

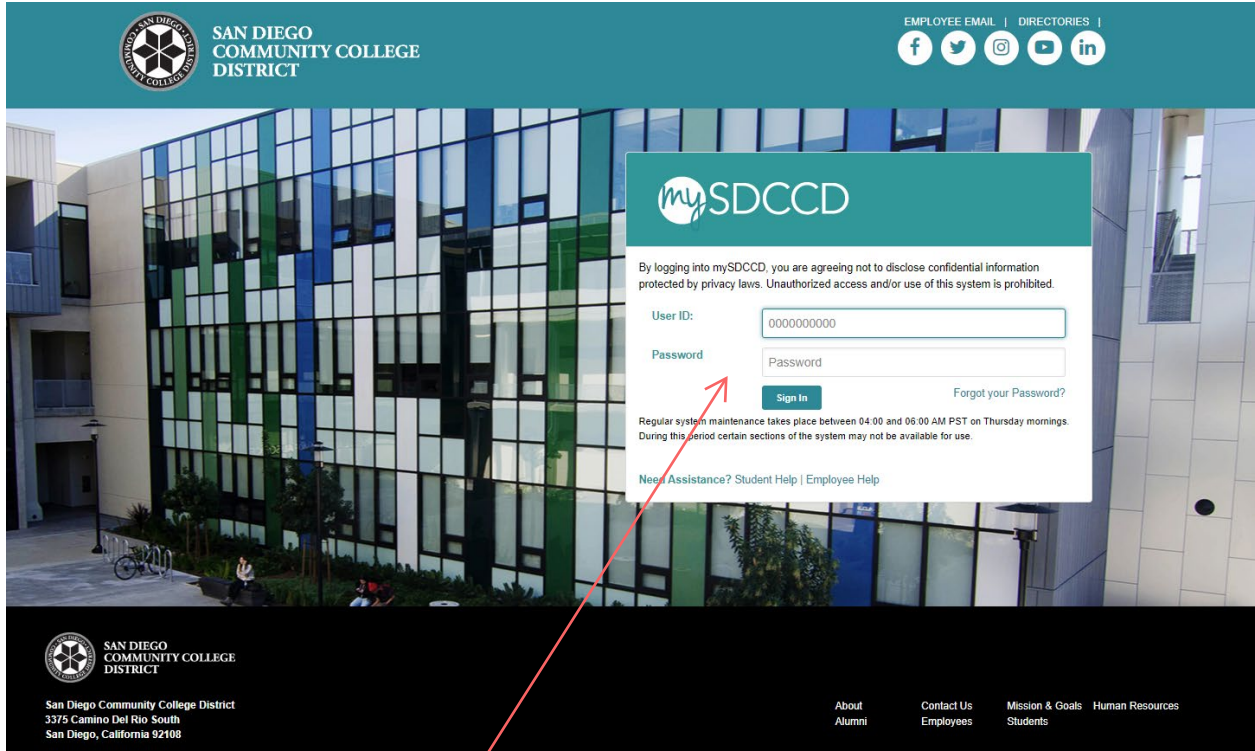
What is “Flex”?

“Flex” is a local term that stands for “flexible instructional improvement”. Flex is a professional learning requirement for all faculty who have a classroom assignment. San Diego City College participates in the [Flexible Calendar](#) program at the state level which provides flexible instructional days each academic year for designated professional learning opportunities.

There are five (5) designated flex days in our District. The designated flex days occur on Wednesday, Thursday, and Friday during the Fall Semester and Thursday and Friday during the Spring Semester the week prior to the start of classes for students. The flex days are in-lieu-of regular instruction because the Flexible Calendar program compresses the semester to a 16-week semester.

Faculty are compensated for their time completing their obligated flex activities. This compensation is factored into each pay cycle. If faculty do not complete or submit their flex time in the system by the deadline each semester, human resources at the District dock pay equivalent to the incomplete hours.

