

Professional Development Guidelines 2009-2010

Questions and Reporting

For questions contact Christine Park, Director of Staff & Organizational Development; parkcj@lacitycollege.edu; 323.953.4000 x2887. Submit your Flex Report Forms to the Staff & Organizational Development Office, Learning Resource Center, main floor. We are not using the Online Self-Flex Reporting System this year.

All forms can be found on the Staff and Organizational Development website at <http://www.lacitycollege.edu/facstaff/staffdev/index.html>

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.

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. Failure to satisfy your Flex hours will result in a deduction from your last paycheck of the semester. 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.

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.

Memorandum of Understanding with LACCD and AFT 7/1/05-6/30/08:

- *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 August 27, 2009. Adjunct faculty are welcome to attend, but are not required. Mandatory Flex Day counts for 6.5 professional development hours.

Variable Professional Development Days for Full-Time Faculty

Besides the Mandatory Flex Day (August 27, 2009), full-time faculty have four additional flex days. These are on August 26 and 28 of 2009 and June 7 and 8 of 2010. Activities on these days may be completed at other times. These days (except for the Mandatory Flex Day) can be taken in lieu of regular classroom instruction or can be banked.

Professional Development Obligation for Adjunct Faculty

The adjunct professional development obligation for an academic year equals half the sum of the standard teaching hours for the fall and spring semester. Adjunct professional development obligation is not related to the days a class meets or the dates of the assignment, applying equally to all whose assignments have the same standard hours.

Memorandum of Understanding with LACCD and AFT 7/1/05-6/30/08

- *A standard teaching hour is the amount of time per week a class would be held in an uncompressed calendar system.*

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. Adjunct faculty teaching in the Fall must submit Flex hours by December 19, 2009. Full-time faculty and adjunct faculty teaching in the Spring must submit Flex hours by June 15, 2010.

Professional Development hours may not be banked from one program year to the next program year.

Professional Development Calendar 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.

Memorandum of Understanding with LACCD and AFT 7/1/05-6/30/08

Professional Development Activities

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) learning resource services;*
- (F) related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity;*
- ** (G) departmental or division meetings, conferences and workshops, and institutional research;*
- (H) other duties as assigned by the district;*
- (I) the necessary supporting activities for the above*

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

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

Approved Professional Development Activities

6.5 hours of participation in instructional improvement activities are the equivalent of one professional development day. The maximum number of hours allowed within each category is designed to elicit a balance among the categories; faculty are encouraged to participate in activities from several of the following categories. Each activity requires a [Flex Report](#), and documentation to support the request for professional development credit. Forms are available online at <http://www.lacitycollege.edu/facstaff/staffdev/index.html>.

UNLIMITED HOURS OF PROFESSIONAL DEVELOPMENT FLEX 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.

B. Off Campus Conference/Workshop

Hours may be earned by attending a conference 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://www.lacitycollege.edu/facstaff/staffdev/index.html>

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. If you are interested in presenting a workshop, you must submit an [Individual Presentation/Project Plan](#) for committee review at least four weeks before activity date for prior approval. Faculty attending the presentation should sign a [Flex Sign-In Sheet](#) at the presentation. Forms are available online at <http://www.lacitycollege.edu/facstaff/staffdev/index.html>
3 hours of Professional Development credit will be given for each hour of the presentation (to allot for preparation time)

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.

LIMITED HOURS OF PROFESSIONAL DEVELOPMENT**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 performances such as concerts or plays would also be eligible for flex credit in this category. Faculty attending performances should sign a [Flex Sign-In Sheet](#) at the performance. (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: (sabbatical travel may not be counted for flex credit). (2 hours maximum)

4. Completion of coursework not related to the discipline.

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

J. 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). 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	Shared Governance Council Budget
Academic Senate/District	Shared Governance Council Planning
Accreditation	Staff and Organizational Development
Curriculum	Professional Development (Flex) Committee
Educational Planning	Professional Growth (travel and tuition) Committee
Instructional Technology	Other committees as approved by Academic Senate or SGC
Shared Governance Council (SGC)	