SAN DIEGO
COMMUNITY COLLEGE DISTRICT

2016-2017 Instructional Improvement Handbook

A Guide to Fulfilling FLEX Obligation for Contract and Adjunct Faculty

SAN DIEGO
CITY COLLEGE

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2016-2017 IMPORTANT FLEX OBLIGATION COMPLETION DEADLINES

Instructional Improvement (Flex) is required of all faculty teaching a primary term (16-week) class. This requirement is based upon activities that faculty complete in lieu of instruction for the days/weeks that classes would have been in session were the district not on a 16-week compressed calendar (see Title 5, section 55724).

Contract faculty with 1.00 FTE will have a flex obligation of 10 hours per semester. Adjunct faculty or contract overload assignments will have a flex obligation that is equal to the sum of the weekly classroom hours for all classes assigned.

1. **Contract Faculty – Flex Days**

   For 2016-2017, the Flex obligation for contract faculty is **20** hours. There are five (5) designated Flex days on which Contract Faculty are required to be on campus.

   Fall 2016: **August 17 – 19, 2016**

   Spring 2017: **January 26 – 27, 2017**

2. **Flex Obligation Deadlines**

   NOTE: Flex Activities must be conducted during Flex Days or completed outside the faculty member's "*regular*" workday.

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

      Fall 2016: **December 12, 2016**

      Spring 2017: **May 22, 2017**

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

      Spring 2017: **May 22, 2017**

   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 YOUR CONTRACT page on the Faculty Flex website: https://faculty.sdccd.edu/facflex.

3. **Independent Project Deadlines**

   The deadline for the submission of independent projects for approval will be the Monday of week 12 of the semester.

   Fall 2016: **November 7, 2016**

   Spring 2017: **April 17, 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: **December 12, 2016**

   Spring 2017: **May 22, 2017**

INSTRUCTIONAL IMPROVEMENT PROGRAM (FLEX)

The Instructional Improvement Program (Flex) is a requirement for colleges operating under a flexible academic calendar. Participation is required for all contract and adjunct faculty in lieu of instruction resulting from the reduction from an 18 week to a 16 week flexible calendar. Participating in the Instructional Improvement Program is mandatory. Faculty who do not participate in the program will have their pay deducted to reflect the hours not worked and may be subject to disciplinary action. It is the responsibility of the faculty to monitor the status of their flex obligation throughout the semester.

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 (adjunct) or the academic year (contract). Flex Activities can be made up of college 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 an 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; and monitoring 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 website on the Faculty Web Services website - https://faculty.sdccd.edu/facflex. The site includes a list of available college designated activities and workshops, developed and offered at each college, which faculty can sign up to attend. 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 forms and provides a review of the Flex Program to help faculty meet the Instructional Improvement obligation.

The Flex Coordinators welcome 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 at your college.

