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**
   - Seminars on instructional techniques - pedagogy
   - Seminars on methods of course evaluation
   - Hospital orientation to agency policies/procedures. Facility layout, planning of education experiences with hospital staff for new assignment and or pre-affiliation meetings with hospital staff for continuing faculty assignments to plan student learning
   - Visiting new potential new clinical facilities (hospital and community sites) to evaluate for potential clinical site selection
   - Continuing education units approved by the Board of Registered Nursing and or the Board of Vocational Nursing/psychiatric Technicians or Health Information Technology accrediting bodies (not related to step and column salary increases) related to nursing practice

2. **Staff development, in-service training and instructional improvement**
   - Visiting museums and cultural sites related to health and wellness
   - Classes in dance, aerobics and cooking related to health and wellness
   - Seminars and completing continuing education programs (1 unit = 1 hour of instruction) designed to improve instruction
   - Technical, theory and clinical learning
   - College level courses related to teaching assignments, learning new language (not related to step and column salary increases)
   - Orientation of new or part-time faculty to course content
   - Orientation of new or part-time faculty to course sites

3. **Program and new course curriculum or learning resource development and evaluation**
   - Attending workshops on development of learning and teaching

4. **Student personnel services**

5. **Learning resource services**

6. **Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity**
   - Attending workshops on advising, guidance and diversity
   - Seminars, conferences, workshops to improve curriculum and interpersonal relationships of a diverse population of student, faculty and staff
   - Supervision of health care student activities outside of clinical hours, such as fairs, volunteer
7. **Departmental or division meetings, conferences and workshops, and institutional research**
   - Professional development to enhance clinical performance of faculty
   - Clinical experiences to enhance professional development
   - Give/prepare non-compensatory professional lectures
   - Participation in department or division meetings, workshops by part-time teachers
   - Participating in and present at professional organizational meetings/conferences

8. **Other duties as assigned by the district**
   - Represent RHC/Health Science Department at school career days
   - Participating in College Information Days
   - Being part of Outreach Speakers Bureau
   - Serving on RHC community service areas volunteer/advisory committees
   - Volunteering at Health Fairs and other RHC community service area activities

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**

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