

Complete, print, sign, and submit this form by the last day of final exams, Friday, December 15, 2018. You can put this form in the Professional Learning mailbox in the KTD mailroom or email it to FLEX@marin.edu. If you have questions about the Flex program or completing this form, contact Beth Patel at bpatel@marin.edu.

The Flexible Calendar Program allows College of Marin to designate a specified number of days/hours each semester for professional learning (Flex) activities in lieu of teaching (Title 5, Section 55720).

The Flex obligation each semester is based on the number of Flex days/semester. For faculty that include librarians, the school nurse, Child Development Program faculty, and counselors, the Flex requirement is based on your work load.

**FACULTY INFORMATION**     Full-time     Part-time

First Name \_\_\_\_\_ Last name \_\_\_\_\_

Department \_\_\_\_\_

**HOURS OF FLEX OBLIGATION**

Number of Units Taught	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Hours of Flex Obligation	1	3	4	5	7	8	9	11	12	13	15	16	17	19	20	21	23	24
Check one																		

**Flex Activities Fall 2018**

✓ Select activities you attended during Flex week August 13 - 17, 2018. To get credit for a Flex activity, you must have signed the Flex sign-up sheet at the time of the event. Please indicate if you were a Flex presenter. Presenters receive double Flex credit for activity. (A=Attendee P=Presenter)

**MONDAY, AUGUST 13**

ACTIVITY	HRS	A	P
Department Chairs' Meeting	7		
CPR and First Aid	5		
CalPERS and You	2		
Kindness Rocks	2		
Canvas: Semester Checklist	1.5		
Stress Management	1		
Creating a Positive Work Environment	1		
Your Voice: Your Greatest Teaching Tool	2		
SSU Business Program	1		

**DAY 1**  
Total number of individual Flex hours completed

**TUESDAY, AUGUST 14**

ACTIVITIES	HRS	A	P
English/COSK - Effective Practices	2		
DE Faculty Meeting	1		
Seizure Care on Campus	1		
Equity-Minded Teaching	1		
Creating a Makerspace	1		
English/COSK IS Meeting	1.5		
New Faculty Orientation	3		
SLO Nuts and Bolts	1		
Screening Committee 101	2		
eLumen Basics for SLOs	1		
UC and Common App Essays	1.5		
Functional Range Conditioning	2		

**DAY 2**  
Total number of individual Flex hours completed

Continue to page 2 for Flex activities on August 15, 16, and 17.



## Professional Learning Flex Verification Form *continued*

### WEDNESDAY, AUGUST 15 (Mandatory Flex day for full-time faculty)

ACTIVITIES	HRS	A	P
Fall Convocation	2		
COM Mission and Values Discussion	1		
UPM Meeting and Lunch	1.5		
Department Meetings	2		
President's Welcome Back Reception	1		
Benefit Presentations	1		

**DAY 3**  
Total number of individual Flex hours completed

### THURSDAY, AUGUST 16

ACTIVITIES	HRS	A	P
ESLN Faculty Workshop	2.5		
Benefit Presentations	1.5		
Online and Web-Enhanced Teaching	1.5		
PGS Workshop and Lunch	1		
Supporting Students with Mental Health Disabilities	1.5		
CalSTRS: Retirement	2		
Overcoming Burnout	1		
Umoja Open House	1		
Building for the Future	1		
Responding to Student Concerns and Crises	1.5		
Zero Textbook Cost	1.5		
Helping Students Overcome Challenges	1.5		
Understanding Kaiser & Blue Shield Plans	1		

**DAY 4**  
Total number of individual Flex hours completed

### FRIDAY, AUGUST 17

ACTIVITIES	HRS	A	P
UPM Labor Updates	1.5		
Learning to See Drawing Exercise	3		
Undocu Ally Training	1.5		
Your Retirement Plan at Work	1.5		
Sleep! How It Improves Learning, Memory, and Mood	1		
Self Defense and Pepper Spray Safety Class	3		
eLumen Basics for Course Outlines	1		
Safe Space: LGBT+ Starter Kit	1		
Sustainability and the Curriculum	1.5		
Safe Space: LGBT+ Active Allyship	1.5		

**DAY 5**  
Total number of individual Flex hours completed

**Total number of Flex week hours completed:**

**A**

Continue to page 3 for individual professional learning activities and signature.



## Individual Professional Learning Activities

These activities must be related to staff, student, or instructional improvement (Title 5, Section 55724 (a) (4) and must go beyond the normal preparation required to teach or fulfill your professional obligations. A link to detailed CCC Flex Guidelines can be found on the Professional Learning web site.

**SELECT ONE AND PROVIDE BRIEF DESCRIPTIONS:**

ACTIVITIES	DESCRIPTIONS 1. Briefly describe what you did and learned. 2. How will this information be applied in the classroom and/or contribute to your professional learning?	HOURS
Travel and conferences		
Program, course curriculum, or learning resources development and evaluation		
Flex activities scheduled during the semester		
New course development/modifying existing course to meet changing requirements		
Online training through sites such as prolearningnetwork.cccco.edu, Lynda.com, kognitocampus.com or Skillsoft		
Library collection evaluation. Contact Sarah Frye for details. Five hours maximum.		
Other (Please specify)		

**Total number of individual Flex hours completed:**

**B**

**TOTAL NUMBER OF FLEX WEEK HOURS **A** + INDIVIDUAL FLEX HOURS **B** COMPLETED:**

*I certify that I have completed the above hours and attended all checked activities listed.*

Print Name

Signature

Date