

## Categories and Activities List

Activities approved for Flex credit by the FDC and Professional Development Office 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.
- ▶ **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).
- ▶ **PDR 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
<b>Category 1 – Course Instruction and Evaluation</b>		
• Student Learning Outcomes workshops/training	6 hrs/day	Sign-in sheet, <b>or</b> PDR Conference
• Webinars	2 hrs/day	PDR Conference & Certificate of Completion
• Attending workshops on teaching methods or techniques	6 hrs/day	Sign-in sheet, <b>or</b> PDR Conference
<b>Category 2 – Staff Development In-Service Training and Instructional Improvement</b>		
• Faculty mentoring	8 hrs/semester	Dean’s approval, PDR IPP
• Conferences/workshops 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, <b>or</b> 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 approval)	PDR Conference
<b>Category 3 – Program and Course Curriculum or learning resources development and evaluation</b>		
• 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
• Writing discipline-related professional journal articles (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

<b>Category 4 – Student Personnel Services</b>		
• 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
<b>Category 5 – Learning Resource Services</b>		
• 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
<b>Category 6 – Student advising, guidance, orientation, matriculation services and student, faculty and staff diversity</b>		
• 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
<b>Category 7 – Departmental or division meetings, conferences and workshops, and institutional research</b>		
• Department meetings/retreats outside of regularly scheduled monthly meetings	6 hrs/day	Sign-in sheet
• Service on Accreditation Self-Study Standard committee	8 hrs/semester	PDR Conference
• Plan Builder, Program Plan Leader	8 hrs/fall 4 hrs/spring	PDR Conference
<b>Category 8 – Other Duties Assigned by the District</b>		
• Service on Interview committees during non-contract periods	8 hrs/semester	PDR Conference
<b>Category 9 – Necessary Supporting Activities for the Above</b>	15 hrs/activity	Dean’s approval, PDR IPP