

“Flex” at Ohlone College General Guidelines for Faculty Instructional Improvement Days

The flex calendar was instituted at Ohlone in 1993-1994 to provide opportunities for the accomplishment of instructional improvement activities that cannot be successfully addressed in the regular academic year. A Flex day is a date which, prior to the adoption of the Flex calendar, would have been a regular instructional day but now represents time set aside for professional development. You are teaching four days less than you would be if we were not on the Flex Calendar.

Faculty Flex Requirements – Instructional Improvement Days!

If you are a full-time faculty member or counselor, you are obligated to 24 hours (4 days) of *Flex* activities. Each Flex day is six hours in length for a total of 24 hours. Each faculty member has a contractual requirement to complete all Flex hours by June 30 of each academic year. Faculty are paid for four days of flex. Flex not completed is considered an absence. For faculty with reassigned time, the number of Flex hours will be prorated on the basis of the full time load taught.

Please check the flex reports on the Staff Development Web Site to keep track of the completion of your Flex requirements.

Any activity which promotes the improvement of instruction at the individual, the division, or the college level qualifies as desirable for Flex purposes. Flex activities which promote the Learning College model and the District’s Strategic Plan are encouraged. See Title V and United Faculty of Ohlone (UPO) guidelines in addendum. Flex time is not to be used for doing tasks that are an ongoing part of your regular teaching/counseling responsibilities such as choosing texts, reading in your discipline, revising the official course outline or syllabus.

Fixed Flex: All faculty are required to attend two fixed Flex days (12 hours) – one at the beginning of each semester.

Guidelines

- The Fixed flex days are mandatory
- Exceptions will be evaluated on a case-by-case basis. Waivers may be granted for on-going significant projects requiring large blocks of time. To apply for an exception to attendance at a Mandatory Flex day, follow the same procedure for an Individual Flex Project.

Floating Flex: All faculty are required to attend two floating flex days (12 hours). There are many opportunities to complete the 12 hours of Floating Flex, e.g., participating in scheduled on-campus workshops, scheduled as two full days in the Fall or as shorter workshops throughout the year and/or by completing "Individual Flex Projects." The Floating Flex obligation can be met by combining these options.

Some ideas for Individual FLEX Projects *might* include:

- Develop and implement new active and collaborative learning methodologies
- Create or update a website
- Create and teach a short-term class
- Pursue the topic or go on the field trip that you always wanted but never found the time for
- Develop a special project for your class, e.g. DVD presentation
- Visit other colleges or universities to get ideas for your classes or for better articulation of classes
- Visit companies or agencies where your students are likely to find employment and survey their needs
- Do professional research
- Write for publication
- Participate in appropriate workshops/conferences. *You can only obtain FLEX credit for the hours that occur when you would not be teaching a class or holding office hours*
- Assist with student advising. (if a faculty member)
- Visit and share information with our area high schools.

Guidelines:

- *Before* undertaking an individual Flex project, you must complete the “Individual Flex Project” form located on the Staff Development web site, obtain your Division Dean’s signature, and have it approved by the Staff Development Committee. Upon project completion, submit a report assessing the outcomes to the Staff Development Coordinator.
 - The District is required by provisions of the Education Code to account for the hours of “in lieu of” instruction for which ADA compensation will be claimed. To ensure that the “in lieu of” activities do meet the criteria set down in the regulations and can, therefore, be defended in an audit, it is necessary to approve those activities before they take place.
- Workshop attendance is verified through attendance sign-in sheets.
- If you would like to conduct a flex workshop, complete “Flex Activity Proposal” and submit it to the Staff Development Coordinator. If you are a workshop presenter, you will receive 2 hours of flex credit for every hours of your workshop.
- Everyone is encouraged to submit ideas for flex workshops to the Staff Development Coordinator.
- You can receive flex credit for a *special* class you teach in addition to your regular assignment and be paid overload.
- You can receive Flex credit for attending a conference if the expenses are paid for through Staff Development funds as long as you follow the process for an Individual Flex

Project. *You can only obtain Flex credit for the hours that occur when you would not be teaching a class or holding office hours.*

- You can not receive Flex credit for a class you are taking for salary advancement. The intent of Flex is to allow time for instructional improvement activities that you are unable to undertake due to the demands of your teaching assignment. You are being paid to participate in Flex activities. Classes for salary advancement are undertaken on your own time at your own expense.
- Flex time is accrued only within the same school year. It cannot be banked and saved for another year.
- Serving on regular college committees, e.g. Faculty Senate, curriculum, routine department meetings, can not be counted toward flex.

Awarding of Flex Credit:

- Evaluation of adjunct faculty: 2 hours (1 for observation; 1 for writing the report)
- Double Credit for conducting a flex workshop
- Double Credit for helping with Welcome Day
- Hour for hour flex credit for helping with Welcome Day Tables

Learning College Activities: In Fall 2006, the college will move to a 16-week calendar. Faculty will engage in instructional improvement days as delineated in UFO Appendix V Addendum.

