



Flex Frequently Asked Questions (FAQs)

Full-Time Faculty



1. Reporting Flex Activities

Sign the attendance sheet at the workshop/department meeting, and report your attendance on the *Full-time Faculty Flex Report Form* that you can download from the website at <http://www.lbcc.edu/FPD/flex.cfm>. If you complete a Flex activity that does not provide a Faculty Professional Development sign-in sheet, such as a conference, Individual/Group project, webinar, download a *Flex Verification Form* from the website at <http://www.lbcc.edu/FPD/flex.cfm> and attach the completed *Flex Verification Form* to your *Full-time Faculty Flex Report Form*.

2. Maximum Flex Day Hours

It may be possible to attend more than six hours of workshops on campus during Flex Day. A total of eighteen hours must be completed for Flex credit during an academic year. Six of those hours are completed during department planning. The remaining twelve hours can be completed any time, in any combination (in workshops on Flex days as well as any other time during the academic year) as long as they are completed prior to the Flex reporting deadline in May for the academic year.

3. Floating Flex Day

One of the three Flex days is designated as “floating” which gives the faculty flexibility on when and where they participate in professional development activities. On the designated “floating” flex day, faculty are not required to come to campus that day. If faculty decide to meet on campus on the “floating” flex day, they are welcome to; however, a department chair cannot mandate that faculty meet on that day.

4. Flex Report Deadline

Submit the *Full-time Faculty Flex Report Form* to the Faculty Professional Development Office (via e-mail to fpd@lbcc.edu or mail code Y-8) by the deadline stated on the form.

5. Unfulfilled Flex Obligation

If the *Full-time Faculty Flex Report Form* is not turned in by the deadline specified on the form or shows fewer than eighteen hours, the Faculty Professional Development Coordinator will contact the delinquent instructor. If no viable report is submitted, the FPD Coordinator will inform the department chair and school dean. The FPD Coordinator ultimately submits a list of Missing Flex Report Forms to the office of the Vice-President of Academic Affairs.

Flex Day Information

6. College-Wide Flex Day Presenters

If you are a main presenter as approved and arranged by the Faculty Professional Development office, the Flex credit you receive will be twice the length of the workshop. If you are a secondary presenter, you may be eligible to receive up to 1 ½ the length of the workshop.

7. College-Wide Flex Presenter Proposal Form

You may request a Presenter Proposal Form from the Faculty Professional Development Coordinator, the Flex Subcommittee Chair, or the Faculty Professional Development Senior Office Assistant.

8. Guest Presenters

A presenter who is not an LBCC faculty member may still lead a workshop on Flex Day. However, an LBCC

faculty member must submit the proposal in conjunction with or in support of the presenter. Flex activities are faculty driven as well as faculty targeted. The Vice President of Academic Affairs should be informed of who the guest presenter is and what he/she will be teaching. Review the college's regulation 4007 for more detail on this policy.

Changes to Non-Flex Day Flex Opportunities

9. Online Training: DARE to Care, SLA training, Learning Tools via Moodle, or Lynda.com

As of fall 2013, DARE to Care online module has been phased out and is no longer available. The Supplemental Learning Assistance (SLA) training is eligible for 3 hours of Flex credit. Additionally, faculty can obtain up to 6 hours Flex credit on emerging technologies through a series of online Moodle trainings or Lynda.com. Faculty who experience any technical difficulties accessing these online trainings are advised to contact the ITDC at 562-938-4255.

10. Directed Learning Activity (DLA) in Student Success Center

Faculty can visit any Student Success Center to begin a directed learning activity (DLA) about the center's services. The activity requires you to visit two success centers. There are three at LAC and one at PCC. This training may be completed more than once for Flex credit, but not more often than once every fifth semester and is eligible for 4 hours of Flex Credit. Certification from the Student Success Center is required to receive credit on the *Full-time Faculty Flex Form*.

11. Moodle Boot Camp or Moodle Core Fitness

These are on-campus trainings offered in a series of classes in the ITDC at LAC. To receive Flex credit, sign the attendance sheet at the workshop. At the end of the workshop series, participants will have completed an online or web-enhanced class in Moodle. Six hours of Flex credit is available.

