

Faculty Professional Development: Criteria for Approval of Flex Activities

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The criteria below were developed based on Education Code 87153, Title 5 53200, AFA/District Contract Articles 17 & 22, and Board Policy 3.27.

In order to be approved, an activity must fulfill at least one of these goals:

1. Improvement of Teaching.

- Enhance teaching skills or knowledge in the faculty member's own discipline or gain insights into related disciplines or interdisciplinary areas.
- Learn to apply best practices and educational research.
- Learn various teaching methods and pedagogical approaches.
- Collaborate to design or revise assessment tools and/or improve teaching based assessment results.

2. Maintenance of current academic and technical knowledge and skills.

- Maintain current, discipline-specific academic and student services technical knowledge and skills.
 - Collaborate to review learning resource materials, eliminate out-date items, and make recommendations for additions. Learning resource materials include items such as slides, books, media, specimens, art, and artifacts.
 - Attain proficiency in instructional software.
 - Participate in professional conferences and seminars.
 - Serve in an official capacity in professional organizations.
 - Offer conferences, seminars, lectures, or other events including performances and exhibits, for purposes of advancement of one's discipline.
 - Read and conduct research in one's discipline or related disciplines.
 - Write or publish in one's discipline or related disciplines.
 - Develop creative work in one's discipline.
- **In-service training for career and technical (vocational) education and employment preparation programs.**
 - Learn to apply best practices, research, or pedagogy related to Career and Technical Education.
 - Research regional, state, and national labor market needs and economic forecasts.
 - Apply for CTEA funding and CTEA project development.
 - Collaborate to develop programs and services to better serve CTE student needs. Participate on CTE advisory committees.
 - **Retraining to meet changing institutional needs.**
 - Acquire skills for safety or emergency preparedness.
 - Learn about student and community demographic data and research.
 - Collaborate on revisions to discipline, departmental, or District planning (including PRPP and strategic plan).
 - Collaborate in designing or revising courses, certificates, majors and education pathways to meet the needs of students.

- Learn about participatory governance, policies and procedures, regulations or legal requirements relevant to work (such as FERPA regulations or the Board policy on Academic Integrity)
 - Develop interpersonal and communication skills.
Increase sensitivity to student and staff diversity and learn culturally responsive teaching and service approaches.
- **Inter-segmental exchange programs.**
 - Collaborate with K-12 or 4-year colleges and universities for purposes such as aligning curriculum or developing transfer relationships.
 - Provide outreach activities to K-12 system for special collaborative projects.
- **Development of innovations in instructional and administrative techniques and program effectiveness.**
 - Collaborate to develop or implement innovative programs and services.
 - Participate in grant-writing workshops and trainings.
 - Write grants for new initiatives.
 - Implement innovations in leadership, instructional, or students support areas.
- **Computer and technology proficiency programs.**
 - Attain or maintain proficiency in technology tools related to work, such as presentation technology, email, word processing, spreadsheets, desktop publishing, and online course management systems.
 - Attain or maintain proficiency and working knowledge of District systems such as purchasing, program review, program evaluation, scheduling, enrollment management, and student information.
- **Courses and training implementing affirmative action and upward mobility programs.**
 - Increase awareness in order to prevent discrimination and sexual harassment.
 - Acquire and maintain skills to serve as monitors for hiring committees.
 - Develop leadership skills.
- **Other activities** determined to be educational and professional development pursuant to criteria established by the Board of Governors
 - Learn techniques to improve or enhance physical and mental health in order to better perform on the job, such as humor in the workplace, stress reduction, self-defense, nutrition, exercise, or weight reduction.
 - Learn about benefits and retirement options offered by the district.
 - Develop and provide trainings or workshops to other faculty or staff related to improvement of student learning, student services, or other work-related matters.
 - Organize or participate in community activities directly related to one's discipline or to the District.
 - Coordinate or provide outreach to the community that promotes SRJC programs, such as Day Under the Oaks, science fairs, career fairs, college preview days, and public exhibits or presentations (Only open to faculty members not otherwise compensated).
 - Attend discipline-related performances or events.
- **Additional Options for College Service as Professional Development for Adjunct Faculty.** Since adjunct faculty do not have a college service requirement, they can receive flex credit for participating in

some activities that would be deemed ineligible for flex credit for contract faculty. Some examples of college service activities that are eligible for flex credit for adjuncts only include but are not limited to: (Add statement regarding choice of Flex or pay).