Addendum

State Regulations

Activities which college personnel will be engaged in during designated staff, student and instructional improvement days. May include, but need not be limited to, the following:

1. Course instruction and evaluation
2. Staff Development, in-service training and instructional improvement
3. Program and course curriculum or learning resource development and evaluation
4. Student personnel services
5. Learning resource services
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
7. Departmental or division meetings, conferences and workshops, and institution research
8. Other duties as assigned by the district
9. The necessary supporting activities for the above

Ohlone College Faculty Contract: Article XIV, Calendar and Flex Time

- 14.1 Effective fiscal year 1994-95, the librarians and instructor's calendar will consist of 175 days.
- 14.2 A flex day shall consist of six (6) hours.
- 14.3 The individual part-time faculty member will be reimbursed at his/her normal hourly rate for flex activities in which he/she participates up to a maximum limit equal to the number of classroom hours lost due to the flex calendar.
- 14.4 Effective fiscal year 1995-96, the program will consist of two (2) required flex days (one fall and one spring) and two (2) optional flex days, which shall be implemented in the fall.

Appendix M Professional Growth Incentive

The District and the United Faculty of Ohlone support continuing education and training for faculty. Further, the District and the United Faculty of Ohlone agree that faculty who participate

in continuing education improve student learning, and add value to the Ohlone College experience. Supporting and recognizing faculty who improve their skills through continuing education are shared goals. Therefore, the District and United Faculty of Ohlone agree, as follows:

Beginning October 18, 2004, full-time faculty, with Vice President Instruction's consent, who successfully complete lower and upper division, graduate level, C.E.U., or other courses, will receive credit for salary column (class) movement. Courses which are eligible for salary column movement must improve the faculty's teaching skills, abilities, and knowledge. In addition, education and training courses, for current course offerings and approved future course offerings, must clearly support the faculty's ability to educate their students. Education and training for anticipated but not approved course offerings may also qualify.

Each upper division and graduate level semester unit (or converted quarter units) will count as one unit on the current faculty salary schedule. When other than advanced collegiate courses are approved and completed, course credit will be granted on an hour-for-hour basis at the same rate as a regular accredited college course (one unit per 18 hours of lecture instruction and one unit per 18 hours of lab instruction). The faculty member and the dean will agree in advance regarding unit hours to be credited toward class movement.

Official sealed transcripts must be received by the Human Resources Department by August 31, for class movement to take effect the beginning of the new academic year.

All other provisions of the March 29, 2000 Memorandum of Understanding between the District and the United Faculty of Ohlone remain in full effect and are not changed.

APPENDIX R

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN

**UNITED FACULTY OF Ohlone College AND
OHLONE COMMUNITY COLLEGE DISTRICT**

This Memorandum of Understanding (“MOU”) is entered into by and between the Ohlone Community College District (“District” or “Employer”) and the United Faculty of Ohlone (hereinafter referred to as “UFO” or “Union”). The purpose of this MOU is to amend certain language in Appendices E (Column Movement on Salary Schedule Form) and M (Professional Growth Incentive).

It is agreed that the District will accept, in addition to official transcripts, original completed certificates as proof needed to complete other than advanced collegiate courses units necessary for column movement on the faculty salary schedule.

It is also agreed to amend the number of certificated course hours required to complete one unit. Beginning January 1, 2005, each upper division and graduate level semester unit (or converted quarter units) will count as one unit on the current faculty salary schedule. When other than advanced collegiate courses are approved and completed, course credit will be granted on an hour-for-hour basis at the same rate as a regular accredited college course (one unit per 15 hours of lecture instruction and one unit per 15 hours of lab instruction). The faculty member and the dean, with the Vice President Instruction’s consent, will agree in advance regarding unit hours to be credited toward class movement.

Official seal transcripts or original completed certificate must be received by the Human Resources Department by September 1 for class movement to take effect the beginning of the new academic year.

All other provisions of the October 18, 2004 Memorandum of Understanding between the District and the United Faculty of Ohlone remain in full effect and are not changed.

Signed and entered into this 18th day of October, 2005

APPENDIX S

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN**

**UNITED FACULTY OF Ohlone College AND
OHLONE COMMUNITY COLLEGE DISTRICT**

This Memorandum of Understanding (MOU) is entered into by and between the Ohlone Community College District (“District” or “Employer”) and the United Faculty of Ohlone (hereinafter referred to as “UFO” or “UNION”). The purpose of this MOU is to identify the criteria and process for approving Instructional Innovation Projects.

It is agreed that an Instructional Innovation Project is a substantive teaching and learning project for which a faculty member can be awarded credit for a committee assignment.

Criteria for approval:

1. Pursuit of a new strategy for teaching and learning for the faculty member
2. The project relates to one of the seven strategic goals of the College
3. The project aims to increase student success
4. Expenditures of time and effort of an average of at least five (5) hours per week
5. Willingness to inform the faculty community of the work and the results.

