



# **2010-11 Professional Development Flex Program**

# **Informational Packet For Faculty**

# Table of Contents

I. <u>Staff Development Contact Information</u>	3
II. <u>Important Dates, Deadlines and Information</u>	4-5
III. <u>Determining Your Individual Obligation</u>	6
IV. <u>Program Overview</u>	7-14
a. Professional Development Obligation	7
b. Fulfillment of Flex Obligation	7-8
c. Professional Development Criteria	9-11
d. Flex Activity Process – Steps to Remember	12
e. Flex Activity Pre-approval Process	13
f. What makes a good proposal?	14
V. <u>Forms</u>	15
VI. <u>Tools to Manage Your Obligation</u>	16-24
a. Staff Resource Center website	16
i. Menu of Activities	16
b. The Flex Online Tracking System	17-23
c. Using 4faculty.org	24
VII. <u>Resources</u>	25-34
a. Article 22, AFA Contract	25
b. Flexible Calendar Program – State Guidelines	25
c. Frequently Asked Questions	
i. Regular Faculty	25, 26-30
ii. Adjunct Faculty	25, 31-33
d. Obtaining an SRJC Email (Outlook) Account	25, 34

## Contact information

### Resource Center for Staff Development

Fax: (707) 522-2651  
Location: 437 Elliott Avenue  
Mailing address: Santa Rosa Junior College  
Resource Center for Staff Development  
1501 Mendocino Avenue, Santa Rosa, CA 95401  
Website: <http://www.santarosa.edu/src/>  
Office Hours: Monday through Thursday 8:00am – 5:00pm  
Friday 8:00am – 4:00pm (by appointment)

### Staff

Elizabeth McPherson [emcpherson@santarosa.edu](mailto:emcpherson@santarosa.edu)  
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Resource Center Coordinator (707) 522-2602

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Staff Development Coordinator (707) 778-3967

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### Supervising Administrator

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### All Faculty Association

Phone: (707) 527-4731  
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Location: Analy Village, Building A, Room 649  
Website: <http://www.santarosa.edu/afa/>

### Staff

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President (707)-527-4357

Judith Bernstein [jbernstein@santarosa.edu](mailto:jbernstein@santarosa.edu)  
Office Manager (707) 527-4731

# Important Dates and Information

## 2010-2011 Professional Development Days (per the Academic Calendar):

**Friday, August 13, 2010**

**Professional Development Activity (PDA) Day**

Mandatory in-person attendance is required for Regular faculty members. Adjunct faculty members are encouraged to attend and are eligible to receive Flex credit.

**Wednesday,  
November 24, 2010**

**Flex day**

No scheduled activities and no scheduled classes. Identification of this day is for determining flex obligation and for purposes of state reporting.

**Tuesday, February 17, 2011**

**Professional Development Activity (PDA) Day**

Mandatory in-person attendance is required for Regular faculty members. Adjunct faculty members are encouraged to attend and are eligible to receive Flex credit.

**Friday, March 25, 2011**

**Flex day**

No scheduled activities and no scheduled classes. Identification of this day is for determining flex obligation and for purposes of state reporting.

**Saturday, May 28, 2011**

**Commencement**

Regular Faculty Members are required to attend 3 hours on Commencement and submit verification of attendance as mandatory professional development hours per the AFA Contract ([MOU](#) dated 6/30/2010.)

DURATION OF THE FLEX PROGRAM YEAR: July 1 to May 31.

Regular faculty:

- Can complete activities July 1 to June 30.
- Must submit all verification forms and NOAs by May 31.
- Should submit PDA Day Verification form or NOA for mandatory day by end of Fall semester.
- Must submit *Intent to Complete* Form by May 31 for approved activities occurring May 31 through June 30.

Adjunct faculty (unit A, including non-credit, not including Unit B):

- Have all of their hours of obligation considered flexible.
- In fall semesters, may complete pre-approved Flex activities from July 1 to December 1.
- Must submit fall semester verification forms by December 1 to the Resource Center.
- In spring semesters, may complete pre-approved Flex activities from the first day of Winter Break to May 31.
- Must submit spring semester verification forms by May 31 to the Resource Center.

### Professional Development Activities:

- Activities may include individual, group, ongoing, online, podcasts or Menu of Activities workshops, trainings or events.
- All activities must be pre-approved (as per Article 22, AFA contract).
- All activities must meet the identified approval criteria (see page 6)
- All activities must be done during days and hours outside of regular work duties and work schedule (teaching, student consultation hours, college service, etc).
- After completion, all approved activities require submission of verification forms, either electronically (via the Forms webpage, <http://www.santarosa.edu/src/form.html>) or in hard copy format to be credited toward obligation.
- Presenters of approved flex activities can receive double flex credit (number of hours of preparation and presentation credit possible are equal to the number of hours of the actual presentation. *Example: a 2-hour workshop presentation earns 4-hours total flex credit for the presenter; 2-hours for the workshop and 2-hours for the preparation and presentation.*

### **Deadlines:**

#### **Fall Semester**

December 1 — Regular faculty: RECOMMENDED DEADLINE for submission of fall semester Verification Forms and/or NOAs

December 1 — Adjunct faculty: ABSOLUTE DEADLINE for completion of fall semester Flex activities and submission of Verification Forms and/or NOAs

#### **Spring Semester**

May 31 — Adjunct and regular faculty: ABSOLUTE DEADLINE for submission of Verification Forms or NOAs.

May 31 — Regular faculty: ABSOLUTE DEADLINE for submission of Intent to Complete Forms for completion of activities occurring May 31 to June 30

#### **Consequences:**

- *Adjunct faculty will be docked pay at the end of the semester if Verification Form(s) or NOA is not received in the Resource Center by stated deadline.*
- *Regular faculty will be docked pay at the end of the academic year if Verification Form(s) or NOA(s) for mandatory institutional day(s) are not received in the Resource Center by stated deadline.*
- *An NOA may be submitted for flexible hours as well as mandatory hours.*
- *Faculty members will lose pay and may lose STRS service credit if Verification Form(s) or NOA(s) for all hours of obligation are not received in the Resource Center by stated deadlines.*

*NOA = Notice of Absence*

# Worksheet: Determining Your Individual Obligation

I am: **Regular faculty-** (yearly obligation)

Then my Professional Development obligation is (based on 100% contract): 15 mandatory hours (6 hours Fall PDA Day, 6 hours Spring PDA Day and 3 hours Commencement)\* and 9 flexible hours.\*

*\* In some circumstances, obligation may be reduced due to other factors: pre-retirement load reduction, teaching abroad, medical or other leave, etc. In these events, please contact Staff Development to verify your obligation.*

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I am: **Adjunct Faculty-** (semester by semester obligation)

Then my obligation is the hours for a semester-length (17 week) class meeting on:

## FALL 2010

Fridays: \_\_\_\_\_ (for 8/13/2010)

Wednesdays: \_\_\_\_\_ (for 11/24/2010)

Semester total: \_\_\_\_\_

## SPRING 2011

Thursdays: \_\_\_\_\_ (for 2/17/2011)

Fridays: \_\_\_\_\_ (for 3/25/2011)

Semester total: \_\_\_\_\_

Example:

*If, for the **Fall 2010** semester, you taught a semester-length class on:*

*TTh 10am-11:30am (1.5 hrs)*

*W 7pm-10pm (3.0 hrs)*

***Your flex obligation would be: 3.0 hrs***

*Because the identified Professional Development Activity days for that semester fell on Wednesday and Friday, you would only be responsible for 3.0 of flex obligation, since your Wednesday class was the only applicable class that semester. Your Tuesday and Thursday hours would not be applicable for that semester. Co-taught classes will have a shared/pro-rated flex obligation.*

# Program Overview

## Professional Development Obligation

### Regular Faculty:

- 15 mandatory hours per academic year. (Mandatory days occur on Friday, 8/13/2010, Thursday, 2/17/2011 and Saturday, 5/28/2011). There will be no “make up” for these hours.
- 9 flexible hours – activities to occur between July 1, 2010 and June 30, 2011. Regular Faculty on a reduced load: Hours would be consistent with the percentage of 100% load, example: 60% Regular Faculty are responsible for 3.6 hours of the mandatory PDA days each semester, 1.8 hours for Commencement, and 5.4 hours of flex hours throughout the year (July 1 to June 30). Intent to Complete forms are required by May 31 for activities to be completed between June 1 and June 30.)

