

Pre-Approved Activities for Flex Credit

Updated: 5-6-24

According to Title 5, professional development credit falls into three categories:

- Faculty improvement
- Student improvement
- Instructional improvement

Per Article 4 of the faculty collective bargaining agreement, full-time instructional bargaining unit members are required to complete eleven (11) days or (66) hours of flex activities per year:

- 12 hours to attend two mandatory, scheduled flex days which shall not exceed (6) hours.
- 18 hours for faculty to collaborate on issues related to student learning and success.
- 36 hours to complete individual flex activities.

Activities on this menu can be counted toward the 36 hours required for individual Professional Development and do not need prior dean approval, except where noted. Suggested activities for the 18 hours for faculty to collaborate on issues related to student learning and success are also provided. Flex hours may not be claimed if a stipend is received for the activity, if it is part of release or reassigned time, or if it is being claimed for a step increase or class advancement. Flex hours generally may not overlap with instructional-related duties specified in Article 2.1.5 of the faculty collective bargaining agreement.

Part-time faculty may also participate in many of these activities and are eligible for paid professional development time. Instructional Part-time faculty will have 1 hour of eligibility for every 18 hours of instruction. Non-instructional Part-time faculty will have 1 hour of eligibility for every 42 hours of non-instructional activities beyond the 900 scheduled hours allowed per work year.

Please refer to section 4.8.5 in the 2023-2026 Academic Contract for exemptions to the flex requirement.

- Full-time faculty should use the [flex PDF](#) to log required hours.
- Part-time faculty can report using the form linked [here](#).

Activity		FT	PT	How to Report	Number of times allowed	Flex hours granted
1	Participate in a Regular Substantive Interaction in Online Courses Peer Coaching Session	x	x	Fill out PD Form	4	Actual hours
2	Participate in RSI "check-up" appointment with the Ed Tech Office	x	x	Fill out PD Form	2	1 hour

3	Attend Regular Substantive Interaction Training offered through SC Educational Technology.	x	x	Fill out PD Form	Unlimited	Actual hours
4	Attend workshops and courses from @ONE or ACUE or similar organization focused on effective online teaching.	x	x	Fill out PD Form	Unlimited	Actual hours
5	Attend departmental student learning outcome (SLO) meetings.		x	Fill out PD Form	Unlimited	Actual hours
6	Complete required Peer Evaluation training (required every three years for full-time faculty).	x	x	Fill out PD Form	Required once every three years	4
7	Complete a peer observation of a faculty colleague.	x		Fill out PD Form	Unlimited	Up to 5
8	Serve on a Tenure Review Committee or a full-time temporary faculty Evaluation Committee.	x		Fill out PD Form	Unlimited	6 per fall term; up to 6 for spring term if observations occur.
9	Serve as a mentor for a part-time faculty member for one semester. Requires 10 hours of meetings over course of the term.	x		Fill out PD Form	Unlimited	10
10	Serve as a Senate-appointed mentor for a full-time faculty member (probationary or full-time temporary) for a full year. Requires meeting 1 hour each week.	x		Fill out PD Form	Unlimited	32
11	Submit SLOs at end of term for courses taught.		x	No need to report.		
12	Find and/or create alternative instructional materials to traditional textbooks, such as Open Educational Resources.	x	x	Fill out PD Form	Unlimited	Actual hours
13	Attend Division and/or Department meetings.		x	Fill out PD Form	Unlimited	Actual hours
14	Attend Program Review Committee (PRC) training on completing program reviews for serving on a program review peer evaluation team.	x	x	Fill out PD Form	Unlimited	Actual hours

Activity		FT	PT	How to Report	Number of times allowed	Flex hours granted
15	Complete compliance trainings as recommended or required by Human Resources or the District, such as EEO training, hiring committee training, sexual harassment training, mandated reporter training, etc.	x	x	Fill out PD Form	Unlimited	Actual hours
16	Attend the Part-Time Faculty Orientation.	x	x	Fill out PD Form	1 per year	<i>PT: 2 hours of PD pay. FT: 2 hours of flex</i>
17	Attend a new student orientation.	x	x	Fill out PD Form	1 per year	1 hour
18	Attend trainings offered by BIRT (Behavioral Intervention Resource Team) or Campus Safety.	x	x	Fill out PD Form	Unlimited	Actual hours
19	Complete ACCJC online training, such as Accreditation Basics.	x	x	Fill out PD Form	Unlimited	Actual hours
20	Attend ASCCC Plenary, Curriculum Institute, or another ASCCC event.	x	x	Fill out PD Form	Unlimited	Actual hours
21	Serve on an external statewide or local committee that is related to your discipline. Dean must approve the specific committee.	x	x	Fill out PD Form	Unlimited	Actual hours
22	Observe a colleague's classes with the purpose of exchanging ideas for teaching or improving teaching.	x	x	Fill out PD Form	Unlimited	Actual hours
23	Create a new online course, convert a course from face-to-face to online, or create a hybrid course.	x	x	Fill out PD Form	1 per year	36 hours
24	Align an online or hybrid course with the OEI rubric and undergo a peer review from a POCCR-trained faculty reviewer	x	x	Fill out PD Form	Unlimited	36 hours per course
25	Attend training offered through SC Educational Technology.	x	x	Fill out PD Form	Unlimited	Actual hours

