Faculty Flex Calendar Basics
Spring 2014

The January 2014 Flex Workshops “Calendar at a Glance” was made available to all employees electronically in December 2013. The Flex Booklet, which includes workshop descriptions and professional development program information, in addition to distributed hardcopies, is available on-line in two locations.

- Butte College Home page
  Departments/Programs/Services
  Professional Development
- MyBC
  Groups and Committees
  Professional Development – Faculty

The purpose of the college’s Flexible Calendar
The Community College Flexible Calendar Program allows a college to use up to 15 classroom days (out of the mandated 175) for faculty participation in developmental activities related to “staff, student and instructional improvement” (Title 5, section 55720). The Flexible Calendar Program is a component of the college’s overall Professional Development overall program for faculty and staff.

Butte’s 12 Flex Days
Butte College has currently agreed to take twelve days (72 hours) of the state-mandated 175 instructional days, as Flexible Calendar Days. Six (6) in fall and six (6) in the spring. The state average for flexible calendar days is six. Butte College:
- 163 instructional days + 12 days flex = 175 Days.
- 6 hours = 1 Flex day - Determined by the Board
- 12 X 6 = 72 hour Flex Obligation

Institute Days (2) and Flex days (12)
Two days, Institute Day Fall & Spring, bring the total to the 177 day Butte College faculty contract. Full-time faculty have a contractual obligation to attend Institute Day.

Flex Calendar Record Keeping
Sign-in on Flex Workshop Attendance Forms:
The college is required to accurately track and account for those flex hours for which we are paid in lieu of instructional time.

Full-time Faculty: Full-time faculty’s hours are tracked and recorded by the Professional Development Office. Seventy-two hours (72) for the academic year. Your name and signature on the workshop attendance sheets verifies your participation.

A summary of individual full-time faculty Flex hours will be viewable via MyBC effective January 2014. Pro Dev will send periodic requests for updates.

At the end of the academic year, a report of all full-time faculty flex hours is submitted to the Vice President for Learning and Economic Development.

Associate Faculty: Associate faculty’s flex opportunity/obligation is determined by each semester’s instructional contract. The Mandatory Meeting and Flex Payment Form, accessible on line, http://www.butte.edu/prodev/forms/ is used to report your flex activities. This form is signed off by your department chair/coordinator and routed to payroll for flex payment. Remember, you can only be paid for the number of flex hours indicated on your contract. It is allowable to complete fall 2013 flex hours during the spring semester 2014 if you are contracted for that semester as well. However, it is not allowable to carry over flex hours between academic years.

Professional Development
Flex Opportunities
To fulfill the flex obligation, faculty may use a combination of activities such as:
- August/January Flex Week Workshops
- Semester Flex Workshop
- Partnerships
- Travel & Conference
- Learning Group Activities
- Department Planned Projects and Activities
- Individual Activity Contracts.
- Academic Course Work
- Other workshops as planned by the Flex Committee.

Forms, applications and additional information for these programs are available on-line at the Professional Development web site. http://www.butte.edu/prodev/ Forms and applications.

August/January Flex Workshops Pre-approved
Flex credit activities described in the January 2014 Flex Booklet all have assigned flex numbers. These workshops have all been reviewed by the Faculty Flex Committee to ensure compliance with the Title 5 Flex Calendar Program Guidelines. The Professional Development Office will keep records of attendance at these flex workshops.
Individual Activity Contracts (IAC)

Pre-approval required:
- Full-time Faculty – Deans & Directors
  Up to 50% of Flex Obligation
- Associate Faculty – Chairs & Coordinators
  Up to 75% of Flex Opportunity

Flexibility and choice in determining what is best for your own professional development and growth is supported and encouraged. Faculty may choose to do individual projects for a portion of the overall flex obligation. However, Title 5 language and Butte College Policy do not allow an IAC’s to fulfill 100% of your flex obligation. For full-time faculty, up to 50% of your obligation may be in the form of IACs. (Deans & Directors may make exceptions up to 75%).

For associate faculty, up to 75% of the flex opportunity is allowable in the form of an IAC. Completed IACs are to be submitted to the Professional Development Office (CFE) within 10 days of completion.

Guidelines are included on the Individual Activity Contract (IAC) form. If you are not sure your project qualifies under the guidelines, full-time faculty - ask your dean/director; associate faculty – ask your chair/coordinator or call the Professional Development coordinator before you begin your IAC.

Learning Group Program

Four to twelve faculty (full and/or associate) may form a learning group. Learning groups offer faculty the opportunity to collaboratively pursue an activity that leads to the improvement of the institution. The activity should lead to one or more of the following: 1) staff improvement 2) student improvement and/or 3) instructional improvement.

- Faculty may participate in two learning groups per academic year.
- Faculty participants determine the number of flex hours required for the group’s activity. (Up to 54 hours per year total whether one or two learning groups). These hours will be earned through reading, group discussion, and other activities the group may determine are worthwhile.
- Pre-approval required by the Faculty Professional Development Coordinator.