**Adjunct Faculty:** will be responsible for the hours they would normally teach a **semester length class, falling on identified PDA and Flex days (semester-length classes that would meet on Wednesdays and Fridays during the Fall 2010 semester and Thursdays and Fridays during the Spring 2011 semester.)** Activities are to take place during the semester in which they teach. Flex hours are for their obligation within that assigned semester only. If their class is cancelled they will not be paid for those hours, nor can the hours be "banked" for future semesters.

## Fulfillment of Flex Obligation

Flex Activities can be fulfilled through any of the following:

1. Completion of pre-approved staff development activities, open to all faculty and listed on the Menu of Activities.
2. Completion of a proposed and approved Individual or Group activity.
3. Preparation and/or presentation of a flex activity
4. Notice of Absence

**Pre-approved activities:** Items pre-approved for flex credit are listed on the Menu of Activities with a designated number of flex credit hours and require no proposal form. All activities require a completed Flex Verification and evaluation forms to be submitted to Staff Development after the activity is completed. Pre-approved activities include:

- **Approved Videos and DVDs:** Approved videos and DVDs are available at the Resource Center for Staff Development, the Doyle Library, and the Mahoney Library. **In order to count for flex credit, videos must be from the approved list posted at <http://www.santarosa.edu/src/catalog.html>.** Faculty members will need to submit a Flex Verification/Evaluation form upon completion.

- Approved On-Line Activities and Podcasts: Please see the Menu of Activities for approved online activities and Podcasts. **Faculty members will need to submit a Flex Verification/Evaluation form upon completion.**
- Approved In-Person Workshops and Events: There are many offerings throughout the year that are pre-approved for flex credit. Please see the Menu of Activities for more information. **Faculty members will need to submit a Flex Verification form upon completion. Submitting an optional Evaluation form is appreciated.**

**Proposed activities:** Faculty may propose Individual Flex Activities and Group Flex activities to fulfill their professional development requirements. The activities can be professional conferences, special department meetings, or any other pre-planned activities you feel are professionally beneficial to your discipline and fulfill the approval criteria set forth by Article 22 of the AFA contract and by the Chancellor's Office (see page 6 for full listing of criteria). All activities should be submitted at least two weeks prior to the activity and must be reviewed and approved by the Staff Development Committee before flex credit is granted. **No activities will be approved "after-the fact"**. Once an approved activity is completed, a Flex Verification form must be submitted, either electronically or in hard copy (paper form) to Staff Development, in order to be applied to flex obligation.

**Faculty Presenting for an approved activity:** If you are the presenter of an approved activity you are eligible to receive additional flex credit for preparation time.

- Preparation time is equal to the duration of the workshop. For instance, a workshop scheduled for 1.5 hours will result in a total of 3.0 hours of Flex credit for the Presenter. Presenters must submit a Flex Verification Form with a notation that you are the presenter and include the number of allowable hours of prep work for the workshop.

**Notice of Absence (NOA):** A Notice of Absence form (NOA) will be accepted to fulfill the professional development obligation if the faculty member is unable to fulfill their obligation due to illness or personal necessity. This form is filed through Human Resources. Guidelines are as follows:

- NOA forms must be filed by the designated Flex Program deadlines each semester.
- A photo copy of the approved NOA form must be submitted to the Resource Center prior to sending the original form to Human Resources.

# Professional Development Criteria

The purpose of the flexible calendar program is to provide time for faculty to participate in development activities that are related to "staff, student and instructional improvement" (title 5, section 55720). The flexible calendar program is a component of the staff development program and the major vehicle for faculty participation in development activities.<sup>1</sup>

The flexible calendar program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas:

- Staff Improvement
- Student Improvement
- Instructional Improvement

Professional development activities offered or approved by Santa Rosa Junior College must meet one or more of the following SRJC Article 22 criteria and/or state criteria which are listed below. All approved Individual, Group and Menu of Activities proposals will be referenced with the criteria applicable for determining approval.

## **Article 22, AFA Contract Criteria**

**For the full definition of the Professional Development criteria from Article 22 of the SRJC AFA Contract go to: <http://www.santarosa.edu/afa/Contract/Articles/art22.pdf>. An outline of the criteria is as follows:**

- A. Currency and Growth in One's Field:** engage in constructive activities and research in one's field or in a related field, visit business or commercial sites.
- B. Work Place Effectiveness:** enhance or develop skills, which increase effectiveness in teaching, counseling, librarianship, etc.
- C. Organizational Development:** create and implement professional development workshops for new, continuing, and adjunct faculty.

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<sup>1</sup> *Guidelines for the Implementation of the Flexible Calendar Program* by the Faculty Development Committee of the Academic Senate for California Community Colleges in cooperation with the Chancellor's Office Program Staff.

## **State Criteria**

The *Guidelines for the Implementation of the Flexible Calendar Program* provides the following criteria as appropriate for Flex credit:

### **1. Staff Improvement**

- Developing new programs (e.g., a workshop on designing curriculum/ programs)
- Faculty and counselor meetings to address areas of concern (e.g., academic advising, prerequisites, referring students for services)
- Faculty and staff (e.g., tutors, lab assistants) meetings to improve learning resource support services to students
- Workshops on how to mentor students or how to mentor faculty
- Orientation/education (e.g., new faculty; role of the academic senates; training students, staff, and faculty to serve on committees; changing role of technology in education)
- Student, faculty, and staff diversity (e.g., sexual harassment workshops, affirmative action conferences, cultural diversity seminars, multicultural activities)
- Meetings designed to improve a cohesive working relationship among members of the group (e.g., departments, divisions, committees, mixture of college constituencies)
- Workshops on how to write grants
- Workshops or individually designed activities to improve or enhance a person's skills or knowledge in his/her own discipline
- Wellness activities that assist individuals to be physically and mentally better able to perform their jobs (e.g., humor in the workplace, stress reduction, self-defense, nutrition, exercise, weight reduction)
- Learning a second language to better communicate with the diverse student population
- Disaster preparedness (e.g., district procedures, first aid, review of facilities to determine areas of need)
- Improving or learning how to deal with computers and technology

### **2. Student Improvement**

- Teaching a class in shortened format during a flex period
- Developing a new program to meet changing student needs
- Faculty and staff (e.g., tutors, lab assistants) meetings to improve services to students
- Review of learning resource materials to eliminate out-dated items and make recommendations for additions
- Creating self-study modules and/or computer-assisted instruction
- Student advising (e.g., academic advising of students by faculty)
- Mentoring of students
- Faculty participation in student orientation programs
- Matriculation services (e.g., special orientation for ESL students, workshops in specific disciplines for students with undecided majors)
- Meetings (department/division/college-wide) specifically to discuss strategies for improving service to students

## **2. Student Improvement (continued)**

- Institutional research focused on meeting the needs of the students (e.g., job market surveys, transfer ratios, ethnicity data on students, gender equity, campus climate)
- Writing grants aimed to improve services to students
- Articulation to improve transfer processes
- Outreach for special projects (e.g., Math, Engineering, and Science Achievement [MESA] program)
- Conducting special workshops for students (e.g., understanding the college schedule, transfer requirements, setting academic goal)

## **3. Instructional Improvement**

- Attending workshops on teaching methods or techniques (e.g., classroom-based research training; Instructional Skills Workshops (ISW); local, regional, national Great Teachers Seminars)
- Development or revision of programs, course curriculum, learning resources and evaluation.
- Developing a new course
- Modifying an existing course to comply with changing institutional or discipline requirements (e.g., changing theories in a discipline, articulation with transfer institutions, critical thinking, multiculturalism, writing across the curriculum)
- Significant modification of a course to address the learning needs of diverse students (e.g., creating self-paced learning modules)
- Developing student readiness programs specific to course disciplines
- Faculty and counselor meetings to address areas of curriculum
- Review of learning resource materials to eliminate outdated items and recommend additions
- Creating self-study modules and computer-assisted instruction modules
- Student, faculty, and staff diversity (e.g., sexual harassment workshops, affirmative action conferences, cultural diversity seminars, multicultural activities)
- Departmental or division meetings to discuss overall curriculum and program review
- Institutional research (e.g., job skill requirements, research on transfer ratios, ethnicity data on students and staff. gender equity, campus climate)
- Grant writing to secure funds for improvement of instruction

