



**Full-time Faculty
Flex Report Form 2011-2012**
Faculty Professional Development (FPD)
<http://www.lbcc.edu/FPD/flex.cfm>



You must complete, sign/electronically sign, and return this Flex Report Form to the Faculty Professional Development (FPD) office, by April 1, 2012. Email to mfenderson@lbcc.edu or send to mail code (Y-8). The new "Flex Verification Form" can be downloaded from the FPD website at <http://www.lbcc.edu/FPD/flex.cfm> and is required for all conferences, individual/group projects, webinars, or any Flex activity that did not provide an FPD sign-in sheet.

Name: _____ email _____

Department: _____ phone _____

Flex Activity	Hours
Tuesday, September 20, 2011, Department Planning (6 hours required)	
Tuesday, February 7, Spring 2012 Flex Day Workshops/Department Meeting	
Wednesday, March 14, Spring 2012 Flex Day Workshops/Department Meeting	
Faculty Teaching and Learning Center Workshops See listing at website http://www.lbcc.edu/FPD/teach-learn.cfm or phone (562) 938-4022 Sign the sign-in sheet at the workshop	
Faculty Teaching and Learning Center Workshops on the Web (These workshops are previously recorded.) • Archived Webinars • Workshops on LBCC's You Tube Channel See listing at website http://www.lbcc.edu/FPD/workshops.cfm or phone 562-938-4022 Requires a "Flex Verification Form" attached to this <i>Full-time Faculty Flex Report Form</i>	
Faculty Training Online • Supplemental Learning Assistance at website http://sla.lbcc.edu (maximum 3 hours credit) • DARE to Care at website http://dare.lbcc.edu (3 hours credit and may be taken once every fifth semester) Requires a copy of the training printout attached to this <i>Full-time Faculty Flex Report Form</i>	
Instructional Technology Development Center (ITDC) Workshops See listing at website http://itdc.lbcc.edu or phone (562) 938-4255	
Conferences related to your faculty assignment and/or pedagogy, and that you attended during non-assigned hours (Maximum 6 hours credit) Requires a Conference Flyer and a "Flex Verification Form" attached to this <i>Full-time Faculty Flex Report Form</i>	
Other: (Please Specify) Sign the FPD sign-in sheet at the activity or attach a "Flex Verification Form" to this Report Form	
Individual/Group Project (Approval from the Flex committee to your email address is required) • Review the guidelines in the <i>Full-time Faculty Frequently Asked Questions (FAQ's)</i> and download the <i>Full-time Faculty Flex Proposal Form</i> from the website at http://www.lbcc.edu/FPD/flex.cfm • Submit a <i>Full-time Faculty Flex Proposal Form</i> for approval to the Faculty Professional Development office, Y-8, at least one week before the Flex Day Workshops • Requires a "Flex Verification Form" attached to this <i>Full-time Faculty Flex Report Form</i>	

I have completed the approved plan with a total hourly commitment of 18 Flex Hours.

Signature _____ **Date** _____

Please Keep a Copy for Your Records

This form may be submitted electronically to mfenderson@lbcc.edu