

Appendix A- Senate Approved FLEX Activities List

Teacher Learning Academy workshops (TLA)

*Documentation: Sign-in sheet with printed names and signatures.*

Adjunct orientation

*Documentation: Sign-in sheet with printed names and signatures.*

Program review

*Sample Documentation: Meetings sign-in sheets with printed names, front cover of finished product with name of contributors.*

Faculty evaluations beyond contractual obligations

*Sample Documentation: Copy of the first of page of the evaluation report.*

Committee meetings/committee responsibilities

*Sample Documentation: Copy of meeting minutes page containing the attendance for the meeting.*

Student club advisors

*Sample Documentation: Meetings or activities sign-in sheets with printed names and signatures or minutes.*

SLO analysis meetings

*Sample Documentation: Sign-in sheet with printed names and signatures.*

Mentoring new faculty/interns

*Sample Documentation: A log, journal or other document verifying dates, times, and an explanation of the activity.*

Sexual harassment training

*Documentation: Sign-in sheet with printed names and signatures.*

Workshops/Conferences - Live or Pre-recorded

*Live Workshops/Conferences Sample Documentation: A brochure or agenda, proof of attendance such as a receipt for registration fees and an explanation of how it relates to improvement of professional effectiveness.*

*Pre-recorded workshops/conferences Sample Documentation:*

*If 3 or more faculty watch a pre-recorded workshop at the same time, a sign-in sheet will suffice as documentation.*

*If an individual faculty watches a pre-recorded workshop, a brief but detailed paragraph about the workshop and an explanation of how it relates to improvement of professional effectiveness will suffice as documentation.*

Continuing education (UNLESS taken at a college for salary advancement)

*Sample Documentation: Course description, plus a transcript or official grade report and an explanation of how the course relates to improvement of professional effectiveness*

Modifying an existing course:

- New text book (only during the first semester the instructor uses the new text)
- New online component
- Developing lab component or changing existing labs
- Applying a theme to the course
- Creating PowerPoint lectures
- Creating a learning management shell for your course (on the condition that the instructor is not receiving release time or stipend)
- New to teaching a course or a significant amount of time has passed since course has been taught

*Sample Documentation: Copy of course syllabus, log, journal or other document with an explanation of the activity, product or outcome information.*

Institutional research

*Documentation: An explanation of the research problem undertaken, a summary of activities including dates and times, and if applicable an annotated bibliography of all works researched.*

Student outreach

*Sample Documentation: A log, journal or other document verifying dates, times, and an explanation of the activity, product or outcome information.*

Writing grants

*Sample Documentation: A log, journal or other document verifying dates, times, and an explanation of the activity, product or outcome information.*

Preparing a course to go through curriculum committee

*Sample Documentation: Screen shot of course outline cover page containing the name of the originator.*

Other (Note: Must document in advance)

*Documentation: Fully documented by a log, journal or other document verifying dates, times, and an explanation of the activity, product or outcome information and how it relates to improvement of professional effectiveness.*

FOR ADJUNCT PROFESSORS ONLY Area meetings, Department meetings, Cohort meetings. For full time instructors this is a professional responsibility as outlined by faculty agreement.

Documentation: Sign-in sheet with printed names and signatures.