

Steps to Fulfill Flex

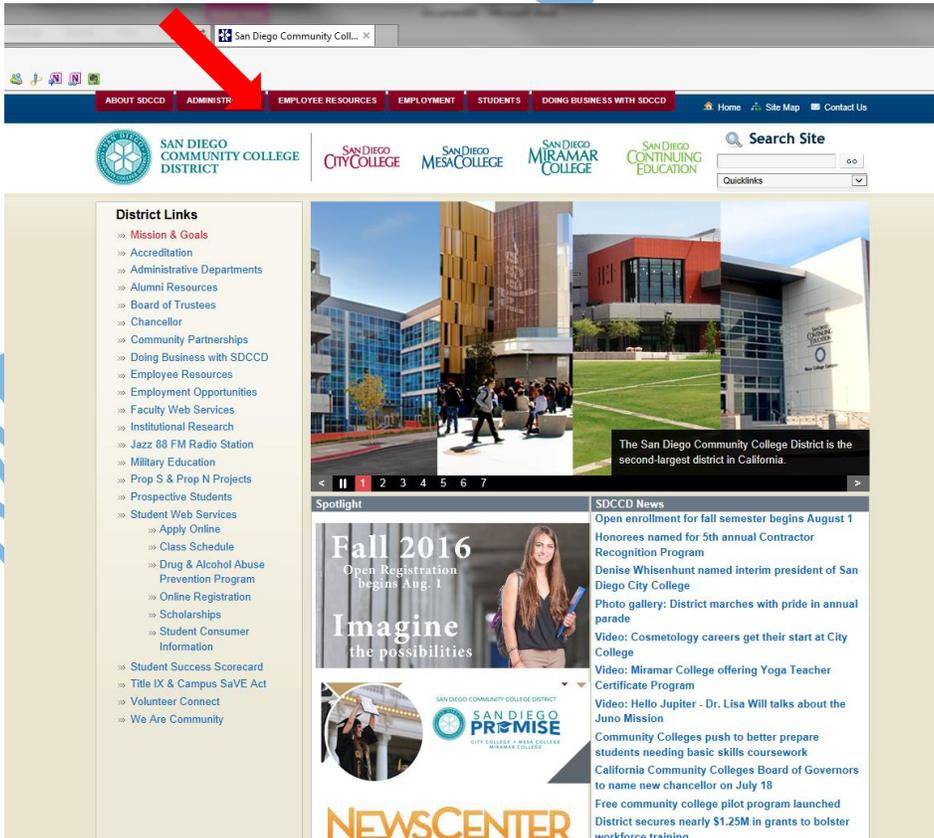
Each faculty member is contractually obligated to fulfill their “Flex” obligation. Please refer to the faculty contract and district website to learn details about the Flex program. The number of hours varies depending on one’s status and teaching load. Adjunct faculty are obligated to complete their Flex hours at least four weeks prior to the end of the semesters in which their teaching. For example, if Jane is teaching one course during the fall semesters, her flex requirement will likely be 1 Flex hour which should be completed no later than mid-November. Contract faculty members are obligated to complete their hours four weeks prior to the end of the Academic year. An example of this would be if Erika were assigned to teach five classes during the fall and five classes during the spring, her Flex obligation should be fulfilled no later than mid-April.

Most faculty members fulfill their obligation long before the deadlines. Faculty who do not fulfil their obligation by the deadline are penalized.

To learn what your Flex obligation (how many hours you are required to complete), what Flex workshops are being offered, specific deadlines, and to enroll, please visit the SDCCD website:

<https://faculty.sdccd.edu/facflex/facflexview.cfm?action=welcome>

Step 1: Via the district website, click on “Employee Resources”



The screenshot shows the San Diego Community College District website. A red arrow points to the 'EMPLOYEE RESOURCES' link in the top navigation menu. The website features a search bar, a 'District Links' sidebar with various categories, a main content area with a video player and news articles, and a 'NEWSCENTER' banner at the bottom.

