



FILEX

**PROGRAM GUIDELINES AND
REQUIREMENTS FOR FACULTY**



ProLearning

COLLEGE OF
MARIN

What is Flex?

The California Community Colleges Flexible Calendar Program allows colleges 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 learning days, so each added Flex day means one fewer day of classroom instruction. Currently, COM has five Flex days per semester.

Who must participate?

All full and part-time credit and noncredit faculty must participate in Flex. Faculty are paid for this time as part of their contract. Faculty who do not complete their Flex obligation will have their pay adjusted.

How is my Flex obligation determined?

Your Flex obligation is based on the number of Flex days per semester and your teaching units. In the case of librarians, counselors, the school nurse, and Child Development Program faculty, it is based on workload. It does not apply to noninstructional activities, such as department chair hours, IR&D grants, or stipend work.

Where can I find my Flex obligation?

You can find your Flex obligation on your contract and your ProLearning Welcome page.

How can I complete my Flex obligation?

You can attend professional learning activities during Flex week and throughout the semester, complete online training modules, go to off-campus conferences or workshops, or complete other individual activities.

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

Part-time faculty are encouraged, but not required, to attend Convocation and department meetings.

When is my Flex obligation due?

You must complete your Flex obligation by the last day of finals each semester.

What kinds of individual activities are acceptable?

According to the Chancellor's office, Flex activities may include:

1. Course instruction and evaluation
2. Staff development, in-service training and instructional improvement
3. Program and course curriculum or learning resource development and evaluation
4. Student personnel services
5. Learning resource services
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity
7. Departmental or division meetings, conferences and workshops, and institutional research
8. Other duties as assigned by the district
9. The necessary supporting activities for the above

These activities might include:

- Attending a conference related to your field
- Serving as a club adviser or student mentor
- Working with librarians to evaluate the library collections
- Mentoring another faculty member
- Participating in a Faculty Inquiry Group
- Attending a COM-sponsored presentation
- Serving on a hiring committee (max. 5 hours).

What kinds of activities are not acceptable for Flex credit?

You **cannot** claim Flex credit for:

1. Activities related to the normal preparation of classes, such as selecting textbooks, preparing syllabi and class materials, and grading, which are required parts of your job and your compensation as an instructor
2. Activities for which you receive special compensation
3. Activities that conflict with your classroom or office hours
4. Participating in ongoing committees that are part of your professional service to the institution.

What is ProLearning?

ProLearning is our new professional learning management system. With ProLearning, you can:

1. View a calendar of upcoming professional learning events
2. Register for Flex sessions and activities
3. Access thousands of online training offerings from Lynda.com, Skillssoft, and Keenan
4. View a transcript of your professional learning activities
5. Access the California Community College's Vision Resource Center, developed to promote and support the goals of the Chancellor's Vision for Success
6. Connect with colleagues at COM and throughout the CCC system.

How do I get to ProLearning?

Simply log into MyCOM and select ProLearning from the list of applications. This will take you to your Welcome page, where you will find a Getting Started Guide, calendar, transcript, featured training, social feed, and your Faculty Flex Obligation, which will be updated at the beginning of each semester.

Do I still need to complete a Flex Verification Form?

With ProLearning, you do not have to complete a Flex Verification form. Instead, all professional learning activities should be recorded in ProLearning. After each Flex session, the presenter or Flex coordinator will use the sign-in sheets to mark attendance online. Attendees will then get a reminder to complete a quick online evaluation, and then, that session will be marked as completed in your transcript. If you do individual activities, you will need to add them to your transcript as external training and acknowledge completion by adding an electronic signature.

At the end of each semester, the Flex coordinator will run a training report that includes the number of Flex hours required and the Flex/professional learning activities that have been completed by each faculty member during the semester. This information will then be reviewed by the deans of each division. You do not have to print out or submit anything else.

Where can I get more information about ProLearning and Flex?

For more detailed information, go to the Professional Learning webpage: www1.marin.edu/professional-learning