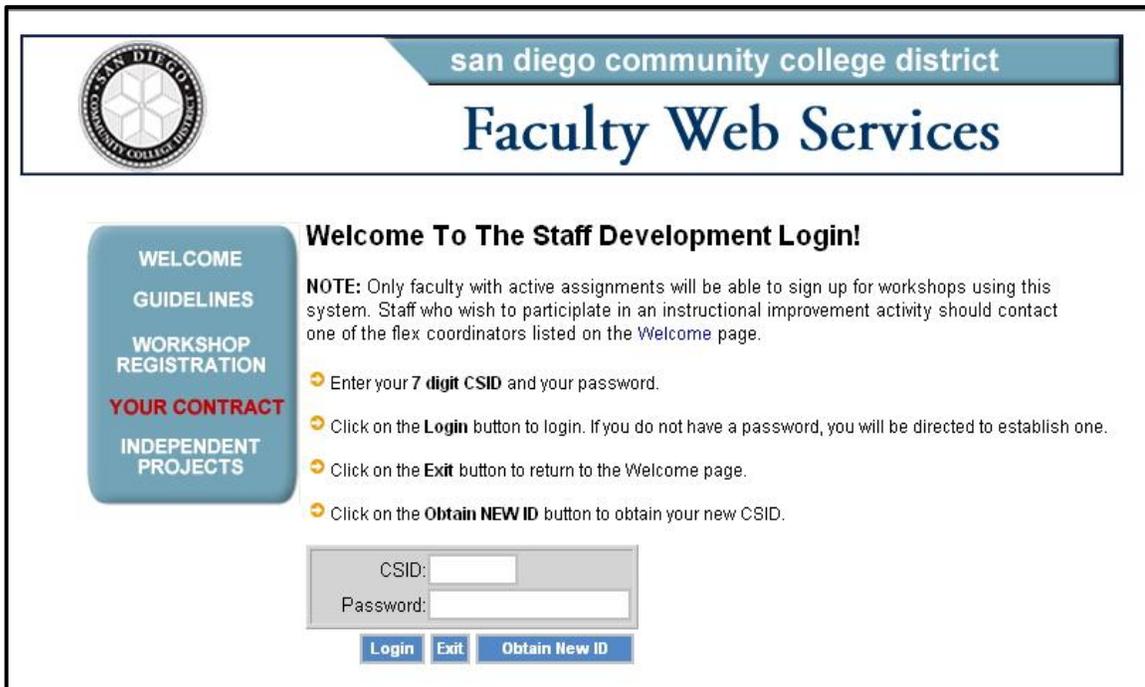| **City College**	**Mesa College**	**Miramar College**
Minou Djawdan Spradley	**vacant**	**Daniel Igou**
619-388-3719	619-388-2799	619-388-7646
mdspradl@sdccd.edu		digou@sdccd.edu
Office A-16-G	**Contact Cathy Palestini**	Office H 110-N
	cpalesti@sdccd.edu	
	Office LRC	
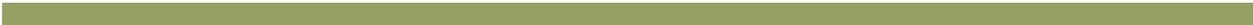
1. Recording a Flex Workshop/Activity

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 are not required to sign attendance rosters at the Flex activities. Recording attendance on the Faculty Flex website is all that is required.

A. Enroll in a Workshop/Activity
1. Go to the **Faculty Flex** website: https://faculty.sdccd.edu/facflex.
2. Select **Workshop 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.
   - Note: You may attend workshops/activities at any of the colleges.
5. Click on the name of the workshop/activity to view details.
6. Select "**ADD**" next to the workshop/activity you wish to attend.
   - You must add the workshop/activity prior to midnight on the day of the workshop/activity.

B. Enrollment after the Workshop/Activity Date
Faculty must make every effort to enroll by midnight on the day of the workshop/activity. Faculty must first contact the Flex Office for manual enrollment. In order to receive flex credit, faculty must then self report their attendance via **Your Contract** page.

C. **Record Attendance of a Workshop/Activity**
1. Go to the **Faculty Flex** website: https://faculty.sdccd.edu/facflex.
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: **December 12, 2016**
    Spring 2017: **May 22, 2017**

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 Flex 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 Flex Office on campus. Committee work beginning July 1st up to the start of the semester is permissible for Flex credit for faculty (per Title 5). See page 9 for specific requirements.

   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 upon return of the roster via email.

   D. **Workshops/Activities Involving Travel**

   Workshops/activities involving travel outside SDCCD sites will require faculty planning to attend to complete a travel request form. Please see the Business Office for assistance.

   E. **Requests for Disability Related Accommodations**

   To request an accommodation, please contact your school dean 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 fall and spring Flex periods.

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 Appendix A of this handbook. You may also contact your campus Flex Coordinator for information.

The deadline for the submission of Independent Projects for approval will be the Monday of week 12 of the semester.

Fall 2016:   **November 7, 2016**

Spring 2017:   **April 17, 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 to receive Flex credit:

Fall 2016:   **December 12, 2016**

Spring 2017:   **May 22, 2017**

A. Independent Project – Submitting Online
1. Go to the **Faculty Flex** website: https://faculty.sdccd.edu/facflex
2. Click on **Independent Projects** from the menu options on the left side of the page.
3. Log in with your **CSID** and **password**.
4. Enter the appropriate 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:   **December 12, 2016**
      Spring 2017:   **May 22, 2017**
   e. **Planned Hours**: Enter the number of hours planned to complete the project, not to exceed 32 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.

