2014-2015 Instructional Improvement Handbook

A Guide to Fulfilling FLEX Obligation for Contract and Adjunct Faculty


**F. Banking/Carryover**

While faculty are encouraged to meet their obligation each semester, those who wish to "bank" or carryover time spent on Flex activities beyond the number required for the semester may do so under the following conditions:

1. Excess hours may be "banked" from one semester to another within the academic year. You may carry over Flex credit from fall 2014 to spring 2015 (but not from spring 2015 to fall 2015).
2. Any "banked" hours on record at the end of the fall semester will automatically be brought forward in the Flex system to the spring semester for all faculty.

**G. Evaluation**

An evaluation of the Flex activities designated by the college is required by Title 5. An online evaluation form will be sent to all faculty at the conclusion of fall and spring Flex periods.

3. **Independent Projects**

All independent projects must be submitted online and according to provision 7.1.4 of the AFT contract. To create your independent project, follow the procedure described below and refer to the sample in Appendix A of this handbook. You may also contact your campus Flex Coordinator for information.

The **deadline for the submission of Independent Projects for approval will be the Monday of week 12 of the semester.**

- **Fall 2014:** November 3, 2014
- **Spring 2015:** April 13, 2015

After an Independent Project has been approved, the project must end and be marked as completed on the Faculty Flex website before the following deadlines to receive Flex credit:

- **Fall 2014:** December 9, 2014
- **Spring 2015:** May 18, 2015

**A. Independent Project – Submitting Online**

1. Go to the [Faculty Flex](https://faculty.sdccd.edu/facflex) website: https://faculty.sdccd.edu/facflex
2. Click on **My Contract** from the menu options on the left side of the page.
3. Log in with your **CSID** and **password**.
4. Enter the appropriate information in the following fields. See Sample in Appendix A:
   a. Select **Type** of Independent Project: Choose from the drop-down menu.
   b. Independent Project **Title:** Enter a short, descriptive title for your project.
   c. **Start Date:** Enter the month, date and year you plan to begin your project.
   d. **End Date:** Enter the month, date and year you plan to conclude your project. NOTE: Your project must end and be marked as completed in the Faculty Flex website before the following deadlines to receive Flex credit:
      - **Fall 2014:** December 9, 2014
      - **Spring 2015:** May 18, 2015
   e. **Planned Hours:** Enter the number of hours planned to complete the project, not to exceed 32 hours.
f. Briefly **describe** the project and **explain** how this activity will improve instruction. These two parts are required by Title 5 and must be included on the proposal to advance to the next step.
   i. Part 1 – Describe the project, and,
   ii. Part 2 – Explain how the activity will improve instruction and/or is staff development.

   *NOTE: The Flex system will accept up to 1,000 characters maximum for both parts. If you exceed this limit, the system automatically stops recording your input once it reaches 1,000 characters.

   g. **Certification:** Type your “Last Name, First Name” here. Your electronic signature certifies you will complete this project.

5. Select **SUBMIT** when your project is ready for review.
6. Select **SAVE** if further research is necessary before submitting it. *Please note, projects in SAVE status can only be viewed by you and must be submitted to the Flex Coordinator for review.
   *NOTE: Pressing SAVE does not submit your project.
7. To delete the project if you no longer choose to submit it, select **CANCEL**.
8. When **SUBMIT** is selected, the faculty member will receive a confirmation indicating that the independent project is now **IN PROCESS**.
9. **NOTE:** You may not submit an independent project for approval later than Monday of week 12 of the primary 16-week semester.

B. **Independent Project - Status Update**

   Emails are sent to the faculty district email account with any status updates of the Independent Project you submitted. You can also go online to view and update the status of your project.

1. Go to the **Faculty Flex** website: [https://faculty.sdccd.edu/facflex](https://faculty.sdccd.edu/facflex).
2. Select **Your Contract** from the menu on the left.
3. **Login** with your CSID and password.
4. You will see a list of any projects you have submitted, along with the status of each.
5. Below is a description of each status.

