

## Full-Time Faculty FLEX FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
<p><b>What is Flex?</b></p>	<p><a href="#">California Community Colleges Flexible Calendar</a></p> <p>The Board of Governors through the Chancellor’s Office is required by California Code of Regulations to oversee the Flexible Calendar program for the California Community Colleges. The Flexible (Flex) program consists of staff development activities “in-lieu-of” regular instruction.</p>
<p><b>When is Flex Day?</b></p>	<p>Please refer to the current Academic Calendar for <b>all Flex Day dates:</b> <a href="#">LBCC Academic Calendar</a></p>
<p><b>Are student appointments and class meetings held on Flex Day?</b></p>	<p>No. Student appointments and class meetings are not held on Flex Day.</p> <ul style="list-style-type: none"> <li>• <b>Instructors with teaching assignments:</b> Please be sure to remind your students that in-person/hybrid-scheduled/synchronous classes will not meet on Flex Day.</li> <li>• <b>Instructors with non-teaching assignments (Instructional Specialists, Counselors, Librarians, etc.):</b> Please be sure to remind your students that student appointments will not be held on Flex Day.</li> </ul>
<p><b>Who is required to complete Flex hours?</b></p>	<p>All full-time faculty are required to complete 18 Flex hours per academic year. At least 6 hours must be met by attending Flex activities hosted by LBCC (department and campus-wide events which have been approved for Flex credit).</p> <p>Faculty on sabbatical or extended leave will have a reduced Flex obligation commensurate to their reduced load. (e.g. Sabbatical for one semester = Flex obligation of 9 hours)</p>
<p><b>How do I complete Flex hours?</b></p>	<p>You may complete Flex-approved activities, such as those listed on the FPD Canvas under “<a href="#">Ongoing Flex Activities</a>.” Additional Flex activities will be held and added to the FPD Canvas throughout the semester; Flex hours do NOT need to be completed on Flex Day.</p> <ul style="list-style-type: none"> <li>• <b>Fall Flex Day:</b> Each department hosts its own Fall Flex Day meeting for department planning and program review.</li> <li>• <b>Spring Flex Day:</b> Faculty Professional Development hosts a campus-wide event open to all faculty.</li> </ul>

<p><b>What counts as a Flex activity?</b></p>	<p>The following examples of professional development and instructional activities are intended as a guide and not intended to be limited to these activities.</p> <ul style="list-style-type: none"> <li>• <b>Group Flex Activities:</b> These are activities that have been approved by the FPD Flex Committee for Flex credit. Attendance will be taken by the host of the activity. (Examples: Student Equity events, OLET workshops, SLO trainings, etc.). To host a group activity, you will need to complete a group activity Flex Proposal form and submit it to FPD for approval.</li> <li>• <b>Individual Flex Activities:</b> These are activities that you choose to complete individually. You will need to complete an individual activity Flex Proposal form and submit it to FPD for approval. After completing the activity, you will also need to complete a Flex Verification Form and attach it to your Annual Flex Report.</li> </ul> <p>The following are examples of individual Flex activities:</p> <ul style="list-style-type: none"> <li>○ Conferences or webinars</li> <li>○ Subject area research and course update</li> <li>○ New course/program development</li> <li>○ Development of new materials for use in course or program evaluation</li> <li>○ Exploration of alternate instructional methods</li> <li>○ Review of library or media holdings for course updating</li> <li>○ Assessment of community needs and preferences as they relate to instruction at the community college</li> <li>○ Development of short-term courses</li> <li>○ Academic projects involving student groups</li> <li>○ Grant preparation</li> <li>○ Student, faculty, and staff diversity (e.g., cultural diversity seminars, multicultural activities)</li> <li>○ Improving or learning how to deal with computers and technology</li> </ul>
<p><b>Will I be paid for completing Flex hours?</b></p>	<p>Full-time faculty are paid for 18 hours of professional development each academic year. Choosing not to complete your Flex obligation may result in deduction of your paycheck.</p>
<p><b>What form do I submit?</b> <b>Where can I find it?</b></p>	<p>You must submit the Annual Flex Report to report your Flex activities for the academic year. The Annual Flex Report form is available on the <a href="#">LBCC website</a> and <a href="#">FPD Canvas shell</a>. You must download and complete the form in Adobe.</p>
<p><b>To whom do I submit the Annual Flex Report?</b></p>	<p>Submit the Annual Flex Report to Faculty Professional Development via <a href="#">Canvas</a>.</p>
<p><b>When is the deadline?</b></p>	<p>The Flex cycle runs from July 1<sup>st</sup> to June 30<sup>th</sup>, and the deadline to submit the Annual Flex Report is the final day of the academic year.</p>

<b>When is the deadline? (cont.)</b>	Full-time faculty may complete Flex hours until June 30 <sup>th</sup> , as long as documentation of projected activities is received by Faculty Professional Development by the deadline.
<b>Who do I contact if I have questions about Flex Day and the Annual Flex Report?</b>	Please contact Faculty Professional Development: <a href="mailto:fpd@lbcc.edu">fpd@lbcc.edu</a>