# Flex Activity Process - Steps to Remember

## Pre-approved Activity

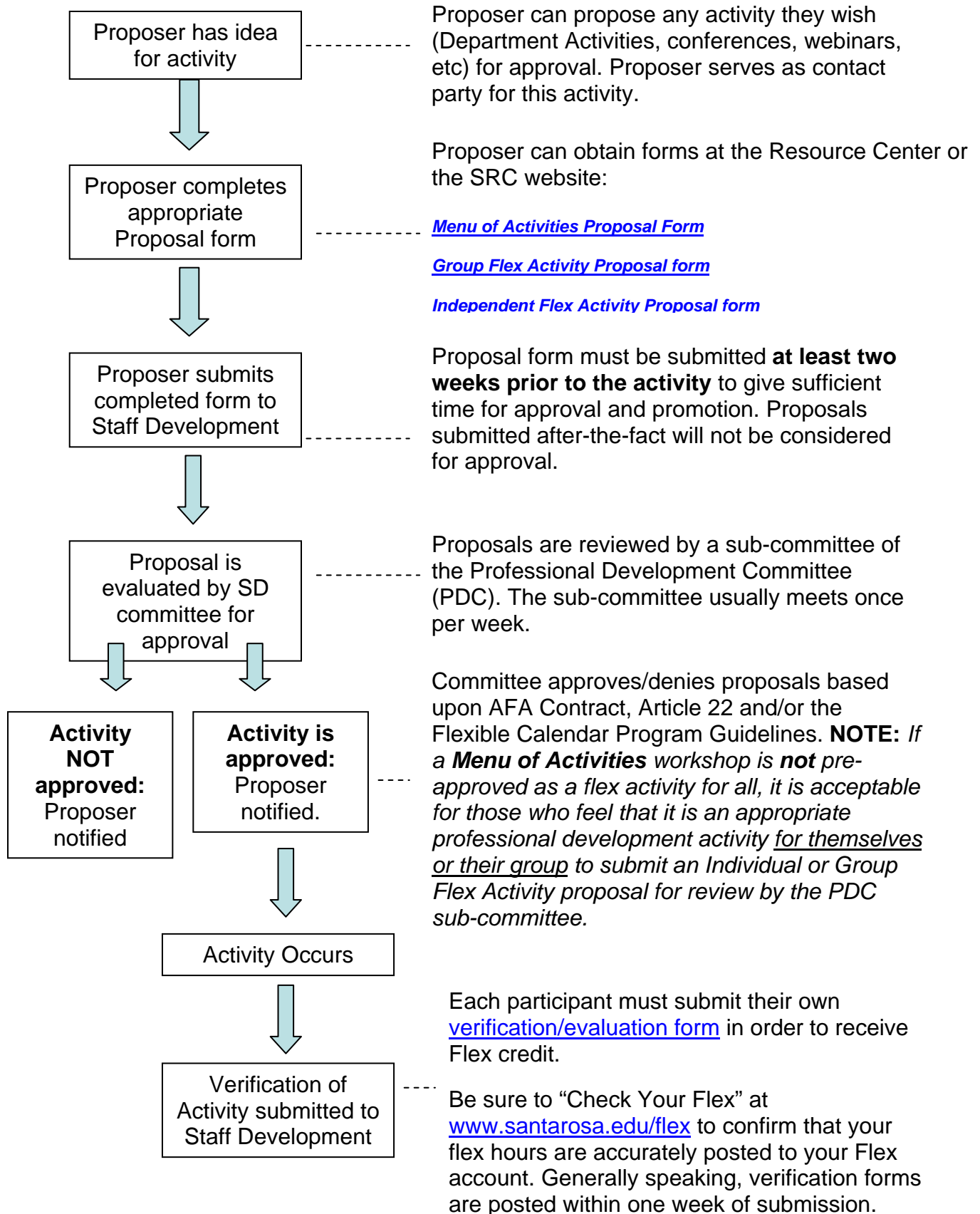
1. Choose an activity from Menu of Activities (Podcasts, Online, scheduled workshops or events; including pre-approved DVD or videos).
2. Complete the activity.
3. Submit a Flex Activity Verification/Evaluation form to Staff Development.
4. Be sure to “Check Your Flex” at [www.santarosa.edu/flex](http://www.santarosa.edu/flex) to confirm that your flex hours are accurately posted to your Flex account. Generally speaking, verification forms are posted within one week of submission.

## Proposed Activity (Individual, Group or Menu of Activities)

1. Determine an activity to be proposed.
2. Fill out appropriate proposal form. **Be brief but thorough and include in detail how you will reasonably accomplish your goals, satisfying AFA Contract, Article 22 or Flex Program criteria.**
3. Obtain necessary signatures.
4. Submit the proposal to Staff Development at least two weeks prior to activity date. After the fact proposals will not be considered for approval.
5. The proposal is reviewed by the Professional Development Subcommittee charged with this task.
6. Notification is provided regarding approval or denial. If approved, complete the activity.
7. Submit a Flex Activity Verification/Evaluation form to Staff Development.
8. Be sure to “Check Your Flex” at [www.santarosa.edu/flex](http://www.santarosa.edu/flex) to confirm that your flex hours are accurately posted to your Flex account. Generally speaking, verification forms are posted within one week of submission.

# Flex Activities Pre-Approval Process

This is the approval process for all flex activity proposals: *Menu of Activities workshop for flex credit (open to all faculty)*, *Individual Flex activities*, and *Group Flex activities (defined group of faculty)*.



## What makes a good proposal?

Below please find simple guidelines to assist you in making a good proposal:

### Use the right form.

#### Audience

Yourself or a specific group  
All faculty

#### Form

Individual/Group Flex Activity Proposal form  
Menu of Activities Workshop Proposal form

**Start early.** While it is essential that the committee receive your proposal **at least two weeks prior to the activity date**, it is never too early to submit it. The earlier the better. Remember, it takes some time to gather the documentation, complete the proposal, and get the Department Chair signature.

**Obtain the proper signatures.** Many proposals are returned due to missing signatures. Give yourself time (see above) to ensure your proposal has the necessary signatures before submitting it.

**Include complete supporting documentation.** The more complete the supporting documentation, the better your chance of approval and the more timely your response from the sub-committee will be. Documentation should include copies of conference flyers, agendas, and other promotional materials, as well as your written answers to the required proposal documentation (description, schedule, objectives/evaluation). Please be as thorough and clear as possible so the committee does not have to seek out additional information from you. This can slow the process immensely. **NOTE: A completed Faculty Weekly Schedule form MUST accompany Individual proposals otherwise the proposal will be considered incomplete. For Group proposals, please confirm the faculty members schedules, then provide a simple statement such as, "This activity has been scheduled so as to not conflict with faculty member's other SRJC paid-assignments." Faculty members cannot receive Flex credit for activities scheduled during times when they normally have other paid assignments, even if they have made arrangements for a substitute to cover for them.**

**Tie in the evaluation criteria.** Be sure that your proposal clearly satisfies at least one of the AFA Contract, Article 22 and/or Flex Program criteria for professional development. By clearly tying your proposed activity to the criteria listed on pages 9-11, you stand a much greater chance of approval. **NOTE: Just checking the appropriate boxes on the form is not enough. Your proposal must clearly identify how the activity fulfills the chosen criteria.**

**Keep timing in mind.** For regular faculty, the "Flex" year begins July 1 and goes through June 30 of the following year. Faculty Professional Development Flex activities can be counted any time the individual faculty member is not engaged in class, student consultation hours, college service or other activities specified in their job description. There can be no banking from one academic year (regular faculty) or semester (for adjunct) to the next, nor can credit be given before or after the flex year. For regular faculty, activities occurring after July 1 are credited for the next Academic Year. For adjunct faculty, activities after July 1 are credited to the Fall semester; activities occurring during winter break are credited to the Spring semester.

# Forms

In order to avoid unnecessary delays in proposal approval and activity crediting, it is very important to remember to use the proper forms. On the following pages you will find examples of the forms listed below. All forms are available in hard copy format at the Staff Resource Center and can be downloaded from our website at [www.santarosa.edu/src/form/html](http://www.santarosa.edu/src/form/html).

