



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.

What is my Flex obligation, and when is it due?

Full-time Faculty – New Flex Policy

UPM has negotiated some changes in the Flex program. Full-time faculty will now have a **40-hour Flex obligation for the academic year** rather than having a semester-by-semester obligation. In the past, full-time faculty were required to complete 20 Flex hours per semester with a five-day Flex week. Full-time faculty will now have until the last day of spring finals to complete the yearly Flex obligation.

Part-time Faculty

The Flex obligation for part-time faculty is prorated based on their assigned instructional load and is listed on contracts and in ProLearning. The Flex Obligation formula is also posted on the Flex webpage. In the case of librarians, counselors, school nurse, and Child Development Program faculty, the obligation is based on workload.

Part-time faculty must complete their Flex obligation by the last day of finals each semester. Because of the mandatory professional development for online instruction required this year due to COVID-19, UPM has negotiated to allow part-time faculty to apply excess Flex hours earned in fall to spring **for the 2020–2021 academic year only**. If a part-time faculty member does not have a contract for the spring semester or otherwise earns more Flex hours than required, there will not be any additional compensation.

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.

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 COM's 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 LinkedIn Learning, Skillsoft, 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 with links to the Workshop calendar, training opportunities, transcript, and more. The Faculty Flex Obligation for part-time faculty will be updated at the beginning of each semester.

How do I record my Flex activities?

All of your Flex activities need to be recorded in ProLearning. After each Flex session, the presenter or Flex coordinator will use the sign-in sheets or the participants list, in case of Zoom sessions, to mark attendance in ProLearning. Attendees will then get a reminder to complete a quick online evaluation. If you find and watch a video within ProLearning, it will be automatically added to your transcript. If you complete activities not included in ProLearning, such as attending a conference, 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 for part-time faculty and the end of the academic year for full-time faculty, the Flex coordinator will run a training report which includes the number of Flex hours required and the Flex/professional learning activities completed by each faculty member.

Faculty who do not complete their Flex obligation will have their pay adjusted. You can view your completed activities in your transcript and the Flex Credit Dashboard, but you do not have to print or submit anything.

Where can I get more information about ProLearning and Flex?

For more information, go to the Professional Learning webpage:

www1.marin.edu/professional-learning

or contact **Beth Patel** at **bpatel@marin.edu**.