How to View Your Flex (Instructional Improvement) Obligation



The screenshot shows the mySDCCD login interface. At the top, there is a teal header with the San Diego Community College District logo and name on the left, and links for 'EMPLOYEE EMAIL' and 'DIRECTORIES' on the right, along with social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn. The main content area features a large background image of a modern building with a colorful glass facade. Overlaid on this is a white login box with the 'mySDCCD' logo. Inside the box, there is a disclaimer about confidentiality, followed by input fields for 'User ID' (containing '0000000000') and 'Password'. A red arrow points to the 'User ID' field. Below the password field is a 'Sign In' button and a link for 'Forgot your Password?'. A maintenance notice states: 'Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use.' At the bottom of the login box are links for 'Need Assistance?', 'Student Help', and 'Employee Help'. The footer of the page is black and contains the district's contact information on the left and a navigation menu on the right with links for 'About', 'Contact Us', 'Mission & Goals', and 'Human Resources'.

SAN DIEGO COMMUNITY COLLEGE DISTRICT

EMPLOYEE EMAIL | DIRECTORIES |

f t i y in

mySDCCD

By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited.

User ID:

Password:

[Sign In](#) [Forgot your Password?](#)

Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use.

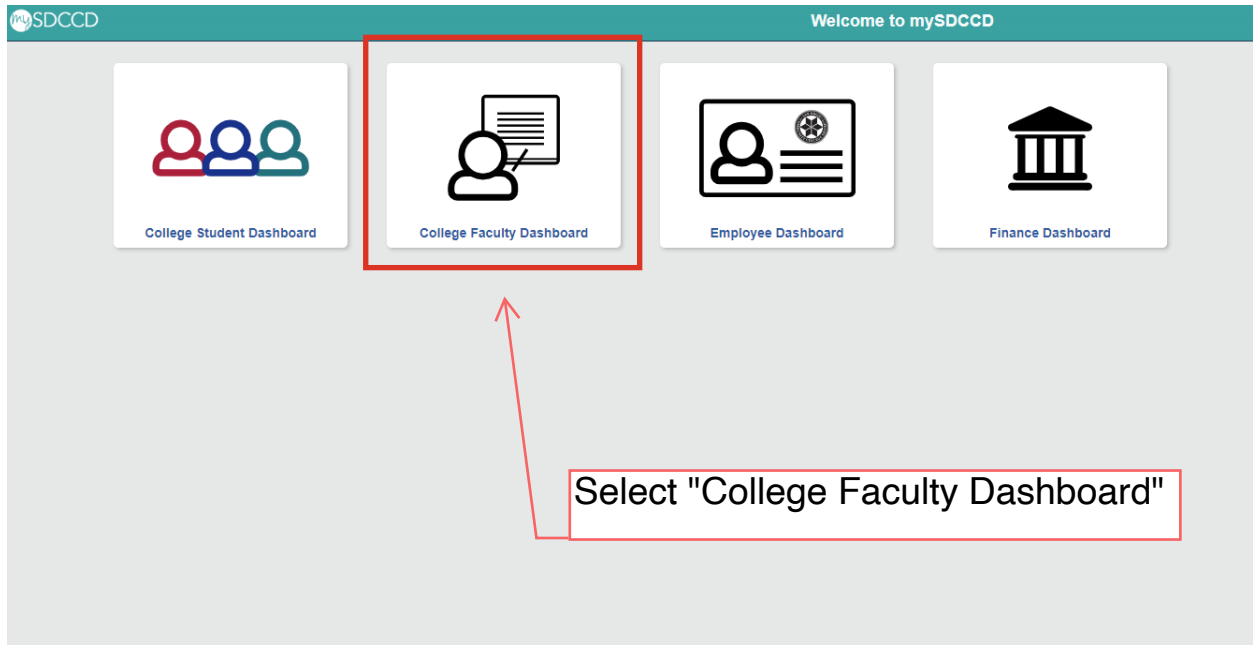
[Need Assistance?](#) [Student Help](#) | [Employee Help](#)

SAN DIEGO COMMUNITY COLLEGE DISTRICT

San Diego Community College District
3375 Camino Del Rio South
San Diego, California 92108

[About Alumni](#) [Contact Us Employees](#) [Mission & Goals Students](#) [Human Resources](#)

Login to your mySDCCD portal using your CSID and single sign-on (SSO) password (the one you use to access District applications or devices).



