

# **FLEX ACTIVITIES Communications/English Department**

Approved Effective: July 1, 2005, **updated 10/19/17**

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

- a. Attending literary readings
- b. Attending gallery or museum exhibits
- c. Viewing course-related films
- d. Attending plays or other performance art
- e. Non-compensatory English placement test scoring
- f. Non-compensatory common final scoring (beyond required hours)

## 2. Staff development

- a. Continued professional training and/or professional conferences
- b. Leadership in professional organizations
- c. Textbook consultation with publishers (previewing, reviewing and/or editing texts)
- d. Test preparation and/or scoring for ETS, SAT, ACT, SAT9 Advanced Placement, etc.
- e. Writing for non-compensatory publications in education or in the teaching field
- f. Technology or software training
- g. Academic coursework (unrelated to teaching field and for which no column increase is awarded)
- h. Participation in departmental Canvas discussions on professional development topic.

## 3. Program and course curriculum

- a. Attendance at English roundtables (voluntary monthly meetings of English instructors for sharing teaching strategies, assignments, ideas for future courses, and assessment techniques)
- b. Developing new courses
- c. Attending events related to controversial issues covered in composition courses (e.g., human rights, death penalty, drug legalization, etc.)
- d. Participating in book discussions
- e. Reading professional journals

## 4. Student personnel services

## 5. Learning resource services

- a. Developing materials for the LAC or one of the Writing Workshops (unless compensated for doing so)
  - b. Working with LAC tutors *\*is this part of contractual obligation?*
  - c. Creating and presenting workshops in the LAC (e.g., grammar, basic composition skills or MLA documentation workshops)
6. Related activities, such as student advising, guidance, orientation, matriculation services and student, faculty, and staff diversity
  - a. Cross-cultural sensitivity events that foster an appreciation of diversity (e.g., attending cultural festivals, viewing foreign films, etc.)
  - b. Serving as an advisor for a student club
7. Departmental or division meetings, conferences, workshops and institutional research
  - a. Serving on Rio Hondo College community service area Community Advisory Boards
  - b. Attending Rio Hondo College community recruitment activities
  - c. Attending Rio Hondo College local service organizations
  - d. Scoring or judging student work for feeder schools
8. Other duties as assigned by the district
9. The necessary supporting activities for the above (limited to 6 hour a semester for full-time faculty and 3 hours a semester for part-time faculty)
  - a. Travel that is related to teaching field (e.g., visiting the Hemmingway museum in Key West, the Lake District or the site of the Globe Theatre in England, Loomis street in Chicago, Braly Street in Fresno, etc.)
  - b. Physical training to improve health and energy levels
  - c. Stress reduction activities
  - d. Writing for non-compensatory publications unrelated to teaching field