Professional Development Categories & Activities List

Flexible Calendar (Flex Credit)

Activities approved for Flex credit by the Faculty Development Committee and the Professional Development & Learning department must fall into one of the nine Chancellor's Office categories listed below. Please use the table to determine how to submit an activity for Flex credit.

Legend

➡ **Sign-in Sheet:** Sign in at the activity. Sign-in sheets are returned to the Professional Development Office.

➡ **Professional Development Reporter (PDR) Conference:** Log into Professional Development Reporter. Click **"Manage FLEX Activities,"** then click **"Submit Conference Attendance/Off-Campus Workshop/Other."** (This is typically done after the conference attendance has taken place, unless the activity is after May 15).

➡ **Professional Development Reporter (PDR) Individual Project Proposal (IPP):** Before submitting in Professional Development Reporter, you must consult with your dean in advance of the activity date. Then, log into Professional Development Reporter, click **"Manage FLEX Activities,"** then click **"Submit an Individual Project Proposal."** After the activity is approved and completed, return to Professional Development Reporter, and under Manage FLEX Activities click **"Sign-Off on a Project Proposal."**

Category/Activities	Max. Hours	How to Submit
Category 1 – Course instruction and evaluation		
• Student Learning Outcomes workshops/training	6 hrs/day	Sign-in sheet, **or** PDR Conference
• Webinars	2 hrs/day	PDR Conference **&** Certificate of Completion
• Lynda.com	2 hrs/year	Dean's approval, PDR IPP
• Attending workshops on teaching methods or techniques	6 hrs/day	Sign-in sheet, **or** PDR Conference
• Graduate-level work related to teaching discipline provided coursework doesn't contribute to class or range increase	6 hrs/day	Dean's approval, PDR IPP
Category 2 – Staff development, in-service training and instructional improvement		
• Faculty mentoring	8 hrs/semester	Dean's approval, PDR IPP
• Conferences/workshops/trainings to enhance knowledge in discipline	6 hrs/day	PDR Conference
• Online (certification) conference	6 hrs/day	PDR Conference **&** Certificate of Completion
• District required training (safety, etc.)	6 hrs/day	Sign-in sheet, **or** Certificate of Completion
• Technology training	6 hrs/day	Sign-in sheet
• Off-campus site visits related to discipline (museums, historical sites, galleries)	6 hrs/day	PDR Conference
• Attending performances related to discipline	4 hrs/day (6 hrs with dean	PDR Conference
Category 3 – Program and course curriculum or learning resources development and evaluation		
• Course conversion (face-to-face to online)	15 hrs/activity	Dean's approval, PDR IPP
• New curriculum development	15 hrs/activity	Dean's approval, PDR IPP

Category 3 – *Cont'd*		
• Scholarly writing and publication (unpaid)	15 hrs/activity	Dean's approval, PDR IPP
• Review of learning resources materials for new course	15 hrs/activity	Dean's approval, PDR IPP
• Grant writing to secure funds for improvement of instruction	15 hrs/activity	Dean's approval, PDR IPP
• Service on College Curriculum Committee (voting reps)	4 hrs/semester	PDR Conference
• Program Review Chair Person (one semester only)	8 hrs/semester	Dean's approval, PDR IPP
• ISLO & SLO meetings for post-assessment discussion & instructional improvement	6 hrs/day	Dean's approval , PDR IPP & sign-in sheet
• Annual Program Plan Review Leader	8 hrs/fall 4 hrs/spring	Dean's approval, PDR IPP
Category 4 – Student personnel services		
• Visiting/recruiting at area high schools or in the community	15 hrs/activity	Dean's approval, PDR IPP
• Serving at on-campus information table (Career Day, etc.)	6 hrs/day	Sign-in sheet
• Workshops on mentoring students	6 hrs/day	Sign-in sheet
• Conducting workshops for students (non-duty hours)	6 hrs/day	Dean's approval, PDR IPP
Category 5 – Learning resource services		
• Creating website to support course	15 hrs/activity	Dean's approval, PDR IPP
• Creating tutorial modules	15 hrs/activity	Dean's approval, PDR IPP
• Institutional research to improve service to students	15 hrs/activity	Dean's approval, PDR IPP
Category 6 – Student advising, guidance, orientation, matriculation services and student, faculty and staff diversity		
• Participation in New Student Welcome Day	6 hrs/day	Sign-in sheet
• Student Club Advisor	8 hrs/semester	PDR Conference
• Student Mentors	8 hrs/semester	PDR Conference
• Faculty involvement in student improvement activity (e.g. Black History Month, Fine Arts Open House)	6 hrs/activity	Dean's approval, PDR IPP
Category 7 – Departmental or division meetings, conferences and workshops, and institutional research		
• Workshops/Retreats/Seminars	6 hrs/day	Sign-in sheet
• Brown Bag meetings: Informal lunchtime meeting focused on improving teaching, enhancing disciplinary knowledge and/or skills in improving service to students.	2 hrs/day	Sign-in sheet
• Service on Accreditation Self-Evaluation committee	8 hrs/semester	PDR Conference
Category 8 – Other duties assigned by the district		
• Service on Interview committees during non-contract periods (summer & winter recesses)	8 hrs total for summer & winter recesses	PDR Conference
• Disaster Preparedness (e.g. CERT Training, Mental Health First Aid Certificate, Active Shooter Training)	1 hr activity = 1 hr of flex	PDR Conference
Category 9 – Necessary supporting activities for the above	15 hrs/activity	Dean's approval, PDR IPP