

Flex Credit: Your Questions Answered

What is flex? Flex is short for **Flexible Calendar Program** and is authorized by a series of state assembly bills. The program is overseen by the State Chancellor's office and follows guidelines laid down by the Faculty Development Committee of the state Academic Senate. It allows faculty to be paid, as part of their assignment, for ongoing professional development. According to the senate guidelines, "The purpose of flex is to provide time for faculty to participate in development activities that are related to 'staff, student, and instructional improvement' (title 5, section 55720)."

How much flex credit do I need?

You need to get 24 hours of flex credit each school year. The deadline for the year is at the end of the spring semester. Summer flex hours will contribute to the next year's account. **Note: according to the state regulations, one can accrue up to 6 hours of flex credit in one day.**

How can I get flex credit?

There are three ways to get flex credit:

1. Do an independent flex activity
2. Participate in a pre-approved flex event. (Make sure you sign in!)
3. Lead a pre-approved flex event.

- 1. Independent Flex Activity:** Individual flex activities are activities you do on your own: independent study, conferences, coursework, etc. Here's the procedure.
 - a. Submit your activity to your department for approval, following the guidelines established by your department. Consult your department chair for details.
 - b. Once you have departmental approval, submit your flex request to flextrack, which will then send an email to your department chair requesting approval.
 - c. Finally, as indicated on flextrack, submit evidence of completion of your project to Sabina Fernandez. This submission of evidence is required by the state. Possible evidence includes, but is not limited to, proof of attendance at a conference, a report, or a product of your project.
- 2. Pre-approved Flex Activity:** These tend to be workshops, seminars, lectures and the like, usually held on campus, and open to all faculty. They have been approved by the Faculty Development Coordinator, are announced in advance, and do not require departmental approval. **Make sure you sign in. If you don't sign in you won't get credit.**

Committee meetings and departmental meetings are not usually eligible for flex credit. The first fall discipline meeting may be eligible for flex credit.

- 3. Lead a Flex Event:** Any faculty member who leads a flex event is entitled to triple flex credit. For example, if you lead a one-hour workshop, you will typically receive 3 hours of flex credit. So if you have an idea for a talk, workshop, etc. let the faculty development coordinator know. Here's the process:

Step One: Request an event using the **Flex Event Request Form**. Try to get requests in at least two weeks before the requested date of the event. You can request the room yourself through R-25 or ask me to request it. Note that the event should fulfill at least one of the state approved categories that are printed at the bottom of the request form.

Step Two: Announce your event. The Faculty Development Coordinator will also routinely announce events.

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Step Three: Print up and fill out the **Flex Sign-in** form, and make sure participants sign it.

Step Four: Hold the event. Make sure participants sign in!

Step Five: After the event, get the **sign-in form to my box**.

The best faculty development activities are faculty generated. I encourage a wide array of activities: workshops, reading and discussion groups, readings, guest speakers, forums, films, etc. If you believe the event contributes to our shared professional life, then it probably will count as a flex event. **All events should include a component in which participants actively, self-consciously reflect on the relation of the topic to their lives as teachers and lifelong learners.** For example, if you show a film, then include some time for discussion before or after the film. Events with a strong disciplinary focus can still count, so long as they are open and announced to all. Such events can be “sponsored” by a discipline or group, but open to the whole faculty, thus promoting interdisciplinary exchange and learning, and contributing to the overall academic tone of Moreno Valley College.

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