

## Instructional Improvement Agreement for July 1, 2018 – June 30, 2019

**TWO STEP PROCESS**  
**SUBMIT FORMS AT: [flex@piercecollege.edu](mailto:flex@piercecollege.edu)**

### 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, 2018. For those who do not have a teaching assignment in Fall 2018, but do have a teaching assignment in Spring 2019, the flex plan must be submitted by Mar 1, 2019.**

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 5, 2019.**

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 faculty evaluation.**

**Instructional Improvement Agreement for July 1, 2018 – June 30, 2019**

**FLEX PLAN**

**Due 9/30/18 (or 3/1/19 if you do not teach in the Fall 2018 semester)**

**SUBMIT FORMS AT: [flex@piercecollege.edu](mailto:flex@piercecollege.edu)**

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 2018 – 2019 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](mailto:flex@piercecollege.edu) no later than September 30, 2018 (or March 1, 2019 if you do not teach in the Fall 2018 semester) and be sure to make and keep a copy for yourself.

**Instructional Improvement Agreement for July 1, 2018 – June 30, 2019**

**FLEX REPORT – Due 6/5/19**  
**SUBMIT FORMS AT: [flex@piercollege.edu](mailto:flex@piercollege.edu)**

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, 2018 – June 30, 2019:

- 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 6/5/19.**

**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](mailto:flex@piercollege.edu) no later than June 5, 2019 and be sure to make and keep a copy for yourself.

## Instructional Improvement Agreement for July 1, 2018 – June 30, 2019

### 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 5, 2019. 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 3<sup>rd</sup>, 4<sup>th</sup>, 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 #18100	Credit - 6 hours	Date: August 23
Mandatory flex day for all full-time faculty		Time: 9 am – 4 pm

**College Leadership Retreat**

Activity #18101	Credit – 6 hours	Date: August 17
Off-Campus event for faculty, staff and administration		Time: 8:30 am – 3:30 pm

**New Faculty and Adjunct Orientation**

Activity #18102	Credit - 4 hours	Date: August 21
Orientation information for new faculty and adjuncts		Time: 4 – 8 pm

**New Faculty Success Series – Fall 2018 Semester**

Activity #18103a, b, c, & d	Credit – 3 hours each	Date: TBD
		Time: TBD

**New Faculty Success Series – Spring 2019 Semester**

Activity #18103e, f, g, & h	Credit – 3 hours each	Date: TBD
		Time: TBD

**Metacognition/Reading Apprenticeship in STEM**

Activity #18104	Credit – 2 hours	Date: TBD
		Time: TBD

**Library Workshops for Faculty – Open Educational Resources**

Activity #18106	Credit – 1 hour	Date: TBD
		Time: TBD

**Library Workshops for Faculty – Information Literacy & Curriculum Builder**

Activity #18105	Credit – 1 hour	Date: TBD
		Time: TBD

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

Activity #18107	Credit – 18 hours	Date: TBD
		Time: TBD

**Canvas Workshops**

Activity #18200	Credit - no limit Canvas	Date/Time: Mondays @ 3 pm
workshops in the Faculty/Staff Resource Center		Wednesdays @ 5pm

**Department Meetings**

Activity #18210	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		

