

Complete, print, sign, and submit this form by the last day of final exams, Friday, December 15, 2017. You can put this form in the Professional Development mailbox in the KTD mailroom or email it to FLEX@marin.edu. If you have questions about the Flex program or completing this form, contact Beth Patel at bpatel@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. For faculty that include librarians, the school nurse, Child Development Program faculty, and counselors, the Flex requirement is based on your work load.

**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	2	3	5	6	8	10	11	13	14	16	18	19	21	22	24	26	27	29
Check one																		

**Flex Activities Fall 2017**

✓ Select activities you attended during Flex week August 14 – 18, 2017. 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, AUGUST 14**

ACTIVITIES	HRS	A	P
Recruiting Diverse Faculty/Staff	1.5		
Department Chairs' Institute	6		
Helping Students Overcome Challenges	1.5		
<i>Hidden Figures</i> in the Classroom	1		
Preventing Workplace Harassment	3		
Domestic/Sexual Violence 101	1.5		
Students with Disabilities	1		
ABCs of Student Clubs	1		

**DAY 1**  
Total number of individual Flex hours completed

**TUESDAY, AUGUST 15**

ACTIVITIES	HRS	A	P
Reflecting on Diversity	1.5		
Canvas Basics: Level 1	1.5		
Fitness Center Open House	Up to 2		
COM Care	1.5		
Copying, Printing, and More	1		
Canvas Course Design: Level 2	1.5		
New Faculty Orientation	3		
Canvas Gradebook	1.5		
There is no FERPA Monster!	1		
COM Safe Space	2		

**DAY 2**  
Total number of individual Flex hours completed

Continue to page 2 for Flex activities on August 16, 17, and 18.

## Professional Development Flex Verification Form *continued*

### WEDNESDAY, AUGUST 16 (Mandatory Flex day for full-time faculty)

ACTIVITIES	HRS	A	P
Convocation	2		
Post-Convocation Faculty SLO Session	2		
UPM Meeting and Lunch	1.5		
Department Meetings	2		
Employee Benefits Overview	1		
President's Welcome Back Reception	1		

**DAY 3**  
Total number of individual Flex hours completed

### THURSDAY, AUGUST 17

ACTIVITIES	HRS	A	P
English/College Skills Effective Practices	2		
CANVAS Basics: Level 1	1.5		
Employee Benefits Overview	1.5		
English/English Skills IS Meeting	2		
Canvas Course Design: Level 2	1.5		
The Art & Importance of Freewriting	1		
Canvas Faculty Mentor Meeting	0.5		
DE Faculty Meeting	2		
Mathematics of Experimental Data	1		
Short-Term and Long-Term Disability	1		
Creating a Welcome Video	1		

**DAY 4**  
Total number of individual Flex hours completed

### FRIDAY, AUGUST 18

ACTIVITIES	HRS	A	P
Preventing Workplace Harassment	3		
Canvas Course Design: Level 2	1.5		
Embedded Peer Tutoring Faculty Meeting	1.5		
Hands On Metal Casting	3.5		
Copying, Printing, and More	1		
Canvas Gradebook	1.5		
Academic Senate Working Lunch	2		
Getting to know UPM's Exec Council	1.5		
Curriculum Committee SLO Potluck	1.5		

**DAY 5**  
Total number of individual Flex hours completed

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

**A**

Continue to page 3 for individual professional development activities and signature.

## 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
In-service training including 3CSN and CCCCO regional events at COM on:	<input type="checkbox"/> August 25 Integrated Planning Retreat <input type="checkbox"/> September 8 Habits of Mind <input type="checkbox"/> September 15 Open Educational Resources <input type="checkbox"/> October 4 Flex Day/Equity Institute <input type="checkbox"/> Other:	
Travel and conferences		
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 through sites such as Lynda.com, kognitocampus.com or toolsthatinspire.com		
Library collection evaluation. Contact Sarah Frye for details. Five hours maximum.		
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