending College Convocation and department meetings on the Mandatory Flex Days.
- All instructors must submit a Flex Verification Form each semester to document how they met their Flex obligation.
- Check the Professional Development Web Page for more information and to download the fall and spring Flex Verification Form.

2013-2014 Flex Days
(Note: There are no Independent Flex Days in 2013-2014)

- **Fall Mandatory Flex Day:** Friday, August 16, 2013
  - College Convocation: 9:00-11:00 a.m. James Dunn Theater, Performing Arts Building
  - Department Meetings scheduled 1:30-3:30 p.m. (Check Dept. Chair for location)

- **Spring Mandatory Flex Day:** Friday, January 10, 2014.
  - College Convocation: 9:00-11:00 a.m. Location to be announced.
  - Department Meetings scheduled 1:30-3:30 p.m. (Check Dept. Chair for location)

- Check the Professional Development Calendar for schedule updates and the Professional Development Web Page for information about other professional development opportunities.

How to Fulfill Fall 2013 and Spring 2014 Flex Hours

- Attend College Convocation & your Dept. Meeting on the Mandatory Flex Day each semester. These are mandatory activities for full-time instructors and will fulfill your Flex obligation if you are teaching 15 units each semester.
- Part-time instructors unable to attend the Mandatory Flex Day or full-time instructors who have additional hours to fulfill due to overloads may:
  - Attend any Professional Development activity scheduled during the semester.
  - Perform Individual Activities

How to Complete Individual Flex Activities

- Individual Activities include, but are not limited to:
  - Program, course curriculum or learning resources development and evaluation
  - Professional Development Activities (conferences or other professional development activities in your field or related to teaching.)
  - Instructional materials preparation
- Visits to instructional programs
- In-service training and other instructional improvement
- Library research and other research

- List completed Individual Activity hours on the Flex Verification Form.

**Flex Verification Forms Due Dates**

- **Fall 2013:**
  Fall 2013 Flex Verification Forms are due in HUMAN RESOURCES by Friday, December 20, 2013.

- **Spring 2014:**
  Spring 2014 Flex Verification Forms are due in HUMAN RESOURCES by Friday, May 23, 2014.

- Flex Verification Forms can be downloaded from the [Professional Development Web Page](#).