



Annual Flex Report Form

Full-Time Faculty



Full-time faculty must complete, sign, and return this *Flex Report Form* to the Faculty Professional Development office by May 1st. Please email a signed and scanned copy to fpd@lbcc.edu or print and send to mail code Y-8. **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
Fall Flex Day <i>Tuesday, September 20, 2016</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
Floating Flex Day <i>Saturday, December 17, 2016</i>	Sign the <u>Department Meeting Sign-in Sheet</u>		
Spring Flex Day <i>Tuesday, March 7, 2017</i>	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop		
Instructional Technology & Distance Learning (ITDL)			
• Instructional Technology Development Center (ITDC) Workshops	Sign the <u>Flex Activity Sign-in Sheet</u> at each workshop	• See listing at http://www.lbcc.edu/Moodle/workshops.cfm	
• Distance Learning – Teach Online Seminar	Attach a <u>Flex Verification Form</u> for each training	• 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			
• Directed Learning Activity (DLA)	Attach <u>Training Certification</u>	• See listing at http://www.lbcc.edu/LAR/Flex.cfm • 4-6 hours max • May be taken once every 5 th semester	
• Supplemental Learning Assistance (SLA)	Emily Barrera will provide confirmation of completion to FPD	• Contact Emily Barrera at ebarrera@lbcc.edu with your name & ID number to access this activity in Moodle • 3 hours max	
Webinars & Online Workshops	Attach a <u>Flex Verification Form</u> and confirmation of completion (from website)	• See listing at http://www.lbcc.edu/FPD/webinars/index.cfm	
Conferences	Attach a <u>Flex Verification Form</u> for each conference	• 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	• 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	• Must be pre-approved by the FPD FLEX Subcommittee • Download and submit a <u>Flex Proposal Form</u>	
Total Hours			

I have completed the approved plan with a total commitment of 18 Flex Hours for Academic Year 2016-2017.

Signature _____ Date _____