



Professional Development Handbook

CONTENTS

Questions and Reporting

Purpose and Goals

Who Is Required To Participate in the Professional Development Program?

Online Flex Submission Instructions

Mandatory Flex Day

Professional Development Calendar

Professional Development and the Payroll Calendar

Professional Development Obligation

Full-time Faculty

Full-time Faculty with an Additional Hourly Assignment

Adjunct (Part-time or Hourly) Faculty

Hourly Flex Obligation Calculation

Reassigned or Reduced Time Faculty

Distance Education Professional Development Requirement

Qualifying Time

Jury Duty

Documentation of Approved Professional Development Activities

Approved Activities for Professional Development Credit

A. On Campus Professional Development Workshop

B. Off Campus Conference/Workshop

C. Individual Project

D. Presenting an Activity

E. Coursework

G. Networking Within the Faculty's Discipline

H. Professional Enrichment

I. Personal Enrichment

J. Commencement

K. Committee Participation Beyond One Committee

L. Other

Appendix

A. Fall Flex Reporting Form (Adjunct faculty)

B. Spring Flex Reporting Form (Full time faculty)

Questions and Reporting Deadlines

For questions contact Jen Vaughn, Staff & Organizational Development Coordinator, vaughnje@lacitycollege.edu 323.953.4000 x2630. Staff Development Office located in Admin. 315.

Fall Flex Reporting for Adjunct Faculty is due before **the Third Friday in December by 6:00pm.**
Spring Flex Reporting for all faculty is due **before the second Thursday in June at 6:00pm**

Hard copies or online submission of the Flex Reporting form through Share Point (and documents for verification) must be submitted to Jen Vaughn before the deadlines posted above.

Starting Spring 2016, individual Flex Reporting will be conducted online through the Staff & Organizational Development SharePoint site. Faculty can log in using their LACC email username and password to log flex hours, upload documentation of professional development activities and describe how the activities have impacted instruction.

Adjunct instructors that do not have an LACC email need to contact the Staff & Organizational Development Coordinator for alternate submission instructions.

All Flex Reporting forms can be found on the Staff and Organizational Development website at <http://effectiveness.lacitycollege.edu/cc/SPC/sod/Documents/Forms/FlxRepInfo.aspx>

Purpose and Goals

The Professional Development Program, or “Flex”, offers faculty the opportunity to participate in individual and group development activities related to "staff, student, and instructional improvement." (Title 5, Section 55720) Flex hours are done in lieu of instruction. The goal is for instructors to take the time to update skills; keep current in curriculum, pedagogy, and technology; and ultimately improve teaching effectiveness. The flex program allows faculty (full-time, part-time, instructional and non-instructional) and other college personnel the time to work individually or with groups to achieve improvement in three distinct areas:

- Staff improvement
- Student improvement
- Instructional improvement

The rationale for the flex program is that during a 15-week semester, faculty members do not have time to devote to improvement activities. The flexible calendar provides methods for getting faculty together to deal with major issues, and recognizes the professional nature of instruction by giving individual faculty members time to focus on the three areas in addition to providing day-to-day classroom instruction. Flex activities must be connected to the improvement of performance in the workplace, and should be reviewed and evaluated as being in accordance with the mission and objectives of the institution.

Flex hours are part of your faculty responsibility. You are paid in advance for these hours with the trust that you will complete and report the hours. Sick leave cannot be used toward Flex hours. Full-time faculty must complete 33.5 hours (Mandatory Flex Day counts for 6.5 hours). Adjunct and full-timers teaching hourly must complete half the sum of the standard teaching hours for the Fall and Spring semester. (A standard teaching hour is the amount of time a class meets per week during a typical 16-week semester.) Flex obligation applies to nontraditional instruction such as PACE, TBA, online, and noncredit, and regardless of whether the class is full semester or short term. Lack of participation in professional development and/or flex reporting may be subject to disciplinary action.

If you have any uncertainty about professional development activities counting towards flex obligation ask yourself the following questions: 1) Will this activity impact me professionally? 2) How will it impact my classroom? You may submit a narrative explaining the impact on professional development with your Flex Report for verification.