Activity		FT	PT	How to Report	Number of times allowed	Flex hours granted
26	Attend trainings on how to incorporate technology into the classroom, such as clickers, SmartBoards, etc.	x	x	Fill out PD Form	Unlimited	Actual hours
27	Implement innovations related to accessibility such as Universal Design or assistive technology in a course.	x	x	Fill out PD Form	Once per year	Actual hours
28	Attend workshops and courses from @ONE or ACUE.	x	x	Fill out PD Form	Unlimited	Actual hours
29	Participate in a training through the California Community Colleges Vision Resource Center through the Professional Development link in Shasta College Portal.	x	x	Fill out PD Form	Unlimited	Actual hours
30	Participate in any 3CSN (California Community College's Success Network) course or workshop.	x	x	Fill out PD Form	Unlimited	Actual hours
31	Present outside the classroom to the community or campus community on your program.	x	x	Fill out PD Form	Unlimited	Actual hours
32	Prepare for and participate in outreach events and college-sponsored events (including ones directed at K-12 students) such as CivicExpo, Trimathelon, Eighth Grade Day, Career Day, FFA Section Contest, etc.	x	x	Fill out PD Form	Once per year	Up to 20 hours
33	Read the Faculty Handbook	x	x	Fill out PD Form	Once per year	Up to 2 hours
34	Attend a workshop related to teaching and/or learning.	x	x	Fill out PD Form	Unlimited	Actual hours
35	Take a course applicable to teaching and learning.	x	x	Fill out PD Form	Unlimited	Actual hours
36	Attend a conference applicable to teaching and learning or to maintain currency in academic discipline.	x	x	Fill out PD Form	Unlimited	Actual hours (outside of contract hours)

Activity		FT	PT	How to Report	Number of times allowed	Flex hours granted
37	Attend an event that furthers one's knowledge in their area of study (i.e., art shows, plays, museum visits, etc.)	x	x	Fill out PD Form	Unlimited	Actual hours
38	Work with the Grants Office to write a grant aimed to improve services to and/or outcomes for students.	x	x	Fill out PD Form	1 per year	Actual hours
39	Serve as a student club advisor.	x	x	Fill out PD Form	Unlimited	Actual hours
40	Create and implement a Community Engagement/Service Learning project for a course.	x	x	Fill out PD Form	Once per year	Actual hours
41	Attend the CivicExpo or Rookie Tournament.	x	x	Fill out PD Form	Once per year	Actual hours
42	Present a session at a conference applicable to teaching and learning.	x	x	Fill out PD Form	Unlimited	Twice the hours awarded for attendance
43	Present a workshop approved in advance by the Faculty Excellence Committee.	x	x	Fill out PD Form	Unlimited	Twice the hours awarded for attendance
44	Attend or present at a learning outcomes workshop, a brown bag lunch, or an instructional improvement workshop.	x	x	Fill out PD Form	Unlimited	<i>Attendance:</i> Actual hours <i>Presenting:</i> Twice the hours awarded for Attendance
45	Serve as a Green and/or Silver Team member on another discipline's program review.	x	x	Fill out PD Form	Max of 3	Up to 12 hours
46	Participate in an IEPI Partnership Resource Team (PRT)	x	x	Fill out PD Form	Unlimited	Actual hours
47	Attend a workshop or webinar that relates to work at a community college presented by a statewide or national entity (Chancellor's Office, IEPI, ASCCC, Department of Education, etc.).	x	x	Fill out PD Form	Unlimited	Actual hours

Activity		FT	PT	How to Report	Number of times allowed	Flex hours granted
48	Observe a high school class with the purpose of learning more about dual enrollment offerings or improving teaching.	x	x	Fill out PD Form	Unlimited	Actual hours

Suggested activities for the 18 hours for faculty to collaborate on issues related to student learning and success appear below. These hours are not tracked (honor system).

	Activity	FT
1	Design and execute direct assessment projects for Shasta College Learning Outcomes (SLOs, PLOs, ISLOs)	x
2	Create, lead, or participate in a Faculty Inquiry group.	x
3	Book Club – groups of faculty select a book-- read and meet throughout the year to discuss and implement ideas	x
4	Discussions about aligning programs with the SCFF	x

Menu reviewed by Faculty Excellence Committee 5-6-24