

**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT**  
**Application for Individual Flex Credit 2010-2011**

Title V (55720) requires that the District ensure that all employees work at least 175 days. The current calendar lists 174 days, which includes the two scheduled Flex days. One additional day (six hours outside of the regular school calendar day) must be met within current contract year (June 2010-June 2011). Flex activities completed during June can be applied to current or forthcoming year. **Please note criteria and guidelines on reverse side of this form.**

- PROCEDURE: 1) Complete Application for Individual Flex Credit Form (top part of form)  
2) Submit to Human Resources Office, Room 121 (upon approval, it will be returned to you)  
3) File report of completion and evaluation (bottom part of form)

Name \_\_\_\_\_ F/T \_\_\_\_\_ P/T \_\_\_\_\_ Tele # \_\_\_\_\_

Date(s) \_\_\_\_\_ Day of Week \_\_\_\_\_ Time \_\_\_\_\_

Activity \_\_\_\_\_ Requested Hours for Flex Credit \_\_\_\_\_

The flex calendar is authorized by Education Code Section 84890 and is regulated by Title V. Instructional improvement activities are listed below. Please place a check in the box(es) where your flex activity fits & briefly describe the activity.

- Course instruction & evaluation.       Learning resources services.       Student services.  
 Program and course curriculum or learning resource development and evaluation.  
 Related activities such as student advising, guidance, orientation and matriculation services.  
 Non-routine departmental or center meetings; conferences and workshops and institutional research.  
 Staff development, in-service training & instructional improvement (see backside of form for additional information)  
 Necessary supporting activities for any of above.       Other duties as assigned by the District.

Description of Activity (Attach additional pages if necessary): \_\_\_\_\_

**Flex Committee Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EVALUATION OF FLEX ACTIVITY**

1. How has your participation in this activity/project improved student outcomes?

- increase knowledge of learning styles       improve testing, evaluation, grading procedures  
 improve ability to plan/forecast critical thinking       increase knowledge of interdisciplinary connections  
 enhance intercultural understanding       other \_\_\_\_\_

2. What institutional benefit resulted from your involvement in this project/activity:

- improve teaching (explain) \_\_\_\_\_  
 networking with new contacts in other Divisions or at other institutions (identify) \_\_\_\_\_  
 ideas for research, publication, or grant proposal       broaden scope of knowledge in discipline (describe) \_\_\_\_\_

3. How do you plan to disseminate or use the information gained from this project/activity?

- present in-class lecture       revise course content       share with colleagues  
 change teaching techniques       improve discipline       change operational procedures  
(list course or explain items checked above) \_\_\_\_\_

4. If you developed a work project, please attach a copy.

**I certify completion of Flex Activity stated above: Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## SHASTA COLLEGE CRITERIA AND GUIDELINES FOR INDIVIDUAL FLEX PROJECT

This three-part form will replace the two separate forms used previously for the application and evaluation of Flex Activities.

Complete the top part, APPLICATION FOR FLEX ACTIVITIES, and submit to the Human Resources Office. After the Flex Committee has reviewed activities, Network for Professional Growth will return the original and a copy to you.

Following completion of your Flex Activities, fill in the bottom portion of the same form, EVALUATION OF FLEX ACTIVITY, and return original to the Human Resources Office.

The following guidelines apply to all individual FLEX project applications:

1. Projects shall not take the place of your **normal professional responsibilities or regular contractual obligations**, and must take place outside of the normally scheduled workday.
2. Projects should provide one with substantive instructional improvement opportunities that promote student learning.
3. Activities should provide a product that demonstrates innovative teaching and learning techniques and measures student learning after using the product.
4. Activities should provide a procedure for reducing or bridging the gap between one's teaching goals and student learning goals.
5. Projects may be designed to meet one or more of the following, as prescribed by the State regulations governing flexible calendar activities, and can demonstrate a direct impact on student learning. The flexible calendar program is primarily intended to facilitate faculty improvement of the instructional program. The following are examples:
  - A. New course/program development
  - B. Development of new and innovative materials to stimulate student learning
  - C. Exploration of alternate instructional methods
  - D. Professional conferences/workshops
  - E. Maintenance of current academic knowledge and skills
  - F. Exchange programs
  - G. Computer and technological proficiency programs
  - H. Courses and training in affirmative action and upward mobility
6. In-service training, travel, and conferences:
  - A. Designate specific course(s) in your teaching assignment where knowledge gained will be used.
  - B. Identify usable material and specimens that may be brought back for the benefit of instruction at Shasta College.
7. Projects not completed during the fiscal year or for which no evaluation and work product are completed will result in no credit. Your Personal Necessity Leave will be charged for the time or your pay will adjusted accordingly.