- a. **[Individual/Group Flex Activities Proposal Form](#)**  
For all individual or group flex activities and must be submitted for approval prior to the activity date. The proposal can be submitted anytime during the semester/year as long as it is submitted at least two weeks prior to the activity and the activity is completed by the deadline date for filing a Flex Activity Verification Form. All participants in Individual or Group Flex activities must submit a Flex Activity Verification Form by the applicable deadlines in order to receive Flex credit.
- b. **[Professional Development Activity \(PDA\) Day Verification Form](#)**  
For verification of attendance at the Institutional PDA Day. Even though attendees do sign in at each workshop for this event, in order to obtain Flex credit and for record-keeping purposes this form must be submitted by **all** faculty members who attend.
- c. **[Flex Activities Verification Form](#)**  
For verification of completion of all approved flex activities. This form also has an evaluation section.
- d. **[Menu of Activities Workshop Proposal Form](#)**  
For proposing a Menu of Activities workshop that is open to all employees (faculty, classified, and management), whether for flex credit or not.
- e. **[Intention to Complete a Pre-Approved Activity Form](#)**  
For use by REGULAR FACULTY ONLY to communicate your intention to fulfill your obligation through an activity occurring between May 1 and June 30. A verification form must be received after the activity is completed, but no later than June 30, in order to receive Flex credit.
- f. **[Workshop/Activity Evaluation Form](#)**  
To rate the effectiveness and applicability of the workshop or activity, and to make suggestions for future workshops or activities.

# Tools to Manage Your Flex Obligation

## The SRC (Staff Resource Center) website

The Staff Resource Center website ([www.santarosa.edu/src](http://www.santarosa.edu/src)) is full of information to make managing your professional development obligation easier. Here you can find information including but not limited to the Flex Program, Professional Development Activity (PDA) Day, the catalog of resources (listing available videos and books), and the Menu of Activities.



The *Menu of Activities* is a calendar listing of all the professional development activities for the semester. **Note: not all the activities listed are approved for flex credit.** Many of them are, but since the Menu of Activities is used to promote development for not only faculty, but other staff as well, some activities may be listed that are not pre-approved for flex credit. All activities pre-approved for flex credit are clearly labeled with a number of flex hours available. **If there are no flex hours posted on the menu, then the activity is not pre-approved.** NOTE: A faculty member can always submit an Individual Flex Activity Proposal for such an activity if they wish it to be considered for flex credit.

The Menu lists many online activities, such as 4faculty.org (see “Using 4faculty.org” in this section) or Podcasts that are pre-approved for flex credit, as well as many in-person workshops that are also pre-approved. Check back often, as the Menu is continually updated with offerings throughout the semester.

## **The Flex Online Tracking System**

This web-based online tracking system will enable you to manage your obligation or “Check Your Flex” at any time. Here you will find:

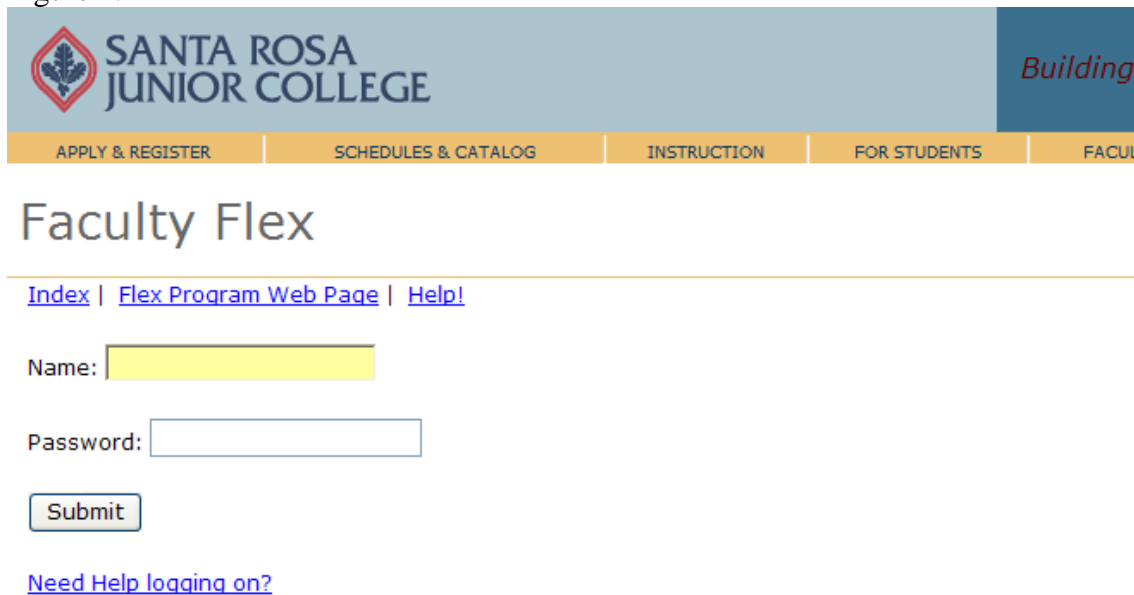
- Your personal professional development activities statement where you can check activity completion and outstanding obligation.
- An activity menu where you can browse the pre-approved Menu of Activities offerings.

**Please note that the Flex Online system works best using the Firefox web browser and, although other browsers are supported, not all features may be available on all other browsers.**

### **Getting Started**

1. To access the system, visit <https://www.santarosa.edu/flex/> and log in using your Outlook (SRJC email) login username and password (if you do not yet have an SRJC email account, please see “*Obtaining an SRJC Email (Outlook) Account*” in the *Resources* section of this packet). (Figure 1, below)

Figure 1.



The screenshot shows the top navigation bar of the Santa Rosa Junior College website. On the left is the college logo and name. On the right is the word "Building" in a dark blue box. Below the navigation bar is a horizontal menu with five items: "APPLY & REGISTER", "SCHEDULES & CATALOG", "INSTRUCTION", "FOR STUDENTS", and "FACUL". Below the menu is the heading "Faculty Flex". Underneath the heading are three links: "Index", "Flex Program Web Page", and "Help!". Below the links are two input fields: "Name:" followed by a yellow highlighted text box, and "Password:" followed by a white text box. Below the password field is a "Submit" button. At the bottom of the form is a link: "Need Help logging on?"

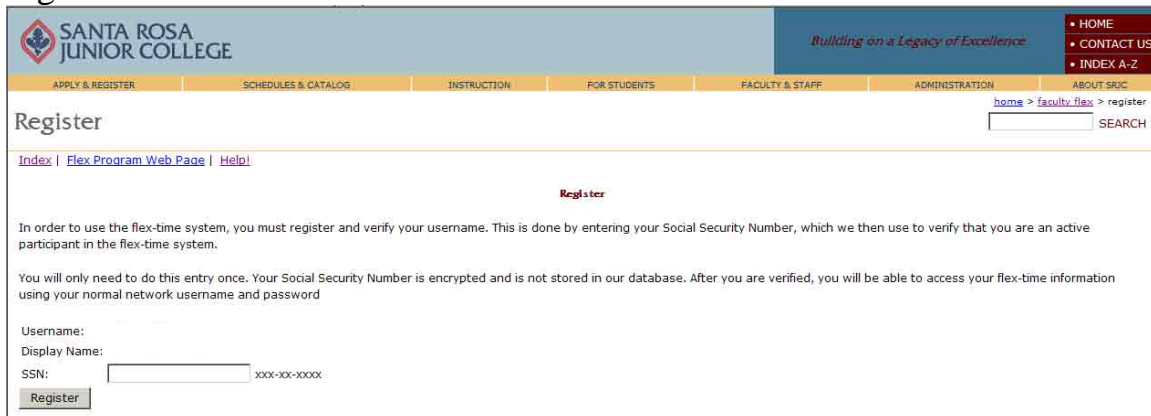
2. The first time you access the system, you must register so the system can recognize you for access to your personal information. To register, click on *“You must register first”*. (Figure 2, below)

Figure 2.



3. Once at the registration screen, you must enter your full social security number to verify your identity. This procedure is only necessary the first time. After you enter your full SSN in the format described, click *“Register”*. (Figure 3 below)

Figure 3.

