

Faculty Flex Calendar Basics 2010/11

The August 2010 Flex Workshops and Staff Activities Booklet was distributed to all faculty in May 2010. The updated booklet is available on two on-line sites:

Butte College Home page
Professional Development under the Department/Programs/Services drop down menu);
MyBC - Groups and Committees drop down menu to Professional Development- Faculty.

The 2010-11 Flex hour obligation is 66 hours for full-time faculty and to be completed by June 30, 2011.

Associate Faculty Flex is determined by each semester's instructional contract.

The purpose of the college's Flexible calendar

The statewide community college Flexible calendar program allows a college to use up to 15 classroom teaching days for faculty participation in developmental activities related to "staff, student and instructional improvement" (Title 5, section 55720). The Flexible calendar program is a component of the college's Professional Development planning for faculty and staff participation in professional development and personal growth activities.

Butte's 11 Flex Days

Butte College adopted eleven Flex days of the state-mandated 175-day teaching year, six (6) in fall and five (5) in the spring, for its Flex calendar. Two days, Institute Day Fall & Spring, bring the total to the 177 day faculty contract.

Institute Days (2) and Flex days (11)

All full-time faculty have a contractual obligation to attend mandatory Institute Day activities, which begin at 1:30 p.m. on Wednesday, August 18. Full-time faculty *do not* earn Flex credit for mandatory Institute Day activities.

The eleven flex days can be defined as "variable" by the State. To fulfill variable days, faculty may accumulate Flex hours by attending workshops and activities organized by the Professional Development Office and the Faculty Flex Committee, by engaging in a partnership, mentorship, or learning community program, and by creating an individual activity for

professional development.

These programs are explained in this Flex Basics document.

Each Flex day equates to 6 hours, a figure determined by the Butte College Board of Trustees.

- **6 hours = 1 Flex day**

All full-time faculty have a contractual obligation to fulfill the 11-days Flex time (66 hours) with professional development which meets the Title 5 Flex Calendar Program Guidelines.

Gather your Flex hours during Flex Weeks

Eleven days of the academic calendar are devoted to organized opportunities for faculty to fulfill their Flex calendar requirements. These workshop session days are scheduled before the start of instruction in August and in January— 5 to 6 days of "variable Flex" activities each semester.

The activities presented during Flex Week constitute the majority of the workshops offered for faculty Flex hours. Throughout each semester additional activities will be offered. Professional Development will keep you posted on these additional flex credit opportunities.

Flex Calendar record keeping is required

Sign-in of Flex Workshop Attendance Forms

The State pays Butte for 175 days of instruction; eleven of those are variable Flex days. The college must account for our Flex activities and faculty fulfillment of Flex hour obligations for the year in order to abide by the guidelines and to receive State funding.

Full-time Faculty: Full-time faculty's hours are tracked and recorded by the Professional Development Office. Be sure to sign each roster of the workshops you attend at any time during the year. Your name on the roster verifies that you attended and earned the Flex hours.

A summary of individual full-time faculty Flex hours will be delivered to you several times during the year. Please make corrections and updates at that time and return to the Professional Development Office.



At the end of the academic year, a report of all full-time faculty flex hours is submitted to the Vice President for Learning and Economic Development.

Associate Faculty: Associate faculty's flex opportunity/obligation is determined by your instructional contract semester to semester. Each semester you will receive a flex payment form on which you report your flex activities. This form is signed off by your department chair/coordinator and routed to payroll for flex payment. Remember, you can only be paid for the number of flex hours indicated on your contract. It is possible to complete fall 2010 flex hours during the spring semester 2011 if you are contracted for that semester as well. However, you cannot role over flex hours between academic years.

Professional Development Flex Activities

Pre-approved

The Flex credit activities described in the August 2010 Flex Booklet, all have assigned flex numbers. These workshops have all been reviewed by the Faculty Flex Committee to ensure compliance with the Title 5 Flex Calendar Program Guidelines. The Professional Development Office will keep records of attendance at these flex workshops.

