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**

1. 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**

 **-Collegial classroom visits, observations and coaching separate from Peer Review process**

 **-Trainings and readings related to teaching pedagogy**

 **-Training and readings related to current and emerging initiatives to enhance student success (i.e.**

 **Student Equity, Guided Pathways...)**

 **-Any uncompensated training, webinars and research related to migrating to online instruction.**

 **-Any uncompensated courses, trainings, and meetings involved in the Peer Online Course Review**

 **(POCR) process.**

1. 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.**

 **-Non-compensated research of open educational resources (OER) related to discipline**

 **-Non compensated participation in workshops, webinars, or individual/small-group training on**

 **utilizing open educational resources (OER)**

1. 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**

**-Non-compensated course related tutoring**

1. 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**

1. 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**

**-Activities focused on anti-racist practices that include official campus-wide conversations,**

 **readings, book groups and related workshops and trainings.**

**-"Rio Raices" training, networking, and affinity group events**

1. Departmental or division meetings, conferences and workshops, and institutional research

 **-Part-timers only – departmental/division meetings**

 **-Part-timers only- service on Academic Senate**

**-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**

1. 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.**

1. 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:4-8-21