District Links

- » Mission & Goals
- » Accreditation
- » Administrative Departments
- » Alumni Resources
- » Board of Trustees
- » Chancellor
- » Community Partnerships
- » Doing Business with SDCCD
- » Employee Resources
- » Employment Opportunities
- » Faculty Web Services
- » Institutional Research
- » Jazz 88 FM Radio Station
- » Military Education
- » Prop S & Prop N Projects
- » Prospective Students
- » Student Web Services
 - » Apply Online
 - » Class Schedule
 - » Drug & Alcohol Abuse Prevention Program
 - » Online Registration
 - » Scholarships
 - » Student Consumer Information
- » Student Success Scorecard
- » Title IX & Campus SaVE Act
- » Volunteer Connect
- » We Are Community

Spotlight

Fall 2016
Open Registration begins Aug. 1
Imagine the possibilities

SDCCD News

- Open enrollment for fall semester begins August 1
- Honorees named for 5th annual Contractor Recognition Program
- Denise Whisenhunt named interim president of San Diego City College
- Photo gallery: District marches with pride in annual parade
- Video: Cosmetology careers get their start at City College
- Video: Miramar College offering Yoga Teacher Certificate Program
- Video: Hello Jupiter - Dr. Lisa Will talks about the Juno Mission
- Community Colleges push to better prepare students needing basic skills coursework
- California Community Colleges Board of Governors to name new chancellor on July 18
- Free community college pilot program launched
- District secures nearly \$1.25M in grants to bolster workforce training

NEWSCENTER

Step 2: Click on "Faculty Web Services"

Employee Resources for Fa... x

ABOUT SDCCD ADMINISTRATION EMPLOYEE RESOURCES EMPLOYMENT STUDENTS DOING BUSINESS WITH SDCCD Home Site Map Contact Us

SAN DIEGO COMMUNITY COLLEGE DISTRICT SAN DIEGO CITY COLLEGE SAN DIEGO MESA COLLEGE SAN DIEGO MIRAMAR COLLEGE SAN DIEGO CONTINUING EDUCATION Search Site

District Links

- Mission & Goals
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Employee Resources

Academic Calendars
Review key dates for the current academic year.

Administrative & Governance Handbook
A guide to the organization and functions of our administration and governance structure and processes.

Annual "Safe and Sound" Security Report
SDCCD annual security report and tips for personal safety.

District Directories
Faculty/Staff and department listings.

Employee Discount Programs
Vendor Discount Programs for SDCCD Employees

Faculty Web Services (College and Continuing Education)
Flex workshops, Attendance/Grade Roster, Drop Sheets, CAV Summary, and more...

Get your Outlook Email
Out of the office? Click here to access your Outlook mailbox.

Human Resources
HR Services for District Employees.

Maintenance Online Work Order System
For requesting maintenance work at your campus or site. For login assistance contact x6422.

PeopleSoft MyPortal
Finance and HCM

Prop. S and Prop. N Projects
Follow the progress of projects funded under the voter-approved bond measures, Prop. S and Prop. N.

SDCCD Online Learning Pathways Handbook
Organization, developing and managing online courses, FAQ, resources

WebAdvisor
Employee Self-Service (FAQ, USER GUIDE) and My Budget

Step 3: Click on "College Faculty Web Services"

Faculty Web Services x

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- Volunteer Connect
- We Are Community

Faculty Web Services

Please select the correct option!

Continuing Education Faculty should select this link:
>>>CE Faculty Web Services
CAV Summary, Outlook Email, Flex, Attendance/Grade Roster, and more to come...

College Faculty should select this link:
>>>College Faculty Web Services
Flex workshops, Grade Sheets, Drop Sheets, and more...