College Faculty Dashboard

Faculty Announcements

News

Importance of Removing Inactive Enrollment and Census Rosters

Announcing new SDOCCD Job Board for Students - Handshake

Spring 2022 Student COVID-19 Guide for Faculty and Staff

View All Announcements

College Faculty Schedule

You do not have any classes at this time.

Last Updated: 08/29/2024 11:48 AM

Calendar and Deadlines

By TermBy Date

Summer 2024

04/12/2024 - Application Deadline to Receive Registration Appointment

04/15/2024 - Summer 2024 Class Schedule Available Online

04/18/2024 - View your Summer Registration DATE & TIME here in 'My Classes'

04/22/2024 - Priority Registration Begins

04/26/2024 - Open Registration Begins for Summer

05/19/2024 - Canvas Student Enrollment Visible

Fall 2024

Spring 2025

Graduation/ADT

Faculty Assignments

Fall 2024

Faculty Quicklinks

TEXTBOOK REQUISITIONS

CLASS SEARCH

CURRIQUINET META

FLEX

CANVAS

NUVENTIVE

FACULTY EVALUATIONS

PERSONAL INFORMATION

Documents and Forms

Help and Support

Select the "Flex" button on the left hand side navigation

The Flex System



SAN DIEGO
COMMUNITY COLLEGE
DISTRICT



ONLINE INSTRUCTIONAL IMPROVEMENT (FLEX)

1. WELCOME
2. GUIDELINES
3. WORKSHOP REGISTRATION
- YOUR CONTRACT
- INDEPENDENT PROJECTS
- FLEX HANDBOOK
- WORKSHOP REQUEST

Welcome

On behalf of the City, Mesa, and Miramar Staff Development Committees, it is our pleasure to introduce you to the San Diego Community College District's revised and improved online Instructional Improvement (FLEX) Website.

The mission of the San Diego Community College District is to provide a variety of professional and personal growth opportunities in order to meet the challenges of the new millennium. The Staff Development Committees are dedicated to fostering excellence in instruction and providing effective student support services. Programs are designed to support dynamic, comprehensive teaching and learning techniques to promote student success.

One of the most dynamic features of the new instructional improvement program is that now all FLEX activities throughout SDCCD are presented in one, easy-to-use Website. That's right! You will have access to City's, Mesa's, and Miramar's Instructional Improvement (FLEX) schedules. If you see an activity that interests you, you can then enroll online. Our newest feature is faculty will be able to design and submit independent projects all on line. It's easy; just follow the directions.

The three of us have enjoyed collaborating on this important project intended to promote your professional development. We wish you a productive and interesting experience with this revised format.

Marco Anzures (manzures@sdccd.edu; sdcitypl@sdccd.edu), City College
Janue Johnson (jjohnson001@sdccd.edu; MesaFLEX@sdccd.edu), Mesa College
Allen Andersen (aanderse@sdccd.edu), Miramar College



[Welcome](#) [Guidelines](#) [Enrollment](#) [Contract](#) [Projects](#)
[mySDCCD](#)
[Forgot your Password?](#)

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Student Services

1. Workshop Registration - Where you can search for flex/professional learning activities by date, title, or flex number.

2. Your Contract - Where you can view your flex obligation (number of hours needed) and the number of hours you have attended.

3. Independent Projects - Submit an activity for flex credit if it meets any of the nine Title V allowable activities for instructional improvement (flex). Refer to the Flex Handbook for the categories.

- 1.
- 2.
- 3.



Welcome To The Staff Development Login!

NOTE: Only faculty with active assignments will be able to sign up for workshops using this system. Staff who wish to participate in an instructional improvement activity should contact one of the flex coordinators listed on the [Welcome](#) page.

- Enter your **10 digit User ID** and your password.
- Click on the **Login** button to login. If you do not have a password, you will be directed to establish one.
- Click on the **Exit** button to return to the Welcome page.

User ID:	0000000000
Password:	
Login Exit	

If you have questions about the workshops, contact the campus' FLEX Coordinator or designee. It is very important for you to provide an email address on your **Contract** page since the status of any independent project you submit will be via email.