The Vice President for Instruction/Student Services, Faculty Senate President, and UFO President will review faculty proposals for Instructional Innovations Projects and make the decision on whether or not it meets the stated requirements. Applications to be made to the Vice President for Instruction/Student Services.

Signed and entered into this 18th day of October, 2005.

APPENDIX T

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN**

**UNITED FACULTY OF Ohlone College AND
OHLONE COMMUNITY COLLEGE DISTRICT**

This Memorandum of Understanding (MOU) is entered into by and between the Ohlone Community College District (“District” or “Employer”) and the United Faculty of Ohlone (hereinafter referred to as “UFO” or “UNION”). The purpose of this MOU is to identify the criteria and process for approving Faculty Learning Community (FLC) Committees.

It is agreed that a new type of faculty committee is emerging and is referred to as the Faculty Learning Community (FLC) Committee, two off which are the computing Learning Community and Collaborative Teaching Learning Community. They will be a substantive teaching and learning project for which a faculty member can be awarded credit for a committee assignment.

Criteria for approval:

1. The FLC is focused on new learning for faculty and will be tied directly to improved instructional methods.
2. The FLC meets at least once per month.
3. The project relates to one of the seven strategic goals of the College.
4. Willingness to inform the faculty community of the work and the results.

The Vice President for Instruction/Student Services, Faculty Senate President, and UFO president have reviewed and approved the Faculty Learning Community (FLC) Committee.

Signed and entered into the 18th day of October, 2005.

APPENDIX U

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN**

**UNITED FACULTY OF Ohlone College AND
OHLONE COMMUNITY COLLEGE DISTRICT**

This Memorandum of Understanding (MOU) is entered into by and between the Ohlone Community College District (“District” or “Employer”) and the United Faculty of Ohlone (hereinafter referred to as “UFO” or “UNION”). The purpose of this MOU is to amend certain language found in Section 8.5.1.4, Part Time Faculty Flex Participation, in the current UFO Agreement.

In recognition of the need for faculty training, and to encourage increased participation of part-time faculty during these flex activities, it is agreed that the District will remove the word “fixed”, which appears twice, from this section of the current UFO Agreement.

This amended section now reads:

8.5.1.4.1 Part-time Faculty Flex Participation: The District will provide compensation of up to a maximum of three (3) hours at the lab rate for one flex divisional meeting plus any other authorized flex activity per semester to which part-time faculty attend.

Signed and entered into this 18th day of October, 2005.

APPENDIX V

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN**

**UNITED FACULTY OF Ohlone College AND
OHLONE COMMUNITY COLLEGE DISTRICT**

This Memorandum of Understanding (MOU) is entered into by and between the Ohlone Community College District (“District” or “Employer”) and the United Faculty of Ohlone (hereinafter referred to as “UFO” or “UNION”). The purpose of this MOU is to describe the conditions upon which the parties agree to replace the current 18 week academic semester with a 16 week academic semester. The UFO and the District agree to the following terms:

- A. The 18 week academic semester in effect at the time of this agreement is replaced with a 16 week academic semester, effective with the Fall 2006 school semester. Attached is the agreed upon 16 week academic calendar for the Fall 2006 and Spring 2007 academic year. Academic calendars, inter sessions, or other modifications for subsequent academic years will be subject to negotiation between the District and the UFO.
- B. The District and the UFO will tract the net impact, if any, of the new calendar on total contract obligation.
- C. The District shall implement single contracts for part-time and overload unit members based upon a systematic pay by course (assignable workload hours) for part-time and overload faculty calculated on a 16 hours per weekly basis for all semester-long courses and/or their equivalent, to the extent possible.
- D. The 175 and 185 days provisions of the current agreement remain unchanged, but are subject to continuing negotiations by the parties
- E. Office hours shall include on-line virtual hours within parameters, to be negotiated by the parties.
- F. The District and the UFO agree that prior to the implementation of the 16 week academic semester the District and the UFO will negotiate in good faith the effects of the changes.

Agreed to this 14th day of November, 2005.

APPENDIX V

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN**

**UNITED FACULTY OF Ohlone College AND
OHLONE COMMUNITY COLLEGE DISTRICT**

(Addendum to MOU of November 14, 2005

The United Faculty of Ohlone and the Ohlone Community College District on November 14, 2005 agreed to implement a 16-week academic semester. The 16-week academic semester affords the District and the Faculty unique opportunities to engage in Learning College Activities. These activities include but are not limited to:

- Week long Learning College
- Division retreats
- Showcase session of innovated practices
- Departmental planning retreats
- Program Review workshops
- Faculty Learning Community sessions
- Taskforce Planning
- Field Trips

The parties agree to support and encourage full participation in these and similar learning activities.

Dated: January 12, 2006