

East Los Angeles College

Faculty Flex Handbook

2016-2017

I. Introduction:

Professional Development is the process of creating, enhancing, and synthesizing staff knowledge, skills, and competencies in order to realize the college mission of high student achievement. Here, the term staff encompasses all college employees, including faculty, administrators, and staff of all levels and categories. Ongoing Professional Development is expected of all who serve, teach, and lead students. While Professional Development enhances ones capacity to serve in her/his assigned area, development activities go beyond the regular, day-to-day tasks and duties required by a particular position.

For classroom faculty, Professional Development is facilitated through the Flexible Calendar Program (Flex). Flex requires faculty to participate in development activities related to “staff, student, and instructional improvement.” The Flex program allows full-time and part-time faculty paid time to work on Professional Development related activities individually and with groups for a specified number of hours (Title 5, Section 55724; AFT Faculty Contract 2014-17, Article 10).

Activities may include:

- Instructional improvement
- Program and course curriculum or learning resource development and evaluation
- Student personnel services
- Learning resource services
- Student advising, guidance, orientation, matriculation services
- Student, faculty and staff diversity
- Departmental meetings (Flex for department meetings available to Adjunct faculty only.)
- Conferences and workshops
- Institutional research

Professional Development days, also known as Flex days or staff development days, are defined in Title 5 as “in lieu of instruction.”

The Los Angeles Community College District and the Los Angeles College Faculty Guild, Local 1521, AFT, have agreed upon a Flexible Calendar Program. The role of East Los Angeles College Academic Senate is to develop and implement policies for faculty professional development activities per Title 5, Section 53200.

Professional Development Schedule:

The professional development schedule will run from July 1 to June 30 each year, reporting once a year. Reports on professional development activity are due from faculty the day after the last professional development day of the spring semester. Final reporting will be completed by June 30 by the Professional Development Coordinator. (Memorandum of Understanding with LACCD and AFT 2002-06 Art.23 --- Professional Development Rules and Practices) **Therefore, the Final Report for Professional Development Activities is due in June, the day after ELAC graduation.**

Note: To ensure that you receive appropriate credit for the “in lieu of instruction” hours, you should submit online all individual flex activities or off campus activities. Also, ensure that the facilitators of on campus workshops, meetings and other activities provide and submit a sign-in sheet for participants.

Professional Development Obligation:

Professional Development credit is received only for activities that occur during a qualifying time. A qualifying time 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.

- Hours earned in excess of the instructor’s obligation during a Professional Development year cannot be banked or applied to the following year’s obligation.
- 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 do not have a Professional Development obligation **unless they have a teaching assignment at East Los Angeles College.**
- A mandatory Professional Development day or Opening Day at the college is set by the AFT contract. Full-time instructors are required to attend the planned college activities on that day or submit an illness card for the day. Adjunct instructors are welcome to attend for Professional Development credit.

Full-time Faculty:

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

PROFESSIONAL DEVELOPMENT 33.5 Hour Obligation		
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

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. 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. (See Examples)

- Instructors teaching a Saturday assignment have a Professional Development obligation.

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.

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.

Reassigned or Reduced Time Faculty:

- 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. (Memorandum of Understanding with LACCD and AFT 2002 – 2006)
- Instructors teaching a Saturday assignment have a Professional Development obligation. Refer to Adjunct Faculty and examples above.

Reassigned or reduced-time instructors are obligated to participate based on the number of teaching hours only.

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: $50\% \times 33.5 \text{ hours} = 16.75$ hours; 3 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: $60\% \times 33.5 = 20.1$ hours.

The following is a list of approved East Los Angeles College Professional Development activities.

