FLEX ACTIVITIES
Communications/Foreign Language - Approved
Effective: July 1, 2005

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

- Classroom and lab observations that are part of the peer review process
- Applied technology skills (*e.g.* updating computer skills, training to use new technology in the classroom, investigating and learning how to use foreign language-specific software, investigating and learning how to manage an online classroom
- Professional Association Activities (non-union)
- Attendance at RHC cultural and community functions
- Development of web resources
- Design and implementation of teaching strategies as endorsed by ACTFL and the California Foreign Language Framework (*e.g.* picture files, storylines, imput/guided practice activities, application, extension, and assessment strategies), Area roundtables where these specific topics are discussed
- Creation of original works related to your field of instruction, including the writing of articles and/or papers in your field of instruction, subject or area of expertise

2. Staff development, in-service training and instructional improvement

- Area Roundtables
- Continued professional training and/or professional conferences
- Leadership in professional organizations (non-union)
- Technology training
- Attendance at cross-cultural sensitivity events that foster an appreciation of diversity
- Development of web resources
- Observing and/or taking part in cultural activities while traveling that keep us current in our field, heighten our cross-cultural sensitivity and/or lead to class lessons or teaching units.
- Writing for non-compensatory publications in education or in the teaching field
- Textbook consultation with publishers
- Academic coursework (unrelated to teaching field and for which no column increase is awarded)
- Mentor program participation
- Attending or presenting at all campus sponsored Staff Development activities

3. Program and new course curriculum or learning resource development and evaluation

- Developing new courses
- Reading professional journals
- Attending events related to controversial and non-controversial issues covered in composition courses

- Participating in book discussions

4. **Student personnel services**
    - Representing RHC at career days, college info days, the Whittier Uptown Festival, etc.
    - Serving in the college information booth around the start of each semester
    - Participating in activities intended to improve college outreach, matriculation, retention, or success

5. **Learning resource services**
    - Developing materials for Language Lab
    - Evaluating textbooks/software
    - Participating in activities intended to enhance college student services

6. **Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity**
    - Serving on RHC community service area Community Advisory Boards
    - Attendance at cross-cultural sensitivity events that foster an appreciation of diversity
    - Overseas foreign student recruitment activities
    - Presentations to community in the RHC community service area
    - Attending and/or presenting for RHC community service area organizations (non-compensated)
    - Mentor program participation
    - Observing and/or taking part in cultural activities that keep us current in our field, heighten our cross-cultural sensitivity and/or lead to class lessons or teaching units.
        - Participation in activities at RHC, like the Writes of Spring and River's Voice
        - Participation in other cultural experiences provided by RHC like: Dia de los muertos, Cinco de Mayo, Black History month, etc.
        - Attending theater productions (plays, movies, dance and music performances at the Wray Theater as well as outside the college) not only in English, but in other languages as well
        - Attending festivals in Los Angeles as well as other places that show various world cultures, traditions, food, etc.
        - Visiting museums not only in the U.S. but in other countries
    - Attendance at RHC functions
    - Participating in activities related to articulation issues (*e.g.* meeting with faculty from feeder and transfer institutions)
    - Serving as a faculty advisor to student clubs; otherwise participating in student-centered activities

7. **Departmental or division meetings, conferences and workshops, and institutional research**
    - Continued professional training and/or professional conferences
    - Attendance at RHC cultural and community functions
    - Participating in official RHC retreats, campus forums, discussion groups and other activities intended to enhance the institution above and beyond contractual obligations

8. **Other duties as assigned by the district**
    - Presentations at local schools and community organizations
    - Performing other service to local schools and community organizations *(e.g.* serving on a panel of judges)
    - Related assigned duties

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**
    - Physical fitness & stress reduction activities
    - Travel that is directly related to teaching field

- Travel that directly leads to development of a lesson plan or teaching unit
- Volunteerism - participation in volunteer programs in the community. (*e.g.* American Red Cross, animal shelters, AIDS relief organizations, Boy Scouts, Girl Scouts, etc...)
- Related community-focused activities (*e.g.* fund-raising 5ks, 10ks, etc., community meeting, attendance at City Hall meetings, etc...)
- Attendance at RHC Sporting events

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