The purpose of the flexible calendar is to provide time for faculty to participate in
development activities that are related to staff, student, and instructional
improvement. All 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
   • New curriculum development
   • Student Learning Outcomes workshops/conferences

2. Staff development, in-service training and instructional improvement
   • Conferences/Training (presenter or participant) such as, but not limited to: transfer, career,
     technology issues, student services related, curriculum development, etc...
   • Coursework or workshops for continuing education/professional growth & rejuvenation
   • All campus sponsored Staff Development activities

3. Program and new course curriculum or learning resource development and evaluation
   • Web-site development
   • Technology training
   • Work site visits for career exploration
   • Visits to community organizations to recruit/develop potential internship/job shadowing
     opportunities
   • Grant writing proposals

4. Student personnel services
   • Online counseling
   • Work FLEX hours as Counselor

5. Learning resource services
   • Resource development (utilizing and/or development of software packages, development or
     enhancement of web sites.

6. Related activities, such as student advising, guidance, orientation, matriculation services, and
   student, faculty and staff diversity
   • Transfer tours
   • Club advisor activities
   • Outreach & recruitment fairs/activities
   • Workshops/courses related to diversity issues

7. Departmental or division meetings, conferences and workshops, and institutional research
   • Professional Association Activities: such as, but not limited to SCTA, FACCC, CCCA, APA,
BBSE, NEA, CTA, 3C4A, 4NA, etc... (non-union)

- Departmental, Division and Campus Wide Retreats

8. Other duties as assigned by the district

9. The necessary supporting activities for the above - Not to exceed 6 hrs/semester for Full-time Faculty and 3 hrs/semester for Part-time Faculty
   - Stress reduction activities (PE activity class, Fitness Center)
   - Cultural Activities
   - Visit Museums
   - Courses to enhance personal effectiveness
   - Attendance at RHC athletic/cultural activities

* Part-time Faculty may receive FLEX credit for attending department meetings and course revisions