

# Mathematics & Science Division

Activities which college personnel will be engaged in during designated staff, student and instructional improvement days. 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

- a) Reading and/or doing research on classroom instruction and/or evaluation techniques.
- b) Development and/or improvement of classroom instruction and/or evaluation techniques.
- c) Reading and/or doing research in your field of instruction, subject or area of expertise.
- d) Creation of original works related to your field of instruction, including the writing of articles and/or papers in your field of instruction, subject or area of expertise.

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

- a) Participation in professional organizations related to your field of instruction, subject or area of expertise.
- b) Attending or presenting at professional conferences/workshops related to your field of instruction, subject or area of expertise.
- c) Mentoring activity (mentor/mentee meetings for the discussion of things pertaining to teaching).
- d) Enhancing the teaching environment (e.g., updating computer skills, or developing/learning about/being trained to use new technology in the classroom).
- e) Attending or presenting coursework/workshops/seminars for continuing education/professional growth & rejuvenation.
- f) Attending or presenting at all campus sponsored Staff Development activities.
- g) Participating in safety planning, including training, modifications of lab procedures and meetings.
- h) Analyzing and discussing results from common assessments (This will not include the writing or grading of the assessments, but will include the further analysis, interpretation and discussion of the data. These assessments are above and beyond SLO work.)
- i) Lectures for faculty and students of special topics beyond the course outline. (This does not include review sessions as part of a course nor is it to be an extension of the office hours.)
- j) Enhancing Technological Skills and Knowledge

## 3 Program and course curriculum or learning resource development and evaluation

- a) Designing or adapting new curricula.
- b) Attending or presenting at workshops/conferences/training which support the design of new curricula, or the maintenance/modernization of existing curricula.
- c) Writing grant applications.
- d) Web site development/maintenance if related to your field of instruction, subject or area of expertise.
- e) Interacting with organizations within the community to develop opportunities for students (e.g., internships, job shadowing), benefit the college/division/department (e.g., guest speakers, class visitors).
- f) **Visits to math/science -related museums and sites including the following: California Science Museum, Natural History Museums, Aerospace Museums, Discovery Cube, La Brea Tar pits.**

- g. **Visits to public sites who's primary focus is education in the biological and physical sciences including: Zoos, Aquariums, including Marine and Sea World, Botanical Gardens and Observatories.**
- h. **Visits to IMAX and other theatre presentations of Science Documentary films**
- i. Attendance at Division/Department roundtables (voluntary periodic meetings of Mathematics, Physical Science and/or Biological Science instructors for sharing teaching strategies, assignments, ideas for future course and assessment techniques. Agenda, minutes and sign-in list required for FLEX credit)

#### 4 Student personnel services

- a) Representing RHC at career days, college info days, the Whittier Uptown Festival, etc.
- b) Serving in the college information booth around the start of each semester.
- c) Participating in activities intended to improve college outreach, matriculation, retention, or success.

#### 5 Learning resource services

- a) Updating the library holdings.
- b) Evaluating textbooks/software.
- c) Participating in activities intended to enhance college student services.
- d) Maintaining living materials for the Biology Department that are used in Biology courses and displays.

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

- a) Participating in activities related to articulation issues (*e.g.*, meeting with faculty from feeder & transfer institutions).
- b) Serving as a faculty advisor to student clubs; otherwise participating in student-centered college activities.

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

- a) Participating in official college retreats, campus forums, and/or discussion groups.
- b) Participating in activities intended to enhance the institution above and beyond contractual obligations.

#### 8 Other duties as assigned by the district

- a) Presentations at local schools and community organizations.
- b) Performing other service to local schools and community organizations (*e.g.*, serving on a panel of judges in a K–12 science fair, etc.).

#### 9 The necessary supporting activities for the above (total hours allowable from this category limited to 6 hours a semester for Full-timers, and 3 hours a semester for part-time faculty)

- a) Fitness related activities (limited to six hours per semester).
- b) Maintaining Scientific Laboratory Equipment

updated 9/15/16 ko