

## Compton College Flex Requirements– Frequently Asked Questions

### 1. What are Flex Days?

As allowed by Title 5, Flex days are days set aside in the calendar for professional development rather than for meeting with classes. A total of four (4) days each academic year, two prior to the start of the Fall term and two prior to the start of the Spring, are identified for Faculty Development (Flex) on the academic calendar. A Flex day shall consist of six (6) hours.

### 2. If we didn't have Flex Days, would we have more days of vacation?

No, faculty would have additional days of instruction.

### 3. What is my Flex requirement?

Full-time Faculty are required to complete 24 hours of Flex activities each academic year. Note that this requirement can be satisfied by attending the two flex days offered prior to the start of the Fall term and the two flex days offered prior to the Spring term. Part-Time Faculty and Classified Staff at Compton College do not have a state mandated Flex activity requirement, but they are welcome to attend flex eligible Professional Development events.

### 4. What kinds of activities are considered “professional development” activities?

The term “Professional Development” includes activities which increase knowledge in the discipline or which directly enhance teaching skills. This also includes activities which improve working relationships with students and staff in and out of the classroom, as well as activities which enhance an individual's physical and mental ability to perform his or her job.

### 5. Do all professional activities have to occur on certain days?

No, but for accountability purposes, certain days are labeled “Flex days” on the academic calendar. However, attendance on designated days, for which Flex credit is given, is required by the district.

### 6. What is “Flex Credit”?

Flex credit is the state's way of ensuring that faculty engage in professional development activities equivalent to the amount of time they would spend in class without a Flex program. One hour of time spent on professional development equals one hour of Flex credit. Note that Flex credit is not available for activities conducted during times when a faculty member would normally be teaching, holding officer hours or performing other compensated instructional obligations (i.e., no “double dipping”).

### 7. What happens if I am sick or have a personal emergency on a mandatory day?

If a Faculty Member misses a mandatory Flex day, he/she shall be charged under the appropriate leave account in proportion to the missed Flex time and may not make up the absence. Six hours of Flex time shall be equal to one day of absence. Any portion of the 6 hours missed shall be considered a partial absence and shall be charged accordingly.

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### 8. What options are available for satisfying my remaining Flex obligation?

Any additional hours needed to satisfy the annual Flex requirement minimum may be completed with activities selected at the faculty member's discretion.

Faculty may satisfy this obligation through a variety of professional activities:

- i. You can attend workshops or programs offered on campus and online throughout the academic year.
- ii. You can attend off-campus workshops and conferences. The maximum Flex credit for a single day is 6 hours.
- iii. You can design your own individual or group projects with the approval of your Dean.

### 9. What kinds of individual or group projects are acceptable for Flex credit?

- i. Any projects that result in faculty, student, or instructional improvement
- ii. Major design or redesign of courses
- iii. Subject area research and course update
- iv. New course/program development
- v. Development of new materials for use in course/program evaluation
- vi. Exploration of alternative instructional methods
- vii. Review of library and media holdings
- viii. Assessment of community needs and preferences as they relate to instruction at the community college
- ix. Academic projects involving student groups

### 10. How does the college keep track of faculty Flex credits?

Attendance is taken via sign-in sheets at the mandatory on-campus activities (Flex days) and at most flex eligible on-campus events. Sometimes attendance is taken by the facilitator/instructor by roll call or screen capture of online participant lists.

If you are looking to earn flex credit on your own, the following must be completed:

- i. It is strongly recommended that you speak to your Dean about any individual activity to ensure it is appropriate for flex, and if appropriate, to clear the date(s) and time(s).
- ii. Select the appropriate form from the [Faculty Flex Forms](#) and complete the form.
- iii. Email the form to [professionaldevelopment@compton.edu](mailto:professionaldevelopment@compton.edu).

### 11. I submitted a proposal completion / activity report, but my credit hasn't shown up. What do I do?

Please inquire with your Dean, they may be waiting for documentation before signing off. If there is still a problem, please email copies of your report and documentation to the Flex Coordinator (see the end of the FAQ for contact details).

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### 12. When can I earn Flex credit?

You may earn Flex credit during any non-duty hours (e.g., hours you are not scheduled to teach or conduct office hours, grading papers, etc.) throughout the academic year (July 1-June 30).

### 13. What about Adjunct Faculty?

Compton College doesn't have a Flex requirement for adjunct faculty members. However, they are welcome to attend any scheduled activities on Flex days and throughout the year.

### 14. What about classified staff and management personnel?

Classified and management employees do not have a Flex requirement; however, they are welcome to participate in most of the scheduled activities. Classified staff need to make prior arrangements with their supervisors to coordinate office/area coverage.

### 15. Do participants have to pre-register to attend an activity?

In order to assure space availability and enough handout materials, pre-registration is required for some programs. For a list of available activities and to register, visit the [Professional Development website](#).

### 16. What if I don't complete my Flex obligation?

Absences on the mandatory Flex days (12 hours) will be charged and cannot be made up. If a full-time faculty member does not complete any portion of the remaining required Flex hours by June 30, his/her pay will be deducted for any of the Flex hours not completed.

### 17. What is Vision Resource Center?

Compton College is in the process of transitioning from Flex Reporter to the Vision Resource Center (VRC). The VRC is an online learning and collaboration platform that will allow Compton College faculty, staff and administrators convenient access to thousands of online professional development resources (e.g., online videos on LinkedIn Learning, Skillsoft, and TEDx talks). The "transcript" system within the VRC will ease the registration, tracking and reporting tasks associated with professional development / Flex activities. This transition is an ongoing process, and trainings for the VRC will be made available soon. Check out this video for an overview: Vision Resource Center (<https://youtu.be/WaCt3z8QxgQ>).

### 18. What are my username and password in Vision Resource Center?

To log into Vision Resource Center, please visit the [CCC Vision Resource Center](#), select "Log In", and choose "Compton" on the dropdown list of districts. Your username and password are the same as your Banner ID and password.

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**19. I reviewed the FAQ, and I still need assistance. Where can I get help?**

Please send an email to [professionaldevelopment@compton.edu](mailto:professionaldevelopment@compton.edu).