San Diego Continuing Education Instructional Improvement (Flex) Handbook 2016-2017

A Guide to Fulfilling Flex Obligation for

SDCE Contract and Adjunct Faculty

San Diego Community College District

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2016-2017 SDCE FLEX OBLIGATION COMPLETION DEADLINES

The 2016/2017 Continuing Education academic calendar includes 5 Instructional Improvement (FLEX) days for all 18 week classroom contract and adjunct faculty. Flex is defined in Title 5 as "in lieu of instruction." It is designed for faculty to conduct staff, student, and instructional improvement activities. These hours must be monitored for state apportionment. (see Title 5, section 55724).

1. FLEX Days

    All contract faculty who have an 18-week classroom assignment and adjunct faculty with an 18-week classroom assignment who teach on the designated Instructional Improvement (FLEX) days will have a required flex obligation. The FLEX days are as follows:

    Fall 2016:   **Wednesday, August 31, Thursday, September 1 & Friday, September 2, 2016**
    Spring 2017:   **Monday, January 30 & Tuesday, January 31, 2017**

    There is no Instructional Improvement (FLEX) obligation for short-term (less than 18 week) classroom assignments for contract and adjunct faculty. **NOTE:** FLEX Activities must be conducted during FLEX Days or completed outside the faculty member's "regular" workday.

2. FLEX Obligation Deadlines

    A. **Adjunct Faculty** must meet their FLEX obligation and report the completion on the Faculty FLEX website by the following deadline dates.

    Fall 2016:   **January 6, 2017 12:00 Noon**

    Spring 2017:   **May 12, 2017 12:00 Noon**

    B. **Contract Faculty** must meet their FLEX obligation and report the completion on the Faculty FLEX website by the following deadline date.

    Fall 2016 & Spring 2017**:**   **May 12, 2017 12:00 Noon**

    Faculty who do not meet their FLEX obligation will have their pay docked for each hour that is not completed. (See Article 7.1.4, AFT Contract).

    All faculty members are encouraged to check their FLEX status by going to the MY CONTRACT page on the Faculty FLEX website: SDCE Flex

3. Independent Project Deadlines
    The deadline for the submission of independent projects for approval will be:

          Fall 2016:   **December 2, 2016**
          Spring 2017:   **April 14, 2017**

    After an Independent Project has been approved, the project must end and be marked as completed on the Faculty FLEX website before the following deadlines, in order to receive FLEX credit:

          Fall 2016:   **January 6, 2017 12:00 Noon**
          Spring 2017:   **May 12, 2017 12:00 Noon**

SDCE INSTRUCTIONAL IMPROVEMENT PROGRAM (Flex)

The Instructional Improvement Program (FLEX) is a requirement for colleges and Continuing Education institutions operating under a flexible academic calendar. Faculty who choose not to participate in the program will have their pay deducted to reflect the hours not worked.

The program is designed to offer faculty the most flexible range of possible work activities, which are called **FLEX Activities**, with many scheduled during designated **FLEX Days**. Faculty can fulfill the obligation at any time during the semester or the academic year. FLEX Activities can be made up of institutionally designated activities and workshops, or approved Independent Projects, as long as they qualify as Instructional Improvement Activities under Title 5 (see page 8).

One important requirement in districts operating under the approved Flexible Calendar is to meet various monitoring and reporting requirements. These requirements include:

- Specifying particular activities that qualify as instructional improvement;

- Maintaining records on the type and number of activities assigned;

- Maintaining records on the number of employees participating in each activity.

In an effort to facilitate participation in required FLEX activities, the District has created a faculty FLEX section and website on the Faculty Web Services website (FWS) - SDCE Flex.

The section includes a list of available institutionally designated activities and workshops, developed and offered at SDCE, which faculty can register for online. There is also an online form for faculty to submit a request to conduct an independent project for FLEX credit. The Faculty FLEX website includes guidelines and information about meeting the Instructional Improvement obligation with the FLEX Program.

This Instructional Improvement (FLEX) Handbook is an additional guide to walk you through completing the online form and provides a review of the FLEX Program to help faculty meet the Instructional Improvement obligation.

The FLEX Coordinator welcomes your input and recommendations.

If you have any questions about participating in the FLEX Program or need assistance using the Faculty FLEX website, please contact the FLEX Coordinator, or check the Flex Guidelines Link for more information as well.

