

FLEX ACTIVITIES
Communications/Speech 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

- Seminars, lectures, workshops, meetings and conferences related to pedagogy
- Seminars, lectures, workshops, meetings and conferences related to course evaluation
- Seminars, lectures, workshops, meetings and conferences related to District, college or other faculty-related matters
- Integrating technological components in class

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

- Seminars, lectures, workshops, meetings and conferences related to technology
- Seminars, lectures, workshops, meetings and conferences related to speaking & listening
- Peer shadowing
- Judging at speech tournaments (non-compensated)
- Attending speech tournaments
- Attending to and analyzing public speakers in person, or through any mass media
- College level courses related to teaching assignments (*not used for column advancement*)
- Visiting cultural sites and events related to public speaking, interpersonal communication, group communication, oral interpretation, or forensics
- Guest speaking (non-compensated)
- Speech "roundtable" discussions with colleagues (as of 8/12-only formal roundtables with accompanying agenda accepted)
- FLEX Day at RHC
- Staff Development workshops at RHC

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

- Seminars, lectures, workshops, meetings and conferences related to program and course curriculum
- Participation on committees at RHC designed to explore the creation of majors, programs and areas of study
- Web-enhancing courses
- Creating online courses
- Creating new courses to expand the curriculum
- Research and site visits to support the above activities

4. Student personnel services

- Seminars, lectures, workshops, meetings and conferences related to advising, guidance and

diversity

5. Learning resource services

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

- Seminars, lectures, workshops, meetings and conferences related to student advising, guidance, orientation, matriculation services and diversity
- Coaching students to prepare for speech tournaments and other speaking/performance events
- Meeting (in-person, online, or via telephone) with students to counsel in academic matters (beyond office hours)
- Supervision of speech and/or forensic student activities (non-compensated)
- Preparation/planning for speech tournaments put on by RHC (non-compensated)
- Serve as faculty representation in student organizations

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

- Full-time employee attendance at non-required division or departmental meetings
- Part-time employee attendance at ANY division or departmental meetings
- Seminars, lectures, workshops, meetings, conferences and research related to Speech Communications
- Professional association activities (non-union)
- Prepare and present professional lectures (non-compensated)

8. Other duties as assigned by the district

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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

- Participation in fitness and stress reduction activities and classes
- Other professional activities that promote wellness, physical health and emotional well-being

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