Approved FLEX Activities for **All Faculty**

(See your department secretary or the FLEX website at [www.riohondo.edu/staffdev/FLEXDivActivities/index.htm](http://www.riohondo.edu/staffdev/FLEXDivActivities/index.htm) for your discipline specific list of approved activities) All FLEX activities must:

1. be non-compensated
2. be above and beyond regular contractual duties, and
3. take place outside of normally scheduled hours/class

*Title 5, Article 2. Flexible Calendar Operations, Section 55724*

1. **Course instruction and evaluation**
   - Trainings on effective creation/use of Student Learning Outcomes (actual SLO creation/reporting/evaluation…NOT eligible for FLEX.)
   - Review of materials in Merlot ([www.merlot.org](http://www.merlot.org))
   - Attending workshops on teaching methods or techniques

2. **Staff development, in-service training and instructional improvement**
   - All Rio Hondo sponsored Staff Development workshops/events
   - All non-compensated Virtual College workshops/activities
   - Completing “4 Faculty” modules ([www.4faculty.org](http://www.4faculty.org))
   - New Faculty Orientation
   - Disaster Preparedness
   - Workshops/Conferences designed to enhance knowledge in discipline
   - Workshops/Conferences designed to enhance teaching practices
   - Leadership Development, including Mentor-Mentee activities and participation in the Rio Hondo College Leadership Academy
   - Technology Training
   - Reflection & Renewal sessions and retreats

3. **Program and course curriculum or learning resource development and evaluation**
   - **Part-timers only – course revision** - this refers to the official process of taking a class through the Curriculum Committee revision process mandated every 5 years. Regular updating of your course and supporting materials is considered part of "course prep" and cannot be used for FLEX.
   - New curriculum development
   - Reading discipline related professional journals and articles
   - Review of learning resources materials
   - Grant writing to secure funds for improvement of instruction
   - Peer Review
   - Best Practices review of a colleague's proposed online course or module.
   - Discipline related blogging
   - Non-compensated collaboration to create integrated curriculum in Learning Communities.
   - Participating in workshops or individual/small group training on how to create AA-T and AS-T degrees. **Note – Collegial work to actually create the degrees is NOT eligible for FLEX credit for full time faculty unless new curriculum is being created.**

4. **Student personnel services**
   - Visiting/Recruiting at area High Schools and/or in the community
   - Serving at on-campus Information Table
   - Faculty- Counselor meetings to address areas of concern (articulation/referrals…)
   - Workshops on how to mentor students and/or faculty
   - Mentoring of Students
   - Conducting workshops for students

5. **Learning resource services**
-Creating Website to support course (non online/hybrid courses only)
-Creating tutorial modules
-Grant writing workshops
-Institutional research to improve service to students
-Testing out proposed online content management system (i.e. Blackboard) changes

6 Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
-Performing follow-up for the campus Academic Alert System
-In service/workshops on diversity, sexual harassment…
-Learning a second language (not used for column advancement)
-Participation in Orientation Program
-Student Club Advisement
-New Faculty Mentoring

7 Departmental or division meetings, conferences and workshops, and institutional research
-Part-timers only – departmental/division meetings
-Attendance at ASCCC-sponsored events, including Plenary Sessions, Institutes, and other events designed to inform or gather input from faculty (e.g., Strategic Planning meetings, IMPAC, meetings related to proposed resolutions or minimum qualifications).
-Departmental meetings/retreats that take place outside of regularly scheduled monthly meetings
-Faculty & Staff meetings to improve learning support services
-Service on (including research and writing) an Accreditation Self-study Standard Committee

8 Other duties as assigned by the district
-Community service and presentations related to discipline

Note – service on interview committees no longer an approved FLEX activity as of 7/1/2014.

9 The necessary supporting activities for the above (limited to 6 hours a semester for Full-timers, and 3 hours a semester for part-time faculty)
-Wellness, Fitness & Stress Reduction Activities
-Upgrading of classroom environment
-Attendance at College sponsored Cultural events
-Attendance at Rio Hondo Intercollegiate Athletic events
-Community Service not related to discipline
-Visiting Rio Hondo Observatory

Revised: 5/27/14