

## El Camino College Flexible Calendar Program

### Professional Development Categories and Approved Flex Credit Activities

The purpose of the Flexible Calendar Program is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” (Title 5, Section 55720) in lieu of regular instruction.

The preparation required to teach or perform services on a day-to-day basis – such as grading of student papers, preparing class lectures, attending regularly scheduled department, division, or committee meetings – are a part of an individual’s professional obligation, and consequently, do not meet the purpose of the Flexible Calendar Program.

- Flex credit may only be earned during non-duty hours
- Faculty may earn up to 6 hours maximum in one day
- Faculty may not earn Flex credit for activities in which they receive other forms of compensation, such as payments for publications, stipends, or reassigned time.

In accordance with Title 5, Section 55724, the following table (found on the next page) contains a list of suggested professional development activities that fulfill faculty Flex obligations. These activities align with the mission and strategic initiatives of El Camino College and are intended to provide continued instructional and institutional improvement to support student learning and success.

Faculty/Instructional Improvement	Student Improvement	Institutional Improvement
<p><b>Activities that enhance knowledge in discipline/subject matter and/or improve pedagogical practices, such as:</b></p>	<p><b>Activities that support student success, such as:</b></p>	<p><b>Activities that foster program, departmental, and/or institutional effectiveness, such as:</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Attending on-campus workshops/trainings/orientations to improve instruction such as Informed &amp; Inspired, brown bags, New Faculty Learning Academy (NFLA)</li> <li><input type="checkbox"/> Attending conferences, workshops, or trainings related to your discipline and/or teaching methodology</li> <li><input type="checkbox"/> Reading discipline-related books intended to enhance knowledge in your subject area</li> <li><input type="checkbox"/> Listening to podcasts, TED Talks, etc. related to your discipline and/or teaching methodology</li> <li><input type="checkbox"/> Completing webinars or other online training relevant to your discipline and/or teaching methodology</li> <li><input type="checkbox"/> Completing online learning modules relevant to your discipline and/or teaching methodology such as Lynda.com, MOOCs, @ONE</li> <li><input type="checkbox"/> Evaluating materials to consider for use in major course revision</li> <li><input type="checkbox"/> Participating in a teaching-focused book club</li> <li><input type="checkbox"/> Reading professional books on teaching methodology</li> <li><input type="checkbox"/> Learning a second language to better communicate with a diverse student population</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluating scholarship applications</li> <li><input type="checkbox"/> Collaborating with faculty and staff on projects to improve services to students</li> <li><input type="checkbox"/> Serving as student club advisor</li> <li><input type="checkbox"/> Attending workshops on mentoring students</li> <li><input type="checkbox"/> Serving as a student mentor</li> <li><input type="checkbox"/> Participating in New Student Welcome Day</li> <li><input type="checkbox"/> Participating in student orientation programs (instructional faculty only)</li> <li><input type="checkbox"/> Facilitating or attending student campus events/activities (Black History Month, Fine Arts Open House, etc.)</li> <li><input type="checkbox"/> Facilitating or attending student off-campus events/activities (field trips, student conferences, competitions)</li> <li><input type="checkbox"/> Conducting workshops for students (non-duty hours)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participating in the ECC PRIDE Leadership Academy</li> <li><input type="checkbox"/> Serving on College Curriculum Committee (voting reps)</li> <li><input type="checkbox"/> Serving as Division SLO Facilitator</li> <li><input type="checkbox"/> Serving as Annual Program Plan Review Leader</li> <li><input type="checkbox"/> Serving as Program Review Chair Person</li> <li><input type="checkbox"/> Attending SLO workshops/training</li> <li><input type="checkbox"/> Participating in SLO, PLO, and/or ILO post-assessment meetings to address institutional improvement</li> <li><input type="checkbox"/> Participating in meetings to address areas of curriculum or program review</li> <li><input type="checkbox"/> Developing new programs, courses, or curriculum</li> <li><input type="checkbox"/> Modifying an existing course to comply with changing institutional or discipline requirements</li> <li><input type="checkbox"/> Completing course conversion (face-to-face to online)</li> <li><input type="checkbox"/> Creating a website to support a course or program</li> <li><input type="checkbox"/> Conducting institutional research to improve service to students</li> </ul>

Faculty/Instructional Improvement (Continued...)	Student Improvement (Continued...)	Institutional Improvement (Continued...)
<b>Activities that enhance knowledge in discipline/subject matter and/or improve pedagogical practices, such as:</b>	<b>Activities that support student success, such as:</b>	<b>Activities that foster program, departmental, and/or institutional effectiveness, such as:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Preparing exhibitions of art, science, or other materials beyond the scope of your typical day-to-day instruction</li> <li><input type="checkbox"/> Training to teach online, re-training for a new course management system</li> <li><input type="checkbox"/> Attending literary readings, debates, sporting events, or lectures relevant to your discipline</li> <li><input type="checkbox"/> Attending/viewing gallery or museum exhibits, films, or plays relevant to your discipline</li> <li><input type="checkbox"/> Mentoring new or prospective faculty, or being mentored yourself</li> <li><input type="checkbox"/> Writing and publishing scholarly material (unpaid)</li> <li><input type="checkbox"/> Conducting field research (unpaid)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Serving at on-campus information table (Career Day, etc.)</li> <li><input type="checkbox"/> Visiting/recruiting at area high schools or in the community</li> <li><input type="checkbox"/> Writing grants aimed to improve services to students</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Making presentations related to your discipline/ program or the college to community groups</li> <li><input type="checkbox"/> Conducting community outreach such as judging school competitions, college information booths, collaboration with other colleges on curriculum and instruction, etc.</li> <li><input type="checkbox"/> Training in disaster preparedness, such as CERT, active shooter, mental health first aid, etc.</li> <li><input type="checkbox"/> Participating in training on affirmative action, implicit bias, cultural sensitivity, or equity issues</li> <li><input type="checkbox"/> Training in issues related to harassment, gender, or other mandated programs (i.e. EEOR, FERPA, etc.)</li> <li><input type="checkbox"/> Attending conferences, committees, or workshops for state and national leadership related to education (i.e., ASCCC, CFT)</li> </ul>

<b>Other</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Participating in campus-sponsored wellness activities</li> </ul>