

FLEX ACTIVITIES
Communications/Reading 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

- Evaluating reading software programs
- Learning new software programs
- Reading novels to consider for use in reading and vocabulary classes
- Developing or updating instructional programs for reading labs & program
- Developing a department common final for reading classes
- Developing/updating college-wide reading test
- Evaluating website for instruction
- Developing new classroom instructional materials (part-time faculty)
- Course revisions (part-time faculty) *-this refers to the official process of taking a class through the Curriculum Committee revision process mandated every 5 years. Regular updating of your course and supporting materials is considered part of "course prep" and cannot be used for FLEX.*

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

- College roundtables
- Job shadowing
- Campus visitations to view other reading programs and labs
- Peer coaching: sharing reading assignments and strategies
- Student, faculty and personal book clubs
- Author readings
- Attendance at RHC events
- Reading inservices
- Online courses related to teaching assignments
- Collaboration with other departments on campus (such as: ESL, DSP&S)
- College level courses related to teaching assignments (not involving step/column increase)
- Technology training on campus

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

- Creating new courses
- Major course revisions - (part-time faculty)- *this refers to the official process of taking a class through the Curriculum Committee revision process mandated every 5 years. Regular updating of your course and supporting materials is considered part of "course prep" and cannot be used for FLEX.*

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**
 - Tutor or aide reading training
 - Updating reading web page
7. **Departmental or division meetings, conferences and workshops, and institutional research**
 - FACC Conference
 - CRC - Claremont Reading Conference
 - NTAC - National Tutoring Association Conference
 - IDAC - International Dyslexia Association Conference
 - CRA Conference
 - CRLA Conference
 - CUE Conference
 - TLC - Tele Learning Conferences
 - NADE Conference
 - CTC - Critical Thinking Conference
 - RDEC - Research & Development Education Conference
 - Technology Conferences
 - Los Angeles Book Festival at UCLA
 - Speakers and Readers in literacy relating areas
 - Full-time/Part-time meeting to share program information
8. **Other duties as assigned by the district**
 - Community outreach (judging school competitions, college info booths, interview panels at neighboring colleges, curriculum & instruction collaboration with other colleges, etc.)
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**
 - Educational travel
 - Plays
 - Attending RHC sporting events

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