

August 2016

Dear SCE Full-time Teaching Faculty,

We are looking forward to seeing each one of you September 9th at the Anaheim Campus from 8:00-12:40 a.m. for the 2016 Opening Day event – *Passport to Opportunities: Oh, The Places We Will Go!* We hope you will enjoy the Opening Day activities including the Academic Senate meeting and working hosted lunch featuring Dr. Tyrone Howard. We anticipate a great time together as we kick off the 2016-2017 year.

Enclosed find the 2016-17 Flex forms. The forms correlate with the nine guidelines stated in the CA Educational Code (Section 87153) and the Flex Activity Categories designated by the state. The guidelines encompass a wide range of training opportunities and establish the foundation for approved Flex activities at the School of Continuing Education:

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.

Flex Activity Category

- A. Course instruction and evaluation
- B. Staff development, in-service training and instructional improvement
- C. Program and course curriculum or learning resource development and evaluation
- D. Student personnel services
- E. Learning resource services
- F. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
- G. Departmental or division meetings, conferences and workshops, and institutional research
- H. Other duties as assigned by the district

Training activities are announced in a variety of ways: periodic email invitations, flyers, and newsletters. This packet includes the following:

The Flex Contract Form

- Should be used to record ten (10) hours of Flex activities for teaching faculty
- Should be approved by the site dean or designee
- Is due to the SCE Pro D Committee by May 19, 2017.
- Flex hours need to be scheduled during non-teaching hours and do not have a daily limit
- Mandatory Flex hours include five (5) hours on Opening Day and five (5) remaining Flex hours to be fulfilled from one of the following:
 - District professional development activity

- External training activity (workshops, trainings, conferences, etc)
Remember there is funding – the application is easy to find in the 'Staff Resources' drop-down menu, 'Staff Development' link of the SCE Homepage
- Flex approved SCE Professional Development Training Event

Please plan to complete all hours and the Flex Contract Form by the May 19, 2017 due date. If special circumstances require Flex activities be performed off campus, Management Supervisor approval is required and be sure to check if the training event qualifies for SCE Pro D funding. Please submit completed form electronically or through Inter Office Mail to Cathryn Neiswender.

Proposal for Independent/Training Flex Activity Form should be used to propose an independent flex learning opportunity you would like to facilitate.

One of the most powerful concepts of professional development is the opportunity to lead. Leadership develops qualities training seminars cannot teach. Many of us have been educators for years and serve and lead as excellent instructors with high levels of influence. Sharing our experience and ideas with others is powerful. Leading adds new dynamics to our career and assists new instructors or educational leaders in the acquisition of new insights and ideas. One of the most profound elements of the SCE culture is our ability to strengthen each other by sharing what we learn. We hope those who attend training outside SCE will return with materials to share in a mini or full workshop format. Some might have meaningful insight from past training opportunities or personal experience to share. This profound knowledge and experience might make a difference. Please consider facilitating and/or sharing this year. The SCE Pro D Committee will work with you to reserve a location or create materials for the event. Please contact Craig Stephens, our chair or any Pro D committee member for details. In many cases leadership of this nature will meet a Flex requirement.

We look forward to serving you and cultivating change through professional development. Watch for our emails; we use the subject heading 'SCE Pro D Opportunity' to announce upcoming events or great materials we find and think you might enjoy.

SCE Professional Development Committee

