

## *NOCE FLEX Program Joins District Program*

NOCE Joins the District in FLEX

North Orange Continuing Education is now a part of the NOCCCD FLEX program. Full-time instructors are required to complete 20 hours of FLEX from September 2017-May 2018). Five of the required hours will be completed with mandatory attendance at the Opening Day/Investiture and afternoon training sessions. Five more required hours will be met with attendance at the January 9, 2018 "Students First" mandatory FLEX day including Miguel Powers as a featured speaker. The remaining ten hours of required FLEX will be met in individually selected professional development opportunities.

*The mandatory FLEX form is due to the NOCE Pro D Committee by May 18, 2018.*

*Please note – NOCE is required to send your form to the district Human Resources Department by May 31, 2018.*

*It is a required form and submission will be recorded at NOCE and the district.*

### *Forms are Important*

State could audit forms

FLEX is a California Funding program to ensure Pro D opportunities for faculty. There are state guidelines to frame the FLEX training options (See sidebar). The NOCE form has two sides.

### *Training Opportunities*

Check *MyGateway*

NOCE faculty may attend most of the professional development opportunities hosted by the district, Cypress College or Fullerton College. NOCE hopes to host one training opportunity a month.

### CA Educational Code (Section 87153) Guidelines

1. Improvement of teaching
2. Maintenance of current academic and technical knowledge and skills
3. In-service training for vocation education and employment preparation programs
4. Re-training to meet changing institutional needs
5. Intersegmental exchange programs [For example: transitions, retentions, persistence, etc.]
6. Development of innovations in instructional and administrative techniques and program effectiveness
7. Computer and technological proficiency programs
8. Courses and training implementing affirmative action and upward mobility programs.
9. Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the CA Community Colleges, including but not necessarily limited to programs designed to develop self-esteem.

**THE THINGS YOU DO,  
THE WAY YOU DO THEM  
MAKE A DIFFERENCE... THANK YOU**

***Remember to apply for Pro D funds in enough time to register for training events***



## Quick Facts – NOCCCD Professional Development/Mandatory Flex FAQ

### What is Flex?

Flex is short for *Flexible Calendar Program*. In the California Community Colleges system, the term Mandatory Flex is used to denote faculty Professional Development activities in lieu of instructional classroom time.

### What is the purpose of Flexible Calendar Program?

The purpose of the flexible calendar program is to provide time for faculty to participate in professional development activities that are related to “staff, student, and instructional improvement” (title 5, section 55720). The flexible calendar program is a component of the professional development program and the major vehicle for faculty participation in development activities. The flexible calendar program allows faculty (instructional and non-instructional) the time to work individually or in groups to achieve improvement in three distinct areas:

- Staff improvement
- Student improvement
- Instructional improvement

### Why do I need to participate in Flex?

Participation in Mandatory Flex Day activities is a way to ensure you maintain current in your discipline and participate in professional development /improvement in teaching methodology. Additionally, California Education Code, Title 5, and the United Faculty (UF) Contract require all faculties to complete professional development activities.

### Why do I have to participate in two mandatory days of Flex?

Per the agreement between UF and NOCCCD, effective Fall 2017, two (2) additional non-student Mandatory Flex Days have been added to the credit and non-credit academic calendar.

### When are Flex Days scheduled?

Credit Colleges: Each semester the day before convocation has been designated as Mandatory Flex Day. For 2017-18, the two Mandatory Flex Days are August 24, 2017 and January 25, 2018.

NOCE: The existing NOCE Flex schedule has one Optional and one Mandatory Flex Day. Two additional days have been added to the NOCE Flex calendar, for a total of two Optional Flex and two Mandatory Flex Days. For 2017-18, the two Mandatory Flex Days are September 8, 2017 and January 9, 2018.

### Who is affected by this change?

All full-time faculty, librarians, and counselors are required to attend.

### Do we receive additional State apportionment for the two Mandatory Flex Days?

Yes. The “normal” academic year for California’s Community Colleges covers 175 days of classroom instruction. The two additional Mandatory Flex Days increase the District’s academic calendar to 177 days for instructional credit and noncredit faculty and 195 days for Counselors and Librarians. California’s Education Code requires all Flex Days to be accounted for.

### Can I plan my own Flex activities?

Credit Faculty: No. The campus Professional Development Committee acts as the Flex Advisory Committee and has

been diligently working to plan activities for the Mandatory Flex Days.

NOCE Faculty: Yes. NOCE faculty may continue to select individual flex opportunities to fulfill the two Optional Flex Days and request funding if available.

### Can I propose Flex Activities?

Yes. Please work with your campus Professional Development Committee on the process.

### Am I required to attend Flex Days?

Yes. Attendance at the Flex Day activities is mandatory.

### Do I need to submit a Flex Form?

Yes. Mandatory Flex Day Activities Verifications can be found on MyGateway / District Forms. Please submit the form to the appropriate designated office as indicated on the form.

### Can I make up Flex Days?

No. Mandatory Flex Days are required duty days and cannot be made up.

### What happens if I am sick or have a personal emergency on a Mandatory Flex Day?

Since Mandatory Flex Days have been added to the academic calendar, they are considered regular duty days. If you miss a Mandatory Flex Day, you must submit an absence request form for five (5) hours. If you miss a portion of the day, the hours missed will be prorated accordingly.

### Does this affect Adjunct Faculty?

Adjunct faculties are invited to attend Flex Day activities but they are not required. There is no additional remuneration for them to attend the Flex Day activities at this time.