Online Flex Hour Submission Instructions

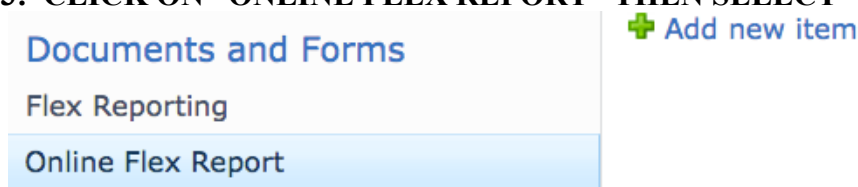
STEP 1: GETTING STARTED

To access the Online Flex Form, handbook, and other documents on SharePoint, you must first navigate to the [LACC Faculty & Staff](#) Information page and click on the link to Staff & Organizational Development to log into SharePoint (this works best with the Internet Explorer Browser).

STEP 2: LOG IN

Log into the Staff Development website on SharePoint at:
<http://effectiveness.lacitycollege.edu/cc/SPC/sod/default.aspx>

STEP 3: CLICK ON “ONLINE FLEX REPORT” THEN SELECT “ADD NEW ITEM”



STEP 4: FILL OUT THE FLEX FORM ONLINE FOR EACH FLEX ACTIVITY.

- 1) Enter the name of the flex activity.
- 2) Attach any documentation if available (certificates, sign in sheets, agenda, conference reports, etc.)
- 3) Select the year you are reporting Flex Hours for.
- 4) Select Full Time or Adjunct (If you are FT w/additional hourly assignment, select FT)
- 5) Select your Department from the dropdown list.
- 6) Calculate the total hours you owe for the year (instructions on how to calculate hours owed is listed below under Professional Development Obligation).
- 7) Enter the number of flex hours for the activity you are reporting.
- 8) Select the type of professional development activity from the dropdown menu, if your flex activity does not fall under one of the categories listed select “other.”
- 9) Enter the date of the activity. If you have the same activity that occurs more than once, you may enter the reoccurring dates and submit the total number of hours. *Example: Adjunct faculty can receive flex credit for attending department meetings. Enter the dates of each department meeting and the total number of hours.*

- 10) Describe how the Flex Activities are related to professional development and how they have assisted you to keep current in curriculum, pedagogy, and/or technology; and ultimately improve teaching effectiveness. This is important for tracking and evaluation!
- 11) Click “Submit Data” to enter the form. You can always go back and edit the form later by clicking on the name of the activity.
- 12) If you have another Flex Activity to report, select Add New Item and repeat the process.

Who Is Required To Participate in the Professional Development Program?

All full-time and adjunct faculty are required to participate in the professional development program. Professional development obligation applies to nontraditional instruction such as PACE, TBA, online, and noncredit, and regardless of whether the class is full semester or short term. For non-classroom faculty, required hours can be fulfilled by either working or participating in flex activities.

Memorandum of Understanding with LACCD and AFT 2014-2017

- *Release time is outside the professional development obligation.*
- *Classified staff does not have any obligation to attend professional development activities, but are encouraged to present/facilitate or participate, provided it does not adversely affect their work responsibilities.*
- *Management does not have any obligation to attend professional development activities but are encouraged to present/facilitate or participate in professional development activities.*

Mandatory Flex Day

Full-time faculty must attend the Mandatory Flex Day on the Thursday before the start of Fall semester. Adjunct faculty are welcome to attend, but are not required. Mandatory Flex Day counts for 6.5 professional development hours. Adjunct faculty also have a professional development obligation. Although not required to attend the on-campus opening day meeting, their participation at that meeting does qualify toward their professional development (flex) obligation; all Adjunct Faculty are invited and encouraged to participate.

Professional Development Calendar

The professional development calendar runs for the academic year, from July 1 to June 30. Professional development activities can be completed and reported on throughout the academic year. Full time faculty must submit Flex Reports once a year at the end of the Spring term. Adjunct Faculty must submit Flex Reports at the end of Fall and Spring semesters. Professional Development hours may not be banked from one program year to the next program year.

Professional Development and the Payroll Calendar. The professional development obligation remains even though the designated professional development days shown on the calendar may occur outside of the payroll assignment. The faculty member is paid for the obligation as part of the total level pay issued over the term of the assignment for the class.

Professional Development Obligation

Full-time Faculty. Full-time instructors are obligated to complete and report a total of 33.5 hours of Professional Development activities within the year. The 33.5-hour obligation is divided between fall and spring semesters as follows:

Example:

Semester	Days x Hours per day	Hours
Fall	3 days x 6.7 hours	20.1 hours
Spring	2 days x 6.7 hours	13.4 hours
	Total 33.5 hours	

Full-time Faculty with an Additional Hourly Assignment. The instructor must complete the full-time obligation of 33.5 and additional hours for the hourly assignment. (Use the calculation given under adjunct faculty).