        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.

g. **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. *NOTE:* Pressing **SAVE** does not submit your project.
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**.
9. **NOTE: You may not submit an independent project for approval later than Monday of week 12 of the primary 16-week semester.**

B. **Independent Project - Status Update**
   Emails are sent to the faculty district email account 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 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.

   c. **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 of this status.

   d. **See Dean/Chair** - 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), an email will be sent by the Flex Coordinator and noted with status of "See Dean/Chair." This means that the Flex subcommittee has forwarded the independent project to your Dean/Chair for review.

E-mail notifications are automatically sent to the faculty member by the Flex System and the Flex Coordinator. If the faculty agrees with the Flex subcommittee, the correction can be made and the project submitted. Please notify your dean and chair of your chosen action.

    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 is completed, 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 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:	**December 12, 2016**
Spring 2017:	**May 22, 2017**

6. Click **Submit.**
7. No final report or further documentation is required.

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.

1. Flex Workshop/Activity Request Form

- A copy of the request form is located in Appendix B, or
- Contact your campus Flex Coordinator to request a copy.

2. Submit the Flex Workshop/Activity Request Form

A. Submit the completed form to your Flex Coordinator at least 5 days prior to the Activity start date.

- The Activity must end and be marked as completed in the Faculty Flex website before the following deadlines to receive Flex credit:

Fall 2016:	**December 12, 2016**
Spring 2017:	**May 22, 2017**

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.

C. Submit the form in one of the following manners:
   i. In person to your campus Flex Coordinator.
   ii. Scan the signed form and email the electronic copy to your campus Flex Coordinator.

3. Receive Approval

You will be notified of the activity number once the form has been processed.

GUIDELINES FOR INSTRUCTIONAL IMPROVEMENT (FLEX) ACTIVITIES

The District-Wide Flex Coordination Committee meets bi-annually to review Flex activities at all colleges and has agreed to the following principles/guidelines:

1. The reference to the Title 5 Activity (55724) should be at the beginning of the title of the workshop/activity.
    A. Title 5 Activity Numbers

        1. Course Instruction and Evaluation
        2. Staff Development, In-service, Training and Instructional Improvement
        3. Program and Course Curriculum or Learning Resource Development and Evaluation
        4. Student Support Programs and Services
        5. Learning Resources Services
        6. Related Activities, such as Student Advising, Guidance, Orientation, Matriculation Services, and Student, Faculty, and Staff Diversity
        7. Department or Division Meetings, Conferences, Workshops, and Institutional Research
        8. Other Duties as Assigned by the district
        9. The Necessary Supporting Activities for the Above

    B. Examples:

        (2) Workshop/activity on the use of social media in classroom institution
        (6) Academic advising for students.

2. Flex activities must be conducted during designated Flex Days on the academic calendar or completed outside the faculty member's "regular" workday.

3. All workshops/activities, including department meetings not scheduled during Flex days, should have a clear description including how it ties to one of the Title 5 areas.

4. Proposals will be sent back to the requester if:

    - It is incomplete;
    - It does not fit one of the allowable areas;
    - It is not clearly described or shows how it is staff development.

5. Social time and meal time should not be included in the total allowable Flex hours.

6. Academic Senate and department meetings are not allowable activities for contract faculty if held during the semester. Meetings scheduled outside the faculty member 30 hours on campus scheduled time are allowable for flex credit, however must be related to improving institution.

7. Movies/plays/performing arts offered as workshops/activities should include a discussion group or some type of group activity that supports the improvement of instruction to be an allowable Flex activity.

8. Independent Projects
    A. Must comply with Title 5 guidelines;
    B. Paid office hours do not qualify for Flex credit.
    C. Established department workshops/activities or other scheduled workshops/activities cannot be used as independent projects. Faculty must enroll in these workshops/activities.

9. "Planned Hours" should not exceed 32 (maximum for full-time plus .60 overload).   You will not receive credit for more than obligation.

10. "Actual Hours" can exceed the planned hours.

11. Faculty cannot receive Flex credit for revising a syllabus, revising tests, updating teaching materials (unless the material is new) since these are considered to be required components of teaching a course.
    A. Substantive changes to a course (change to on-line modality; add new focus on a substantive new content area that has not previously been part of the course, etc.) are an allowable activity.

12. Committee participation for contract faculty on a day and time of the week that is not part of the scheduled 30 hours on campus.
    A. This would not be considered a Flex activity since committee participation is included in the faculty contract, regardless of the day of the week the committee meets. (Ref: AFT, Section 7.4.3)

        o   Adjunct faculty can receive Flex credit for committee meetings.