The Individual Activity Contract (IAC)

Pre-approval required:

Full-time Faculty - Deans & Directors
Up to 50% of Flex Obligation

Associate Faculty - Chairs & Coordinators
Up to 75% of Flex Opportunity

Flexibility and independence in determining what is best for your own professional development and growth is supported and encouraged. Some faculty choose to do individual projects for a portion of the overall flex obligation. However, compliance to Title 5 of these IACs does require review and pre-approval prior to the faculty member investing time on the activity. For full-time faculty, up to 50% of your obligation may be in the form of IACs. (Deans & Directors may make exceptions up to 75%). For associate faculty, up to 75% of the flex opportunity is allowable in the form of an IAC. Forms are available on the Professional Development web site and on MyBC under Professional Development - Faculty. Completed IACs are to be submitted to the

Professional Development Office (CFE/LB) within 10 day of completion.

Fall Institute Day: August 18

A word or two to faculty about Flex credit hours for Institute Day

Full-time faculty attend Institute Day as a part of their contractual obligation. It is not a Flex day.

Institute Day workshops scheduled before 1:30 p.m. (Book in Common) do earn Flex hours toward the full-time faculty Flex obligation of 66 hours.

Associate Faculty may earn flex credit on Institute day for workshops held before 5:00 p.m.

The evening session, 5:00 – 8:00 p.m. is paid at the meeting rate, not the instructional flex rate.

Flex FAQs

Is Institute Day mandatory?

Institute Day, beginning at 1:30 p.m. is mandated by the District for full-time teaching faculty. I-Day attendance does not count toward the 66 hour flex obligation. Associate faculty are invited and encouraged to attend the President's Address and the Institute Day Presentation held in ARTS 160 (Black Box Theatre). Associate faculty may receive flex credit.

What does attending a workshop earn toward faculty Flex hours?

A workshop's Flex credit is equivalent to the published length of the presentation, with some "rounding up." Fifty to sixty-minute workshops earn one hour of Flex credit. Ninety-minute workshops earn 1.5 hours, 110-120 minute workshops earn 2 hours. And so on. This applies to all workshops and activities.

What is my Professional development obligation?

The full-time faculty obligation is 66 hours for this academic year, July 1 to June 30. If you are teaching an overload class, you will have an additional Flex opportunity. Associate faculty Flex hours are based on load and determined by the Office for Student Learning and Economic Development.



What if I have reassigned time?

Flex hour requirements are reduced for full-time teaching faculty who have reassigned time outside of the classroom.

For example: a coordinator with 25% reassigned time is responsible for 75% of the Flex hours (50 hours of Flex); a chair with 50% reassigned time would need to complete 33 Flex hours.

When can I fulfill my Flex Calendar obligation?

The Flex calendar year runs from July 1 through June 30. You may not participate (count hours for flex) at times you are scheduled to teach or hold office hours. Other than those two restrictions, you may participate in Flex activities, workshops, and individual activity contracts at any time during the day or evening.

Are the Flex Calendar hours required of all employees?

Classified employees, non-classroom faculty members, and members of the management unit have no Flex calendar requirements. However, all are welcomed and encouraged to attend workshops.

Do mandatory State and insurance carrier workshops count towards Flex hours?

Yes. Professional Development and Human Resources work together to coordinate the schedule of mandatory workshops required by the State of California, BC Board Policy, and our insurance carrier. These mandatory workshops are eligible for Flex credit hours.

How do I learn about activities for Flex?

All faculty were provided a hard copy of the August Flex Workshops and Staff Activities Booklet in May. In an effort to be sustainable, copies will not be mailed to your home. Updated and complete listings are available at two locations: MyBC at the Professional Development - Faculty site under Groups & Committees and on the Butte College Home page (Professional Development - on the drop down menu for Departments/Programs/Services).

What if I plan to do an activity that's not scheduled? Can I create my own project?

