



# Annual Flex Report Form

## Full-Time Faculty



Full-time faculty must complete, sign, and submit this Flex Report Form by **May 1<sup>st</sup>** of each academic year. *Please send a scanned or printed copy via email or interoffice mail to your department's Academic Administrative Assistant.* Maximum credit for a single Flex activity is 6 hours. All Flex Forms can be downloaded at <http://www.lbcc.edu/FPD/flex.cfm>.

Name:		Date:
Department:	Email:	Phone:

Flex Activity	How to Verify	Additional Information	Hours
<b>Fall Flex Day</b> <i>Thursday, September 21, 2017</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
<b>Floating Flex Day</b> <i>Saturday, December 16, 2017</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
<b>Spring Flex Day</b> <i>Thursday, March 15, 2018</i>	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop		
<b>Webinars &amp; Online Workshops</b>	Attach a <u>Flex Verification Form</u> and confirmation of completion (from website)	<ul style="list-style-type: none"><li>See listing at <a href="http://www.lbcc.edu/FPD/webinars/index.cfm">http://www.lbcc.edu/FPD/webinars/index.cfm</a></li></ul>	
<b>Conferences</b>	Attach a <u>Flex Verification Form</u> for each conference	<ul style="list-style-type: none"><li>6 hours max per conference</li><li>Must be related to faculty assignment and/or pedagogy &amp; attended during non-assigned hours</li></ul>	
<b>Other LBCC Campus-wide or Department Activities</b>	Sign the <u>Flex Activity Sign-in Sheet</u> at each activity	<ul style="list-style-type: none"><li>Attach a list of all LBCC Flex activities attended during the current semester for easier verification</li></ul>	
<b>Individual Activities</b>	Attach a <u>Flex Verification Form</u> for each activity	<ul style="list-style-type: none"><li>Must be pre-approved by the FPD FLEX Subcommittee</li><li>Download and submit a <u>Flex Proposal Form</u></li></ul>	
<b>Instructional Technology &amp; Distance Learning (ITDL)</b>			
<ul style="list-style-type: none"><li><b>Instructional Technology Development Center (ITDC) Workshops</b></li></ul>	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop	<ul style="list-style-type: none"><li>See listing at <a href="http://www.lbcc.edu/Moodle/workshops.cfm">http://www.lbcc.edu/Moodle/workshops.cfm</a></li></ul>	
<ul style="list-style-type: none"><li><b>Distance Learning – Teach Online Seminar</b></li></ul>	Attach a <u>Flex Verification Form</u> for each training	<ul style="list-style-type: none"><li>See listing at <a href="http://www.lbcc.edu/DL/">http://www.lbcc.edu/DL/</a></li><li>Only for faculty assigned to teach online</li><li>Must be pre-arranged by calling 562-938-4025</li></ul>	
<b>Learning &amp; Academic Resources</b>			
<ul style="list-style-type: none"><li><b>Directed Learning Activity (DLA)</b></li></ul>	Attach <u>Training Certification</u>	<ul style="list-style-type: none"><li>See listing at <a href="http://www.lbcc.edu/LAR/Flex.cfm">http://www.lbcc.edu/LAR/Flex.cfm</a></li><li>4-6 hours max</li><li>May be taken once every 5<sup>th</sup> semester</li></ul>	
<ul style="list-style-type: none"><li><b>Supplemental Learning Assistance (SLA)</b></li></ul>	Emily Barrera will provide confirmation of completion to FPD	<ul style="list-style-type: none"><li>Contact Emily Barrera at <a href="mailto:ebarrera@lbcc.edu">ebarrera@lbcc.edu</a> with your name &amp; ID number to access this activity in Moodle</li><li>3 hours max</li></ul>	
<b>Total Hours</b>			

I have completed the approved plan with a total commitment of 18 Flex Hours for Academic Year 2017-2018.

Signature \_\_\_\_\_ Date \_\_\_\_\_