SPRING 2011
FLEX VERIFICATION FORM

Instructions to Complete & Submit Form:
- Complete form indicating hours of spring 2011 Flex activities performed and SIGN signature line.
- Submit signed form to HUMAN RESOURCES by Friday, May 27, 2011.
- Forms can be faxed to Human Resources at 415-485-0135.

1. Name: __________________________________________ Dept. ____________________

2. Check: Full-time _________ Part-time _________

3. Indicate Your 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)

   Conversion Guide for Counselors, Librarians & School Nurse: 100% Assignment = 15 units 90% Assignment = 13.5 units 80% Assignment = 12 units etc.

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

4. January 21 Mandatory Flex Day Activities: (Indicate hours attended.)
   College Convocation (1/21, 2 hrs) .................................................................
   Department Meetings (1/21, 2 hrs.) .................................................................

5. January 19 & 20 Independent Flex Days Scheduled Workshops: (Indicate hours attended)
   Introduction to EduStream (1/19, 1 hr.) ............................................................
   The MyCOM Portal (1/19 or 1/20, 2 hrs.) ............................................................
   CPR Training (1/19, 2 hrs.) .................................................................
   Making Online Learning Accessible (ADA) (1/19, 2 hrs.) ....................................
   Faculty Orientation (1/19, 2 hrs.) .................................................................
   Intermediate PowerPoint (1/20, 2 hrs.) ............................................................
   Academic Wellness Walk (1/20, 2 hrs.) ............................................................
   Joint Department Chairs (1/20, 2 hrs.) ............................................................
   Introduction to ArtSTOR Digital Library (1/20, 1.5 hrs.) ....................................
   Learn How to Use SLO Rubrics for Assessment (1/20, 2 hrs.)............................

6. Individual & Other Flex Activities - Indicate Number of Hours Completed in the Categories Below:
   Instructional Materials Preparation _______ Library and Other Research _______
   Professional Development Activities _______ 4faculty.org modules _______
   Student Mentoring _______ Visits to Instructional Programs _______
   In-service Training and Other Instructional Improvement _________________________
   Program, Course Curriculum or Learning Resources Development and Evaluation _______
   Flex Workshops/Activities Attended During the Semester _________________________
   Other (Please specify) ....................................................................................

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

7. TOTAL # OF COMPLETED SPRING 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.
   Note: Hours above obligation are voluntary.

   SIGNATURE* __________________________________________ DATE: ______________

   Sign and Submit to Human Resources by Friday, May 27, 2011