



Professional Development (Flex) Activity Report Form  
2009-2010 Academic Year  
(From July 1, 2009 to June 30, 2010)

I certify that I have completed the following activities to satisfy the Professional Development activity requirements. Moreover, I certify that I have read and understand the explanation of the Professional Development Activity Obligation that appears on the opposite side of this form, and that all of the activities listed below are consistent with one or more of the criteria of acceptable Professional Development activities.

Exact date(s)	# of Prof. Dev. hours	Description of Activity	Location of Activity	Indicate how activity meets Prof. Dev. Guidelines (see reverse)
<u>(Example)</u> 8-29-09	6Hours 42 min	Mandatory on-campus Professional Development activities	LASC	C1

\*Maximum of 6 hours 42 minutes per day

Attach an additional sheet if necessary. Please keep activity documents in your own file for 5 years in case of audit.

Total Hours \_\_\_\_\_ (at least 33.5 hrs. are required for FT faculty; for PT faculty, ½ of weekly teaching assignment hrs.)

FT { }    PT { }    PT: Weekly teaching assignment hours    Fall \_\_\_\_\_    Spring \_\_\_\_\_

I certify that the foregoing is true and correct to the best of my knowledge.

Submitted By: \_\_\_\_\_  
Name (printed or typed)                      Signature                      Employee#                      Date

Received By: \_\_\_\_\_  
Name (printed or typed)                      Signature                      Employee#                      Date

Guidelines For  
Professional Development (Flex) Obligation:

The contract faculty are obligated to five days of professional development activities per the AFT agreement. Full-time faculty are required to participate in at least 33.5 hours of appropriate flex activities in this year, herein defined as the period beginning July 1, 2009 and ending June 30, 2010. Faculty with hourly teaching assignments are required to complete hours equal to ½ of total teaching assignment hours for fall and spring. Activities used to satisfy the Flex Calendar Obligation may not conflict with regularly scheduled class activities or other regularly scheduled activities considered to be part of the normal “workload”.

**Completed Professional Development Activity Report forms must be submitted to the Office of Academic Affairs, COX 411D on or before June 11, 2010 to avoid reduction of pay.**

Recognized Flex Calendar Activities:

Activities or events that contribute to “Staff, Student, and Instructional Improvement” are considered to be applicable toward the Flex calendar obligation. Professional development activities intended for instructional improvement include training, workshops, conferences, seminars; individual or small group planned projects, and institutionally planned activities.

(A) Staff Improvement	(B) Student Improvement	(C) Instructional Improvement
1. Developing new programs for staff development (e.g. a workshop on designing relevant programs for staff)	1. Teaching a class in shortened format during a flex period.	1. Attending workshops relating to teaching methods or techniques; assessment.
2. Field visits to colleges and/or industries relating to a particular academic and/or vocational program.	2. Developing a new program to meet changing student needs.	2. Presenting workshops relating to curriculum or teaching methods, techniques.
3. Attending staff meeting to improve resource support services for staff and students	3. Attending faculty and staff (e.g., tutors, lab assistants) meeting to improve services to students.	3. Developing a new course.
4. Attending a workshop on how to mentor students or how to mentor faculty.	4. Creating self-study modules and/or computer-assisted instruction.	4. Developing or revising programs, course curriculum, learning resources, evaluation, including SLOs.
5. Learning a second language to better communicate with our diverse students.	5. Advising students (e.g., academic advisement of students by faculty).	5. Modifying a course to address the needs of diverse students.
6. Attending a workshop designed to promote a cohesive relationship among members of a group	6. Participating in student orientation programs.	6. Modifying a course to comply with changing institutional or discipline standards.
7. Attending a workshop on how to write grants	7. Mentoring students.	7. Subject area research and course update.
8. Attending workshops or individually designed activities to improve or enhance a person’s skill or knowledge in his/her discipline faculty service area.	8. Attending meetings (department or college-wide) specifically to discuss strategies for improving service to students.	8. Grant Writing to secure funds for instructional improvement.
9. Learning how to use computers and technology.	9. Institutional research (e.g., job skill requirements, ethnicity data on students, & matriculation data).	9. Developing or revising programs to support basic skills.
10. Physical fitness activities(e.g. self defense, stress reduction, exercise and nutrition)	10. Conducting outreach for special projects.	10. Faculty and counselor meeting to address areas of curriculum.
	11. Participating in activities that address institutional SLOs.	11. Reviewing learning resource materials to eliminate outdated items and recommend additions.
		12. Integrating state-of-the-art technology into curriculum.

Flex activity participants will earn credit according to the guidelines for hours allowed as determined by the Academic Senate. Flex activity presenters will earn 3 hours of credit for each hour of the first presentation of an approved flex activity and 2 hours of credit for each hour of subsequent presentations. Faculty produced Flex activity presentation must be approved in advance by the Staff Development Faculty Sub Committee.

Faculty on sabbatical leave, re-training leave, leave without pay, or in a teacher exchange program are not required to participate in flex activities for the period of their leave or special assignment.

Disputes concerning Flex activity obligations will be resolved by the Office of Academic Affairs.

Courses or Credits used for salary advancement cannot be used for Flex credit.

Activity Report Code:

This code consists of a combination of the Column heading identification letter (A, B, & C) and the general topic number. It should be used for the Activity Report Form on the opposite side of this page to aid in the identification of the Flex activities. For example, A8 would be used for attending a workshop or conference in your discipline. B6 would be for participating in student orientation programs. C12 would be for activities relating to integrating state-of-the-art technology into curriculum.