

## Faculty Flex Calendar Basics Fall 2011

The August 2011 Flex Workshops “Calendar at A Glance” was distributed to all employees May 2011. The Flex Booklet, which includes workshop descriptions and professional development program information, is available on-line in two locations.

- Butte College Home page  
Departments/Programs/Services  
Professional Development
- MyBC  
Groups and Committees  
Professional Development – Faculty

### The purpose of the college’s Flexible Calendar

The Community College Flexible Calendar Program allows a college to use up to 15 classroom days (out of the mandated 175) 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 overall Professional Development overall program for faculty and staff.

### Butte’s 11 Flex Days

Butte College has agreed to take eleven days of the state-mandated 175 instructional days, as Flexible Calendar Days. Six (6) in fall and five (5) in the spring. The state average for flexible calendar days is six.

Butte College:

- 164 instructional days + 11 days flex = 175 Days.
- 6 hours = 1 Flex day - Determined by the Board
- 11 X 6 = 66 hour Flex Obligation

### Institute Days (2) and Flex days (11)

Two days, Institute Day Fall & Spring, bring the total to the 177 day Butte College faculty contract. Full -time faculty have a contractual obligation to attend Institute Day.

### Flex Calendar Record Keeping

#### Sign-in on Flex Workshop Attendance Forms

The college is required to accurately track and account for those flex hours for which we are paid in lieu of instructional time.

**Full-time Faculty:** Full-time faculty’s hours are tracked and recorded by the Professional Development Office. Sixty-six hours (66) for the academic year. Your name and signature on the workshop attendance sheets, verifies your participation.

A summary of individual full-time faculty Flex hours will be mailed inner campus several times each semester. 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 each semester’s instructional contract. The Mandatory Meeting and Flex Payment Form, accessible on line, <http://www.butte.edu/prodev/forms/> is used to 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 allowable to complete fall 2011 flex hours during the spring semester 2012 if you are contracted for that semester as well. However, it is not allowable to carry over flex hours between academic years.

### Professional Development Flex Opportunities

To fulfill the flex obligation, faculty may use a combination of activities such as:

- August/January Flex Week Workshops
- Semester Flex Workshop
- Partnerships
- Travel & Conference
- Learning Group Activities
- Department Planned Projects and Activities
- Individual Activity Contracts.
- Academic Course Work
- Other workshops as planned by the flex committee.

Forms, applications and additional information for these programs are available on-line at the Professional Development web site. <http://www.butte.edu/prodev/> Forms and applications.

### -August/January Flex Workshops Pre-approved

Flex credit activities described in the August 2011 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.



### **-Individual Activity Contracts (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 choice in determining what is best for your own professional development and growth is supported and encouraged. Faculty may choose to do individual projects for a portion of the overall flex obligation. However, Title 5 language and Butte College Policy do not allow an IAC's to fulfill 100% of your flex obligation. 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. Completed IACs are to be submitted to the Professional Development Office (CFE/LB) within 10 day of completion.

Guidelines are included on the Individual Activity Contract (IAC) form. If you are not sure your 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.

### **-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.

#### **Step One - Form the Partnership**

“Forming the Partnership” establishes the partnership for each person. Each partner needs to complete this form. Deliver to the Professional Development office at the beginning of the partnership.

#### **Step Two - Track the Partnership**

“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. Deliver this completed and signed form to the Professional Development office at the end of the partnership.

### **-Learning Group Program**

- Four to twelve faculty (full and/or associate) may form a learning group.
- Pre-approval by the Faculty Professional Development Coordinator.

Learning groups offer faculty the opportunity to collaboratively pursue an activity that leads to the improvement of the institution. The activity should lead to one or more of the following: 1) staff improvement 2) student improvement and/or 3) instructional improvement.

Faculty may participate in two leaning groups per academic year. The program allows the faculty participants to determine the number of flex hours required for the group's activity (up to 49.5 hours per year). These hours will be earned through reading, group discussion, and other activities the group may determine are worthwhile.

#### **Step 1: Form the Learning Group**

This step names the group members and establishes the texts or materials needed for the group's activities. Initially, a Members and Project Plan Form (check Pro Dev web site for forms) must be completed and submitted to the Professional Development Faculty Coordinator for approval. At the completion of the group's activities, each member must fill out an individual participation form.

#### **Step 2: Track the Learning Group**

The second step tracks the learning group throughout its duration. This step provides an accounting to the Chancellor's Office for flex hours. Those hours will be awarded at the close of the group's activities.

The learning groups are expected to meet together at the same time to fulfill the requirements of the program. The number and duration of the discussion sessions will be set by the group. A record of these meetings must be kept by each group member. Each group member will submit the “Tracking the Learning Group Form” to Professional Development at the conclusion of the group.

### **Flex FAQs**

#### **Is Institute Day mandatory?**

Institute Day, beginning at 2:00 p.m. is mandated by the District for full-time teaching faculty. Institute Day participation does not count toward the 66 hour flex obligation for full-time faculty. 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 will receive flex credit for their attendance.

### **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 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?**

The schedule of workshops “Calendar at a Glance” will be provided in hard copy to all employees. In an effort to be sustainable, the Flex Booklet with workshops descriptions and Professional Development program information, will be available on-line at two web sites

- MyBC at the Professional Development - Faculty site under Groups & Committees
- Butte College Home page Professional Development - under 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 pre-approval—are clarified on page 16 of this Flex Calendar Basic document.

### **Who can offer workshop?**

Professional Development welcomes new ideas for workshops and encourages faculty and staff to share their expertise. Contact, Carol Stanley Hall, the Faculty Professional Development Coordinator 895-2543 or email [stanleyhallca@butte.edu](mailto:stanleyhallca@butte.edu).

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

No. Neither full nor associate faculty may carry over flex hours from one academic year to the next.

Associate faculty may carry over flex hours from fall to spring as well as apply spring hours back to the fall if needed.

### **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.

### **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 considered required for full-time faculty. Some departments schedule their meetings at other times.

### **How are all these decisions made?**

California Code of Regulations Title 5, specifies criteria to participate in the Flexible Calendar Program. Actual number of flex days and the specific days are negotiated by the BCEA and the Board of Trustees. Faculty policies for Professional Development have been recommended by the Faculty Flex Committee and approved by the Academic Senate and supported by the administration.

### **Do You Have Ideas?**

Contact Carol Stanley-Hall at the Professional Development office with your suggestions and ideas for Fall 2011 workshops. Carol can be reached at the Professional Development office or E-mail her at [stanleyhallca@butte.edu](mailto:stanleyhallca@butte.edu).

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