

# Approved FLEX Activities for All Faculty

(See your department secretary or the FLEX website at <https://www.riohondo.edu/administration/staff-development/pre-approved-flex-activities/> 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
- 2 Staff development, in-service training and instructional improvement
  - All Rio Hondo sponsored Staff Development workshops/events
  - All non-compensated Virtual College workshops/activities
  - Completing Vision Resource Center trainings [Vision Resource Center Login](#)
  - New Faculty Orientation (non-compensated)
  - 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.
  - Uncompensated courses, trainings, meetings in the Peer Online Course Review (POCR) process.
- 3 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)**

- 4 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
  - Non-compensated Study Abroad coordination and student advising
- 5 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
- 6 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
  - Academic Senate Orientation
  - Mentoring of New Academic Senators
- 7 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).
  - 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
  - Annual Program Plan Training
  - Data & Analysis Training
  - Program Review Orientation
- 8 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.**
- 9 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: 8/4/22