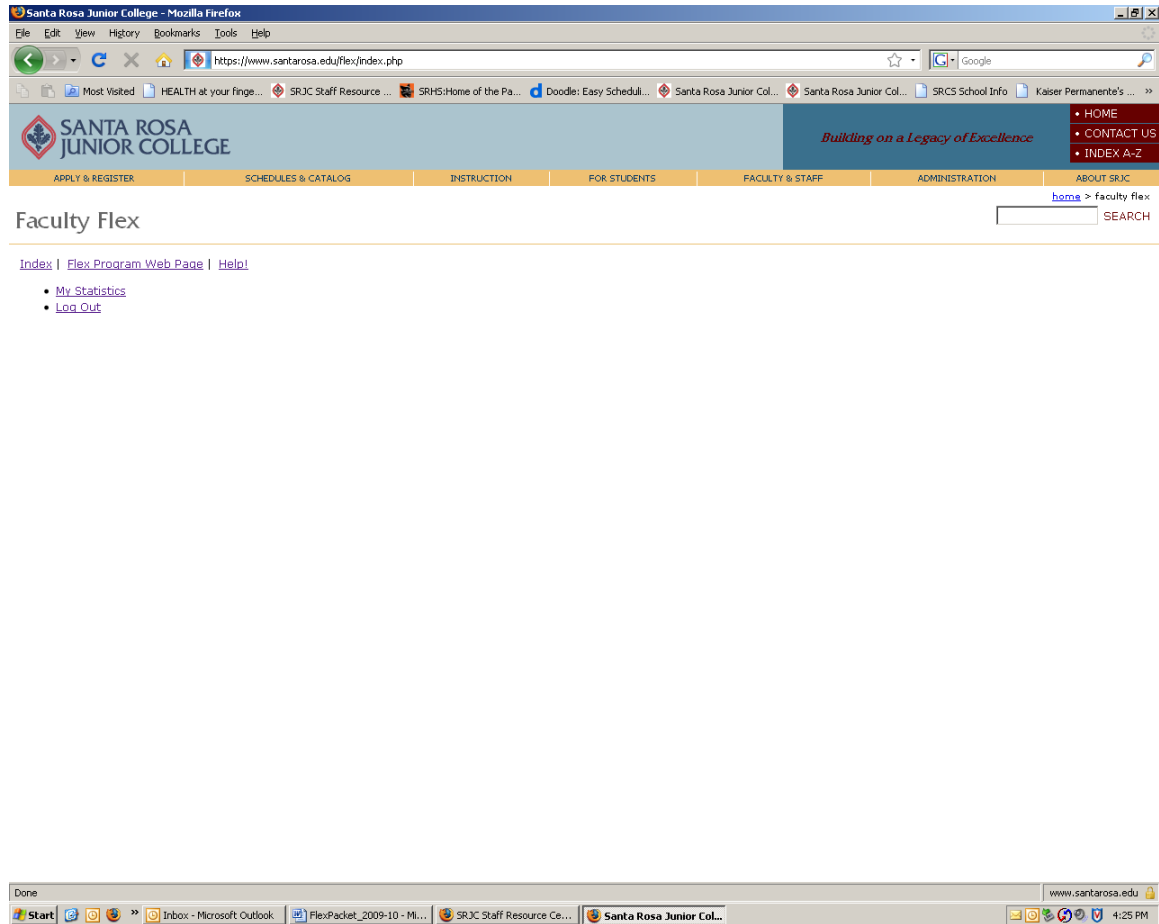


Once this step is complete, you are ready to begin using the system.

## Getting Around

4. Now that you are registered, you can access your personal information. After logging in, you will again see your start page from which you may manage your flex obligation by selecting “*My Statistics*”. (Figure 4, below)

Figure 4.



5. This is the “My Statistics and Activity Menu” page. Here you will find many tools to manage your flex obligation (keep scrolling down the page to see the following items). Here you may:

- **CHECK** your activity completion and verify progress on fulfilling your obligation (Figure 5, below):

Figure 5.

[home](#) > [faculty flex](#) > my statistics and activity menu

## My Statistics And Activity Menu

SEARCH

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[Index](#) | [Flex Program Web Page](#) | [Help!](#)

### SRJC Faculty Flex Program Spring 2009

Flexible Professional Development Activity Statement - January 21, 2009

<b>Status</b> regular		
<b>Name</b>		
<b>SSN last 4</b>		
<b>Department</b>		
<b>HRS required</b> 24		

	Fall	Spring
<b>Mandatory obligation</b>	6	6
<b>Mandatory completed</b>	6	0
<b>Mandatory remaining</b>	0	6
<b>Flex obligation</b>	12	
<b>Flex completed</b>	31	
<b>Flex remaining</b>	0	

Date	Description	Type	Approval No.	HRS done	HRS pending	Complete
7/22/2008	<a href="#">09:AA:B - CSI: Dreamweaver</a>	A. Approved Activities: Staff Development	Includes 2.5 hrs prep credit-7/22/2008	5		
7/31/2008	<a href="#">09:AA:B2 - CSI: Dreamweaver</a>	A. Approved Activities: Staff Development	7/31/2008	2.5		
8/15/2008	<a href="#">Fall 2008 PDA Institutional Day</a>	mandatory	8/15/08	6		
As Scheduled	<a href="#">OTHER</a>	A. Approved Activities: Staff Development	Additional PDA HRS Presenter	1.5		
08/04/08	<a href="#">01:CATE:A Overview</a>	A. Approved Activities: Staff Development	9/26/08	2		
.....	.....	A. Approved Activities: Staff	.....	-		

- **VIEW** important dates, the button to print a copy of your statement, and other information (Figure 6, below):

Figure 6.

Please check the above for accuracy. This statement is provided for your information. It reflects our records as of 1/21/2009

**Verification Forms, "Intent to Complete Pre-approved Activity" Forms, and copies of Notice of Absence Forms (if applicable) are due by the deadlines indicated below:**

**Regular Faculty – forms are due on or before May 1.**

**Adjunct Faculty – Fall semester forms are due on or before December 1. Spring semester forms are due on or before May 1. Forms must be received by the above deadlines in the Resource Center for Staff Development office via mail, or fax to 707-522-2651.**

**IMPORTANT! Your pay will be docked and you will risk losing STRS credit if you do not submit verification of fulfilling your professional development obligation by the above deadlines.**

For more information, go to [www.santarosa.edu/src](http://www.santarosa.edu/src), click on Professional Development, then select Flex Program. If you have any questions regarding the Flex Program or your obligations, please contact the Resource Center for Staff Development at 707-527-4852 or 707-522-2602. [Print Statement](#)

**Description Key:**

**Pending:** Not yet confirmed. Still need documentation (NOA, Verification form, electronic user confirmation, etc).

**Complete:** All documentation received. Hours confirmed.

- **SELECT** professional development activities for flex credit from the pre-approved Menu of Activities list (Figure 7, below):

Figure 7.

**Select An Activity From the Approved List**

F2009

1. [Go Additional Flex Hours](#) Wed, Aug 19 (0 Hour[s]) [Select this Activity](#)
2. [01:CATE:A2 Overview](#) 09/18/09 (2 Hour[s]) [Select this Activity](#)
3. [01:CATE:B1 Course/Section Homepages](#) 07/07/09 (2 Hour[s]) [Select this Activity](#)
4. [01:CATE:B2 Course Homepages](#) 09/25/09 (2 Hour[s]) [Select this Activity](#)
5. [01:CATE:C2 Images, File](#) 10/02/09 (2 Hour[s]) [Select this Activity](#)
6. [01:CATE:D2 File Management](#) 10/09/09 (2 Hour[s]) [Select this Activity](#)
7. [01:CATE:E2 Presentation Pages](#) 10/16/09 (2.75 Hour[s]) [Select this Activity](#)
8. [01:CATE:F2 Tests](#) 10/23/09 (2.75 Hour[s]) [Select this Activity](#)
9. [01:CATE:G2 Student Management](#) 10/30/09 (2.75 Hour[s]) [Select this Activity](#)
10. [01:CATE:H2 Communications](#) 11/06/09 (2.75 Hour[s]) [Select this Activity](#)
11. [01:CATE:I2 Gradebooks](#) 11/13/09 (2.75 Hour[s]) [Select this Activity](#)
12. [04:AA Tai Chi & Chi Gung](#) Monday & Wednesday (0.5 Hour[s]) [Select this Activity](#)
13. [09:CIS:H: Supervision Students](#) 07/08/09 (1.5 Hour[s]) [Select this Activity](#)
14. [09:CSI:B Dreamweaver](#) 07/20/09 (1.5 Hour[s]) [Select this Activity](#)
15. [AO:12 Basic Skills Podcast](#) On-going (1.5 Hour[s]) [Select this Activity](#)
16. [AO:13 creating Accessible Web Presentations](#) On-going (1.5 Hour[s]) [Select this Activity](#)
17. [AO:14 Creating Accessible PDFs](#) On-going (1.5 Hour[s]) [Select this Activity](#)

6. To select an activity, simply choose the correct semester, find the activity that you want to complete, and click “*Select this activity*”. **NOTE: activities from the Menu of Activities will be available for selection from this screen. Individual and Group flex activities not appear on this list, as they are specific to individuals and not open to all faculty.**

Once you click “*Select this activity*” the activity will appear in your activity detail at the top of the screen as “*HRS pending*” (Figure 8, below):

Figure 8.

