

**Yuba Community College District
Activities Eligible for Flex Credit**

Eligible Flex Activities	Info for Flex Agreement	Required Documentation
Board Meetings	Date(s), proposed flex hours, and explanation of how it relates to improvement of professional effectiveness	Signature on sign in sheet
Club Advisor	Club name, proposed meeting date(s), proposed flex hours	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Committees, Service on	Committee name, and purpose statement or agenda, standard flex hours	Purpose statement or agenda/minutes
Consulting (<i>not receiving other compensation</i>) (<i>Max of 10 hours of all combined consulting projects per year</i>)	Description of activity, date(s), proposed flex hours, and an explanation of how it relates to improvement of professional effectiveness	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Convocation, Adjunct Faculty Only	Title, dates, proposed flex hours	Signature on sign in sheet
Course "49" (Special Project Course)	Proposed date(s), proposed flex hours, copy of Course "49" Contract	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Curriculum Development, New	Description of proposed curriculum, and confirmation from Instructional Dean/VP that curriculum is part of the college plan	Completed course outline, minutes of Curriculum Committee approving course, or other items associated with the new course
Enrollment in College Courses (<i>limited to 10 hours flex for courses outside one's discipline/assignment</i>)	Course title and description, dates, proposed flex hours, and explanation of how the course relates to improvement of professional effectiveness	Transcript, official grade report, or proof of enrollment and letter from instructor showing successful completion
Evaluations of Adjunct Faculty	Name of evaluatee and semester evaluation will occur (max of 6 hours)	Confirmation from HR
Faculty Mentoring	Identify mentor and mentee, description of activity, date(s), proposed flex hours (both parties should submit a request for flex credit)	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Flex Workshop, Organizer (<i>2x the Flex hours - prorated based on number of people organizing</i>)	Flex ID, Title, dates, proposed flex hours	Workshop listed on Flex Web Page and sign in sheet showing at least one participant
Flex Workshop, Presenter (<i>3x the Flex hours - prorated based on number of presenters</i>)	Flex ID, Title, dates, proposed flex hours	Workshop listed on Flex Web Page and sign in sheet showing at least one participant
Flex Workshops at Other CCC Districts	Title, date(s), proposed flex hours, explanation of how it relates to improvement of professional effectiveness	Proof of attendance such as a letter from the presenter, and a statement that the activity was not claimed for flex credit at the other institution
Flex Workshops, College Sponsored	Flex ID, Title, dates, proposed flex hours	Signature on sign in sheet
Full-Time and Adjunct Faculty Partnerships (<i>max of 2 partnerships per year and 6 hours per partnership for a max total of 12 possible hours per year</i>)	Description of activity, name of faculty partners, proposed meeting dates and proposed flex hours (both parties should submit the same activity for flex credit)	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date

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Grant Writing	Description of activity, date(s), proposed flex hours, and explanation of how it relates to improvement of <u>professional effectiveness</u>	Face sheet of grant and a log or journal verifying dates, times and the activities conducted on each date
Learning Resource Services (<i>e.g., tutoring, tutor training, updating library materials, etc.</i>)	Description of activity, date(s), proposed flex hours	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on <u>each date</u>
Learning Resource, Development of New	Description of proposed learning resource, and confirmation from Instructional Dean/VP that the <u>learning resource is part of the college plan</u>	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on <u>each date</u>
Learning Resource, Evaluation of New	Description of learning resource to be evaluated, and confirmation from Instructional Dean/VP that the <u>learning resource is part of the college plan</u>	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on <u>each date</u>
Meetings, District/College/Campus Sponsored	Meeting name, date(s), proposed flex hours, and explanation of how it relates to improvement of <u>professional effectiveness</u>	Signature on sign in sheet
New Regulations, Legislation, and State Programs which Affect the District/College/Campus	Description of activity, date(s), proposed flex hours, and an explanation of how it relates to improvement of <u>professional effectiveness</u>	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on <u>each date</u>
Online workshops and seminars	Description of activity, date(s), proposed flex hours, and explanation of how it relates to improvement of <u>professional effectiveness</u>	Completion record or certificate, or screen shot near end of seminar
Oral or Written Presentation to Outside Organization (<i>includes preparation and presentation time</i>)	Conference/meeting/organization name, topic of presentation, dates, proposed flex hours, and explanation of how it relates to improvement of <u>professional effectiveness</u>	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on <u>each date</u>
Outreach and Recruitment (<i>e.g., college information booth, presentations at high schools, career fair</i>)	Description of activity, date(s), proposed flex hours, and explanation of how it relates to improvement of <u>professional effectiveness</u>	Sign in sheet, log or journal verifying dates and times, of other confirmation of participation
Plays, Concerts, Exhibits, etc.	Title, date(s), proposed flex hours, explanation of how activity relates to improvement of <u>professional effectiveness</u>	Ticket stub, receipt, or signature of docent for free activities
Practice in the Discipline to Master New Skills	Date(s), proposed flex hours, description of new skill(s) to be developed, and an explanation of how it relates to improvement of <u>professional effectiveness</u>	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on <u>each date</u>
Program Review (Adjunct Faculty Only)	Department/Program title, date(s), proposed flex hours	Confirmation by Vice President
Public Relations of the District/College/Campus	Description of activity, date(s), proposed flex hours, and an explanation of how it relates to improvement of <u>professional effectiveness</u>	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on <u>each date</u>

