

Using the Flex Calendar Guidelines Towards Increased
On-Campus Professional Learning Activities
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This workshop is for colleges that use the Flex Calendar, or colleges that are thinking of using the Flex Calendar. The session will focus on highlighting the most relevant information in the guidelines that encourages on-campus professional learning activities. Sharing of ideas and best practices in using Flex will be encouraged.

1. Do not underestimate the importance of faculty awareness
 - a. How often do you use the term “flex” in your marketing scheme
2. Securing in-house experts
 - a. First time presenter sessions: 3/1 hours
 - b. Repeated sessions: 2/1 hours
 - c. Facilitator guidelines
3. Scheduling
 - a. Flexweek versus drop in sessions: or both
 - i. “Ideally, flexible calendar programs should allow for freedom of choice by individual staff members.”
4. “The flexible calendar program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas”
 - a. Staff improvement
 - b. Student improvement
 - c. Instructional improvement

“The following list of development and instructional improvement activities are intended as a guide and not intended to be limited to these activities”
5. “. . .other college personnel should be involved in flexible calendar development activities. The decision of who participates in the flexible calendar program is determined by the district/college shared governance process (title 5, section 55724 (5)).”
 - a. AB 2558
6. Faculty reporting procedure/platform for flex can have an impact
 - a. Software platform allows for ease of building a flex activity for a cohort
 - i. <http://cms.cerritos.edu/ic/> (flex event request)
 - ii. Submission deadlines
7. “Staff development funds (Education Code section 87150 et. seq.) may be used to pay for appropriate flexible calendar activities.” Also: AB 2558
8. Administrators as advocates
 - a. Educate & Inform
 - b. Encourage their role as enforcer
9. The Flex Calendar Guidelines do not replace the quality of the professional learning experience!