According to the Certificated Hourly Instructors (CHI) contract, you will be compensated for up to the same number of hours that you are assigned to work on a flex day if you participate in a flex activity OR up to one hour (per academic year) if you are not assigned to work on a flex day and choose to participate in one <u>on-campus</u> flex activity. If your payroll is deducted because you missed the deadline, you have until May 19 to submit this Part-time Faculty Flex Report to your school Academic Administrative Assistant and to be compensated for Flex Day.

Name _____ Date _____

Department _____ E-mail _____

Number of Hours you are assigned to work on the first fall Flex Day _____
(Deadline for part-time faculty is Tuesday, March 26, 2014 – one week after Flex Day.) The "Flex Verification Form" can be downloaded from website http://www.lbcc.edu/FPD/flex.cfm and is required for all conferences, individual/group projects, webinars, or any approved Flex activity that did not provide an FPD sign-in sheet.

Flex Activity (Must be completed during the term – 2/8/14 to 5/19/14. Not before or after the term.)	Hours
Tuesday, March 18, 2014—Workshops–Elevating Teaching and Learning at LBCC	
Workshops in the Faculty Teaching and Learning Center (FTLC) at LAC (L-165) See listing at website http://www.lbcc.edu/FPD/teach-learn.cfm or call (562) 938-4676. Sign the sign-in sheet at the workshop.	
FTLC Workshops on the Web (These workshops are previously recorded.) • Archived Webinars • Workshops on LBCC's You Tube Channel See listing at website http://www.lbcc.edu/FPD/webinars/index.cfm or call 562-938-4676. Requires a "Flex Verification Form" attached to this Part-Time Faculty Flex Report Form.	
Online Faculty Trainings (Each requires a "Flex Verification Form" attached to this Part-time Faculty Flex Report Form) • Supplemental Learning Assistance at website: http://sla.lbcc.edu (maximum 3 hours credit) • Distance Learning Tools via Moodle at website: http://online.lbcc.edu/ (maximum 6 hours credit) • Lynda.com training at website: http://www.lbcc.edu/ITDC/lynda.cfm (maximum 6 hours credit) If you experience technical difficulties, contact the ITDC at (562) 938-4255 or 4856	
On-campus Faculty Training • Directed Learning Activity (DLA) in Student Success Centers (4 hours credit and may be taken once every fifth semester. Requires training certification attached to this Part-time Faculty Flex Report Form.) • Moodle Boot Camp or Moodle Core Fitness (6 hours credit) Sign the sign-in sheet at the workshop.	
Instructional Technology Development Center (ITDC) Workshops See listing at website http://www.lbcc.edu/ITDC/workshops.cfm or call (562) 938-4255.	
Conference(s) related to your faculty assignment and/or pedagogy, and that you attended during non-assigned hours (Maximum 6 hours credit <u>per conference</u>). Requires a Conference Flyer and a "Flex Verification Form" attached to this Part-time Faculty Flex Report Form.	
Other: (Please Specify) _____ Sign the FPD sign-in sheet at the activity or attach a "Flex Verification Form" to this report form.	
Individual/Group Project (Preapproval from the Flex committee is required.) • Review the guidelines in the Part-time Faculty Frequently Asked Questions (FAQs) and download the Part- time Faculty Flex Proposal Form from the website at http://www.lbcc.edu/FPD/flex.cfm • Submit a Part-time Faculty Flex Proposal Form for approval to the Faculty Professional Development office,Y-8, at least one week before Flex Day • Requires a "Flex Verification Form" attached to this Part-time Faculty Flex Report Form.	

I have completed the approved plan with a total hourly commitment of _____ Flex Hours.

Signature _____ Date _____

Please Keep a Copy for Your Records

This form may be submitted electronically to fpd@lbcc.edu