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Step 4: Click on “Flex Obligation and Workshops”



san diego community college district
Faculty Web Services

Other Links | Get Your CSID | Class Management | **Flex Obligation & Workshops** | Contact Information | Deadlines | Information

District Portal | **Message Board** | Last Updated: 2016-05-25 00:00:00

Student Web Services |
SDCCD Online |
CurricUNET |
Academic Calendar |
City College |
Mesa College |
Miramar College |
Continuing Education |
Textbook |
Employee Services |

New

- Help Reduce Text Book Prices
- Emergency Call Box Protocol and Flowchart
- Supporting Students with Disabilities (text version available under information)
- SDCCD is implementing the Human Capital Management (HCM) portion of PeopleSoft effective January 1, 2016. PeopleSoft will replace Colleague for HR operations including Employment, Payroll, Compensation, Benefits and Retirement Services. Resources are available to provide information, training and to answer questions at the Human Resources Department website.
- To access the new EMPLOYEE SERVICE CENTER, employees use their network user ID and password. [Click here](#) to get to the Login page.
- A **Census Processing** indicator has been added to the *Drop/Withdrawal/Reinstate* tab. This indicator is designed to assist faculty with an acknowledgement that they have completed the Title 5 census processing requirement of clearing rosters of inactive enrollment or indicating there are No Drops to Report. See the online [Help](#) or online [Tutorial](#) for more information.
- Accessibility Standards Update - Please Read
- Important Information for all Syllabi
- Unofficial rosters are available about one week prior to the class start date.
- The Family Educational Rights & Privacy Act (FERPA) prohibits the release of any student educational information to another individual, including family members, without the student's written consent. A [consent form](#) can be found under the Class Management tab in the Forms section. See [Frequently Asked Questions](#) for more information.

The system is not available on Sundays between 5pm - 9pm for weekly maintenance.

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For Assistance Call: 619.388.7000

Step 5: Click on the word “Welcome” and read an overview of the program on the “Welcome” page



san diego community college district
Faculty Web Services

- WELCOME**
- GUIDELINES
- WORKSHOP REGISTRATION
- YOUR CONTRACT
- INDEPENDENT PROJECTS
- FLEX HANDBOOK
- WORKSHOP REQUEST

Welcome

On behalf of the City, Mesa, and Miramar Staff Development Committees, it is our pleasure to introduce you to the San Diego Community College District's revised and improved online Instructional Improvement (FLEX) Website.

The mission of the San Diego Community College District is to provide a variety of professional and personal growth opportunities in order to meet the challenges of the new millennium. The Staff Development Committees are dedicated to fostering excellence in instruction and providing effective student support services. Programs are designed to support dynamic, comprehensive teaching and learning techniques to promote student success.

One of the most dynamic features of the new instructional improvement program is that now all FLEX activities throughout SDCCD are presented in one, easy-to-use Website. That's right! You will have access to City's, Mesa's, and Miramar's Instructional Improvement (FLEX) schedules. If you see an activity that interests you, you can then enroll online. Our newest feature is faculty will be able to design and submit independent projects all on line. It's easy, just follow the directions.

The three of us have enjoyed collaborating on this important project intended to promote your professional development. We wish you a productive and interesting experience with this revised format.

Minou Djawdan Spradley (mdspradl@sdccd.edu), City College
Susi Fontana (sfontana@sdccd.edu), City College
vacant (cpalesh@sdccd.edu), Mesa College
Daniel Igou (digou@sdccd.edu), Miramar College

Welcome | Guidelines | Enrollment | Contract | Projects
Faculty Grades | Faculty Drops

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... Student Services

Step 6: Click on the word "Guidelines" and read this section so that you have a thorough understanding of Flex.



Guidelines

The academic calendar includes 5 Instructional Improvement (flex) days for all classroom faculty. Flex is defined in Title 5 as "in lieu of instruction." It is designed for faculty to conduct staff, student, and instructional improvement activities. These hours must be monitored for state apportionment.

Following are guidelines for implementation of the Instructional Improvement (flex) obligation.

