Flex FAQs

Is Institute Day mandatory?
Institute Day, beginning at 10:00 a.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 the Campus Center. 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 2014/15 is July 10, 2015.

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

Where can I find my Flex Obligation?
Fulltime faculty can view their flex obligation and overload opportunity via MyBC, under “Faculty Information – Flex Workshop Summary”. Associate Faculty Flex Opportunity is listed on your contract.

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 2015 workshops. Shirleigh can be reached at the Professional Development office or E-mail her at brannonsh@butte.edu. Phone is 530-895-2543