FLEX

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

Full-time faculty have a 40-hour Flex obligation for the academic year. Flex hours are due by the last day of spring finals. For AY 2021-2022 the deadline is Friday, May 27.

Part-time Faculty

The Flex obligation for part-time faculty is 20 hours per semester, prorated according to instructional load. In the case of librarians, counselors, school nurse, and Child Development Program faculty, the obligation is based on workload. For reference, the Flex Obligation formula is posted on the Flex webpage.

You can find you Flex obligation on your contract and in ProLearning, where it is updated at the beginning of each semester. Part-time faculty must complete their Flex obligation by the last day of finals each semester. For fall 2021, the deadline is Friday, Dec. 17. For spring 2022, the deadline is Friday, May 27.

How can I complete my Flex obligation?

The easiest way to complete your Flex obligation is to attend professional learning activities during Flex Week at the beginning of each semester. Flex Week sessions provide important information about COM that will help you prepare for your classes and support your students. In addition, Flex Week sessions will give you the opportunity to meet with colleagues, share resources, and build community. You can also attend Flex sessions 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. Full-time faculty members who do 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. Important note: All department meetings during Flex week qualify for Flex credit. To qualify for Flex credit outside of Flex week, department meetings must have a professional learning focus. Regular meetings which deal with updates and normal housekeeping issues do not qualify.
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 (max. 5 hours)
- 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, posting information on Canvas, and grading. These 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 your Flex activities must be recorded in your ProLearning transcript, so you can get credit for your work.

Instructor-led Flex sessions

After each Flex session, the presenter or Flex coordinator will use sign-in sheets for in-person sessions or Zoom reports for on-line sessions to mark attendance in ProLearning. In most cases, you will also need to complete a quick online evaluation to move events from the active to completed portion of your transcript.

On-line Training Options

ProLearning offers access to thousands of online training offerings from the Chancellor's Office, LinkedIn Learning, Skillsoft, and Keenan. If you find and watch a video or complete a course within ProLearning, it will automatically be added to your transcript upon completion.

Individual Activities

If you complete individual professional learning activities, such as attending a conference or advising a student group, that you did not register for or access through ProLearning, you will need to use the add external training feature to add them to your transcript. After adding information about your activities, you will be asked to acknowledge completion by typing in your name.

The Flex coordinator will use ProLearning transcript records to verify completion of your Flex obligation. You do not have to complete any additional paperwork. Faculty who do not complete their Flex obligation will have their pay adjusted.

How can I check my completed Flex hours?

Go to ProLearning and click on the Flex Credit Dashboard button on your Welcome page. Then, choose the desired time period and refresh the chart and view details. You also can view your transcript to check on active and completed activities. Important Note: Attendance must be marked and evaluations completed (if required) before an event will move from the active to completed section of your transcript.

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**.