For group/department project proposals, please follow previously established campus procedures. Consult your college's web site, campus FLEX handbook or Staff Development Coordinator if you need forms.

If you see discrepancies or omissions on your contract, please contact your college's FLEX Coordinator or designee.

For technical problems, contact the **Help Desk** at **1-619-388-7000**.

When you select any number 1-3 you will be taken to this additional login screen. Use your CSID and single sign-on (SSO) password to officially enter the flex portal.

Enrolling in a Flex Activity



ONLINE INSTRUCTIONAL IMPROVEMENT (FLEX)

LOG OUT

WELCOME

GUIDELINES

WORKSHOP
REGISTRATION

YOUR CONTRACT

INDEPENDENT
PROJECTS

FLEX HANDBOOK

WORKSHOP
REQUEST

Contract Information For:

Available Workshops For:

Academic Year: 2024-2025 (07/01/24 - 06/30/25) ▼

Campus: CITY ▼ Workshop ID: GO

Select available Academic Year above and Click on the GO button to display information.
 Click on any Workshop field to view full Workshop Information.
 Use the Check Boxes to select a specific course for enrollment.
 Click on the Add button to enroll in all the courses you have selected.
 Click on the Clear button to clear all check boxes.
 You can click on the
 ↑ arrows to re-sort display.

Be sure to use the Log Out when you are finished adding workshops and reviewing your contract.

Add
Clear

ID ↑	Title ↓	Campus ↑	Start Date ↑	End Date ↓	Mtg Day ↑	Start Time ↑	End Time ↑	Max Seats	Enrolled	Flex Credit	Enroll Me!
25002	(1)(2)(3)(4)(5)(6)(7)(8)(9) Sc	City	08/15/24	12/16/24	TBA	01:00 pm	02:30 pm	60	20	1.50	Enroll ☐
25003	(1)(2)(3)(4)(5)(6)(7)(8)(9) IT	City	08/14/24	12/16/24	TBA	10:00 am	11:30 am	35	11	1.50	Enroll ☐
25005	(1)(2)(4)(5) Black Studies Dep	City	08/15/24	12/16/24	TBA	03:00 pm	05:00 pm	7	4	2.00	Enroll ☐
25006	(7) 3C2A Compliance and Athlet	City	08/15/24	12/16/24	TBA	03:30 pm	05:30 pm	50	8	2.00	Enroll ☐
25007	(2)(4)(5)(6)(7)(9) Languages D	City	08/15/24	12/16/24	TBA	02:45 pm	04:45 pm	40	12	2.00	Enroll ☐
25014	(2) BT Contract Faculty	Mesa	09/20/24	09/20/24	F	10:00 am	10:50 am	50	15	1.00	Enroll ☐
25015	(2) BT Contract Faculty	Mesa	10/18/24	10/18/24	F	10:00 am	10:50 am	50	14	1.00	Enroll ☐
25016	(2) BT Contract Faculty	Mesa	11/15/24	11/15/24	F	10:00 am	10:50 am	100	12	1.00	Enroll ☐
25017	(2) BT Contract Faculty	Mesa	01/31/25	01/31/25	F	10:00 am	10:50 am	50	13	1.00	Enroll ☐
25018	(2) BT Contract Faculty	Mesa	02/28/25	02/28/25	F	10:00 am	10:50 am	50	13	1.00	Enroll ☐
25019	(2) BT Contract Faculty	Mesa	03/28/25	03/28/25	F	10:00 am	10:50 am	100	11	1.00	Enroll ☐
25020	(2) BT Contract Faculty	Mesa	04/25/25	04/25/25	F	10:00 am	10:50 am	50	13	1.00	Enroll ☐
25021	(2) BT Contract Faculty	Mesa	05/23/25	05/23/25	F	10:00 am	10:50 am	50	13	1.00	Enroll ☐
25023	(2) BT School Meeting	Mesa	09/20/24	09/20/24	F	11:00 am	11:50 am	100	32	1.00	Enroll ☐

Select "Enroll Me!" and "Add" to add the activity to your profile. Remember, you must go back after the activity and select "Yes" Attended to have it count towards your flex obligation.

