

College of Marin

FAQs about Flex and the Flexible Calendar Program

2017-2018

What is Flex?

- The California Community Colleges Flexible Calendar Program allows COM to set aside a specified number of days/hours for professional development (Flex) activities in lieu of teaching each semester. (Title 5, Section 55720) Each year, schools must offer a total of 175 teaching and professional development days, so each added Flex day means one fewer day of classroom instruction.

Who must participate?

- All full and part-time credit faculty must participate. This also includes librarians, counselors, the school nurse, and Child Development Program faculty. Faculty are paid for this time as part of their contract. Faculty who do not complete their Flex obligation and submit a signed Flex Verification form at the end of the semester will have their pay adjusted.

What is my Flex obligation?

- The Flex obligation is based on the number of units you teach, or, in the case of librarians, counselors, the school nurse, and Child Development Program faculty, the workload. It does not apply to overload activities such as department chair hours, IR&D grants, or other extra units. Flex obligation information can be found on your contract and on the Professional Development webpage.
- For fall 2017, there are six Flex days. Faculty teaching a 15-unit load will have a Flex obligation of 24 hours.
- For spring 2018, there are four Flex days. Faculty teaching a 15-unit load will have a Flex obligation of 16 hours.

When are the 2017-2018 Flex Days?

- **Fall Flex Week – Aug. 14-18** This includes a mandatory Flex day for full-time faculty on Wednesday, Aug. 16 for Convocation and department meetings.
- **Fall Flex Day – Wednesday, Oct. 4** This will be a joint Fall Flex/Classified Staff Professional Development Day with a focus on issues of equity, diversity, and inclusion.
- **Spring Flex Week – Jan. 16-19** This includes a mandatory Flex day for full-time faculty on Wednesday, Jan. 18 for Convocation and department meetings.
- Part-time faculty are strongly encouraged but are not required to attend Flex week activities.

What happens if a full-time faculty member misses a mandatory Flex day?

- Full-time faculty are required to attend the mandatory Flex day each semester. A full-time faculty member who does not attend the mandatory Flex day must submit an absence report.

How can I complete my Flex requirement?

- You can attend scheduled activities during Flex week, attend professional development activities scheduled during the semester, or complete individual professional development activities.

What kinds of individual activities are acceptable?

- There are nine approved criteria designated by the state.
 1. Improvement of teaching
 2. Maintenance of current academic and technical skills and knowledge.
 3. In-service training for vocational education and employment preparation programs
 4. Retraining to meet changing institutional needs
 5. Intersegmental exchange programs
 6. Development of innovations in instructional and administrative techniques and programs
 7. Computer and technological proficiency
 8. Courses and training implementing affirmative action and upward mobility
 9. Other activities determined to be related to educational and professional development. These might include: attending a conference related to your field, serving as a club advisor, working with librarians to evaluate the library collections, giving an approved Flex presentation, participating in a Faculty Inquiry Group, attending a COM-sponsored presentation, and participating in activities that promote physical wellbeing and camaraderie with COM colleagues (max. 3 hours).
- All activities should be linked to the comprehensive plan for staff development and to the goals and objectives of the Flexible Calendar Program. In addition, the staff development plan and the flexible calendar program should be linked to the goals and mission of the college.

What kinds of activities are not acceptable for Flex credit?

- You cannot claim Flex credit for activities related to the normal preparation of classes such as selecting textbooks, preparing syllabus and class materials, grading, and meeting with students.
- You cannot claim Flex credit for activities for which you receive special compensation.
- You cannot claim Flex credit for activities that conflict with your classroom or office hours.
- You cannot claim Flex credit for participating in ongoing committees that are part of professional service to the institution.

How do I report my Flex activities?

- At the end of the semester, all credit faculty will need to complete and submit a **Flex Verification Form**. This form is available on the Professional Development webpage and includes information about scheduled Flex week activities and a place to record information about individual activities.

When is the Flex Verification Form due?

- For fall 2017, Flex forms are due by Friday, Dec. 16. You can put your form in the Professional Development mailbox in the Kentfield mailroom or email it to Flex@marin.edu
- For spring 2018, Flex forms are due by Friday, May 25.

For more detailed information about the Flex program, you can read the **California Community Colleges Flex Guidelines** on the Professional Development webpage.

If you have questions, contact Beth Patel at BPatel@marin.edu.