You have selected this activity. Please attend this activity and remember to SIGN THE ROSTER AT THE WORKSHOP. After completion, please return to this page to confirm your completion by clicking the “confirm” button

## SRJC Faculty Flex Program Fall 2009


Flexible Professional Development Activity Statement - August 27, 2009

<p>Status regular Name ROSEN S SSN last 4 2471 Department Computer Studies HRS required 24</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Fall</th> <th>Spring</th> </tr> </thead> <tbody> <tr> <td><b>Mandatory obligation</b></td> <td>6</td> <td>6*</td> </tr> <tr> <td><b>Mandatory completed</b></td> <td>6</td> <td>0</td> </tr> <tr> <td><b>Mandatory remaining</b></td> <td>0</td> <td>6</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td><b>Flex obligation</b></td> <td colspan="2">12</td> </tr> <tr> <td><b>Flex completed</b></td> <td colspan="2">7.5</td> </tr> <tr> <td><b>Flex remaining</b></td> <td colspan="2">4.5</td> </tr> </tbody> </table>		Fall	Spring	<b>Mandatory obligation</b>	6	6*	<b>Mandatory completed</b>	6	0	<b>Mandatory remaining</b>	0	6				<b>Flex obligation</b>	12		<b>Flex completed</b>	7.5		<b>Flex remaining</b>	4.5	
	Fall	Spring																							
<b>Mandatory obligation</b>	6	6*																							
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<b>Mandatory remaining</b>	0	6																							
<b>Flex obligation</b>	12																								
<b>Flex completed</b>	7.5																								
<b>Flex remaining</b>	4.5																								

Date	Description	Type	Approval No.	HRS done	HRS pending	Complete
08/14/09	<a href="#">Fall 2009 PDA Institutional Day</a>	mandatory	8/14/09 elm	6		
12/31/1969	<a href="#">Presenters Credit</a>	C. Independent Flex Activity	F09 Presenter 8/14/09 elm	1.5		
As Scheduled	<a href="#">GRP:(GROUP)</a>	A. Approved Activities: Staff Development	05:GRP Course Groups	3		
12/31/1969	<a href="#">Presenters Credit</a>	C. Independent Flex Activity	05:GRP Course Groups	3		
07/20/09	<a href="#">09:CSI:B Dreamweaver</a>	A. Approved Activities: Staff Development			1.5	Complete

**7. Verifying Flex Activities:** Then complete the activity you have selected. Once you've completed the activity, submit a Flex Activity Verification form (Figure 9, below) to Staff Development for entry of your completed hours.

Figure 9.



**SANTA ROSA  
JUNIOR COLLEGE**  
Resource Center for Staff Development

**Professional Development Activities  
Flex Verification Form and Evaluation**

First Name: \_\_\_\_\_  Regular Faculty

Last Name: \_\_\_\_\_  Adjunct Faculty

Department: \_\_\_\_\_

SSN: \_\_\_\_\_  
Last 4 digits  
(Required for processing)

Semester:

Fall \_\_\_\_\_

Spring \_\_\_\_\_

---

**Verification of Flex Hours**

Provide the information below for each activity completed.  
(All activities must be pre-approved. Enter each activity separately.)

Check One:

<input type="checkbox"/> Menu of Activities (AA)	<input type="checkbox"/> Technology/CATE (TECH/CATE)	Activity #: _____
<input type="checkbox"/> Individual (IND)	<input type="checkbox"/> Women's History Month (WHM)	Hours: _____
<input type="checkbox"/> Group (GRP)	<input type="checkbox"/> EH&S/Dept. Safety Leader (EHS/DSL)	Presenter Credit (in hrs): _____
<input type="checkbox"/> Podcast/Online (AO)	<input type="checkbox"/> Work of Literary Merit (WOLM)	Total Hour(s) : _____
<input type="checkbox"/> Video/DVD	<input type="checkbox"/> Environmental Forms (EF)	
<input type="checkbox"/> Arts & Lectures (AL)	<input type="checkbox"/> College Summer Institute (CSI)	

Title of Activity: \_\_\_\_\_ Date: \_\_\_\_\_

**Evaluation** - Please tell us about this activity using a 4 – Point Rating Scale. (If you prefer to submit an anonymous evaluation, please go to: [http://www.santarosa.edu/src/PDF/Workshop\\_Eval\\_Form.pdf](http://www.santarosa.edu/src/PDF/Workshop_Eval_Form.pdf))

Rate the effectiveness of the activity:	4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree
The material was effectively presented.				
The material has currency or historical value.				
One or more of the concepts presented are useful to me.				
This activity provided valuable training.				
One specific change I will make as a result of this activity:				
Briefly state how this activity relates to your department, discipline, students, or job:				
Additional comments or suggestions:				

Faculty Flex Credit Certification: *I certify that I have completed the professional development flex hours indicated and have performed these hours outside of my other paid assignments.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to Staff Development mailbox • Bailey Hall or  
Resource Center for Staff Development Office • 437 Elliott Avenue or  
FAX • 707.522.2651

**Deadlines — Verification Forms are due as indicated below:**  
Regular Faculty: verifications due on or before **May 31**.  
Adjunct Faculty: Fall verifications - due on or before **December 1**. Spring verifications - due on or before **May 31**.

Office Use Only:

Flex

Eval

To verify completion of a flex activity, a **verification form** (available on the SRC website at <http://www.santarosa.edu/src/form.html>) **must** be submitted to Staff Development upon activity completion by either hard-copy or electronically via email with electronic signature. Staff Development will then enter the completed hours in the Flex Program data base, where it will appear in your activity descriptions with a number of hours in the “HRS done” column.

### **Getting Out**

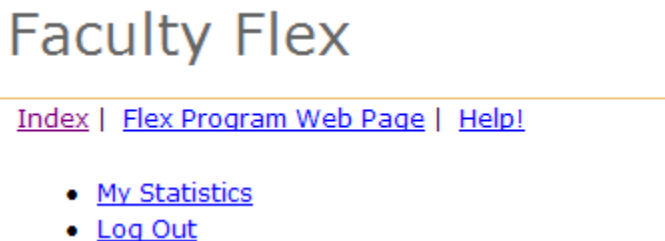
9. When done with your session, always remember to log out when exiting the system. To log out, return to the Index by clicking “Index” in the upper left hand corner of your *My Statistics and Activity Menu* screen (Figure 10, below):

Figure 10.



10. Then click “Log Out” on your Faculty Flex start page (Figure 11, below)

Figure 11.



We hope this tool makes management of your Professional Development obligation easier and clearer for you by putting your vital, up to the minute information in your hands at all times. If you have any questions about the system or its usage, please contact Staff Development.

## Using the Online Tool: 4Faculty.org (www.4faculty.org)

- 4Faculty.org- what is it?
  - **4faculty.org** is an online professional development network of resources and learning modules designed specifically for the needs of community college faculty. At SRJC, you can use this resource to fulfill your flex obligation.
  - Please note that due to a lack of funding, 4faculty.org is no longer being maintained by the 4Faculty.org Project and Riverside Community College District. It will continue to be offered as long as possible.
  
- How do I get started?
  - To create your user ID and password:
    - Go to [www.4faculty.org](http://www.4faculty.org)
    - In the *Log In* box (upper right of screen), click on “*set up account*”
    - Fill in the required (\*) information.
    - Click “*sign me up*”.
  