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Instruction & Student Services

Flex Guidelines Link

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FLEX ACTIVITIES

1. **Enroll in/Record a Flex Workshop/Activity**

   Enrolling in and recording attendance of a Flex workshop or activity is done **online.** You must enroll in a workshop or activity before you can record that you completed the activity. Faculty members are not required to sign attendance rosters at the FLEX activities. Recording attendance on the Faculty Flex website is all that is required to receive FLEX credit.

   A. **Enroll in a Workshop/Activity**
      1. Go to the **Faculty Flex** website: [SDCE Flex](#)
      2. Select **Workshop /Activity Registration** from the menu on the left.
      3. **Login** using your CSID and password.
         * Note: This is the same password used for FWS class management.
      4. View the list of available workshops/activities.
      5. Click on the name of the workshop/activity to view details.
      6. Select "**ADD**" next to the workshop/activity you wish to attend.
         * Note: You must add the workshop/activity prior to midnight on the day of the workshop/activity.

Continuing Ed **Faculty Web Services**

Welcome	Guidelines	Workshop Registration	Your Contract	Independent Projects	Workshop Form

Welcome To The Flex Login

⇨ Please enter your **7-digit CSID** and password to login. Use the same password in all Faculty Web Services applications (CAV Summary, Attendance/Grade Roster and Flex).

⇨ If this is your first time logging in, enter SDCCD in the password field. Another page will display for you to create your password.

⇨ If you do not know your new CSID number click on the **OBTAIN CSID** button.

CSID:	
Password:	

[Enter] [Obtain CSID]

B. **Enrollment After the Workshop/Activity Date**

Faculty must make every effort to enroll by midnight on the day of the workshop/activity. If for some reason faculty do not enroll by the deadline, to document completion, faculty are directed to:

1. Email the Flex Coordinator for manual enrollment
2. Include the workshop title and date attended
3. Flex Coordinator will enroll faculty member manually, within 5 working days
4. Faculty are be responsible for checking the status and reporting completion of the Flex hours

C. **Record Attendance of a Workshop/Activity**

1. Go to the **Faculty Flex** website: [SDCE Flex](#)
2. Select **YOUR CONTRACT** from the menu on the left.
3. **Login** using your CSID and password.
4. See the list of workshops/activities you have registered for.
5. Select "Yes" to indicate you completed the workshop/activity.
6. Complete the certification pop-up box.
7. You must record your attendance by the deadline to receive FLEX credit.
   Fall 2016:   **January 6, 2017 12:00 Noon**
   Spring 2017:   **May 12, 2017 12:00 Noon**

2. **Flex Workshop/Activity Information**
   A. **Generic Workshops/Activities**

   Generic, pre-approved, workshops/activities are available for FLEX credit. These workshops/activities are automatically approved for a pre-determined number of hours.   If you choose to enroll in any or all of these workshops/activities, please do so by the date indicated as they become inactive after that point in time. As with any other FLEX activity, your work on these activities will be performed outside of your regularly scheduled hours and at a location of your choice. FLEX credit will be awarded when you certify completion in your Contract on the Faculty FLEX website. If you have any questions concerning this type of workshop/activity, please contact the Instructional Services Office on campus.

   B. **Workshops/Activities for Committee Members**

   There are some workshops/activities designed for faculty who are members of a specific committee. Enrollment is limited to committee members only. If you chair a committee or special group and wish to obtain information about developing a similar FLEX activity, please contact the Instructional Services Office on campus.

C. **Workshop/Activity Presenters**

Workshop/activity presenters will continue to receive double the FLEX credit for workshop/activity preparation and administrative responsibilities, i.e., Presenter's Credit. Therefore, presenters should enroll in their own workshops/activity. Workshop/activity rosters will be sent to presenters via email. Presenter credit will be posted by the FLEX Office after the activity is completed.

D. **Workshops/Activities Involving Travel**

Workshops/activities involving travel outside SDCCD sites will require faculty planning to attend to complete a travel request form. Funds may be available for travel. Please contact the Program Chair, Assistant Program Chair or Program Dean for information.

E. **Requests for Disability Related Accommodations**

Please contact the Dean of Disability Support Programs and Services (DSPS) at least five (5) working days before the FLEX workshop/activity for disability related accommodations.

F. **Banking/Carryover**

While faculty are encouraged to meet their obligation each semester, those who wish to "bank" or carryover time spent on FLEX activities beyond the number required for the semester may do so under the following conditions:

1. Excess hours may be "banked" from one semester to another within the academic year. You may carry over FLEX credit from Fall 2016 to Spring 2017 (but not from Spring 2017 to Fall 2017).
2. Any "banked" hours on record at the end of the fall semester will automatically be brought forward in the FLEX system to the spring semester for all faculty.

