



**VARIABLE FLEX ACTIVITIES FORM**

YEAR \_\_\_\_\_

Name of Faculty Member: \_\_\_\_\_

Division: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Variable Flex Day** is a requirement for Full-time unit members to complete six (6) hours of improvement activities on the unit member’s own time. One or more Variable Flex Days may be designated by the Academic Calendar Committee (see Article 8C.1) as part of the one hundred seventy-five (175) day Academic Calendar. When so designated, unit members account for their hours in accordance with Article 29D; Title V Sections 55720, 55724, 55726, 55728, 55730; and Education Code Section 87153.

**Directions**

Part 1 (Due November 15)

- Fill in this form: must be typewritten, NOT handwritten.
- Submit to the Faculty Chair of the Planning Development Committee (PDC) by November 15.
  - This form must be approved by the Faculty Chair of the PDC prior to completing Part 2.
- Checkmark the category below that fits your activity.

Part 2 (Due May 15)

- ATTACH copy of documentation when available (attendance sheet, meeting minutes, registration receipt & agenda, certificate, transcript, etc.).
- Conference/Workshop must be completed.
- All paperwork submitted to the Faculty Chair of the PDC by May 15 (or other specified deadline).

**The Nine Authorized Uses**

(Education Code, Section 87153)

- Improvement of teaching:** activities designed to change instructional processes to increase student learning.
- Maintenance of current academic and technical knowledge and skills:** activities that assist instructors in sustaining knowledge pertinent to their teaching specialties.
- In-service training for vocational education and employment preparation programs:** activities to facilitate curricular and instructional revisions in occupational education.
- Retraining to meet changing institutional needs:** activities that promote staff awareness of evolving clientele preferences and program possibilities.
- Intersegmental exchange programs:** activities that link staff members with their counterparts in secondary schools and universities and the Chancellor’s Office.
- Development of innovations in instructional and administrative techniques and program effectiveness:** activities designed to stimulate staff in assessing outcomes of courses and programs.
- Computer and technological proficiency program:** activities to build staff usage of computers and other technologies.

- Courses and training implementing affirmative action and upward mobility programs:** activities that assist women and minority group staff members in changing their occupational status within the instruction.
- Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including but not necessarily limited to, programs designed to develop self-esteem:** activities designed to assist staff members in gaining awareness of their own professional possibilities and potential.

**Part 1: My Variable Flex Plan for this Academic Year** *(attached additional sheets, as needed)*. Please be specific.

**Part 2: Brief Description of Activities Completed** *(attached additional sheets and/or documents, as needed)*:

**Time Spent on Flex Activity:** \_\_\_\_\_ **Date(s) of Activities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Reference:* Article 29 – Faculty Collective Bargaining Agreement