I. Eligible College Activities

- A. Mandatory Campus wide Activity: Opening Day
 - 1. Full-time faculty is mandated to attend the entire event and will receive 6.7 hours as stated in the AFT contract;
 - 2. part-time faculty will receive credit for hours attended On-site group activities
- B. Local Committees: Participating in campus and district committees linked to the local or district shared governance process receives credit.
 - 1. For a complete list of college committees go to <https://www.elac.edu/facultyStaff/committees/>
https://www.elac.edu/facultyStaff/committees/acadsenate/senate_committee.htm
 - 2. Participating in committee/groups sponsored by a shared governance unit or college/district unit outside of your regular work assignment receives credit.
 - 3. Work done within a Committee meeting receives credit.
 - 4. Members of a Program Review Validation Committee for another department do receive credit.
- C. Other Committees: Faculty who participate in committees such as State Equipment, One Time funding, and other similar committees are eligible for flex credit for work done outside the committee meeting.
 - 1. Maximum of 6 hours allowed for work *done outside* of a committee meeting.
 - 2. Service on Union committees does not count for Professional Development credit.
 - 3. Scholarship Committees:
 - i. All department scholarship committees except the Faculty Scholarship Committee approved by Academic Senate will receive a maximum of three hours of Professional Development credit by submitting an Attendance Sheet (Sign-in Sheet) for verification.
 - 4. Work Environment Committee:
 - i. The Work Environment Committee will receive Professional Development credit. It is a stand-alone committee and not a subcommittee of the Union.
 - 5. Chairs Council:
 - i. Chairs Council earns Professional Development credit because it is a committee under the Academic Senate.
 - 6. Evaluation Committees and Hiring Committees of Instructors in Other Departments and/or Administrators/Classified Positions:
 - i. A faculty member who serves as the Equal Opportunity Officer shall be entitled to receive flex credit.
 - ii. Credit is given to an instructor for participation in the selection and/or hiring committee/s within his/her department and/or in other departments.
 - iii. Credit is given to an instructor on an evaluation committee in another department.
 - iv. Credit is given to an instructor on a hiring and/or evaluation committee for an administrator and/or a classified position.

- v. Credit is not given to an instructor on an evaluation committee within his/her department.

D. Faculty Meetings:

1. Chairs: A department chairperson does not receive credit for attending regular department chair meetings because attending is part of the professional obligation of chairs.
2. Adjuncts: Only adjunct instructors will receive credit for attending department meetings;
3. Department Meetings: Full-time instructors do not receive credit as attendance is part of their regular duties.
4. Women's Physical Education and Men's Physical Education departments' athletic meetings will receive credit, but no credit will be given for attending regular department staff meetings.

E. Advisory Meetings:

1. Faculty who attend District Discipline meetings and/or Department Advisory meetings are entitled to receive flex credit.

F. College and District Trainings:

1. Attending and coordinating instructional training, enhancement, and development workshops and meetings sponsored by college or district units receive credit.
2. Intercampus: Intercampus (District-wide) Activity/District Discipline/Outside of District College Activity Including State Committee Meetings, State Commission Meetings and Professional Organization Meetings Related to Discipline:
3. Attendance at Professional Development activity programs on other LACCD campuses or on other college campuses outside of the LACCD district or district-wide activities are eligible for flex credit.

G. Verification:

1. **Professional Development credit will be given by evidence of the instructor's signature on an Attendance Sheet (Sign-in Sheet).**
2. **The leader of the activity OR the chair of the department or of the committee is responsible for submitting the Attendance Sheet (Sign-in Sheet) or an equivalent.**
3. OR—for district or off-campus committees, the instructor will provide a copy of the page of the minutes with the instructor's name on it from the state committee meeting or state commission meeting or professional organization meeting that is related to discipline.
4. If there is no Attendance Sheet (Sign-in Sheet), it is the instructor's responsibility to provide a copy of the Attendance Sheet (Sign-in Sheet) or an equivalent or other verification from the activity/committee facilitator.
5. When committee work is done outside of regular campus committee meetings, faculty must provide a memo of verification with the signature of the committee chairperson.

II. Eligible Individual or Group Activities not sponsored by college or district:

A. Criteria:

1. All Professional Development activities that do not meet the criteria previously mentioned are considered individual Professional Development activities.
2. These activities must be done on the instructor's own time; i.e. not during teaching or work hours, including office hours. Instructors may not cancel class to attend Professional Development activities.
3. Each instructor participating in an individual or group activity is responsible for providing the required verification as stated below the activity.
4. This would include providing, in narrative form, an explanation of the activity and its benefits to the institution, its benefits to the students, and its benefits to the instructor. OR, it could include providing an explanation in narrative form, of how the instructor will use the information/experience in the classroom or other verification as listed.

