

Annual Flex Report Form

Full-Time Faculty

Full-time faculty must complete, sign, and submit this *Flex Report Form* by **May 1st** of each academic year. *Please send a scanned or printed copy to Faculty Professional Development via email (fpd@lbcc.edu) or interoffice mail (Y8).* Maximum credit for a single Flex activity is 6 hours. All Flex forms can be downloaded at <https://www.lbcc.edu/post/flex-information>.

Name:	Date:
Department:	Email: Phone:

Flex Activity	How to Verify	Additional Information	Hours
Fall Flex Day <i>Thursday, September __, 20__</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
Floating Flex Day <i>Saturday, December __, 20__</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
Spring Flex Day <i>Thursday, March __, 20__</i>	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop		
Webinars & Online Workshops	Attach a <u>Flex Verification Form</u> and confirmation of completion (from website)	<ul style="list-style-type: none"> See listing at https://www.lbcc.edu/post/fpd-premium-webinars-workshops 	
Conferences	Attach a <u>Flex Verification Form</u> for each conference	<ul style="list-style-type: none"> 6 hours max per conference Must be related to faculty assignment and/or pedagogy & attended during non-assigned hours 	
Other LBCC Campus-wide or Department Activities	Sign the <u>Flex Activity Sign-in Sheet</u> at each activity	<ul style="list-style-type: none"> Attach a list of all LBCC Flex activities attended during the current semester for easier verification 	
Individual Activities	Attach a <u>Flex Verification Form</u> for each activity	<ul style="list-style-type: none"> Must be pre-approved by the FPD FLEX Subcommittee Download and submit a <u>Flex Proposal Form</u> 	
Instructional Technology & Distance Learning (ITDL)			
<ul style="list-style-type: none"> Instructional Technology Development Center (ITDC) Workshops 	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop	<ul style="list-style-type: none"> See listing at https://lbcc.instructure.com/courses/29893 	
<ul style="list-style-type: none"> Distance Learning – Teach Online Seminar 	Attach a <u>Flex Verification Form</u> for each training	<ul style="list-style-type: none"> See listing at http://www.lbcc.edu/DL/ Only for faculty assigned to teach online Must be pre-arranged by calling 562-938-4025 	
Learning & Academic Resources			
<ul style="list-style-type: none"> Directed Learning Activity (DLA) 	Attach <u>Training Certification</u>	<ul style="list-style-type: none"> See listing at https://www.lbcc.edu/post/flex-opportunities May be taken once every 5th semester 	
Total Hours			

I have completed the approved plan with a total commitment of 18 Flex Hours for Academic Year 20__-20__.

Signature _____ Date _____