   NOTE: Your project will not display on the Workshop/Activity Registration page, only on **Your Contract**.
   a. **Saved** - used to identify projects entered into the system but not yet submitted by the faculty member. These projects will not appear on the approval list until submitted by the faculty member.
   b. **In Process** - used to identify submitted projects not yet processed by the Flex Coordinator.
   c. **Input** - the project has been processed and is ready for the faculty member to complete. E-mail notification is automatically sent to the faculty member by the Flex System to notify of this status.
   d. **See Dean/Chair** - If the project does not include the two elements noted in step 6 of the online form (describing the project and explaining how this activity improves instruction), an email will be sent by the Flex Coordinator and noted with status of “See Dean/Chair.” This means that the Flex subcommittee has forwarded the independent project to your Dean/Chair for review.
E-mail notifications are automatically sent to the faculty member by the Flex System and the Flex Coordinator. If the faculty agrees with the Flex subcommittee, the correction can be made and the project submitted. Please notify your dean and chair of your chosen action.

e. **Completed** – used by the faculty member to mark the project as completed.
f. **Canceled** – used by the faculty member to delete an individual project.

**C. Independent Project – Mark as Completed**
1. When the work for the project has been finished, go to the Faculty Flex website:
   https://faculty.sdccd.edu/facflex
2. Select **Your Contract** from the menu on the left.
3. **Login** with your CSID and password.
4. You will see a list of any projects you have submitted, along with the status of each.
5. Click “Yes” next to **Completed** to change the status of your project.
   a. You must mark your project as complete by the deadline to receive Flex credit.
      - Fall 2014: **December 9, 2014**
      - Spring 2015: **May 18, 2015**
6. Click **Submit**.
7. No final report or further documentation is required.

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**PROPOSING A FLEX WORKSHOP/ACTIVITY FOR GROUP EVENTS**

Faculty may propose a Flex workshop/activity for a group, department, college, or District-wide event by submitting a Flex workshop/activity Request form.

1. **Flex Workshop/Activity Request Form**
   - A copy of the request form is located in Appendix B, or
   - Contact your campus Flex Coordinator to request a copy.

2. **Submit the Flex Workshop/Activity Request Form**
   A. Submit the completed form to your Flex Coordinator at least 5 days prior to the Activity start date.
      - The Activity must end and be marked as completed in the Faculty Flex website before the following deadlines to receive Flex credit:
         - Fall 2014: **December 9, 2014**
         - Spring 2015: **May 18, 2015**
   B. Note: Incomplete forms will be returned unprocessed. It is important that you review the form for accuracy and completeness to avoid any delay in processing.
   C. Submit the form in one of the following manners:
      - i. In person to your campus Flex Coordinator.
      - ii. Scan the signed form and email the electronic copy to your campus Flex Coordinator.

3. **Receive Approval**
   You will be notified of the activity number once the form has been processed.
APPENDIX A – INDEPENDENT PROJECT SAMPLE

Project ID: 12345
Name: Last Name, First Name
Project Status: In Process
Campus: Mesa
Acad Unit: 2345

Select Type of Independent Project:
(1) Curriculum and Instruction

Examples of Project Activities:
* Integrate/Develop Course Outline
* Develop new syllabus
* Revise existing instructional program
* Participate in Articulation/Matriculation activity
* Interact with colleagues to improve instruction
* Review new textbook
* Explore alternate instructional methods
* Develop new instructional program
* Revise existing course outline
* Update/revise learning resources
* Develop new instructional skills
* Create new learning/teaching materials
* Review of instructional software
* Visit program-related sites

* If Flex activities are conducted during the semester they must fall outside the 30 hour on campus requirement for contract faculty.

Independent Project Title:
(2) Create New Learning Materials for Biol. xxx

Start Date: (3) (mm/dd/yy)  End Date: (4) (mm/dd/yy)  Planned Hours: (5)

(6) Briefly describe the project and explain how this activity will improve instruction.
(1000 Characters Maximum):

PART 1 - DESCRIBE THE PROJECT: I will be creating new classroom activities, projects, worksheets, quizzes and exams for my Biology xxx. These materials provide additional detail needed to augment the course’s textbook.

PART 2 - INSTRUCTIONAL IMPROVEMENT: These materials will improve and enhance the effectiveness of classroom instruction by providing the students with up-to-date information using new techniques and teaching materials.

By typing my name below, I am certifying that I will complete the project described above to meet my Flex obligation in accordance with Title 5.

To query this information after saving or submitting, go to either Independent Projects or Your Contract from the Main Menu.

(7)* Certification required for LAST NAME, FIRST NAME.

Certification Signature
Type your "Last Name, First Name" here