B. Activities:

1. Student Orientations:
 - i. A maximum of 3 hours will be allowed for faculty members who participate in the preparation of student orientations provided by their department and will receive credit for the number of hours of actual attendance at the event.
 - ii. Verification: Documentation from the orientation must be submitted.
2. Library:
 - i. Flex credit will be given to faculty who participate in the college library's weeding project. For each hour of service you will receive matching hour of flex credit.
 - ii. Verification: Use form provided by library faculty and submit for flex credit.
3. Mentoring: The Mentor program coordinator is eligible for flex credit if s/he works during the period prior to the beginning of the semester doing such activities as outreach.

- i. Verification: There must be accompanying documentation provided in order to receive flex credit, i.e. copy of correspondence, contact log...
4. New course and/or program development:
 - i. Maximum of 12 hours allowed for new course development.
 - ii. Name of instructor/s must be on "Originator" line on the last page of the course outline to earn credit.
 - iii. Maximum of 20 hours allowed for new program development.
 - iv. Verification: submit the curriculum package for each course and/or program developed.
5. Travel (limited to ten (10) hours per Professional Development year):
 - i. Must demonstrate a direct impact on student learning within the discipline(s) that the instructor teaches.
 - ii. No credit is given for travel from departure to destination.
 - iii. 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?"
6. Grant development:
 - i. Maximum of 10 hours allowed.
 - ii. Verification: submit copy of grant proposal.
7. Taking courses related to discipline and taken for unit credit:
 - i. Must be related to discipline or service area to receive credit area.
 - ii. Verification: transcripts must be provided OR
 - iii. Letter of verification from instructor of course with hours attended.
 - iv. Verification: a full-time instructor must provide a written statement stating that s/he is not getting a column increase in the current reporting year. An adjunct instructor does not need to provide this written statement.
8. Taking courses related to discipline for audit or noncredit:

- i. Must be related to discipline to receive credit.
- ii. Verification: certificate of completion with hours attended. OR
- iii. Letter of verification from instructor of course with hours attended.
- iv. 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.
- v. OR, provide an explanation in narrative form, of how the instructor will use the information/experience in the classroom.

9. Courses taken for instructional or pedagogical improvement:

- i. Verification: certificate of completion with hours attended.
- ii. OR Letter of verification from instructor of course with hours attended.

10. Online courses: ETUDES, ETUDES-NG, or other instructional/software courses:

- i. Certificate of completion with hours attended.
- ii. OR Letter of verification or e-mail from instructor of course with hours attended.

11. Non-paid research for non-paid publication/s:

- i. Must be related to discipline to receive credit.
- ii. Maximum of 10 hours allowed
- iii. Verification: copy of the product.
- iv. **No** Credit will be given for:
 - a. For book or publication that will generate income in the future,
 - b. For book with commitment to be published in the future that will generate income,
 - c. For book already in print that is generating income.
- v. Option: If in doubt, you can submit a pre-approval form to the Professional Development Coordinator.

12. Non-paid consultation, participation, or observation involving businesses, industries, other colleges, government agencies, or

private agencies related to your discipline or representing East Los Angeles College for consultation:

- i. Maximum of 15 hours allowed.
- ii. Verification: provide an explanation, in narrative form, "How will you use the information/experience in the classroom?" OR, an explanation of at least one of the three benefits: to the institution, to the students, or to the instructor.

13. Professional conferences:

- i. Must be related to discipline to receive credit.
- ii. Maximum of 6 hours allowed per day.
- iii. Unless there is a scheduled activity during lunch and/or dinner i.e. speaker, the instructor will not receive credit for lunch and/or dinner. There is no credit for registration.
- iv. Verification: state the days and times attended. Also provide originals or copies of receipts, and on-site conference information; i.e., programs, or agenda, and/or nametag, notes from workshops attended, etc.
- v. If there is a conference with a competition that follows, the instructor receives 6 hours maximum credit per day. The instructor will receive a maximum of 17 hours for the competition portion.
- vi. **No credit will be given if the conference is held during regular scheduled class time or other work hours; i.e. office hours, etc., even if the college allows the instructor to attend during regularly scheduled class time or other work hours.**

14. Lecturers or presenters at a conference:

- i. Time in those activities PLUS one-half the time of lecture or presentation
- ii. Example: 1 hour = .5 additional hour for a total of 1.5 hours.
- iii. Verification: copy of agenda with instructor's name on it AND an abstract of lecture or panel discussion.

