

Bakersfield College FLEX Information and Guidelines

1. What is FLEX?

- a. The flexible calendar is the result of an attempt to reform the college calendar without reducing the work year. Time that would have been spent in classroom instruction under the traditional 175-day calendar is devoted to professional development and improvement of instruction. FLEX provides a way for the State to fund activities designed to improve the quality of performance at both the individual and the institutional levels. Though the state allows 15 contract days for FLEX activities, Bakersfield College has opted to utilize 3 FLEX days.

At Bakersfield College, our Staff Development Coordinating Council (SDCC) prepares some activities each academic year that are offered before each semester starts and often throughout each semester that could qualify as acceptable professional development activities. We tend to call these options FLEX Workshops. Other activities (conferences, workshops, coursework) would also be acceptable; no one is required to attend the on campus offerings, but the sessions are convenient. Prior approval of an activity as meeting FLEX requirements is not absolutely necessary, but the review process may raise questions about an activity's appropriateness.

2. Why am I required to participate in and report FLEX activities?

- a. Each faculty member is required to complete a certain amount of professional development each semester or academic year. Full time faculty complete 24 hours each academic year. Adjunct faculty complete 2 hours every semester they teach for BC, for any semester in which they teach 3 units or more. Faculty are paid for this time as part of their annual agreement, so how these professional development activities are fulfilled must be recorded by the campus. If the hours are not completed, then absence slips for the appropriate number of hours must be submitted to appropriately adjust that faculty member's pay.

3. How and when do I report my FLEX activities?

- a. To verify the professional development hours completed each semester/academic year, each faculty member fills out and submits a FLEX Report Form (found on the SDCC website and the employee tab in insideBC) for review by the dean in consultation with the chair. Forms may be submitted anytime throughout the semester, but no later than the start of finals in December/May for adjuncts and no later than the start of finals in May for full-time faculty. Adjuncts submit 2 hours each semester. Full time faculty submit 24 hours for the academic year (8 for fall, and 16 for spring, technically). Absence forms will be submitted for each faculty member who does not submit FLEX activities for the required number of hours. Because faculty members are being paid for completing these activities, each submission must include all the pertinent details about the activity (time, flyer or brochure, proof of attendance, *explanation* of how meets state criteria, etc.). Some logistics must be carefully monitored to avoid the misuse of taxpayer funding. For

example, if you have professional leave to attend an 8-hour workshop on a Thursday and you regularly teach 6 hours that day, you could only claim 2 hours of the time.

4. What is the window for acquiring FLEX credit for a given year?

- a. The FLEX calendar follows the district fiscal calendar. As such, FLEX credit for a given academic year can be earned from July 1st to June 31st. Since FLEX documentation is due by the start of finals in May, FLEX credit earned in May and June can be added to the already submitted FLEX form upon completion. FLEX credit earned during one academic year cannot be banked and used as FLEX credit in subsequent years.

5. What are acceptable FLEX activities for full-time faculty?

- a. FLEX activities must fulfill one of the nine approved criteria designated by the state and be included as part of the Approved list (see part b below). These criteria include:
 - Improvement of Teaching
 - Maintenance of Current Academic and Technical Skills and Knowledge
 - In-Service Training for Vocational Education and Employment Preparation Programs
 - Retraining to Meet Changing Institutional Needs
 - Intersegmental Exchange Programs
 - Development of Innovations in Instructional and Administrative Techniques and Programs
 - Computer and Technological Proficiency
 - Courses and Training Implementing Affirmative Action and Upward Mobility Programs
 - Other Activities Determined to Be Related to Educational and Professional Development—please specify
- b. Activities that faculty members have participated in and that are noted on the most current Approved list (see below) are automatically approved.
 - Approved Activities for FLEX
 - Attending a conference related to your field
 - Attending Opening Day ceremony
 - Attending department meetings outside of the start/end dates of the semester
 - Attending SDCC sponsored workshops (any workshop made available to all campus members) during FLEX week
 - Attending SDCC sponsored workshops during the semester
 - Attending BC plays or concerts, Levan Center presentations, or sporting events (1 hour max for attendance at up to 3 events, for a total of 3 FLEX hours)
 - Participating in activities that promote both physical wellness and comraderie with BC colleagues (includes bowling and basketball) (4 hours max)

- Delivering a presentation at BC (NOTE: presenters presenting at an SDCC sponsored event receive double FLEX hours (1 hour presentation = 2 FLEX hours))
 - Delivering a presentation outside of BC
 - Publishing a paper (3 hours max)
 - Taking a course
 - Training in classroom research assessment techniques
- c. Activities that faculty members have participated in and that are not on the Approved list may be approved upon written request to the educational administrator:
- Steps for approval
 1. Prior to attendance or completion of an activity not included on the list of approved activities, faculty members are asked to provide a written request to their educational administrator for approval.
 2. If granted, faculty members must attach the request with the educational administrator's approval to their FLEX form.

6. What FLEX activities are not acceptable for full-time faculty?

- a. Activities listed on the submitted FLEX form must not be activities for which faculty have been or will be compensated (by KCCD, BC, or other).
- b. Activity hours listed on the submitted FLEX form must not conflict with faculty members assigned load hours (classroom or NT hours).
- c. Most items listed as not acceptable are considered part of faculty responsibilities under contract language "Professional Expectations" and thus do not qualify as FLEX.
 - Attending department meetings, including task force, ad hoc, and course specific meetings
 - Attending governance committees (as representative or guest)
 - Attending governance committee meetings if they meet more than once a semester
 - Attending advisory meetings, occupational Ed meetings, special meetings, any campus meetings as a guest
 - Attending another faculty's class
 - Attending/participating in open houses
 - Updating course assignments, exercises, handouts, syllabus, etc.
 - Researching course related items
 - Compiling SLO data
 - Talking with other instructors
 - Tutoring students outside of class
 - Meeting with students in office
 - Reading a book related to one's field
 - Reviewing textbooks
 - Watching a movie, film, or documentary
 - Developing curriculum
 - Coordinating events/meetings for a department-related activity

- Completing FEMA 100 (or other) course
- Volunteering at SGA “Ask Me” tables
- Working on or writing a novel/text (yours or someone else’s)
- Doing projects (outside of class) with students (e.g. field trips)
- Visiting K12 schools (e.g. BC Outreach)
- Organizing or helping with a BC activity partnered with or connected to local K12s

7. What FLEX activities are acceptable for adjunct faculty?

- a. Many of the FLEX activities listed as non-acceptable for full-time faculty can be counted as FLEX for adjunct, including the following:
 - Attending a department, specific staff meeting, or governance committee meeting
 - Completing FEMA 100 course
 - Coordinating events/meetings for a department-related activity
 - Attending advisory meetings, Occupational Ed meetings
 - Developing curriculum
 - Doing projects (outside of class) with students
 - Attending open houses as a BC representative
 - Visiting K12 schools (e.g. BC Outreach)
 - Organizing or helping with any BC activity partnered with local K12s
 - Compiling SLO data
 - Tutoring (non-compensated) students outside of class
 - Attending a couple of sessions of another faculty’s class upon recommendation of department chair or educational advisor