    B. SLO activities are considered part of a contract Faculty assignment.

        o   Would be a permissible Flex activity for adjuncts

    C. Inputting course information in CurricUNET or TaskStream is considered part of a contract assignment.

        o   Would be a permissible Flex activity for adjunct faculty

    D. Committee work after July 1st before the start of the semester is permissible for Flex credit for faculty.

APPENDIX A – INDEPENDENT PROJECT SAMPLE

Project ID: 12345   Project Status: In Process

Name: **Last Name, First Name**   Campus: **Mesa**   Acad Unit: **2345**

Select Type of Independent Project

(1)   Technology ▾

Examples Of Project Activities

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

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

Independent Project Title:

(2) Create New Learning Materials for Biol. xxx

Start Date:	End Date:	Planned Hours:
(mm/dd/yy)	(mm/dd/yy)	

**Briefly describe the project and explain how this activity will improve instruction.
(1000 Characters Maximum):**

PART 1 - DESCRIBE THE PROJECT: I will be creating new classroom activities, projects, worksheets, quizzes and exams for my Biology xxx. These materials provide additional detail needed to augment the course's textbook.

PART 2 - INSTRUCTIONAL IMPROVEMENT: These materials will improve and enhance the effectiveness of classroom instruction by providing the students with up-to-date information using new techniques and teaching materials.

By typing my name below, I am **certifying** that I will complete the project described above to meet my Flex obligation in accordance with Title 5.

To query this information after saving or submitting, go to either **Independent Projects** or **Your Contract** from the Main Menu.

* Certification required for **LAST NAME, FIRST NAME**.

Certification Signature

Type your "Last Name, First Name" here

Save | Submit | Cancel Project | Exit

APPENDIX B - PROPOSED FLEX ACTIVITY REQUEST FORM

San Diego Community College District
Flex Workshop Request
Complete and submit form at least 5 working days before the workshop
Only one request per form

❑ School   ❑ Department   ❑ Group   ❑ District-wide

Presenter/Name _____ Department _____ Phone _____

Academic Year _____ Workshop Title _____

Workshop Location _____ Workshop Capacity _____ # of Flex Hours _____

Start Date (mm/dd/yy) _____ End Date (mm/dd/yy) _____

Start Time _____ End Time _____

Workshop Proposal

1. Briefly describe the workshop
❑ Explain how this activity is tied to the criteria listed in number 2 and how it will improve instruction
2. Project Type – Select all that apply from below (see **BELOW** for some examples of activities 1, 2, 3)   ___Course instruction and evaluation (1)   ___ Staff development, in service training and instructional improvement (2)   ___ Program and course curriculum or learning resource development and evaluation (3)   ___ Student personnel service (4)   ___ Learning resource service (5)   ___ Related activities, such as student advising, orientation, matriculation services, and student, faculty, and staff diversity (6)   ___ Department or division meetings, conference workshops and institutional research (7)   ___ Other duties as assigned by the District (8)   ___ The necessary supporting activities for the above (9)

❑ Travel is involved with this workshop. Where? _____
Note: Workshops involving travel outside SDCCD will require individuals to complete a Travel Request Without Expenses form. Please contact the Business Office for further information.
❑ Cost to participant, if any? Amount _____ ❑ Equipment required? _____

Requestor _____ Date _____

Appropriate Activities Including but not limited to:

- Integrate/Develop Course Outline (1)
- Develop new syllabus (1)
- Revise existing instructional program (1)
- Participate in articulation/matriculation activity (6)
- Interact with colleagues to improve instruction (7)
- Review new textbook (3)
- Explore alternate instructional methods (1)

- Revise existing course outline (1)
- Update/revise learning resources (3)
- Develop new instructional skills (2)
- Create new learning/teaching materials (1, 2, 3)
- Review of instructional software (2, 3)
- Visit program-related sites (2, 3)
- Develop new instructional program (1)

NOTE: Numbers in parentheses correspond to item number 2

COMMITTEE USE ONLY
ACTION: ❑ Input ❑ Dean/Chair ❑ Requestor notified of status and workshop number: _____   ❑ Need clarification or further instruction_____   Signature _____ Date _____