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