Step 1: Form the Learning Group

This step names the group members and establishes the texts or materials needed for the group’s activities. Initially, a Members and Project Plan Form (check Pro Dev web site for forms) must be completed and submitted to the Professional Development Faculty Coordinator for approval. At the completion of the group’s activities, each member must fill out an individual participation form.

Step 2: Track the Learning Group

The second step tracks the learning group throughout its duration. This step provides an accounting to the Chancellor’s Office for flex hours. Those hours will be awarded at the close of the group’s activities.

- The learning groups are expected to meet together at the same time to fulfill the requirements of the program.
- The number and duration of the discussion sessions will be set by the group.
- A record of these meetings must be kept by each group member.
- Each group member will submit the “Tracking the Learning Group Form” to Professional Development at the conclusion of the group.

The Partnership Program

Partnerships offer faculty the opportunity to share ideas on classroom teaching, to improve skills, enhance knowledge, explore issues, and increase collegiality.

Faculty may participate in any number of partnerships per academic year, but not with the same individual. The partnership program allows faculty to receive from a minimum of three up to ten hours flex credit per partnership.

Associate faculty have an opportunity once each semester to earn a stipend for a partnership.

Step One - Form the Partnership

“Forming the Partnership” establishes the partnership for each person. Each partner needs to complete this form. Deliver to the Professional Development office at the beginning of the partnership.

Step Two - Track the Partnership

“Tracking the Partnership”, keeps an ongoing record of the meeting dates, time spent, and the content and value of the discussions. Each partner needs to complete and sign this form. Deliver this completed and signed form to the Professional Development office at the end of the partnership.
Flex FAQs

Is Institute Day mandatory?
Institute Day, beginning at 2:00 p.m. is mandated by the District for full-time teaching faculty. Institute Day participation does not count toward the 72 hour flex obligation for full-time faculty. Associate faculty are invited and encouraged to attend the President’s Address and the Institute Day Presentation held in ARTS 160 (Black Box Theatre). Associate faculty will receive flex credit for their attendance.

What is my Professional development obligation?
The full-time faculty obligation is 72 hours for this academic year, July 1 to June 30. If you are teaching an overload class, you will have an additional Flex opportunity. Associate faculty Flex hours are based on load and determined by the Office for Student Learning and Economic Development.

What if I have reassigned time?
Flex hour requirements are reduced for full-time teaching faculty who have reassigned time outside of the classroom. For example: a coordinator with 25% reassigned time is responsible for 75% of the Flex hours (54 hours of Flex); a chair with 50% reassigned time would need to complete 36 Flex hours.

When can I fulfill my Flex Calendar obligation?
The Flex calendar year runs from July 1 through June 30. You may not participate (count hours for flex) at times you are scheduled to teach or hold office hours. Other than those two restrictions, you may participate in Flex activities, workshops, and individual activity contracts at any time during the day or evening. The deadline for reporting Flex for 2013/14 is July 10, 2014.

Are Flex Calendar hours required of all employees?
Classified employees, non-classroom faculty members, and members of the management unit have no Flex Calendar requirements. However, all are welcomed and encouraged to attend workshops.

How do I learn about activities for Flex?
The schedule of workshops “Calendar at a Glance” will be provided in hard copy to all employees. In an effort to be sustainable, the Flex Booklet with workshops descriptions and Professional Development program information, will be available on-line at two web sites

- MyBC at the Professional Development - Faculty site under Groups & Committees
- Butte College Home page
  Professional Development - under the drop down menu for Departments/Programs/Services

What if I plan to do an activity that’s not scheduled? Can I create my own project?
If you are planning to do an individual activity, details for this contract—which require pre-approval—are clarified in this Flex Calendar Basic document.

Who can offer workshop?
Professional Development welcomes new ideas for workshops and encourages faculty and staff to share their expertise. Contact Shirleigh Brannon, the Faculty Professional Development Coordinator at 895-2543 or email brannonsh@butte.edu.

Can Flex hours carry over from one academic year to the next?
No. Neither full or associate faculty may carry over flex hours from one academic year to the next. Associate faculty may carry over flex hours from fall to spring as well as apply spring hours back to the fall if needed.

Are department meetings eligible for Flex credit?
Full-time faculty are required to participate in day-to-day management of their department.

- Regularly scheduled department meetings, usually monthly, are not appropriate for Flex credit.
- Extra meetings involving training for SLO’s; Program Review; Curriculum Review; guest speakers may count for flex. Please work with the department chair for the department flex #.

Besides Institute Days, which scheduled Flex activities are required for full-time faculty?
Department meetings, the Academic Senate forum, held on the last Tuesday before the beginning of instruction, are considered required for full-time faculty. Some departments schedule their meetings at other times.

How are all these decisions made?
California Code of Regulations Title 5, specifies criteria to participate in the Flexible Calendar Program. Actual number of flex days and the specific days are negotiated by the BCEA and the Board of Trustees. Faculty policies for Professional Development have been recommended by the Faculty Flex Committee and approved by the Academic Senate and supported by the administration.

Do You Have Ideas?
Contact Shirleigh Brannon at the Professional Development office with your suggestions and ideas for Fall 2014 workshops. Shirleigh can be reached at the Professional Development office or E-mail her at brannonsh@butte.edu. Phone is 530-895-2543