

**FLEX ACTIVITIES**  
**Disabled Student Programs & Services**  
**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**
  - Visitations of alternative disability sites
  - Conferences - community, state & national - regarding disability models regarding methodology/instruction
- 2. Staff development, in-service training and instructional improvement**
  - Present informational workshops
  - Attend disability workshops
  - Off-site workshops
  - Review disability-related videos
  - Internet perusal/disability journals of selected disability topics
- 3. Program and new course curriculum or learning resource development and evaluation**
  - Development of new curriculum related to disability management
  - Participating in on-line classes
  - Off-site visitations to disability agencies
  - Attending conferences
  - Participation within professional organizations (non-union)
- 4. Student personnel services**
  - Diagnostic and prescriptive programming
  - Life space interviewing for disabled students
- 5. Learning resource services**
  - Investigate, evaluate and implement disability learning resource services within other colleges, agencies and other disability service providers
- 6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity**
  - Participation in disability advisement, registration, career/academic guidance and disability management
  - DSP&S recruitment and orientation within the RHC district
- 7. Departmental or division meetings, conferences and workshops, and institutional research**
  - Annual FLEX department meetings

- Off-campus department meetings
- CAPED Conferences
- ADLD Conference
- CEC meetings
- Region 8 disability meetings
- Orton-Dyslexic meetings
- Frostig Institute visitations
- State Department of Rehabilitation conferences/meetings
- Other disability conferences

**8. Other duties as assigned by the district**

- Attendance at disability fairs and seminars
- Disability awareness functions and events
- Participation in RHC English holistic scoring sessions
- Updating DSP&S reading, writing and math lab

**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**

- Review current literature relating to disability adaptive software
- Review disability models within other districts, organizations, internet workshops, conferences, networking with disability agencies

*\* Part-time Faculty may receive FLEX credit for attending department meetings and course revisions*