

# FACULTY FLEX PLAN 2010 – 2011

## Checklist

In April 2010, the State Chancellor's Office informed all the California community colleges with flex calendars that those colleges must comply with the Title 5 Ed Code regarding flex calendars for 2010-2011. (See document "Frequently Asked Questions (FAQs) About the Flexible Calendar Obligation".)

This checklist was designed to assist Fullerton College and Cypress College full-time faculty in complying with the Ed Code and the State Chancellor's Office's recommendations for implementing flex calendars. The State pays NOCCCD for four flex days in lieu of instructional days. Without documentation required by the Ed Code, the District is at risk for having to repay funding for flex days or losing funding for subsequent years.

### Submission of Initial Faculty Flex Plan in October

By the last Friday in October, in order to comply with the Flex Guidelines from the State Chancellor's Office, faculty members need to . . .

\_\_\_\_\_ 1. **Complete and submit the FACULTY FLEX PLAN for 2010-2011 form for peer review.** (See sample forms in the document "Frequently Asked Questions (FAQs) About the Flexible Calendar Obligation".)

\_\_\_\_\_ 1.1 **Write at least one measurable objective that you anticipate accomplishing this year during flex.**

Measurable objective example(s): **Upon successful completion of this flex plan I *will be able to or will have* . . .**

- develop(ed) or revise(d) curriculum for (*name of course*).
- develop(ed) SLOs, assessment plans and reports.
- increase(d) my awareness of student equity and diversity issues.
- use(d) new teaching methodologies.
- increase(d) retention and student success.
- integrate(d) brain research into instruction.

For more EXAMPLES – See "Frequently Asked Questions (FAQs) About the Flexible Calendar Obligation."

\_\_\_\_\_ 1.2 **Check the flex goals that apply to your flex plan: staff, student, and/or instructional improvement.**

\_\_\_\_\_ 1.3 **List the date, name, and number of hours of each activity you plan to complete.** Please see pp. 2-3 of the Frequently Asked Questions document for a list of suggested activities.

The Flex Guidelines document from the State Chancellor's Office highly recommends that faculty work collaboratively with other faculty, staff, and students to improve instruction, staff knowledge and skills, and student success. However, individual workshops, forums, and seminars can be added to complement your plan. Consult the Staff Development website and the District Staff Development Registration Calendar on myGateway for possible workshops, seminars, and forums.

\_\_\_\_\_ 1.4 **Sign your form to acknowledge that the proposed activities meet the flex guidelines for 2010-2011.**

\_\_\_\_\_ 1.5 **Submit your proposed plan for peer review and approval by the last Friday in October.** At the beginning of the semester through the shared governance process, it will be determined what the process for peer review will be at each of the colleges.

### Completion, Certification, and Submittal of Flex Plan by May

On or before the first Friday in May, faculty members will . . .

\_\_\_\_\_ 2. **Complete, sign, and submit their signed (certified) FACULTY FLEX PLAN for 2010-2011 form to their Division.** Faculty may strike through activities on their initial flex plan they did not complete and add activities they attended or accomplished.

## FACULTY FLEX PLAN for 2010-2011

**INSTRUCTIONS:** Please use this form to write your plan and record your completed flex activities.

**NOTE:** Due date for submitting plan for peer review: Last Friday in October

Due date for submitting completed plan to Division: First Friday in May

*Failure to complete your flex obligation may result in an absence for the number of hours missing.*

Print Faculty Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Dept/Division: \_\_\_\_\_ Division Dean: \_\_\_\_\_

**1. Identify at least one measurable objective that you anticipate accomplishing this year.**

*For EXAMPLES, see "Checklist" and "Frequently Asked Questions (FAQs) About the Flexible Calendar Obligation."*

**Measurable outcome: Upon successful completion of this flex plan I will be able to or will have . . .**

(Click in box to type)

**2. My flex program involves \_\_\_\_ staff \_\_\_\_ student \_\_\_\_ instructional improvement.** (Check all that apply.)

DATE	3. Compile List of Flex Activities	Hours Planned	Hours Completed
8/13/10	Mandatory Flex: Fall Convocation 3 hours	3	
	Mandatory Flex: Division Meeting 2 hours	2	
	<b>TOTAL NUMBER OF HOURS</b>		

**Number of hours needed to meet Flex requirement: 20**

**4.** I acknowledge these proposed activities meet the flex guidelines and submit them for peer review and approval.

Signed: \_\_\_\_\_ (Faculty) Date: \_\_\_\_\_  
*(Due date for peer review: Last Friday in October)*

**5. Peer reviewed and approved by** \_\_\_\_\_ (Name) Date: \_\_\_\_\_

**6.** I certify that I have completed the necessary flex requirements as mandated by Title 5, Section 55720 of the Education Code, and as outlined in Article 28 (p. 84) of the United Faculty Contract, July 1, 2008-June 30, 2011.

Signed: \_\_\_\_\_ (Faculty) Date: \_\_\_\_\_  
*(Due date for completed plan to division: First Friday in May)*

**7. Received by** \_\_\_\_\_ (Division) Date: \_\_\_\_\_