

Complete this form, print, sign, and submit to Human Resources by the last day of final exams, **Friday, May 20, 2016**. Forms can be hand delivered to HR or sent via campus mail, USPS, or email to PTesler@marin.edu.

The Flexible Calendar Program allows College of Marin to designate a specified number of days/hours each semester for professional development (Flex) activities in lieu of teaching (Title 5, Section 55720).

The Flex obligation each semester is based on the number of Flex days/semester. Full-time credit instructors teaching 15 units will have a 20-hour Flex obligation this semester.

**FACULTY INFORMATION**     Full-time     Part-time

First Name \_\_\_\_\_ Last name \_\_\_\_\_

Department \_\_\_\_\_

**HOURS OF FLEX OBLIGATION**

Number of Units Taught	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Hours of Flex Obligation	1	3	4	5	7	8	9	11	12	13	15	16	17	19	20	21	23	24
Select one																		

**Flex Activities Spring 2016**

✓ Select activities you attended during Flex week January 11 to 15, 2016. To get credit for a Flex activity, you must have signed the Flex sign-up sheet at the time of the event. Please indicate if you were a Flex presenter. Presenters receive double Flex credit for activity. (A=Attendee P=Presenter)

**MONDAY, JANUARY 11**

ACTIVITIES	HRS	A	P
Hands on Metal Casting	3.5		
Advanced Moodle	2		
Saving for Your Future	1		
Data Dashboard	1.5		
Accreditation Q&A	1		
Retirement Planning Today	4		
Making Meetings Effective	1.5		
COM Care	1		

**TUESDAY, JANUARY 12**

ACTIVITIES	HRS	A	P
Safe Space Training	2		
Cyberspace Security	1		
Moodle Basics	2		
Chairing Effective meetings	1.5		
Saving for Your Future	1		
Department Chairs' Meeting	2		
EOPS	1		
New Faculty Orientation	2		
Student Accessibility Services	1		

**WEDNESDAY, JANUARY 13 (Mandatory for FT Faculty)**

ACTIVITIES	HRS	A	P
Convocation	2		
Post-Convocation Session	1		
UPM Meeting	1.5		
Department Meetings	2		

**THURSDAY, JANUARY 14**

ACTIVITIES	HRS	A	P
Reading Apprenticeship	6		
Pyxis Training for Nurses	3		
Distance Education Workshop	2		
Drought, Black Death, and You	2		
UPM Contract 101	2		
Building Umoja at COM	1		

**FRIDAY, JANUARY 15**

ACTIVITIES	HRS	A	P
English/College Skills Effective Practices	3		
Go Green with Turnitin	2		
Secure All Orientation	1		
COM Technology Updates	1		
Curriculum Revision and Development	2		
Facebook for COM Departments	2		
How Do You Q?	1		
Interactive Classroom Activities	1		

**Total number of Flex week hours completed:**  **A**

Continue to page 2 for individual professional development activities and signatures.

## Individual Professional Development Activities

These activities must be related to staff, student, or instructional improvement (Title 5, Section 55724 (a) (4) and must go beyond the normal preparation required to teach or fulfill your professional obligations. A link to detailed CCC Flex Guidelines can be found on the Professional Development web site.

**SELECT ONE AND PROVIDE BRIEF DESCRIPTIONS:**

ACTIVITIES	DESCRIPTIONS 1. Briefly describe what you did and learned. 2. How will this information be applied in the classroom and/or contribute to your professional development?	HOURS
Travel and conferences		
In-service training and other instructional improvement		
Program, course curriculum, or learning resources development and evaluation		
Flex activities scheduled during the semester		
New course development/ modifying existing course to meet changing requirements		
Online training modules such as 4faculty.org		
Other (Please specify)		

Total number of individual Flex hours completed:  **B**

Total number of Flex Week hours **A** + Individual Flex hours **B** completed:

*I certify that I have completed the above hours and attended all checked activities listed.*

Print Name

Signature

Date