Flex Reporting Webforms: Summary of Changes

The Professional Development Committee (PDC) created Flex Activity Report Webforms (Full Time Faculty and Adjunct Faculty). These webforms incorporated the current Flex Activity Report Form PDFs (Full Time Faculty and Adjunct Faculty) with some revisions. The summary of changes is detailed below.

Changes to Both Forms

- Added: New BC Logo
- Removed: Directions bullet point 3
  - Previous: "Complete and print this form. Ask your dean if an electronic submittal is acceptable."
- Revised: Directions bullet point 5
  - Previous: "Keep a copy for your records."
  - Updated: "Keep a copy for your records - **you will receive a confirmation email with all submitted information**."
- Added: Required field for @ ID
- Added: Required field for "Your Dean's Email Address"
- Added: Optional field for "Dean's Executive Secretary Email"
- Revised: The activities information section was relocated from the bottom of the form to the middle and given the subtitle "Activities". It is now located after the instructor's information and before the activity details fields.
- Removed: "Submit Completed Forms to Your Dean by Finals Each Semester".
- Revised: Activity Details
  - Previous: "*Activity Details include such specifics as title, date, time, involvement, session titles, etc. If the activity did not require **completion** of a travel form, please **attach paperwork** to clarify the activity (announcement flyers, conference programs, etc.)."
  - Updated: "*Activity Details**: Include** such specifics as title, date, time, involvement, session titles, etc. If the activity did not require completion of a travel form, please **upload supporting documents** to clarify the activity (announcement flyers, conference programs, etc.)."
- Revised: Criteria
  - Previous: "****Each** activity needs to meet at least one of the nine approved criteria listed below. For each activity that fulfills your flex hour obligation,

note the number(s) of the category addressed and explain how the activity improved your teaching:"
- o Updated: "***Criteria: Each** activity needs to meet at least one of the nine approved criteria listed below. For each activity that fulfills your flex hour obligation, note the number(s) of the category addressed and explain how the activity improved your teaching:"
- Revised: Note under the Activities section.
  - o Previous: "**NOTE**: Staff Development annual reports submitted to the State include the campus and individual activities categorized by these nine criteria. These reports help detail our ongoing need for increased funding from the State. Thank you for your help."
  - o Updated: "**Note**: Staff Development annual reports submitted to the State include the campus and individual activities categorized by these nine criteria. These reports help detail our ongoing need for increased funding from the State. Thank you for your help."
- Revised: Activity 1 details are required fields.
  - o All other activity details are optional fields.
- Revised:
  - o Previous: "**Criteria Addressed****"
  - o Updated: "**Note Which Criteria Your Activity 1 Addresses (Required)**"
    - ▪ This is a selection of check boxes instead of a fillable field (previous fulltime form) or dropdown menu (previous adjunct form). Multiple boxes may be selected.
- Added: If Criteria 9 is selected, a text box will appear with the heading "Please Specify"
- Added: Optional Supporting Documents may be uploaded at the end of each Activity.
- Added: "Would you like to add more activities?" after Activity 4.
  - o If "Yes" is selected, a "More Activities" section will appear with spaces for Activities 5 – 10.

Changes to the Fulltime Faculty Form Only

- Revised: Directions bullet point 4
  - o Previous: "Submit **a copy of** this form **to the <u>dean</u>** responsible for your department no later than the **first day of finals each semester you teach**. Be certain to include details and explanations of usefulness about each activity.

- - Updated: "Submit **this form** and **include the email of the Dean** responsible for your department no later than the **first day of finals the Spring Semester you teach**. Be certain to include details and explanations of usefulness about each activity.
  - Revised: Semester fields.
    - Previous: "Fall: _____ Spring: _____"
    - Updated: "Fall (Academic Year) _____ Spring (Academic Year) _____".
  - Total Hours Completed – Revised
    - Previous: "Total Hours Completed:"
    - Updated: "Total Hours Completed **(less than or equal to 24 hours)**"
      - The phrase "(Less than or equal to 24 hours)" also appears in the fillable field before text is entered.
      - An error message will appear if someone attempts to enter more than 24 hours.

Changes to the Adjunct Faculty Form Only

- Bullet point 4 – Revised
  - Previous: "Submit **a copy** of this form **to the *dean*** responsible for your department no later than the first day of finals each semester you teach. Be certain to include details and explanations of usefulness about each activity."
  - Updated: "Submit **this form** and **include the email address of the dean** responsible for your department no later than the **first day of finals each semester you teach**. Be certain to include details and explanations of usefulness about each activity"
- Updated: Semester
  - Previous: "Fall: _____ Spring: _____"
  - Updated: Replaced with 'Radio Button' options and added the title 'Semester/Academic Year'. Only one option can be chosen.
    - Radio button options are: Spring 2025, Fall 2025, Spring 2026, & Fall 2026
- Total Hours Completed – Revised
  - Previous: "Total Hours Completed:"
  - Updated: "Total Hours Completed **(less than or equal to 2 hours)**"
    - An error message will appear if someone attempts to enter more than 2 hours.