

## **FLEX ACTIVITIES**

### **Communications/Foreign Language - 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**

- Classroom and lab observations that are part of the peer review process
- Applied technology skills (e.g. updating computer skills, training to use new technology in the classroom, investigating and learning how to use foreign language-specific software, investigating and learning how to manage an online classroom)
- Professional Association Activities (non-union)
- Attendance at RHC cultural and community functions
- Development of web resources
- Design and implementation of teaching strategies as endorsed by ACTFL and the California Foreign Language Framework (e.g. picture files, storylines, input/guided practice activities, application, extension, and assessment strategies), Area roundtables where these specific topics are discussed
- 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**

- Area Roundtables
- Continued professional training and/or professional conferences
- Leadership in professional organizations (non-union)
- Technology training
- Attendance at cross-cultural sensitivity events that foster an appreciation of diversity
- Development of web resources
- Observing and/or taking part in cultural activities while traveling that keep us current in our field, heighten our cross-cultural sensitivity and/or lead to class lessons or teaching units.
- Writing for non-compensatory publications in education or in the teaching field
- Textbook consultation with publishers
- Academic coursework (unrelated to teaching field and for which no column increase is awarded)
- Mentor program participation
- Attending or presenting at all campus sponsored Staff Development activities

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

- Developing new courses
- Reading professional journals
- Attending events related to controversial and non-controversial issues covered in composition courses

- Participating in book discussions
4. **Student personnel services**
    - Representing RHC at career days, college info days, the Whittier Uptown Festival, etc.
    - Serving in the college information booth around the start of each semester
    - Participating in activities intended to improve college outreach, matriculation, retention, or success
  5. **Learning resource services**
    - Developing materials for Language Lab
    - Evaluating textbooks/software
    - Participating in activities intended to enhance college student services
  6. **Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity**
    - Serving on RHC community service area Community Advisory Boards
    - Attendance at cross-cultural sensitivity events that foster an appreciation of diversity
    - Overseas foreign student recruitment activities
    - Presentations to community in the RHC community service area
    - Attending and/or presenting for RHC community service area organizations (non-compensated)
    - Mentor program participation
    - Observing and/or taking part in cultural activities that keep us current in our field, heighten our cross-cultural sensitivity and/or lead to class lessons or teaching units.
      - Participation in activities at RHC, like the Writes of Spring and River's Voice
      - Participation in other cultural experiences provided by RHC like: Dia de los muertos, Cinco de Mayo, Black History month, etc.
      - Attending theater productions (plays, movies, dance and music performances at the Wray Theater as well as outside the college) not only in English, but in other languages as well
      - Attending festivals in Los Angeles as well as other places that show various world cultures, traditions, food, etc.
      - Visiting museums not only in the U.S. but in other countries
    - Attendance at RHC functions
    - Participating in activities related to articulation issues (*e.g.* meeting with faculty from feeder and transfer institutions)
    - Serving as a faculty advisor to student clubs; otherwise participating in student-centered activities
  7. **Departmental or division meetings, conferences and workshops, and institutional research**
    - Continued professional training and/or professional conferences
    - Attendance at RHC cultural and community functions
    - Participating in official RHC retreats, campus forums, discussion groups and other activities intended to enhance the institution above and beyond contractual obligations
  8. **Other duties as assigned by the district**
    - Presentations at local schools and community organizations
    - Performing other service to local schools and community organizations (*e.g.* serving on a panel of judges)
    - Related assigned duties
  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**
    - Physical fitness & stress reduction activities
    - Travel that is directly related to teaching field

- Travel that directly leads to development of a lesson plan or teaching unit
- Volunteerism - participation in volunteer programs in the community. (*e.g.* American Red Cross, animal shelters, AIDS relief organizations, Boy Scouts, Girl Scouts, etc...)
- Related community-focused activities (*e.g.* fund-raising 5ks, 10ks, etc., community meeting, attendance at City Hall meetings, etc...)
- Attendance at RHC Sporting events

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