- Attends regularly scheduled department meetings.
- ~~Serves on evaluation teams.~~
- Participates in departmental activities on District-Designated Activities Day.
- Serves on program advisory committees.
- Writes, reviews, and revises curriculum.
- Participates in the assessment of Student Learning Outcomes (SLOs).
- Serves on departmental committees.
- Serves on District-wide committees, such as standing committees and Presidential Advisory Committees.
- Participates in Academic Senate or AFA activities.
- Serves as instructor of record in independent study courses.
- Serves as a faculty advisor to student clubs or groups.
- Participates in special projects as requested by the District.
- Participates in governance activities of the District, including, but not limited to: Petaluma Faculty Forum; District-wide forums; accreditation committees; task forces called by the Academic Senate, AFA, or the District to work on special projects.

17.02 DISTRICT AND DEPARTMENT SERVICE: ALL FACULTY MEMBERS

A. Required District and Department Service: Duties are defined as those required activities that contribute to the department or to the District outside of student contact-related duties. The following job duties are required of all contract faculty members:

1. Attends regularly scheduled department meetings.
2. Serves on evaluation and tenure review teams.
3. Serves on hiring committees.
4. Participates in departmental activities on District-Designated Activities Day.
5. Serves on program advisory committees.
6. Writes, reviews, and revises curriculum.
7. Participates in the assessment of Student Learning Outcomes (SLOs).

B. Self-Selected District and Department Service: Self-selected District and department service are those activities that a regular faculty member performs in addition to the required District and department service and other required duties to the District. Examples may include, but are not limited to, the following:

1. Serves on departmental committees.
2. Serves on District-wide committees, such as standing committees and Presidential Advisory Committees.
3. Participates in Academic Senate or AFA activities.
4. Participates in community outreach efforts, including such activities as school visitations, recruitment, career fairs, or Day Under the Oaks.
5. Provides workshops or activities for Professional Development Activity Days or for the flex menu of activities.
6. Serves as instructor of record in independent study courses.
7. Serves as a faculty advisor to student clubs or groups.
8. Participates in special projects as requested by the District.
9. Participates in governance activities of the District, including, but not limited to: Petaluma Faculty Forum; District-wide forums; accreditation committees; task forces called by the Academic Senate, AFA, or the District to work on special projects.

C. Adjunct Faculty District and Department Service: Adjunct faculty members are not required to perform District and department service unless compensated to do so. However, adjunct faculty members may participate in department activities and may use District resources as established in the California Education Code Section 87482.8.

17.03 PROFESSIONAL DEVELOPMENT: ALL FACULTY MEMBERS: Professional development refers to those activities either initiated by the faculty member or presented by the District that enhance the faculty member's professional expertise or that support and promote the faculty member's discipline or profession academically or in the community. Faculty members will maintain currency in their disciplines as part of their obligations to students and in order to update materials in response to advances in the field of study or discipline.

A. Contract Faculty only: Contract faculty members will participate in mandatory institutional days and flexible professional development activities as described in Article 22: Professional Development, section 22.03.B. Contract faculty members will participate in District Commencement activities.

B. Adjunct Faculty only: Adjunct faculty members will participate in professional development activities as described in Article 22: Professional Development, section 22.03.C.

C. Contract and Adjunct Faculty: Other examples of professional development duties may include, but are not limited to, the following:

1. Participates in professional development activities designed to help maintain currency in one's discipline, to improve pedagogical skills, or to support the Mission and College Initiatives of the District.
2. Participates in professional conferences and seminars.
3. Serves, or is elected to office, in professional organizations.
4. Organizes or participates in community activities directly related to the discipline or to the District.
5. Offers conferences, seminars, lectures, or other events including performances and exhibits, for purposes of advancement of one's discipline.
6. Reads and researches in one's discipline or related disciplines.
7. Writes or publishes in one's discipline or related disciplines.
8. Develops creative work in one's discipline.

California Education Code Section 87153

87153. The authorized uses of funds allocated under this article shall include all of the following:

- (a) Improvement of teaching
- (b) Maintenance of current academic and technical knowledge and skills.
- (c) In-service training for vocational education and employment preparation programs.
- (d) Retraining to meet changing institutional needs.
- (e) Intersegmental exchange programs.
- (f) Development of innovations in instructional and administrative techniques and program effectiveness.
- (g) Computer and technological proficiency programs.
- (h) Courses and training implementing affirmative action and upward mobility programs.
- (i) Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.