Adjunct (Part-time or Hourly) Faculty. Adjunct, part-time or hourly instructors are obligated on a per course basis. For instructors with hourly teaching assignments, the hourly teaching Professional Development obligation for an academic year equals half the sum of the “Standard Hours” of the fall assignment and the “Standard Hours” of the spring assignment. The “Standard Hours” per week is based on a standard 18-week calendar or the number of hours per week a course would have met if taught in full semester mode in a traditional uncompressed semester of 18 weeks.

Hourly Flex Obligation Calculation. To calculate the obligation, add the number of hours taught per week for fall and spring semester and divide by 2. Or, if teaching only one semester, add the total number of hours taught per week for that semester and divide by 2. Instructors teaching a Saturday assignment have a Professional Development obligation. (*See Examples*)

- **Example 1:** An adjunct instructor teaching a 3-hour hourly assignment for fall and spring semesters is obligated to 3 hours. The calculation is as follows: 3 hours for fall + 3 hours for spring = 6 hours divided by 2 = 3 hours
- **Example 2:** An adjunct instructor teaching a 6-hour assignment either fall semester or spring semester is obligated to 3 hours. The calculation is as follows: 6 hours divided by 2 = 3 hours.

Reassigned or Reduced Time Faculty. The instructors are obligated to participate based on the number of teaching hours only. Professional Development obligation applies to nontraditional instruction such as PACE, TBA, online, and noncredit, and regardless of whether the class is full semester or short term, including Saturday assignments.

- Example 1: A full-time instructor with 20% reassigned time and an 80% teaching schedule is obligated to fulfill 27 Professional Development hours. The calculation is as follows: $80\% \times 33.5 \text{ hours} = 26.8$ or 27 total hours.
- Example 2: A full-time instructor with 50% reassigned time, a 50% teaching load and a 3-hour hourly assignment for the spring semester only is obligated to 18.25 hours. The calculation is as follows: $50\% \times 33.5 \text{ hours} = 16.75 \text{ hours}$; $3 \text{ hours/hourly assignment divided by } 2 = 1.5$; $16.75 + 1.5 = 18.25$ total hours.
- Example 3: A department chair with 40% reassigned time and a 60% teaching load with no hourly assignment is obligated to fulfill 20.1 Professional Development hours. The calculation is as follows: $60\% \times 33.5 = 20.1 \text{ hours}$.

Distance Education Professional Development Requirement

Faculty who teach DE courses are encouraged to include DE related trainings when planning their flex activities for the year. Faculty that teach DE courses should dedicate a percentage of their professional development equal to their online teaching load. For example, an instructor teaching a 6-hour DE assignment either fall semester or spring semester is obligated to 3 flex hours dedicated to DE training and/or online pedagogy training for that semester.

Qualifying Time

Professional Development credit is received only for activities that occur during a qualifying period. A qualifying period is defined as non-instructional days (weekends, holidays, vacation days) or the portion of an instructional day when an instructor is not scheduled to teach, hold office hours, or performs regular duties.

There is no Professional Development obligation for winter intersession or summer sessions.

Instructors who are load banking or teaching additional classes to be applied to a paid leave have no Professional Development obligation for those hours of teaching. Instructors who are on sabbatical, retraining leaves, or leaves without pay does not have a Professional Development obligation unless they have a teaching assignment at Los Angeles City College.

Jury Duty

Faculty members who serve as a juror during a period in which his or her assignment does not normally require his or her presence on campus he/she may use the jury service to fulfill part of his or her professional development obligation, if the Professional Development committee determines it is appropriate. (*AFT Contract 2014-2017, Article 25: D-6, pg. 88*).

Maximum Number of Hours: 6

Documentation of Approved Professional Development Activities

6.5 hours of participation in instructional improvement activities are the equivalent of one professional development day. Faculty are encouraged to participate in activities from several of the following categories.

Professional Development activities require documentation on the Flex Reporting form to support the request for professional development credit. Documentation should include a narrative describing the impact of the professional development activities and how the flex hours have assisted you to keep current in curriculum, pedagogy and/or technology; and ultimately improve teaching effectiveness.