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Redesign/Renovate/Update Physical Facilities and Equipment (<i>excludes routine maintenance</i>)	Description of activity, date(s), proposed flex hours, and an explanation of how it relates to improvement of professional effectiveness	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Research	Date(s), and proposed flex hours, description of research problem to be undertaken, and explanation of how it relates to improvement of professional effectiveness	Summary of activities including dates and times, and an annotated bibliography of all works researched
Restructure Departmental or Office Organization and Procedures	Description of activity, date(s), proposed flex hours, and an explanation of how it relates to improvement of professional effectiveness	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Screening Committee for Full-Time Positions	Position title that will be screened and proposed dates (max of 10 hours)	Confirmation from HR
Software, Creating or Learning to Use New	Name/description of software, description of learning plan, date(s), proposed flex hours	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Special Projects/Activities with Students (<i>e.g., field trip, kiln firing, finals study session, etc.</i>)	Description of activity, date(s), proposed flex hours, and attach syllabus or student notice (activity must occur outside of routine class hours and scheduled to occur on a specific date(s))	Copy of student sign in sheet
Student Placement Follow Up	Description of activity, date(s), proposed flex hours	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Student Services (<i>e.g., advising, guidance, orientation, matriculation services</i>)	Description of activity, date(s), proposed flex hours	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Teaching Courses on Volunteer Basis	Course title, date(s), time, and copy of faculty workload report	Confirmation of completion (<i>e.g., faculty workload report run at the end of the course</i>)
Tech Prep (<i>e.g., review articulations, give end of semester credit by exam, attend Tech Prep workshops</i>)	Description of activity, date(s), proposed flex hours	Copy of articulation agreement, sign in sheet for workshops, and/or confirmation from the Tech Prep Office
Transition an Existing Course to eLearning Format	Course title, date(s), and proposed flex hours, and confirmation from Dean/VP that course will be offered within the next two semesters in the eLearning format	Confirmation by Distributive Education Office, or product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Visit Business and Commercial Sites to Identify Industry Needs and Keep Current with Employment Trends for Students	Name of businesses and commercial sites to be visited, dates, proposed flex hours, and explanation of activity to be accomplished	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Watching Training Videos	Description of video, proposed date(s), proposed flex hours, and an explanation of how it relates to improvement of professional effectiveness	A log or journal verifying dates, times and the list of material viewed on each date

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Writing and Performing within One's Professional Arena <i>(not receiving other compensation) (theatrical, musical, writing for publication, etc.)</i>	Description of activity, date(s), proposed flex hours, and an explanation of how it relates to improvement of professional effectiveness	Product or outcome information, and a log or journal verifying dates, times and the activities conducted on each date
Revising/Updating Existing Curriculum <i>(Adjunct Faculty Only)</i>	Description of proposed curriculum, and confirmation from Instructional Dean/VP that curriculum needs to be revised/updated	Completed course outline, minutes of Curriculum Committee approving course, or other items associated with the course

Activities Ineligible for Flex Credit

- Activities for which the participant was granted a stipend or reassigned time to coordinate or participate
- Activities in which attendee is paid to participate (i.e., conference during work hours, flex credit from other institutions, stipend, release time, etc.)
- Activities that fall within the faculty member's job description
- Activities that occur during regularly scheduled work hours
- Annual Program Review Update (Full-Time Faculty)
- Any time in which participant was released from regular duties in order to attend/participate in an activity that would normally qualify for flex credit (i.e., field trip, conference, meeting, workshop during work hours)
- Convocation (Full-Time Faculty)
- Graduation (Full-Time Faculty)
- Revising/Updating existing curriculum (Full-Time Faculty)
- Travel time to/from activity