Fall 2011
FLEX VERIFICATION FORM

Instructions to Complete & Submit Form:
- Complete form indicating Flex hours DUE and COMPLETED and SIGN signature line.
- Submit signed form to HUMAN RESOURCES by Friday, December 16, 2011
- Forms can be faxed to Human Resources at 415-485-0135

1. Name: _______________________________ Dept. ____________________________

2. Check: Full-time ______ Part-time________

3. Indicate Total Flex Hours of Flex Obligation: (Use formula to calculate*). ____________________________

Total # of Teaching Units (includes teaching overload & reassigned time) x .8 = Total Hours of Flex Obligation
If .49 or below round down, if .5 or above round up.

For example: 18 units x .8 = 14.4 hours (rounded down to 14 hours). 15 units x .8 = 12 hours;
9 units x .8 = 7.2 hours (rounded down to 7 hours)

*Note: The Flex Hours of Obligation Formula & chart are posted on the Staff Development Web Page on the College Website: http://www.marin.edu/com/ODP/StaffDevelopment/index.htm

4. August 10 & 11 Independent Flex Days Workshops Attended:
- New Academic Center Design Update (8/10, 1.5 hrs.)
- CPR Training (8/10, 2 hrs.)
- Tools & Tips with Moodle: Introduction to COMs New Learning Management System (8/10, 1.5hrs.)
- Getting Started with Moodle Hands-on Workshop (8/10, 1 hr.)
- Faculty Orientation (8/10, 2.5 hrs.)
- Strategies to Support Student Success Part One: Using College-wide SLOs to Develop Best Practices (8/11, 1 hr.)
- Strategies to Support Student Success Part Two: Using COM’s Data Dashboard to Support Student Success (8/11, 1 hr.)
- Joint Department Chairs (8/11, 2 hrs.)
- Posting Handouts on the MyCOM Portal (8/11, 2 hrs.)

5. August 12, 2011 Mandatory Flex Day: Please indicate hours attended
- Fall College Convocation (8/12, 2 hrs)
- Department Meetings (8/12, 2 hrs.)

6. Individual & Other Flex Activities - Indicate Number of Hours Completed in the Categories Below:

<table>
<thead>
<tr>
<th>Instructional Materials Preparation</th>
<th>Library and Other Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development Activities</td>
<td>4faculty.org modules</td>
</tr>
<tr>
<td>Student Mentoring</td>
<td>Visits to Instructional Programs</td>
</tr>
<tr>
<td>In-service Training and Other Instructional Improvement</td>
<td></td>
</tr>
<tr>
<td>Program, Course Curriculum or Learning Resources Development and Evaluation</td>
<td></td>
</tr>
<tr>
<td>Flex Workshops/Activities Scheduled During the Semester</td>
<td></td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td></td>
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</tbody>
</table>

Total Number of Flex Hours completed in Section 6 ................................................................. ___

7. TOTAL # OF COMPLETED FALL 2011 FLEX HOURS (add all hours listed) ................................___ ___

By signing below I certify that I have completed my total hours of Flex obligation as indicated above.

SIGNATURE ____________________________ DATE: ____________________________

Sign and Submit to Human Resources by Friday, December 16, 2011