

Complete, print, sign, and submit this form by the last day of final exams, Friday, May 25, 2018. 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	1	2	3	4	5	6	7	9	10	11	12	13	14	15	16	17	18	19
Check one																		

**Flex Activities Spring 2018**

✓ Select activities you attended during Flex week January 16-19, 2018. 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)

**TUESDAY, JANUARY 9**

ACTIVITY	HRS	A	P
CalSTRS Benefits	2		

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

**TUESDAY, JANUARY 16**

ACTIVITIES	HRS	A	P
Canvas Basics	1.5		
Stories Make a Difference!	1		
Eat Your Frog First	1		
Campus Safety	2		
DE Faculty Meeting	1.5		
New Faculty Orientation	3		
Supporting Undocumented Students	1.5		
De-escalating Conflicts	1		
Recycling @ COM	.5		
Supporting LGBTIQQ Students	1.5		
Canvas Course Design	1		
Embedded Peer Tutoring Meeting	1		
SecureAll	1		

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

Continue to page 2 for Flex activities on January 17, 18, and 19.

## Professional Development Flex Verification Form *continued*

### WEDNESDAY, JANUARY 17 (Mandatory Flex day for full-time faculty)

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

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

### THURSDAY, JANUARY 18

ACTIVITIES	HRS	A	P
CAE Simulator Training	6		
Achieving Pathways Goals	3		
Open Education Resources 101	2		
English/English Skills IS Meeting	1.5		
Assessment and Rubrics	2		
Women's Self-Defense	2		
Vocal Health	2		
Teaching Amidst Tragedy	1		
Demystifying Accommodations	1		
UPM Contract Update	1.5		

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

### FRIDAY, JANUARY 19

ACTIVITIES	HRS	A	P
CAE Simulator Training	6		
Noncredit Retreat	5		
Ballroom Dance Workshop	1		
SLO Nuts and Bolts	1		
Learning to See Drawing Exercise	2.5		
English/COSK Effective Practices	2		
Office 365: Sharing in the Cloud	1.5		
Canvas Gradebook	1.5		
Supporting Veterans	1.5		
Pepper Spray Safety Class	2		
BOPPS and More!	2		
What's Reading Got to Do with It?	1		

**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"/> March 7, Movies for Mental Health - 2 hours  <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