

FLEX ACTIVITIES
Business/Automotive Technology - 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

- Developing new program or course (not including course revision)
- Developing website information
- Creation of original works (articles, papers) related to field of instruction

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

- Take industry related courses to improve knowledge of content related materials
- Develop business contacts with related industry partners to further the vocational and educational needs of students
- Present at faculty training workshops (full and part-time faculty)
- Attend department training workshops (full and part-time faculty)
- Retraining or professional development not paid from district funds
- Continuing education units (not compensated) that are required to maintain a certificate or license
- Attend Internet training sites to improve online teaching ability and to develop class materials
- Learn new technologies that enhance teaching skills
- Industry or subject related job shadowing
- Taking classes to learn new technology
- Enroll and complete courses (not involving step/column increase)

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

- Research subject area materials (new programs)
- Design new course/program
- Assist in writing grant proposals
- Research grant opportunities
- Actively participate in on-going department development

4. Student personnel services

- Providing leadership for students competing in Chapter, Vocational, Industry or Community organizational competitions that promote student vocational and leadership skills (VICA, AYES service programs)

- Speak/attend industry related events to promote the recruitment of students and business contacts
- Develop and distribute flyers to recruit students
- Attend two or more high schools, adult schools (ROP), college fairs to promote the college, the department and individual programs
- Attend and/or participate in high school competitions and contests that relate to subject area (e.g. NHRA High School Recruiting)
- Participation in RHC or high school open house events or career days
- Serving on advisory boards for local schools (TECH-PREP)

5. Learning resource services

- Updating library resources for the discipline or department
- Evaluating textbooks/software for dissemination to other faculty or staff

6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity

- Develop internship programs with local industry
- Volunteer to preparing students for ASE testing
- Serving as a mentor to contract, full-time faculty members
- Participating in college information days

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

- Attend industry related conferences, training seminars and workshops
- Attend department and subject related advisory meeting (part-time only)
- Participation and membership in professional associations related to discipline (e.g. IATN, SAE)
- Present at industry-related workshops or seminars
- Presentation of "professional or educational" papers
- Attend cultural related programs and visit such sites
- Develop business contacts to update current department equipment and materials
- Attend FLEX Day activities
- Attend Board meetings (speaking before campus or community groups)
- Attend service organization meetings
- Participation and membership in professional associations related to discipline
- Representing RHC at industry related events
- Presentations on behalf of other departments or disciplines

8. Other duties as assigned by the district

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*