

Instructional Improvement Agreement for July 1, 2017 – June 30, 2018

TWO STEP PROCESS

SUBMIT FORMS AT: flex@piercollege.edu or Pierce mailbox #736

YOUR PROFESSIONAL DEVELOPMENT (FLEX) OBLIGATION

FLEX is a contractual obligation. The purpose of FLEX 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 FLEX program allows faculty (full-time, part-time, classroom and non-classroom) the time to work individually or with groups to achieve improvement in three distinct areas:

- Staff improvement
- Student improvement
- Instructional improvement

Calculating Your FLEX Obligation:

Each faculty member is responsible for the *development of his or her individual plan for professional and/or personal growth for the purpose of instructional improvement (title 5, section 55726(a))*. This individual plan may encompass any combination of individually designed activities, institutionally planned workshops, conferences, and/or academic courses. All classroom faculty *shall complete and report an hourly commitment equal to or greater than the number of instructional improvement hours required*. How to configure your instructional improvement obligation:

Full-Time Faculty must complete and report 33.5 hours.

Full-Time Faculty with additional hourly loads must complete and report 33.5 hours plus one-half of their total annual hourly assignment.

Faculty with release time assignments must complete and report on a pro-rata basis. For example, a 60% teaching assignment must complete 60% of 33.5 hours.

Adjunct Faculty must complete and report one half of their total annual hourly assignment (year equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment.)

Non-traditional Instruction such as PACE, TBA, DL, and noncredit, must complete and report one half of their total annual hourly assignment (year equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment.)

Non-classroom faculty working on the compressed calendar shall complete and report their required hours by either working or participating in professional development activities.

You must submit your flex plan by Sept 30, 2017. For those who do not have a teaching assignment in Fall 2017, but do have a teaching assignment in Spring 2018, the flex plan must be submitted by Mar 1, 2018.

Note for Page 2 of the Flex Form: If you are unsure of how many flex hours you need to plan, please estimate. The intention is to have a plan for your professional development obligation. The number of flex hours you estimate on the flex plan sheet may not be identical to the number of flex hours you actually report.

You must complete your flex obligation and submit your flex report by JUNE 6, 2018. If you have not reported your FLEX obligation by June 6, 2018, your pay WILL BE DOCKED.

Note for Page 3 of the Flex Form: This is the section of the form where you evaluate the goals you set on Page 2. Maybe you met your goals, maybe you didn't, or maybe your goals changed and you did something else to meet your flex obligation. You DO want to be accurate with your hours on page 3 to illustrate that you have met your flex obligation so you do not get penalized.

Failure to complete your Flex obligation (*both the plan and the report*) affects your wages as well as your faculty evaluation.

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FLEX PLAN

Due 9/30/17 (or 3/1/18 if you do not teach in the Fall 2017 semester)

SUBMIT FORMS AT: flex@piercecollege.edu or Pierce mailbox #736

Name _____ Employee # _____
Last First M.I.

Discipline _____ Ext _____ Email _____ Mailbox# _____

Check the categories of instructional improvement that are consistent with your plan.

- Improvement of Instruction Multicultural Awareness Personal Enhancement
Professional Growth Technological Proficiency Institutional Development/Growth
Other _____

Briefly describe your instructional improvement goals/plan for 2017 – 2018 and explain how you expect to satisfy your goals/plan.

Estimate of Flex Hours Planned: _____

Certification: _____
Employee's Signature

Date

I understand that Professional Development/FLEX plan is considered a contractual obligation and Professional Development/FLEX days are included in my salary, as negotiated by the AFT. I certify that the information reported on this form is true and correct and that I have satisfied my Instructional Improvement plan obligation as prescribed by law. Please submit this flex plan to flex@piercecollege.edu or mailbox #736 no later than September 30, 2017 (or March 1, 2018 if you do not teach in the Fall 2017 semester) and be sure to make and keep a copy for yourself.

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FLEX REPORT – Due 6/6/18

SUBMIT FORMS AT: flex@piercollege.edu or Pierce mailbox #736

Name _____ Employee # _____
Last First M.I.

Discipline _____ Ext _____ Email _____ Mailbox# _____

Please indicate your status and number of hours to complete and report from July 1, 2017 – June 30, 2018:

- Full-Time Faculty** must complete and report 33.5 hours _____
- Full-Time Faculty with additional hourly loads** must complete and report 33.5 hours plus one-half of their total annual hourly assignment _____
- Faculty with release time assignments** must complete and report on a pro-rata basis. (For example, a 60% teaching assignment must complete 60% of 33.5 hours.) _____
- Adjunct Faculty** must complete and report one half of their total annual hourly assignment (year equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment) _____
- Non-traditional Instruction** such as PACE, TBA, DL, and noncredit, must complete and report one half of their total annual hourly assignment (year equals half the sum of the standard hours value of the fall assignment and the standard hours value of the spring assignment) _____
- Non-classroom faculty** working on the compressed calendar shall complete and report their hours by either working or participating in professional development activities. _____

Your Total Flex Hours Required _____

Please indicate the activities and the number of hours per activity you participated in to satisfy your instructional improvement goals/plan. Due no later than 6/6/18.

Total Flex Hours Completed _____

Certification: _____
Employee's Signature Date

I understand that Professional Development/FLEX plan is considered a contractual obligation and Professional Development/FLEX days are included in my salary, as negotiated by the AFT. I certify that the information reported on this form is true and correct and that I have satisfied my Instructional Improvement plan obligation as prescribed by law. Please submit this flex report to flex@piercollege.edu or mailbox #736 no later than June 6, 2018 and be sure to make and keep a copy for yourself.