15. Speakers at workshops:

- i. Credit for lecture PLUS one-half the time of lecture
 - ii. Example: 1 hour = .5 additional hour for a total of 1.5 hours.
 - iii. Verification: copy of agenda/program with instructor's name on it AND abstract of lecture.
16. Attending professional workshops:
- i. Must be related to discipline or area of service to receive credit.
 - ii. Verification: It is the instructor's responsibility to provide a copy of the Attendance Sheet (Sign-in Sheet) or an equivalent or other verification from the activity/committee facilitator including date/s and a beginning and ending time/s.
17. Art exhibits by instructors at the college or outside of the college:
- i. Credit is allowed for time at the exhibit.
 - ii. Maximum time for a solo exhibition – 7hours.
 - iii. Maximum time for group exhibition – 5 hours.
 - iv. Maximum time received for preparation of exhibit – 5 hours.
 - v. Verification: announcement of exhibit with instructor's name on it AND provide an explanation in narrative form, "How will you use the information/experience in the classroom?" OR, provide in narrative form, an explanation of the activity and its benefits to the institution, its benefits to the students, and its benefits to the instructor.
18. Art professional activities:
- i. Attending art exhibits.
 - ii. Maximum time received – 3 hours per exhibit.
 - iii. Verification: announcement of exhibit AND provide an explanation in narrative form, "How will you use the information/experience in the classroom?" OR, provide in narrative form, an explanation of the activity viewed and its benefits to the institution, its benefits to the students, and its benefits to the instructor.
- iv. If activities are similar in concept, the explanation for the activities may be grouped together in one write-up.
19. Music, Dance and Theatre Arts Departments professional activities:
- i. Credit is allowed for performing at the college or outside of the college and/or attending performances.
 - ii. Maximum time received – time at/in the performance.
 - iii. Maximum time received for preparation per performance – 3 hours.
 - iv. Verification: announcement of performance or announcement with instructor's name on it AND provide an explanation in narrative form, "How will you use the information/experience in the classroom?" OR, provide in narrative form, an explanation of the activity viewed or engaged in and its benefits to the institution, its benefits to the students, and its benefits to the instructor.
 - v. If activities are similar in concept, the explanation for the activities may be grouped together in one write-up.
 - vi. Note: Any performance(s) that is/are part of a class and requires students to attend as part of their grade, receives no credit.
20. Advisor/s of student club and student publication/s:
- i. Maximum of 17 hours allowed for each advisor.
 - ii. Verification: copy of minutes with name or names of advisors on it is required for clubs that use minutes or a copy of the club's Attendance Sheet (Sign-in Sheet).
21. Mentor Program and tutoring of students in a formal lab; i.e. Math or English:
- i. Maximum of 17 hours allowed.
 - ii. Verification: for the Mentor Program use the specific form related to the Mentor Program with required student signature provided by facilitator of the program.

- iii. Verification: For tutoring of students submit a form or equivalent that provides the day, date, time, topic and total hours spent in the activity and signed by the person in charge of the lab.
22. Attending Annual ELAC Commencement Ceremony:
 - i. Maximum time received – time at the processional, the ceremony and the recessional.
 - ii. Verification: Professional Development credit will be given by evidence of the instructor’s signature on an Attendance Sheet (Sign-in Sheet).
 23. Tutoring of instructor in a workshop:
 - i. Verification: specific form related to tutoring or mentoring provided by facilitator of program giving the day, date, time, topic and total hours spent in activity.
 24. Specimen gathering for any sciences e.g. dirt, rocks, etc.:
 - i. Maximum of 17 hours allowed.
 - ii. Verification: provide an explanation in narrative form, “How will you use the information/experience in the classroom?”
 - iii. OR, provide in narrative form, an explanation of the activity and its benefits to the institution, its benefits to the students, and its benefits to the instructor

Vendor conventions or Expos with no workshops:

 - iv. Must be related to your department or discipline.
 - v. Maximum of 10 hours allowed.
 - vi. Verification: provide an explanation in narrative form, “How will you use the information/experience in the classroom?” OR, provide in narrative form, an explanation of the activity and its benefits to the institution, its benefits to the students, and its benefits to the instructor.
 25. Development of department approved websites or newsletters:
 - i. Maximum of 20 hours allowed.
 - ii. Verification: copy of homepage or newsletter.
 26. Maintaining department approved websites or newsletters:
 - i. Maximum of 5 hours allowed.
 - ii. Verification: memo from department chair verifying maintenance of department website for Professional Development year.
 27. English readers:
 - i. Of own work; i.e., poetry reading at a conference or workshop.
 - ii. Maximum time received – time in that activity.
 - iii. Verification: announcement with instructor’s name on it AND provide an explanation in narrative form, “How will you use the information/experience in the classroom?” OR, provide in narrative form, an explanation of the activity and its benefits to the institution, its benefits to the students, and its benefits to the instructor.
 28. For any activity 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 in narrative form, of how the instructor will use the information/experience in the classroom.
- C. **Approval:** Pre-approval is recommended if your activity does not fall into one of the categories previously mentioned. Use the Pre-approval form for your request.

III. Ineligible Activities:

A. Professional Development credit is NOT usually given for the following activities. *However, an instructor who actually teaches a subject directly related to the activity may be exempt.* Pre-approval is recommended. If in doubt, consult with the Professional Development Coordinator.

1. Retirement or financial planning workshops.
2. Personal growth and insight
3. Cultural and artistic activities.
4. Entertainment activities i.e. films related to course taught.
5. Activities focused on local geography, history or nature.ds
6. Travel presentations
7. Political or religious activities

B. Professional Development Credit is **strictly prohibited** for the following activities:

1. Any professional activity for which you are being paid. This is considered “double dipping.”
2. Moving, painting, cleaning or reorganizing office furniture or files are not Professional Development activities.
3. Serving as chair of the following committees because s/he receives reassigned time:
 - i. Work Environment.
 - ii. Mentor Program.
 - iii. Professional Development.
 - iv. Accreditation Self-Study.
 - v. Curriculum.
4. Conference, workshops and other approved Professional Development activities
 - i. On days and times required to be in the classroom.
 - ii. On days and times of posted office hours.
 - iii. On days and times of other work hours.
5. Evaluation committees within own department.
6. Fund raising by a department.
7. Awards Programs.
8. Travel time to conferences, workshops and other approved activities.
9. Yoga or other exercise activities, and gardening (per the Professional Development Committee on 9-30-1997).
10. Stress management workshops (per the Professional Development Committee on 11-7-1995).
11. STRS and retirement workshops and related workshops including Financial Planning workshops.
12. AFT Meetings
13. Professional Development hours earned at another college, middle school or high school are not acceptable to be used again for “in lieu of instruction” hours at East Los Angeles College. This is considered “double dipping”

14. Curriculum Modifications not appropriate for Professional Development Credit:
 - i. The following curriculum modifications are viewed as part of the professional obligation for all instructors and ARE NOT appropriate for PROFESSIONAL DEVELOPMENT CREDIT.
 - ii. Updating/revising course outlines for face-to-face and/or online course/s
 - iii. Major revisions, which include updating of content and adding information to face-to-face and/or online course/s
 - iv. Infusion of new content to an existing face-to-face and/or online course/s
- C. In addition, Professional Development activities CANNOT include tasks that are an ongoing part of your regular teaching responsibilities and are considered routine activities related to classroom preparation that fall within your job description, such as
 1. Writing lesson plans or syllabi
 2. Reading and/or any grading related to course/s taught
 3. Preparing class lectures or handouts
 4. Choosing textbooks
 5. Reading in your discipline
 6. Attending regular department meetings. Exception: an adjunct instructor who attends department meetings will receive credit.

IV. Appeal Process:

- A. If an instructor is denied Professional Development credit for an activity, s/he should consult first with the Professional Development Coordinator. If the issue is not resolved, then the instructor may appeal, in **this** order, to the Professional Development Committee and the Executive Board of Academic Senate.
- B. The appeal to the committee or the Executive Board **must be in writing**. The instructor must state why the Professional Development Coordinator or the Professional Development Committee should be overruled. The instructor should refer to the Professional Development Handbook.