

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

Faculty/Instructional Improvement	Student Improvement	Institutional Improvement
<ul style="list-style-type: none"> <li>• Reading professional books on teaching methodology</li> <li>• Learning a second language to better communicate with a diverse student population</li> <li>• Preparing exhibitions of art, science, or other materials beyond the scope of your typical day-to-day instruction</li> <li>• Training to teach online, re-training for a new course management system</li> <li>• Attending literary readings, debates, sporting events, or lectures relevant to your discipline</li> <li>• Attending/viewing gallery or museum exhibits, films, or plays relevant to your discipline</li> <li>• Mentoring new or prospective faculty, or being mentored yourself</li> <li>• Writing and publishing scholarly material (unpaid)</li> <li>• Conducting field research (unpaid)</li> <li>• Serving on the Outstanding Adjunct Faculty Award Selection Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Serving at on-campus information table (Career Day, etc.)</li> <li>• Visiting/recruiting at area high schools or in the community</li> <li>• Writing grants aimed to improve services to students</li> </ul>	<ul style="list-style-type: none"> <li>• Creating a website to support a course or program</li> <li>• Conducting institutional research to improve service to students</li> <li>• Making presentations related to your discipline/ program or the college to community groups</li> <li>• Conducting community outreach such as judging school competitions, college information booths, collaboration with other colleges on curriculum and instruction, etc.</li> <li>• Training in disaster preparedness, such as CERT, active shooter, mental health first aid, etc.</li> <li>• Participating in training on affirmative action, implicit bias, cultural sensitivity, or equity issues</li> <li>• Training in issues related to harassment, gender, or other mandated programs (i.e. EEO, FERPA, etc.)</li> <li>• Serving on the Strategic Planning Committee</li> </ul>

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