

LMC Professional Learning (Flex) INFORMATION FOR 2019-20 (July 1, 2019 – June 30, 2020)

What is Flex?

The Flexible Calendar (Flex) is part of the contractual agreement between the District and the United Faculty (see Article 10), designed to provide faculty with paid time to participate in professional learning activities. The specific dates for Mandatory and Optional Flex activities are agreed upon each year by the District in consultation with the United Faculty. Both Mandatory and Optional Flex occur just before the start of instruction in August (fall semester) and January (spring semester). Additionally, Variable Professional Learning-Flex activities or Special Projects (for Flex credit) may be scheduled throughout the academic year with prior approval by the LPG or the appropriate dean, respectively.

Faculty members have a contractual obligation to complete their Flex hours, as they are hours which are paid to faculty as part of their teaching contract. The number of required hours is based upon faculty load and contract type (part-time [adjunct] faculty, full-time faculty, or first or second year faculty members). Per the contract, faculty members may earn a maximum of 8 Flex credit hours per day. Flex credit cannot be banked or "made up" from one academic year to the next for full-time faculty, or from one semester to the next for adjunct faculty. Adjunct faculty must earn Flex credit during the semester for which the credit is required. Workshop presenters earn double Flex credit.

We are transitioning from the term "Flex week" to "Professional Learning (Flex) week" to broaden the purpose of the week's activities to include and welcome an audience of the entire campus community of faculty and staff. **Please note that all faculty must complete a Flex Faculty Agreement form for each Academic Year. Forms can be found at: <http://www.losmedanos.edu/Flex/> and should be turned in to the Dean for approval by the end of the spring semester for full-time faculty and at the end of the semester in which Flex is owed for adjunct faculty.**

How Many Flex Hours are Required of "Me"?

Your Faculty Flex Obligations Are Outlined Below:

I. Full-Time Faculty obligation ("A" Contract only)

- First Year Faculty = 50 hours
- Second Year Faculty = 40 hours
- Every Year Thereafter = 30 hours

II. Part-Time (C) and Full-Time Overload (AC) FLEX Obligation

- **Fall 2019** - Faculty who teach "AC" (overload classes) or "C" (adjunct/part-time) have Flex obligation for the number of hours taught on Sunday, Monday, Thursday, Friday, and Saturday. There is NO Flex obligation for instructional hours on Tuesday or Wednesday for the fall, 2019 semester. One hour of Flex is owed for every hour of instruction in a week on obligatory days.
- **Spring 2020** – Faculty who teach "AC" (overload classes) or "C" (adjunct/part-time) have Flex obligation for the number of hours taught on Sunday, Monday, Friday, and Saturday. There is NO Flex obligation for Tuesday, Wednesday, and Thursday. One hour of Flex is owed for every hour of instruction in a week on obligatory days.

What are the Flex Activity Classifications?

MANDATORY FLEX: All full-time faculty are required to be on campus on Friday, August 23, 2019 and on Friday, January 24, 2020 to attend All College Day activities and Department Meetings in the afternoon.

OPTIONAL FLEX: Faculty may select from a variety of scheduled activities on the following days:

VARIABLE FLEX:

Faculty may complete up to two days of Variable Flex for a total of 10 hours. Variable Flex activities are chosen individually by faculty, and may occur on any day from July 1 to June 30 each academic year, with the following guidelines:

1. All Variable Flex activities must be pre-approved by the Local Planning Group (LPG) or the faculty member's dean (Special Projects need only dean approval – see below).
2. The activity must meet at least one of the State Flex Guidelines as noted below.
3. All contractual obligations on a given day must be completed by the faculty member before any activity can be considered for Variable Flex credit.
4. Each activity must be individually reported by date and duration.

<p>Fall 2019</p> <ul style="list-style-type: none"> • Tuesday, August 20, 2019 (Added Variable Day) • Wednesday, August 21, 2019 (Optional Day) • Thursday, August 22, 2019 (Focused Flex Day) Optional Activities after 3 p.m. • Friday, August 23, 2019 Mandatory Faculty Service Day/All College Day/Department Meetings in the afternoon 	<p>Spring 2020</p> <ul style="list-style-type: none"> • Tuesday, January 21, 2020 - (Added Variable Day) • Wednesday, January 22, 2020 (Optional Day) • Thursday, January 23, 2020 - (Focused Flex Day) Optional Activities after 3 p.m. • Friday, January 24, 2020 Mandatory Faculty Service Day-All College Day/Department Meetings in the afternoon
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There are two types of Variable Flex as noted below:

1. LPG APPROVED WORKSHOPS: These Variable Flex opportunities are brought to LPG for approval and are promoted through emails and other campus communications. Participants can register for these Variable Flex opportunities through the district Flex Registration site.

YOU MUST REGISTER ON-LINE FOR FLEX WORKSHOPS TO RECEIVE FLEX CREDIT (It is still important to “sign-in” at the workshop): Go to InSite and log-in with your username and password. Click on the blue link to “District Resources” and then click on “Professional Development Workshops” to view a listing by campus of workshop offerings. You may also follow this direct link to register: <https://webapps.4cd.edu/apps/ProfessionalDevelopment/WorkshopEnrollment.aspx>

SPECIAL PROJECTS AND CONFERENCE ATTENDANCE: Faculty members may receive Variable Flex credit for individual or small group planned projects or by attending conferences which occur during a non-work day and for which the faculty member receives no compensation.

Special projects: Must have prior approval from the faculty member’s dean on the Special Projects form which can be found on the Flex webpage: <http://www.losmedanos.edu/Flex/>. The completed and pre-approved Special Projects form should be submitted with the Faculty Agreement form due in May of each year for full-time faculty and at the end of each semester for adjunct faculty.

Conferences: For approval of Variable flex credit for **conferences**, the Dean will check and sign the Variable Flex box on the Faculty Leave Request form. The conference can then be listed on their Agreement form at the end of the Academic Year **without** completing a Special Project form.

What are the State Flex Guidelines?

The purpose of Flex is “to promote staff, student, and instructional improvement.” The state requires that all Flex Activities must meet at least one of the following criteria:

1. Improvement in teaching,
2. Maintenance of current academic/technical knowledge,
3. In-service training for vocational education and employment preparation,
4. Retraining to meet changing institutional needs,
5. Intersegmental exchange programs,
6. Development of innovations in instructional and administrative techniques and program effectiveness,
7. Computer and technological proficiency programs,
8. Courses and training implementing affirmative action and upward mobility programs,
9. Other programs related to education and professional development (e.g., programs to enhance wellness and self-esteem as it relates to one’s job assignment or work environment).

Questions? For further information, please contact:

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