

**FLEX ACTIVITIES**  
**Health Science Division - 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**

- Seminars on instructional techniques - pedagogy
- Seminars on methods of course evaluation
- Hospital orientation to agency policies/procedures. Facility layout, planning of education experiences with hospital staff for new assignment and or pre-affiliation meetings with hospital staff for continuing faculty assignments to plan student learning
- Visiting new potential new clinical facilities (hospital and community sites) to evaluate for potential clinical site selection
- Continuing education units approved by the Board of Registered Nursing and or the Board of Vocational Nursing/psychiatric Technicians or Health Information Technology accrediting bodies (not related to step and column salary increases) related to nursing practice

**2. Staff development, in-service training and instructional improvement**

- Visiting museums and cultural sites related to health and wellness
- Classes in dance, aerobics and cooking related to health and wellness
- Seminars and completing continuing education programs (1 unit = 1 hour of instruction) designed to improve instruction
- Technical, theory and clinical learning
- College level courses related to teaching assignments, learning new language (not related to step and column salary increases)
- Orientation of new or part-time faculty to course content
- Orientation of new or part-time faculty to course sites

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

- Attending workshops on development of learning and teaching

**4. Student personnel services**

**5. Learning resource services**

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

- Attending workshops on advising, guidance and diversity
- Seminars, conferences, workshops to improve curriculum and interpersonal relationships of a diverse population of student, faculty and staff
- Supervision of health care student activities outside of clinical hours, such as fairs, volunteer

projects and conventions

**7. Departmental or division meetings, conferences and workshops, and institutional research**

- Professional development to enhance clinical performance of faculty
- Clinical experiences to enhance professional development
- Give/prepare non-compensatory professional lectures
- Participation in department or division meetings, workshops by part-time teachers
- Participating in and present at professional organizational meetings/conferences

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

- Represent RHC/Health Science Department at school career days
- Participating in College Information Days
- Being part of Outreach Speakers Bureau
- Serving on RHC community service areas volunteer/advisory committees
- Volunteering at Health Fairs and other RHC community service area activities

**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**

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