

FLEX ACTIVITIES
Social Sciences, Humanities-Psychology Department
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

- Attend instructional workshops off-campus
- Update teaching and learning environments (*e.g.* modifications of online course content, such as changes to ensure DSP&S compliance and the addition of features designed to enhance student learning - such as the incorporation of interactive activities and demonstration)
- MERLOT-participate in evaluation of web sites and contributions to web sites to MERLOT
- Contribute articles, chapters or reviews to psychology or education journals (non-compensated)
- Update teaching and learning environments in on campus classes (*e.g.* engaging in and improving active learning, written assignments and demonstrations, and evaluating media for inclusion into the course)
- Evaluation of course materials

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

- Maintenance of current academic and technical knowledge and skills
- Attend relevant workshops off-campus or online
- Attending professional conferences
- Retraining to meet changing institutional needs

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

- Design new courses

4. Student personnel services

- In-service training for vocational education and employment preparation
- Attending relevant conferences - *e.g.* conferences related to SLOs
- Attending IMPAC, CAN or other meetings involving dialogue between the CCs and the 4-year schools
- Intersegmental exchange programs

5. Learning resource services

- Development of innovations in instructional and administrative techniques and program effectiveness

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

- Development of learning objects for use in online instruction - *e.g.* tutorials and interactive exercises
7. **Departmental or division meetings, conferences and workshops, and institutional research**
 - Computer and technological proficiency programs
 8. **Other duties as assigned by the district**
 - Courses and training implementing affirmative action and upward mobility
 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**
 - Fitness and stress reduction activities
 - Visits to museums and sites relevant to psychology
 - Attend plays, concerts or lectures relevant to psychology
 - Travel involving exposure to different cultures and life styles

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