Professional Development – Post Activity Request for Flex Request

Please complete this form to request Flex credit for an activity you already completed.

Note: The purpose of the flexible calendar program is to provide time for faculty to participate in development activities that are related to "staff, student, and instructional improvement" (Title 5, Section 55720) in lieu of regular instruction. The preparation required to teach or perform services on a day-to-day basis – such as grading of student papers, preparing class lectures, attending regularly scheduled department, division, or committee meetings – are a part of an individual's professional obligation, and consequently, do not meet the purpose of the flexible calendar program.
Flex credit may only be earned during non-duty hours (up to 6 hours maximum in one day). In addition, faculty may not earn flex credit for activities in which they receive other forms of compensation, such as payments for publications, stipends, or reassigned time.

Email completed forms to: professionaldevelopment@compton.edu

About Me:

Name:

Full-time or Part-time:

Compton College email address:

Division (BIS/FACH/HPS/SS/STEM):

About the Activity:

FLEX CATEGORY & SPECIFIC ACTIVITY – Please review the attached list of FLEX eligible categories/activities, then indicate the category/activity combination that best matches the activity you completed (e.g., "1d" or "7b"):

DESCRIPTION OF ACTIVITY – Please describe the activity you completed. Attach additional pages if necessary. Include documentation of your attendance and successful completion, such as a registration confirmation letter, copy of the agenda or syllabus indicating meeting times and topics, and a certificate of completion if applicable.

ACTIVITY IMPACT – How does this activity enhance your professional abilities? How do you intend to utilize this experience in your work for the college?

START DATE:

END DATE (same as start date if your activity was only one day):

NUMBER OF FLEX HOURS REQUESTED (a maximum of 6 hrs. per day is available):

ELECTRONIC SIGNATURE – By typing my name below, I declare that this activity was completed as stated above, outside of regular teaching hours, and apart from my contractually obligated duties. Furthermore, I agree to keep in my possession the original supporting materials verifying my attendance and completion of this activity for three years and will provide copies of these materials to the Professional Development Office upon request.

Electronic Signature:

Date: _____

FLEX CATEGORY / SPECIFIC ACTIVITY LIST

Locate the most appropriate FLEX eligible category from the nine options listed below, then select the specific activity associated with that category that best fits your proposal (e.g., "1d" or "7b").

1. **Course instruction and evaluation.**
   a. Student Learning Outcomes workshops/training
   b. Webinar (Certificate of Completion required)
   c. Attending workshops on teaching methods or techniques
   d. Lynda.com
   e. Graduate level work related to teaching discipline provided course work doesn't contribute to class or range increase.
   f. Other

2. **Staff development, in-service training and instructional improvement.**
   a. Faculty mentoring (up to 8 hrs./semester).
   b. Workshops/Conferences designed to enhance knowledge in discipline.
   c. District required training (safety, etc.)
   d. Technology training.
   e. Attending performances related to discipline.
   f. Off campus site visits related to discipline (museums, galleries, historical sites).
   g. Online (certification) conference (Certificate of Completion required).
   h. Other.

3. **Program and course curriculum or learning resource development and evaluation.**
   a. Course conversion (face-to-face to online)
   b. New curriculum development
   c. Scholarly writing and publication (unpaid)
   d. Review of learning resources materials for new courses (Individual Project)
   e. Grant writing to secure funds for improvement of instruction (Individual Project)
   f. Program review chairperson (8 hrs./semester, one semester)
   g. Service on College Curriculum Committee (4 hrs./semester)
   h. Developing materials/curriculum for hybrid course
   i. Program Review and Annual Program Review (PRP) Leader
   j. ISLO and SLO meetings for post-assessment discussion & instructional improvement
   k. Other

4. **Student personnel services.**
   a. Visiting / recruiting at area high schools and/or in the community
   b. Serving at on-campus information table (Career Day, etc.)
   c. Workshops on mentoring students
   d. Conducting workshops for students (non-duty hours)
   e. Student Club Advisor (8hrs./semester)
   f. Other

5. **Learning resource services.**
   a. Creating website to support course (excluding online/hybrid courses)
   b. Creating tutorial modules
   c. Grant writing workshops
   d. Institutional research to improve service to students
   e. Other

6. **Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity.**
   a. Participation in Orientation Program
   b. Student club advisement (8 hrs./semester)
   c. New faculty mentoring
   d. Puente Student Mentors (up to 8 hrs./semester)
   e. Student Mentors (up to 8 hrs. / semester)
   f. Faculty involvement in student improvement activity (e.g., Black History Month, Fine Arts Open House).
   g. Other

7. **Departmental or division meetings that are not part of your professional obligation, conferences and workshops, and institutional research.**
   a. Workshops / Retreats / Seminars
   b. Service on Accreditation Self-Evaluation Committee
   c. Brown Bag meetings: Informal lunchtime meeting focused on improving teaching, enhancing disciplinary knowledge and/or skills in improving service to students.
   d. Other

8. **Other duties as assigned by the district**
   a. Service on interview committees during non-contract periods (8 hrs. max)
   b. Disaster preparedness (CERT Training, Mental Health, First Aid Certificate, Active Shooter Training).
   c. Other

9. **Necessary supporting activities for the above.**
   a. Other