Individual & Group Flex Project

12. Guidelines

Faculty may choose to create a project that will contribute to student success. The following examples of development and instructional activities are intended as a guide and not intended to be limited to these activities:

- Writing and/or assessment of student learning outcomes
- Subject area research and course update
- New course/program development
- Development of new materials for use in course or program evaluation
- Exploration of alternate instructional methods
- Review of library or media holdings for course updating
- Assessment of community needs and preferences as they relate to instruction at the community college
- Development of short-term courses
- Academic projects involving student groups
- Grant preparation
- Student, faculty, and staff diversity (e.g., cultural diversity seminars, multicultural activities)
- Improving or learning how to deal with computers and technology

a. First-Time Routine Course Reviews

Since Fall 2009, faculty have not been able to obtain Flex credit for completing routine course review. This activity is part of a full-time faculty member's regular duties, and as such, counts toward service hours.

b. Committee Work

Committee work counts toward service hours, and as such is not eligible for Flex credit.

c. Coursework

If you are taking a course to complete a degree, receive a step increase in pay, or in order to maintain licensing, then you may not count the hours toward Flex credit. You can, however, submit a *Flex Individual Proposal Form* for consideration to the Flex Subcommittee. The coursework should directly relate to the area(s) in which you teach, or be directly related to student retention and success. Note that submission of the proposal does not in and of itself guarantee approval.

d. Professional Conferences

You may receive up to six hours of Flex credit per conference. The conference topic should either include pedagogical ideas or it should relate directly to your subject area or discipline, student success and retention, or LBCC's Master Educational Plan as it relates to your subject area or discipline. When you turn in the *Full-time Faculty Flex Report Form*, attach a *Flex Verification Form* that you can download from the website at <http://www.lbcc.edu/FPD/flex.cfm>. **Important:** Also attach a flyer/brochure (original or copy) of the event. If the information was received online, attach a copy of the pertinent information. You do not need to fill out a *Flex Individual/Group Proposal Form*.

e. Summer and Winter Conferences

Full-time faculty can submit paperwork the following term to receive Flex credit for summer and/or winter conferences related to their subject area or discipline (see Part D above). However, they may not apply credit from a conference attended the previous academic year.

f. Field Trips (excluding field trips that are a part of your course offerings)

Up to six hours per academic year may be approved for Flex credit. The event (e.g., a visit to an art gallery) should be directly related to your subject area(s), student retention and success, diversity. In order to receive credit, the individual or group project must first be preapproved by the Flex Committee. The Individual/Group Proposal Form can be downloaded from the website at <http://www.lbcc.edu/FPD/flex.cfm>. The proposal needs to be **detailed** – include the specific location, time, and purpose of the event; what you expect to learn; and how the information will be applied in classroom instruction. When possible, include a flyer. If your information is incomplete or you make only a general statement such as “visit a museum,” the proposal will be returned to you to request more information.

13. Missing Department Chair Signature

The Flex Subcommittee will not consider an Individual/Group Proposal Form unless the department chair's signature is present. The proposal will be returned so you can procure the requisite signature. A department chair's signature does not automatically guarantee approval of the proposal.

14. Late or Denied Proposals

Individual/Group Proposal Forms must be properly completed and received by the Faculty Professional Development Senior Office Assistant by the submission deadline listed on the form. If you submit the form late, the Flex Subcommittee may not have time to consider your proposal, and so it would not be approved. If you turn in your proposal late, and it is denied, then there may not be sufficient time left in the academic year for you to find another means of fulfilling your obligation.

Exemptions from Flex Obligation

15. Work Obligations

Individuals required by the LBCC District to work a minimum of six hours on Flex Day (e.g., to coach a game) do not have a Flex obligation for that day.

16. Load Banking

You may not load bank Flex credit hours from one academic year to another.

17. Reduced Load/Sabbatical

The Flex obligation is reduced commensurate with the percentage reduction in load. For example, if you are being paid at 50% of your normal full-time load, then your Flex obligation is also reduced by 50% for each semester in question. You do not have a Flex obligation for the semester(s) that you are on sabbatical.