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FREQUENTLY ASKED QUESTIONS ABOUT PROFESSIONAL DEVELOPMENT

What are Professional Development, FLEX, and Instructional Improvement?

They are all terms describing the same thing: an opportunity for classroom faculty to participate in formal and informal activities in the assistance of acquiring new skills, developing insights into pedagogy, and exploring new or advanced understandings of content and resources in the classroom. The term “flex” is derived from the flexible calendar concept.

Who must complete Instructional Improvement/FLEX hours?

Instructional Improvement hours are contractually required of all classroom faculty, both full-time and part-time. The District is required by provision of the California Education Code to account for the hours of “in lieu of” instruction.

Why do I have to do it?

Because it is a contractual obligation and you are being paid for 5 days you do not have to work.

What kind of a plan is involved?

Professional Development/FLEX is not just about documenting hours from the activities that you have participated in. It is about developing an individual plan and setting a goal for yourself for the academic year.

When are the Instructional Improvement forms due?

Instructional Improvement Flex Report forms are due by June 6, 2018. Be sure to keep a copy for yourself.

What doesn't count towards Instructional Improvement?

Instructional Improvement activities cannot include tasks that are an ongoing part of the regular teaching responsibilities such as grading papers, choosing textbooks, writing lesson plans, or syllabus guides. Travel time and personal meal time at a conference do not qualify for Instructional Improvement hours. Attendance at union meetings is not considered Instructional Improvement and Instructional Improvement time cannot be “banked” towards the next Professional Development year.

INDIVIDUAL ACTIVITY SUGGESTIONS

- Lead a workshop on campus
- Attend workshops and or training on other LACCD campuses
- Attend District discipline meetings
- Develop department projects
- Attend professional workshops/conferences, seminars
- Develop a new course or revise course curriculum
- Develop learning resources such as an instructional video
- Visit other colleges and universities to get ideas for your classes or for your department
- Exploration of alternative instructional methods
- Field visits to sites related to your program and/or areas of responsibility
- Grant research and preparation
- Projects involving community and/or student groups
- Prepare and present papers or lectures at conferences
- Visit and share information about your discipline with feeder high schools
- Review and assessment of library holdings in your discipline
- Participation in more than two committees (flex counts for 3rd, 4th, or more committee participation)

What doesn't count towards your Instructional Improvement obligation?

- Attendance at union meetings
- Any professional activity for which you are paid
- Activities during the hours you are scheduled to work

College/Campus General Activities

Please be aware that activities may be added, changed, or deleted throughout the year

College Opening Day/Convocation

Activity #17100	Credit - 6 hours	Date: August 24
Mandatory flex day for all full-time faculty		Time: 9 am – 4 pm

College Leadership Retreat

Activity #17101	Credit – 6 hours	Date: August 21
Off-Campus event for faculty, staff and administration		Time: 8:30 am – 3:30 pm

New Faculty and Adjunct Orientation

Activity #17102	Credit - 4 hours	Date: August 22
Orientation information for new faculty and adjuncts		Time: 4 – 8 pm

New Faculty Success Series – Fall 2017 Semester

Activity #17103a, b, c, & d	Credit – 3 hours each	Date: 9/15; 10/20; 11/17; & 12/8
		Time: 9 am – 12 pm

New Faculty Success Series – Spring 2018 Semester

Activity #17103e, f, g, & h	Credit – 3 hours each	Date: 2/23; 3/16; 4/20; & 5/18
		Time: 9 am – 12 pm

Metacognition/Reading Apprenticeship in STEM

Activity #17104	Credit – 2 hours	Date: Sep. 22
		Time: 10 am – 12 pm

Library Workshops for Faculty – Open Educational Resources

Activity #17106	Credit – 1 hour	Date: Oct. 11
		Time: 12:30 – 1:30 pm

Library Workshops for Faculty – Information Literacy & Curriculum Builder

Activity #17105	Credit – 1 hour	Date: Oct. 25
		Time: 2:30 – 3:30 pm

Reading Apprenticeship 3-day Workshop: Course Planning event for STEM

Activity #17107	Credit – 18 hours	Date: Jan. 24, 25, & 26
		Time: 9 am – 4 pm

Canvas Workshops

Activity #17200	Credit - no limit	Date/Time: Mondays @ 3 pm
Canvas workshops in the Faculty/Staff Resource Center		Wednesdays @ 5pm

Department Meetings

Activity #17210	Credit - no limit	Date/Time: TBA
Coordinated by individual department chairs. Adjunct faculty may take hour credit for attending any department meeting. F/T faculty may only receive hour credit if the meeting is instructional in nature		

Extraordinary Committee Service

Activity #17220 Credit - no limit Date/Time: TBA
Faculty members participating in more than two campus committees assume an extraordinary amount of responsibility for the college. Faculty may receive flex credit for time spent on the third, fourth, etc. committee.

SLO (Student Learning Outcomes) Development and/or Training

Activity #17230 Credit - no limit Date/Time: TBA
Faculty development or training in SLO's

Curriculum Development

Activity #17240 Credit - no limit Date/Time: TBA
Developing or updating course outlines

Faculty Advisor

Activity #17250 Credit - no limit Date/Time: TBA
Faculty advisors of student associations/groups contribute many hours of uncompensated service. The participation of faculty members is an extremely important contribution to student life and the college. Contact your dept. chair for more information.