If you are planning to do an individual activity, details for this contract—which require approval in advance—are spelled out on page two of this Flex Calendar Basic document. If you have an idea for a workshop for January 2011 Flex Days or even sometime during the fall semester, Professional Development welcomes new ideas. Please call Professional Development at 895-2543 or email stanleyhalica@butte.edu.

Can Flex hours carry over from one academic year to the next?

No. Flex hours accumulate for the academic year only. Fall Flex hours can carry over to the spring semester. A full-time faculty teaching an overload may accumulate Flex hours during the fall semester that may be carried over to the spring semester during the same academic year.

Are department meetings eligible for Flex credit?

Full-time faculty are required to participate in day-to-day management of their department. Regularly scheduled department meetings, usually monthly, are not appropriate for Flex credit. Meetings above and beyond the norm (some departments hold weekly meetings) may be accepted for Flex. These "above and beyond" hours are approved in advance with the professional development faculty coordinator and then recorded by chairs/coordinators. This process has been refined for this year and will be piloted fall 2010 & spring 2011.

Besides Institute Days, which scheduled Flex activities are required for full-time faculty?

Department meetings, held on the last Tuesday before the beginning of instruction, are required for full-time faculty. Some departments schedule their meetings at other times. This August, time for department meetings has been scheduled on Tuesday, August 17. Your chair/coordinator will inform you of your department meeting location and time.



Individual Activity Contracts

Guidelines are included on the Individual Activity Contract (IAC) form. If you aren't sure your special project qualifies under the guidelines, full-time faculty - ask your dean/director; associate faculty - ask your chair/coordinator or call the Professional Development coordinator before you begin on your IAC. Use the current IAC form.

The State mandates that hours in lieu of instruction be accounted for. The IAC allows independence in your choice of activities and provides the documentation the State requires. You may contact Professional Development at x2543 for an IAC form or print one from the MyBC Portal Professional Development - Faculty Site or the BC Home page drop down menu/Professional Development.

The Partnership Program

Partnerships offer faculty the opportunity to share ideas on classroom teaching, to improve skills, enhance knowledge, explore issues, and increase collegiality.

Faculty may participate in any number of partnerships per academic year, but not with the same individual. The partnership program allows faculty to receive from a minimum of **three up to ten hours Flex credit per partnership**. Associate faculty have an opportunity once each semester to earn a stipend for a partnership.

Two steps are required.

Step One - Forming the Partnership

The first is the "Forming the Partnership" page, which establishes the partnership for each person. Each partner needs to complete this form. Deliver each form to the Professional Development office at the start of the partnership.

Step Two - Tracking the Partnership

The second form, called "Tracking the Partnership", keeps an ongoing record of the meeting dates, time spent, and the content and value of the discussions. Each partner needs to complete and sign this form too. Deliver this form, signed, to the Professional Development office at the end of the partnership.

Partnership Stipends

For the past several years, Professional Development has awarded stipends to associate faculty and classified staff who participated in the three-hour partnership program. Full-time faculty are not eligible for the stipend. An individual stipend may not exceed \$60 regardless of the total hours of the partnership. See the Partnership Form for more details about the stipend.

Learning Group Program

Faculty may participate in two learning groups per academic year. The program allows full-time faculty to determine the number of Flex hours required for the group's activity. These hours will be earned through reading, group discussion, and other activities the group may determine are worthwhile.

A learning group with between four and twelve members may be created. The learning groups must meet together at the same time (if possible) to fulfill the requirements of the program. All group members must be present for group discussion sessions. The group will set the number and duration of the discussion sessions. A record of these meetings must be kept by all participants. The amount of time required for reading the text will be determined by the group.

Semester-by-semester learning groups

A learning group may form and finish within one semester or request a renewal for the next semester.

Do You Have Ideas?

Contact Carol Stanley-Hall at the Professional Development office with your suggestions and ideas for Spring 2011 workshops. Carol can be reached at the Professional Development office or E-mail her at stanleyhallca@butte.edu.

Center for Excellence

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