1. All faculty (contract, adjunct, overload) who have a 16-week classroom assignment must meet their Instructional Improvement (flex) obligation.
2. There is no Instructional Improvement (flex) obligation for short-term (less than 16 weeks) or long-term (more than 16 weeks) assignments.
3. All contract faculty must be on campus, or at a designated SDCCD location for the mandatory Instructional Improvement (flex) days. Some of the 20 hours of flex obligation can be fulfilled during these mandatory days.
4. Instructional Improvement (Flex) is required of all faculty teaching a primary term (16-week) class. This requirement is based upon activities that faculty complete in lieu of instruction for the days/weeks that classes would have been in session were the district not on a 16-week compressed calendar (see Title 5, section 55724).

Contract faculty with 1.00 FTE, will have a flex obligation of 10 hours per semester. Adjunct faculty or contract overload assignments will have a flex obligation that is equal to the sum of the weekly classroom hours for all classes assigned.

The required Instructional Improvement (flex) obligation for 2016-17 is as follows:

Contract:

Fall: 10 hours
Spring: 10 hours
20 hours = 5 days.

Partial contracts will be proportionate.

Adjunct/Overload/Pro Rata:

1 hour per semester for each weekly hour of classroom assignment.

Example: 3 hour class = 3 hours Instructional Improvement (flex) obligation for the semester.

5. Release time does not have an Instructional Improvement (flex) obligation.
6. Non-classroom assignments do not have an Instructional Improvement (flex) obligation.
7. Since a person's Instructional Improvement (flex) obligation can be met by

Step 6: Click on the word “Workshop Registration” to view workshops offered in the district. Ensure that correct Academic Year is being displayed. You may want to select “Mesa” as the campus if you wish to narrow the search to workshops being held on this campus.

Contract Information For:

Available Workshops For:

Academic Year: **2016-2017 (07/01/16 - 06/30/17)**

Campus: **MESA** Workshop ID: **GO**

- Select available Academic Year above and Click on the GO button to display information.
- Click on any Workshop field to view full Workshop Information
- Use the Check Boxes to select a specific course for enrollment.
- Click on the Add button to enroll in all the courses you have selected.
- Click on the Clear button to clear all check boxes.
- You can click on the arrows to re-sort display.

Be sure to use the Log Out when you are finished adding workshops and reviewing your contract.

ID	Title	Campus	Start Date	End Date	Mtg Day	Start Time	End Time	Max Seats	Enrolled	Flex Credit	Enroll Me!
89093	(1) Fall: Selection of a New T	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	8	5.00	Enroll <input type="checkbox"/>
89094	(1) Spring: Selection of a New	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	0	5.00	Enroll <input type="checkbox"/>
89095	(1) Fall: Revision of Syllabus	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	14	15.00	Enroll <input type="checkbox"/>
89096	(1) Spring: Revision of Syllab	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	2	15.00	Enroll <input type="checkbox"/>
89097	(1) Fall: Learning New Softwar	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	4	32.00	Enroll <input type="checkbox"/>
89098	(1) Spring: Learning New Softw	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	0	32.00	Enroll <input type="checkbox"/>
89099	(1) Fall: Faculty Web Services	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	3	1.00	Enroll <input type="checkbox"/>
89100	(1) Spring: Faculty Web Servic	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	1	1.00	Enroll <input type="checkbox"/>
89101	(1) Fall: Creation of a Syllab	Mesa	08/08/16	12/05/16	TBA	TBA	TBA	100	6	25.00	Enroll <input type="checkbox"/>
89102	(1) Spring: Creation of a Syll	Mesa	01/09/17	05/15/17	TBA	TBA	TBA	100	0	25.00	Enroll <input type="checkbox"/>
89116	(2) Fall 2016 Adjunct Workshop	Mesa	08/17/16	08/17/16	W	06:00 pm	08:00 pm	400	31	2.00	Enroll <input type="checkbox"/>

Step 7: More detailed instructions are available on this site. Now that you have found the webpage, you will be able to sign up for courses and regularly check your Flex status.