

Counseling Faculty Approved FLEX – updated 10/16

Activities which college personnel will be engaged in during designated staff, student and instructional improvement days, outside of regularly scheduled/contracted assignment. May include, but need not be limited to, the following:

Title 5, Article 2. Flexible Calendar Operations, Section 55724

- 1 Course instruction and evaluation
-New curriculum development
- 2 Staff development, in-service training and instructional improvement
-Conferences/Training (presenter or participant) such as but not limited to transfer, career, technology issues, student services related, curriculum development, etc...
-Coursework or workshops for continuing education/professional growth & rejuvenation
-All campus sponsored Staff Development activities
- 3 Program and course curriculum or learning resource development and evaluation
-Web-site development
-Technology training
-Work site visits for career exploration
-Visits to community organizations to recruit/develop potential internships/job shadowing opportunities
-Grant writing proposals
- 4 Student personnel services
~~**-Online counseling**~~ - **Item removed from approved list as of 2016-2017**
~~**-Work FLEX hours as Counselor**~~ - **Item removed from approved list as of 2016-2017**
- 5 Learning resource services
Resource development (utilizing and/or development of software packages, development or enhancement of web sites)
- 6 Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
-Transfer tours (during non-work hours)
-Club advisor activities (during non-work hours)
-Outreach and recruitment fairs
- 7 Departmental or division meetings, conferences and workshops, and institutional research
-Professional Association Activities: such as but not limited to SCTA, FACCC, CCCA, APA, BBSE, NEA, CTA, 3C4A, 4NA, etc...(must be non-union workshops/activities)
-Departmental, Division, and Campus Wide Retreats
- 8 Other duties as assigned by the district
- 9 The necessary supporting activities for the above
-Stress reduction activities (PE activity class, Fitness Center...)
-Cultural activities
-Visit museums
-Courses to enhance personal effectiveness
-Attendance at campus athletic/cultural activities