Verification of attendance in professional development activities may be provided in the following formats:

1. Flex sign in sheet submitted by Facilitator
2. Meeting Agenda and/or Minutes submitted by the Facilitator
3. PDF or JPG of Conference or Workshop agenda/materials
4. Request for Individual Presentation/Project Plan Form submitted to Staff & Organizational Development Coordinator prior to completing professional development activities.

Approved Activities for Professional Development Credit

A. On Campus Professional Development Workshop

Professional development hours may be earned for attendance at professional development workshops offered at LACC or any college campus within our District. Each workshop/program is equal of one hour of professional development credit per hour of participation.

Maximum Number of Hours: 6.5 hours per day

B. Off Campus Conference/Workshop

Hours may be earned by attending a conference, lecture, exhibit or workshop that updates or upgrades content and methodologies for the purpose of improving teaching effectiveness. Conferences and workshops attended during teaching or office hours will not count for professional development credit.

Maximum Number of Hours: 6.5 hours per day x 3 days = 19.5 per conference

C. Individual Project

These are tasks that will enhance the instructional program and are beyond normal professional responsibilities or regular contractual obligations. Projects require:

1. Submission of an Individual Presentation/Project Plan for committee review, at least four weeks before activity date. Forms are available online at

<http://effectiveness.lacitycollege.edu/cc/SPC/sod/default.aspx>

2. Evidence of an end product (i.e. supporting documents, report, etc.)

Maximum Number of Hours: 16 hours per project

D. Presenting an Activity

Faculty are encouraged to become presenters of a professional development activity or workshop and to share their area(s) of expertise with their colleagues. 3 hours of Professional Development credit will be given for each hour of the presentation (to allot for preparation time) for the first time the workshop is presented. After the initial presentation, each workshop/program is equal of one hour of professional development credit per hour of participation. If you are interested in presenting a workshop, you must submit:

1. Individual Presentation/Project Plan for committee review at least four weeks before activity date for prior approval.

2. Faculty attending the presentation should sign a Flex Sign-In Sheet at the presentation. Forms are available online at <http://effectiveness.lacitycollege.edu/cc/SPC/sod/default.aspx>

E. Coursework

Credit may be awarded for classes taken that relate directly to courses taught at LACC or to the faculty member's service area at LACC. Classes that strengthen teaching methodologies may also be included.

Maximum Number of Hours: 16 hours per class

F. Matriculation

Professional development hours may be earned for advising students during organized matriculation activities that outside a faculty member's regular assignment. Related activities, such as student advising, guidance, orientation, matriculation services may be used for Flex Hours.

G. Networking Within the Faculty's Discipline

Hours may be earned for campus, intercampus, regional, or state meetings of the discipline for purposes beyond the normal operation of the discipline.

Maximum Number of Hours: 16

H. Professional Enrichment

Flex credit may be earned for attending live performances, exhibits, museums, and demonstrations, when directly related to the faculty member's teaching discipline. A rationale must be provided to support this activity.

Maximum Number of Hours: 16 (2 hours maximum per activity)

I. Personal Enrichment

1. Cultural Enrichment: cultural activities that have an educational value but are not related to your discipline; select from the following activities: live performances, exhibits, museums, or demonstrations. On-campus and off-campus performances such as concerts or plays would also be eligible for flex credit in this category if the activity impacts professional development. Faculty attending performances should sign a Flex Sign-In sheet at on-campus performances. (2 hours maximum per activity)

2. Personal Wellness: Workshops or programs that assist individuals to be physically and mentally better able to perform their jobs; e.g. humor in the workplace, stress reduction, self-defense, nutrition, smoking cessation, and weight reduction. (2 hours maximum per activity)

3. Educational Travel: Must demonstrate a direct impact on student learning within the discipline(s) that the instructor teaches. No credit is given for travel from departure to destination. Verification: provide originals or copies of receipts, ticket and itinerary, AND, provide an explanation, in narrative form, "How will you use your travel experience in the classroom?" Sabbatical travel may not be counted for flex credit. (10 hours maximum per professional development year)

4. Completion of coursework not related to the discipline. Taking non-related courses for audit or noncredit can be used for professional development. Verification: certificate of completion with hours attended, OR a letter of verification from instructor of course with hours attended.

