

NAME OF COMMITTEE	Flex Advisory Council
TYPE OF COMMITTEE	Advisory Body
COMMITTEE CHARGE	To make recommendations on faculty professional development policies, procedures, activities, and opportunities which will enhance job performance, personal growth, and social interaction, including recommendations regarding the flexible calendar.
TASK, GOALS, & OBJECTIVES	<ul style="list-style-type: none"> • Make recommendations regarding changes to policy and procedure surrounding Flex, the flexible calendar, and faculty professional development. • Make recommendations on professional development opportunities provided to faculty • Educate faculty, staff, and administrators on the role of the Flex Calendar Program. • Review and make recommendations surrounding Flex in accordance with Title 5 (Tile 5, § 55730, Article 2, subchapter 8 of Chapter 6). • Work within a shared governance environment and oversee the tasks necessary to implement the Flexible Calendar Program. • Assist with developing the yearly Flex Calendar Program. • Administer a needs assessment to faculty members at least every three years. • Use the needs assessment to make recommendations for professional learning activities. • Maintain and update the BC Flex Information and Guidelines document which includes a list of acceptable Flex activities for faculty.
SCOPE OF AUTHORITY	The Flex Advisory Council is responsible for making recommendations on professional learning activities (Title 5, Section 55730(e)), including policies and procedures. The recommendations are based upon a comprehensive planning process that includes needs assessment and evaluation. The committee assists the Flex Coordinator in the tasks necessary for implementation of the Flexible Calendar Program.
PROVIDES REPORTS TO	Academic Senate, College Council, and Professional Development Committee
COMMUNICATES WITH	VP Instruction and BC community
MEMBERSHIP	<p>All the following are voting members unless otherwise specified: Co-chaired by one Faculty Representative (Faculty Flex Coordinator) and one Administrative Representative (Dean of Instruction or Director of Academic Technology and Professional Development).</p> <p>3 Faculty Representatives (one from Academic Technology) 1 Classified Representative</p>
ALIGNMENT WITH ACCREDITATION	<p>ACCJC Standard 1: Institutional Mission & Effectiveness (1.2)</p> <p>ACCJC Standard 3: Infrastructure & Resources (3.2)</p>

Reviewed by Executive Board, 4/23/2025

Approved by Academic Senate, date