Flex Obligation and Confirming Attendance

Year: 2024-2025 (07/01/24 - 06/30/25) SEND E-MAIL

Submit **Cancel**

Your flex obligation will appear here and be totaled next to "Total". That is the number of hours you need to fulfill by the deadline.

The number of hours you have marked "Yes" Attended are here.

The system subtracts the number of hours of flex you attended with the number you need to complete. If you have a black zero "0" or negative number in red you have met or exceeded your flex obligation.

Obligation Hours

Fall:	4.00	Override	☐
Spring:	0.00	Override	☐
Total:	4.00		
Less Attended:	- 13.50		
Balance Due	-9.50		

Add Enrollment In: Select A Workshop Add

Current Workshop Enrollment

Click on any Workshop field to view/edit full record.

Drop	ID	Title	Start Date	End Date	Mtg Day	Start Time	End Time	Campus	Location	Wkshp Hrs	Attended Hrs	Attended
	25130	Part-Time Faculty Welcome	08/13/24	12/16/24	TBA	03:00 pm	05:00 pm	City	MS-140	2	2	No ☐ Yes ☒
	25140	Culturally Responsive Ped	08/13/24	12/16/24	TBA	01:00 pm	02:00 pm	City	MS-162	1	1	No ☐ Yes ☒
	25142	Hope in an AI World: Rede	08/14/24	12/16/24	TBA	09:30 am	10:30 am	City	MS-140	1	1	No ☐ Yes ☒
	25119	(1) Introduction to Equit	08/14/24	12/16/24	TBA	02:00 pm	02:30 pm	City	MS-140	1.50	1.50	No ☐ Yes ☒
	25122	(2)(4)(6) Promise Bundle	08/14/24	12/16/24	TBA	12:00 pm	01:30 pm	City	BT-306	1.50	1.50	No ☐ Yes ☒
	25129	Fall 2024 Convocation: Wh	08/15/24	12/16/24	TBA	08:30 am	12:00 pm	City	Saville Theatre	3	3	No ☐ Yes ☒
	25095	(1)(2)(3)(7) English, ELA	08/15/24	12/16/24	TBA	03:00 pm	05:00 pm	City	AH 508	2	2	No ☐ Yes ☒
	25109	(7) AHC&T School Meeting	08/15/24	12/16/24	TBA	01:00 pm	02:30 pm	City	AH 306	1.50	1.50	No ☐ Yes ☒
☐	25070	(3)(3) Integrate climate	11/14/24	12/16/24	TBA	11:00 am	12:00 pm	City	MS 164	1	0	No ☒ Yes ☐

!!!

When you enroll in a flex activity you must go back and mark "Yes" Attended and select "Submit" for it to count in your profile.

The "Submit" button can be found at the top or bottom of the screen.

Flex System Update

Fall 2024

August 30, 2024

Flex# 25531

CBA Changes & Side Letter

- Effective Fall 2024 the District is implementing the CBA updates ([Side Letter 2024 Faculty RAF Distribution](#))
- Article 7.1.3 - New Language
 - Part-time faculty have a flex obligation equal to the number weekly assigned classroom hours *regardless* of the length of the course (i.e. 8-week, 12-week, 15-week, etc.)
- Article VIII, Section B/C7.1 - Modified Language
 - Unit pay includes the time necessary to fulfill flex obligations
- Overload assignments now have a flex obligation

Your Flex Obligation

- The [Flex System](#) does not account for the new changes in flex obligations. Therefore, part-time faculty who are teaching a short-term course will not have the correct amount shown in the system.
- The system does correctly tally the flex you have marked "Yes" Attended and submitted.
- The District will be manually calculating and distributing flex obligation updates throughout the semester.
 - The email will contain your obligation, the number of hours attended, and the number of hours needed to meet your flex obligation

Tips

- Record your flex activity in your portal at the conclusion of each event.
 - Once you "Enroll" in an activity you must go back after it has passed, select "Yes" Attended, and select "Submit" for it to be counted
- Save the District emails with your updated flex information.
- Compare the information and contact Marco Anzures, Professional Learning Coordinator, if you experience an issue (manzures@sdccd.edu or via Microsoft Teams chat)