For any courses taken outside of the instructor's discipline/s, the instructor should submit for verification an explanation, in narrative form, of the activity and its benefits to the institution, its benefits to the students, and its benefits to the instructor OR, provide an explanation of how the instructor will use the information/experience in the classroom

Maximum Number of Hours: 12 for any combination of 1, 2, 3, or 4. (2 hours max. per activity)

J. Commencement

Full time faculty are required attend commencement. Adjunct faculty should participate in the college's annual commencement ceremony. Temporary adjunct faculty are encouraged to attend as well. Adjunct Faculty attendance at commencement may count toward professional development obligation.

Maximum Number of Hours: 6

K. Committee Participation Beyond One Committee

Up to 16 hours of professional development credit may be received for participation in college or district-wide committees after the first committee (regular department meetings do not count as the first committee). Committee participation may only be used if it directly impacts professional development. Meeting participation is hour for hour. Use meeting minutes as documentation of participation. If faculty is granted release time to attend or run committee meetings, these meetings are not eligible for professional development.

Maximum Number of Hours: 16

The following committees qualify for professional development credit:

Academic Senate (Campus/District)	Staff and Organizational Development (SOD)
Accreditation Team	Strategic Planning Committee (SPC)
Advisory Board Committee	Student Learning Outcomes Committee (SLO)
Curriculum Committee	Professional Development Committee
Educational Policies & Program Integrity Committee (EPPIC)	Professional Growth Committee
College Council	Technology Steering Committee (TSC)
Committee on Pathways for Student Success (COMPASS)	Tenure Review Committee (Senate Rep's)
Marketing Committee	Work Environment Committee (WEC)
	Other committees as approved by Academic Senate

L. Other

Activities which college personnel will be engaged in during designated staff, student and instructional improvement days may include, but not limited to the following:

- (A) course instruction and evaluation**
- (B) staff development in-service training and instructional improvement
- (C) program and course curriculum or learning resource development and evaluation
- (D) student personnel services (e.g., training student workers)
- (E) learning resource services (e.g., resource accessibility training)
- (F) related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity; other duties as assigned by the district;
- (G) departmental or division meetings, conferences and workshops, and institutional research**
- (H) faculty advisor for clubs approved by Associated Student Government.

***These activities are in addition to regular assignment instruction and regular department meetings*

Title 5, Article 2, Flexible Calendar Operations, Section 55724

Activities that DO NOT qualify for flex hours:

1. Outside work that you received payment for.
2. Contractual obligations of Faculty.
3. Required Department activities.



LACC Adjunct Faculty Fall Flex Reporting Form
SUBMISSION DEADLINE: 3rd FRIDAY IN DECEMBER

Name			
LAST	FIRST	M.I.	Employee Number
Department	Phone Extension	Email	

Hours Owed for Fall Semester: _____

How many hours will I owe?
 The Flex obligation for Adjunct faculty is half the sum of total weekly teaching hours for the semester.
 (6 hourly = 3 hours of flex for the entire semester)

List below all professional development activities for Fall, to be completed between July 1 – December 16. Describe each activity within the category. See the Professional Development Handbook for list of categories.

Date	Activity	Category	Hours
TOTAL HOURS:			

Please answer the following questions:

Describe how these Flex activities are related to your professional development:

Describe how these Flex activities have assisted you to keep current in curriculum, pedagogy, and/or technology, and ultimately improve teaching effectiveness:

I certify that the above is correct:

(Signature)

(Date)



**LACC Adjunct & Full Time Faculty
Spring Flex Reporting Form**

SUBMISSION DEADLINE: SECOND FRIDAY IN JUNE

Name			
LAST	FIRST	M.I.	Employee Number
Department	Phone Extension	Email	

FULL TIME FACULTY: Hours Owed for Fall & Spring Semester: _____
ADJUNCT FACULTY: Hours Owed for Spring Semester: _____
How many hours will I owe?
 The Flex obligation for Full Time faculty is 33.5 hours for the entire year (see handbook for calculations).
 The Flex obligation for Adjunct faculty is half the sum of total weekly teaching hours for the semester.
 (6 hourly = 3 hours of flex for the entire semester)

List below all professional development activities for Fall and Spring Semester (Adjunct that completed their Fall Flex Hours only need to submit Spring Hours). Describe each activity within the category. See the Professional Development Handbook for list of categories.

Date	Activity	Category	Hours
TOTAL HOURS:			

Please answer the following questions:

Describe how these Flex activities are related to your professional development:

Describe how these Flex activities have assisted you to keep current in curriculum, pedagogy, and/or technology, and ultimately improve teaching effectiveness:

I certify that the above is correct:

(Signature)

(Date)