G. **Evaluation**

An evaluation of the FLEX activities designated by the college is required by Title 5. An online evaluation form will be sent to all faculty at the conclusion of the Spring FLEX period.

3. **Independent Projects**

All Independent Projects must be submitted online and according to provision 7.1.4 of the AFT contract. To create your Independent Project, follow the procedure described below and refer to the sample in this handbook. You may also contact your campus FLEX Coordinator for information.   Submittal deadlines are:

Fall 2016:   **December 2, 2016 12:00 Noon**
Spring 2017:   **April 14, 2017 12:00 Noon**

Independent Projects must meet the Instructional Improvement requirements under Title 5, Section 55724. Once an Independent Project has been reviewed and accepted, the project must end and be marked as completed on the Faculty FLEX website before the following deadlines to receive FLEX credit:

Fall 2016: **January 6, 2017 12:00 Noon**
Spring 2017: **May 12, 2017 12:00 Noon**

A. **Independent Project – Submitting Online**
1. Go to the Faculty FLEX website: https://cefaculty.sdccd.edu
2. Click on **My Contract** from the menu options on the left side of the page.
3. Log in with your CSID and password.
4. Enter the correct information in the following fields. See Sample in Appendix A.
   a. Select **Type** of Independent Project - choose from the drop-down menu.
   b. Independent Project Title: Enter a short, descriptive title for your project.
   c. Start Date: Enter the month, date and year you plan to begin your project.
   d. End Date: Enter the month, date and year you plan to conclude your project. Note: Your project must end and be marked as completed in the Faculty FLEX website before the following deadlines to receive FLEX credit:
      Fall 2016: **January 6, 2017 12:00 Noon**
      Spring 2017: **May 12, 2017 12:00 Noon**
   e. Planned Hours: Enter the number of hours planned to complete the project, not to exceed 20 hours.
   f. Briefly describe the project and explain how this activity will improve instruction. These two parts are required by Title 5 and must be included on the proposal to advance to the next step.
      i. Part 1- Describe the project, and,
      ii. Part 2 – Explain how the activity will improve instruction and/or is staff development.
      iii. Certification: Type your "Last Name, First Name" here. Your electronic signature certifies you will complete this project.
5. Select **SUBMIT** when your project is ready for review.
6. Select **SAVE** if further research is necessary before submitting it. *Please note, projects in SAVE status can only be viewed by you and must be submitted to the FLEX Coordinator for review.
7. To delete the project if you no longer choose to submit it, select **CANCEL**.
8. When **SUBMIT** is selected, the faculty member will receive a confirmation indicating that the independent project is now **IN PROCESS**.

NOTE: The FLEX system will accept up to 1,000 characters maximum for both parts. If you exceed this limit, the system automatically stops recording your input once it reaches 1,000 characters.

B. **Independent Project - Status Update**

Emails are sent to the faculty with any status updates of the Independent Project you submitted. You can also go online to view and update the status of your project.

1. Go to the Faculty FLEX website: https://faculty.sdccd.edu/facflex
2. Select **YOUR CONTRACT** from the menu on the left.
3. Login with your CSID and password.
4. You will see a list of any projects you have submitted, along with the status of each.
5. Below is a description of each status. (NOTE: Your project will not display on the Workshop/Activity Registration page, only on **YOUR CONTRACT**).
   a. **Saved** - used to identify projects entered into the system but not yet submitted by the faculty member. These projects will not appear on the approval list until submitted by the faculty member.
   b. **In Process** - used to identify submitted projects not yet processed by the FLEX Coordinator. The IP is initially reviewed by the Faculty Flex Coordinator. If the project does not include the two elements noted in step 6 of the online form (describing the project and explaining how this activity improves instruction), or if there are other clarifications needed, the faculty submitter will be notified and requested to make appropriate revisions.
   c. **See Program Dean** – Each Independent Project is also forwarded to the Program Dean for review.
   d. **Input** - the project has been processed and is ready for the faculty member to complete. E-mail notification is automatically sent to the faculty member by the FLEX System to notify faculty submitter of this status.
   e. **Completed** – used by the faculty member to mark the project as completed.
   f. **Canceled** – used by the faculty member to delete an individual project.