- Choose a module (or modules) to complete:
  1. *History and Mission of Community Colleges*
  2. *Assessment*
  3. *Introduction to your college*
  4. *Characteristics of Community College and Their Students*
  5. *Preparing for the 1st Day of Class*
  6. *Building your Syllabus*
  7. *Assessment*
  8. *Grades and Testing*
  9. *Effective Class Management Skills*
  10. *How People Learn*
  11. *Learning Theories*
  12. *Approaches to Teaching*
  13. *Technology in the Classroom*
  14. *Technology and Distance Education*
  15. *Legal and Ethical Issues in the Digital Information Age*
  16. *Increasing Effective Communication and Student Resiliency*
  17. *Helping Your Students*
  18. *Student Support Services*
  19. *Focusing on Diverse Needs*
  20. *How College Governance Affects You*
  21. *Surviving the Journey*
  22. *"Tech Prep 101"*

Once you have completed a module, verify your completion:

**Manually submit verification form:** Print out the completion page, fill out a Flex Activities Verification form (available at the SRC website at <http://www.santarosa.edu/src/form.html>) and submit them both to Staff Development. You can deliver them in-person, send them District or US mail, or fax them to 522-2651.

## Resources

- Article 22, AFA/District Contract
- [MOU, 6/30/2010](#)
- Guidelines for the Implementation of the Flexible Calendar Program

This document was developed by the Faculty Development Committee of the Academic Senate for California Community Colleges in cooperation with the Chancellor's Office Program Staff; originally adopted April 3, 1993. The current guidelines were revised in April of 2007 and can be downloaded from the SRC website at the link provided above.

- Frequently Asked Questions
  - Regular Faculty
  - Adjunct Faculty
- Obtaining an SRJC Email (Outlook) Account

# Flex Program FAQs (Frequently Asked Questions)

## Legend:

**FPDF= Faculty Professional Development Flex**

**SRC= Staff Development Resource Center**

**PDA= Professional Development Activity(ies)**

## FAQ's Regular Faculty

### Why am I required to do faculty development activities?

SRJC has identified 4 days on the Academic Calendar for professional development. These 4 days are paid working days and, as such, must be accountable to the state auditors. Thus SRJC must require participation in Faculty Professional Development Flex (FPDF) activities and document how those 4 days are used.

### How is the flex program different than PDA Days in the past?

1. It is no longer possible to “make-up” hours missed on the Institutional (mandatory attendance) PDA Day.
2. Flexible activities are no longer restricted to weekends and semester breaks. One day each semester is designated as an Institutional Day and those are considered mandatory hours.

### What is my contractual obligation?

Your contractual obligation is equal to 4 days or 24 hours if you are Contract Faculty with 100% load.

2 mandatory days per year = 6 hours per semester

2 “flexible” days = 12 hours per year

Contract Faculty with a reduced load percentage may calculate load by multiplying the 100% obligation by the reduced load percentage; for example, 50% contract = 3 mandatory hours per semester; 6 hours flexible over the year. Another common example would be 75% – 4.5 hours per semester and an additional 9 hours of flexible activity over the year.

### If I am a contract Faculty with a reduced load percentage and I do more than my number of mandatory hours on PDA Day, what happens to the extra hour(s)?

The additional hours, over your mandatory obligation will be applied to your flexible hour obligation.

### Do I have to attend the Institutional PDA day?

Yes, the Institutional PDA Day each semester is mandatory for all regular faculty. These mandatory days are set aside for institutional theme programs.

## FAQ's Regular Faculty (cont'd)

### **Can I just work at my regularly assigned duties instead of doing Faculty Professional Development?**

Never.

### **What is the process for doing flexible hours? Do I need to fill out forms and get approval?**

- There is a menu of approved flex activities on the Staff Development Resource Center Website ([www.santarosa.edu/src](http://www.santarosa.edu/src)). These activities have already been approved. Check the website for details and for new activities as they become available. Periodic email notices are distributed highlighting the upcoming Flex activities.
- All other activities, individual or group, will require that you fill out a form AT LEAST 2 weeks prior to the activity, and submit it to the SRC. The Professional Development Committee (PDC) will review it and either approve or deny the proposal.

### **When should I contact Staff Development regarding an activity needing approval?**

The Professional Development Committee (PDC) meets twice per month on the 2nd and 4th Thursdays, during the fall and spring semesters. A sub-committee of the PDC meets weekly to review proposals. Please allow for 10 working days before a meeting in order to ensure that the proposed activity can be reviewed in time for you to count it.

### **Do I have to turn in a form BEFORE I complete an individual activity?**

Yes, an Individual/Group Flex Proposal Form needs to be submitted two weeks prior to the date of the planned activity. Forms are available on the SRC website. Proposals will not be approved for activities that have already occurred.

### **What happens if I change my mind later about what I planned to do?**

If you have submitted a form for approval but do not follow through with the activity, please inform the SRC. You will need to file a new form or select another activity. The new form must be submitted two weeks prior to the date of the planned activity.

### **How am I notified that my proposal has been approved?**

The Staff Development Resource Center office will send you a written notification following committee review and approval. If there are questions with your proposal you will be contacted.

### **Can I do individual activities on PDA Days?**

No, these days are set aside for institutional theme programs.

## FAQ's Regular Faculty (cont'd)

### **What is considered a "day" for Faculty Professional Development?**

A day is considered, but not limited to, six (6) hours. For Notice of Absence (NOA) purposes, six (6) hours is the maximum number of hours in a full day.

### **How do I know what will "count" as a Faculty Professional Development Flex activity?**

Staff Development has an approved list of approved activities (Menu of Activities). Generally, individual activities are allowed if it addresses the necessary criteria and as long as a connection can be established to the improvement of performance in the workplace. To prevent problems or disappointment, approval for activities not clearly stated on the Menu of Activities must be requested from Staff Development **BEFORE** engaging in the activity.

### **Do I have to turn in a form to get credit for a Faculty Professional Development Flex activity?**

Yes, for all activities (Approved from Menu of Activities, Individual Flex, Group Flex, mandatory days) a Flex Verification Form needs to be submitted to receive credit for your hours. Currently these are the only ways we have of documenting for state accountability.

### **When can I do flex activities?**

The "Flex" year begins July 1st. Faculty Professional Development Flex activities can be counted any time the individual faculty member is not engaged in class, student consultation (office) hours, college service or other activities specified in their job description.

FPDF activities can only take place during times when faculty are not scheduled to work. Since the AFA contract Article 32.01B says, "The work week consists of forty (40) hours. Five (5) hours are assigned for personally directed College Service (such as serving on committee) and Professional Service and Development. Thirty-five (35) of the forty (40) hours are either:

- Instructional: Assigned to instructional activities, including teaching of classes/labs, preparation and assessment associated with those classes/labs, and the holding of student consultation (office) hours, or,
- Allied: Scheduled for allied activities.

## FAQ's Regular Faculty (cont'd)

### **What hours are not eligible for flex scheduling?**

The following hours are not eligible for flex scheduling:

- Class hours
- Office hours (Student Consultation Hours)
- On-line office hours
- Scheduled allied activities
- Regularly scheduled department meetings
- Advisory Committee meetings

Regularly scheduled district-wide committee meetings to which you have been formally appointed.

### **What activities are considered for approval on the Menu of Activities?**

Individuals or groups (not just departmental groups) may propose workshops or activities that they believe will be professionally beneficial to SRJC Staff and Faculty as well as to the institution. The proposal will outline the activity, the goals, and the target audience. In this way, professional development will be more relevant to the needs of the staff and the college.

### **How do I count credit for an activity?**

You receive one hour of credit for each hour of participation in an approved Faculty Professional Development Flex activity.

### **How does conference attendance work with FPDF hours?**

You may receive FPDF credit for attending a conference if a flex proposal is submitted in advance. If the conference is on a teaching day, classroom instruction hours must be subtracted from total conference hours.

### **What doesn't count?**

The preparation required to teach or perform the services on a day- to-day basis ---such as reading and/or grading of student papers, preparing class lectures, attending regularly scheduled department or division meetings” - are a part of an individual’s professional obligation, and **DO NOT** meet the purpose of Title V regulations. See AFA Contract Article 17.01 and 32.01B.