C. **Independent Project – Mark as Completed**

1. When the work for the project has been finished, go to the **Faculty FLEX** website: https://faculty.sdccd.edu/facflex.
2. Select **YOUR CONTRACT** from the menu on the left.
3. **Login** with your CSID and password.
4. You will see a list of any projects you have submitted, along with the status of each.
5. Click "Yes" next to **Completed** to change the status of your project.
   a. You must mark your project as complete by the deadline to receive FLEX credit.
      Fall 2016:   **January 6, 2017 12:00 Noon**
      Spring 2017:   **May 12, 2017 12:00 Noon**
6. Click **Submit.** No final report or further documentation is required.
7. The Vice President of Instruction & Student Services will be responsible for

addressing concerns of failure to meet the flex obligation and for issues and concerns related to Independent Projects.

D. **Independent Projects: Acceptable Categories**

Campus Activities:

 * Student Tutoring, Advising and/or Mentoring/ Faculty Mentoring /Club Advising

Community Outreach:

 * Job shadowing/ Course-related industry visit/ High School Career Days

Curriculum and Instruction:

* Integrate/Develop Course Outline

* Develop new syllabus

* Revise existing instructional program

* Participate in Articulation/Matriculation activity

* Interact with colleagues to improve instruction

* Review new textbook

* Explore alternate instructional methods

* Develop new instructional program

* Revise existing course outline

* Update/revise learning resources

* Develop new instructional skills

* Create new learning/teaching materials

* Review of instructional software

* Visit program-related sites

Meetings and Committees:

* Program/Department/ Discipline/Student Services/ Affirmative Action /Hiring/ Campus-Wide/ District

Professional Organizations

* Local/state/national Conferences/Seminars/ Workshops/ Trainings/Executive Board Positions Meetings (local/state/national)

Research/Writing

* Grant Writing /Publish an article or book/ Participate or edit professional publications/ Research higher education regulation/legislation/ Examine educational/academic issues Write/research for publication

Technology

* Hardware Training/ Software Training/ Online Course Development/ How to integrate technology into curriculum/ Currency in technical/vocational skills

INDEPENDENT PROJECT SAMPLE

⟳ Click on the **Submit** button to process your changes.

⟳ Click on the **Undo** button to reverse your changes.

Independent Project Information

⬅ BACK | Submit | Cancel |

Project ID: **16176**   Project Status: **In Process**

Name: **DOE, JANE**   Campus: Acad Unit: **4020 -**

Independent Project Title: **Test Project**

Start Date:	End Date:	Planned Hours:	Actual Hours:	New Status
10/22/16	**10/23/16**	**5.00**	0.00	-Select- ▼

Project Type: **Professional Organizations**

Project Activities

* Local/state/national conferences/seminars

* Executive Board Positions

* Meetings (local/state/national)

* If Flex activities are conducted during the semester they must fall outside the 30 hour on campus requirement for contract faculty.

Description (1000 Characters Max):

I will attend the California Council for Adult Educators Conference on October 22, 2014. I will be attending workshops to learn about techniques for working with adult learners. I look forward to networking with colleagues from different fields of education and improving my teaching skills. I will report back to my peers at a follow-up meeting.

| Submit | Cancel |

PROPOSING A FLEX WORKSHOP/ACTIVITY FOR GROUP EVENTS

Faculty may propose a Flex workshop/activity for a group, department, college, or District-wide event by submitting a Flex workshop/activity Request form Online.

1. Flex Workshop/Activity Request Form Online

2. Submit the Flex Workshop/Activity Request Form Online:
    A. Submit the completed form at least 5 days prior to the Activity start date.
    B. Note: Incomplete forms will be returned unprocessed. It is important that you review the form for accuracy and completeness to avoid any delay in processing.

3. Receive Approval:
    You will be notified of the activity number once the form has been processed.

4. SAMPLE Online Flex Workshop Form $\longrightarrow$

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Instructional Improvement (Flex)
WORKSHOP INFORMATION FORM

Complete and submit form at least **10 working days** before the workshop

Academic Year:	2014-2015 (07/01/2014 - 06/30/2015) ▼
Workshop Title:	ABE: Teaching the New HS Exam
Campus:	ECC ▼
Location:	Rm 76
Off Campus:	Yes ● No ●
Flex Hours:	1.5
Seat Maximum:	25
START DATE:	11/14/14 🔲 (mm/dd/yy) **END DATE:** 11/14/14 🔲 (mm/dd/yy)
START TIME:	2:00 (hh:mm) AM ● PM ●
END TIME:	3:30 (hh:mm) AM ● PM ●
Presenters:	John Smith

Comments:

Maximum of 1000 characters

Requestor:	COZZOLINO, LAURIE **DATE:** 10/30/2014
Requestor's Contact Info:	X48335

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