### **Can I receive credit for creating and presenting a Flex Workshop?**

Yes. You will receive FPDF credit equal to the number of hours for the workshop for its creation. You will also receive the same amount of credit for the presentation of the workshop itself. If you present multiple workshops you will only receive preparation credit for the first presentation.

## FAQ's Regular Faculty (cont'd)

### **What if I have an idea for - or I want to present - a workshop or activity?**

Submit a Menu of Activity Proposal Form to the Staff Development office with your suggestion. The PDC will review for appropriateness for faculty flex credit. All ideas are WELCOME!!

### **How will I know when new activities have been added so that I can sign up for them?**

The Staff Development Resource Center office will maintain a Menu of Activities, updated when new activities are approved. Go to [www.santarosa.edu/src](http://www.santarosa.edu/src). Click on *Professional Development*, and then select *Menu of Activities*. Workshop/activity information will be distributed via email as time permits.

### **Can I count ahead or "bank"?**

No, there can be no banking from one academic year to the next, however, credit can be given during summer (after July 1) or winter break for the following semester. Please note: Adjunct faculty run the risk of not being paid for flex hours completed in advance of the semester, if a change to their teaching schedule results in a change (decrease) to their flex obligation.

### **If I teach an overload am I obligated for additional PD hours?**

No.

### **Can I receive flex credit for taking an SRJC class?**

You may receive credit for taking an SRJC class, but if you apply for fee reimbursement you may not receive flex credit.

### **What happens if I do not fulfill all of my contractual obligations for Faculty Professional Development in the academic year?**

Since the Faculty Professional Development flex days are paid working days, your pay will be reduced at your contract load rate by the number of unfulfilled hours unless you file an absence form using your sick leave or personal necessity leave. If your pay is docked (as opposed to using sick leave), this will also affect your STRS service credit; that year will be counted as less than one full year towards the total number of year required for retirement. All applicable forms for regular faculty must be received in the Resource Center on or before May 1 in order to avoid payroll docking at the end of the academic year.

## FAQ's Adjunct Faculty (Unit A, including non-credit)

### **Legend:**

**FPDF= Faculty Professional Development Flex**

**SRC= Staff Development Resource Center**

**PDA= Professional Development Activities**

### **Why am I required to do faculty development activities?**

SRJC has identified 4 days on the Academic Calendar for professional development. These 4 days are paid working days and, as such, must be accountable to the state auditors. Thus SRJC must require participation in Faculty Professional Development Flex (FPDF) activities and document how those 4 days are used.

### **As an adjunct instructor, what is my Faculty Professional Development obligation?**

Adjunct faculty will be responsible for the hours they would normally teach a semester length class, falling on designated PDA days and will be able to flex hours that fall on the mandatory day – activities to take place during the semester in which they teach. Adjunct may do a flex activity prior to their assigned semester in which they teach; those hours are for their obligation within that upcoming semester only. If their class is cancelled they will not be paid for those hours, nor can the hours be "banked" for future semesters.

### **What is the difference between Unit A and Unit B faculty?**

Unit B is only for the Seniors Program faculty and they have their own bargaining unit. All other adjunct faculty are in Unit A. AFA (the All Faculty Association) represents all faculty, both regular and adjunct, in Unit A. CFT (the California Federation of Teachers) represents all faculty in Unit B, the Seniors Program.

### **For adjunct faculty instructors, are lab and lecture hours computed separately for FPDF obligation?**

No. Lecture hour and lab hour obligations are computed the same: one hour of lecture = one hour of flex, one hour of lab = one hour of flex, one hour of non-credit = one hour of flex.

### **When can adjunct faculty complete Faculty Professional Development activities?**

Because adjunct faculty are paid on a semester-to-semester basis, you must complete your Professional Development activity within the semester you are employed by the District. Fall semester activities can be completed beginning July 1; spring semester activities can be completed starting during Winter Break.

### **Will Non-credit Unit A instructors be paid for Faculty Professional Development Activities?**

Yes.

## FAQ's Adjunct Faculty (cont'd)

### **Do I have to turn in a form to get credit for a professional development activity?**

If you are choosing a scheduled workshop from the Menu of Activities or attending an already arranged group activity, signing in and submitting your verification form is sufficient. If you are creating an individual activity, a brief form (Individual/Group Flex Proposal Form) must be submitted at least two weeks prior to the activity. Currently these are the only ways we have of documenting for state accountability. Please see the SRC website for forms ([www.santarosa.edu/src](http://www.santarosa.edu/src))

### **What is the process for doing flexible hours? Do I need to fill out forms and get approval?**

- There is a menu of approved flex activities on the Staff Development Resource Center Website ([www.santarosa.edu/src](http://www.santarosa.edu/src)). These activities have already been approved if appropriate. Check the website for details and for new activities as they become available.
- All other activities, individual or group, will require that you fill out a form AT LEAST 2 weeks prior to the activity, and submit it to the SRC. The Professional Development Committee (PDC) will review it and either approve or deny the application.

### **When should I contact Staff Development regarding an activity needing approval?**

The Professional Development Committee (PDC) meets twice per month on the 2nd and 4th Thursdays, during the fall and spring semesters. A sub-committee of the PDC meets weekly to review proposals. Please allow for 10 working days before a meeting in order to ensure that the proposed activity can be reviewed in time for you to count it.

### **Do I have to turn in a form BEFORE I complete an individual activity?**

Yes, an Individual/Group Flex Proposal Form needs to be submitted two weeks prior to the date of the planned activity. Forms are available on the SRC website.

### **What happens if I change my mind later about what I planned to do?**

If you have submitted a form for approval but do not follow through with the activity, please inform the SRC. You will need to file a new form or select another activity.

The new form must be submitted two weeks prior to the date of the planned activity.

### **Who determines what constitutes a professional development activity?**

The Professional Development Committee (PDC) is the body that interprets the Title V regulations as they apply to SRJC's professional development activities. The PDC is made up of faculty appointed by the Academic Senate and AFA, classified staff and administrators. The decision to approve or deny a proposal resides exclusively with the PDC.

## FAQ's Adjunct Faculty (cont'd)

### **Can I count ahead or "bank"?**

No, there can be no banking from one semester to the next, however, credit can be given during summer (after July 1) or winter break for the following semester. Please note: Adjunct faculty run the risk of not being paid for flex hours completed in advance of the semester, if a change to their teaching schedule results in a change (decrease) to their flex obligation.

### **What happens if I do not fulfill all of my Faculty Professional Development requirement in a semester?**

Since the professional development hours are paid in advance, your pay will be docked by the number of unfulfilled hours. You must submit an absence form (NOA) prior to the appropriate deadline to use your sick leave or your personal necessity leave and in order to avoid payroll docking.

### **What if I have an idea for or I want to present a workshop or activity?**

You can notify the Staff Resource Center and a staff person will follow up with your suggestion or schedule you for a FPDF presentation. All ideas are WELCOME!!

### **Can I create individual flex activities for myself?**

Yes, you may fill out the individual flex proposal form which can be found on the Staff Development Resource Center website. You must submit the form to the SRC at least 2 weeks prior to the activity, and you will be informed of the approval after the sub-committee meets to review your proposal.

### **May I participate in special group activities?**

Of course! Departments and/or individuals may apply to have special group activities related to a specific topic or area, so you may want to check with your Department Chair to see if something will be happening in your own department or cluster. You do not need to apply for approval, but you will need to make certain that your attendance at these activities is noted on the sign-in sheet and your hours are submitted on a verification form.

# Obtaining an SRJC Email (Outlook) Account

In order to access the Flex Online system, you must first have an SRJC email (Outlook) account. The good news is that it's easy to obtain one and once you do, not only will you be able to access the Flex Online system, but you will also be able to receive notifications regarding the flex program and applicable activities from Staff Development, as well as other college community news, throughout the year.

Exchange/Outlook E-Mail is the official method of communication at SRJC and all faculty members are required to have and use an account. To obtain an account, simply fill out the online form at <http://www.santarosa.edu/administration/administrative-services/computing-services/outlook/>

1. Select "Sign up for Outlook Mail Account".



2. Be prepared to provide your full Social Security Number and Date of Birth (to verify employment):

**Step 1: Identify yourself**  
*This information is only used to verify employment.*

SSN:  Format : 9 digits, no dashes.  
DOB:  Format : (MMDDYYYY)

3. Follow the prompts on the screens to continue.