

**Sacramento City College
FLEX ATTENDANCE RECORD - Spring, 2011
Due April 15, 2011**

Name _____

Division/Department _____

Phone _____

Spring, 2011 Flex Obligation

Full-Time Faculty

Flex Obligation per TCS:

Thursday = 6

Friday = 6

Overload = _____

Total Obligation = _____

Adjunct Faculty

Please look at your TCS for your Flex obligation and enter number of hours in space below.

Total Obligation = _____

Spring, 2011 Flex Program Activities		
DATE	Please list activities you attended. (Friday, January 14, 2011 is a mandatory Flex day for full-time faculty.)	Hours

Staff Resource Center Spring, 2011 Workshops		
DATE	When attended outside your regular work day, SRC Workshops can be used to fulfill a Flex Obligation.	Hours

Individual Professional Development Activities		
DATE	A description of each activity is required. Use the space provided below to list activity. On the back of this form (or page 2 of web version) describe the activity and how it contributes to your professional development.	Hours

By signing below, I certify that I have completed or will complete, all of the professional development activities listed above.

Faculty Member _____ Employee ID _____ Date _____

Please turn this form in to your Division Office not later than April 15, 2011, and make a copy for your files. Your Division keeps records of your Flex attendance. Any questions should be referred to your Dean.

Dean's Signature _____ Date _____

**Sacramento City College
FLEX ATTENDANCE RECORD
Spring, 2011**

Name

Division/Department

Phone

INDIVIDUAL PROFESSIONAL DEVELOPMENT ACTIVITIES

CRITERIA

An appropriate Individual Professional Development Activity (IPDA) is above and beyond normal faculty duties and responsibilities as outlined in Board Policy and collective bargaining agreements.

An appropriate IPDA should address an instructional improvement need. Examples include the following:

- An activity which normally is not done because it is difficult to find the time, or the equipment, or to get people together.
- An activity which addresses some critical assignment-related need such as subject matter updating, new teaching methods, revision of classroom materials, or major curriculum review.
- Other critical assignment-related needs might include development of new matriculation or retention strategies, or articulation with other Departments on campus or with transfer institutions.
- An activity which fosters professional growth through participation in, or attendance at, conferences, workshops, research publishing, or advising students or faculty.

Note to Full-time Faculty

By the end of the academic year, your "Total Flex Hours Completed" should be equal to, or greater than, "Your Flex Obligation."

Note to Adjunct Faculty

You must complete your Flex Obligation within the semester you are obligated.

DESCRIPTIONS

Please provide a description of each IPDA that you listed on the Flex Attendance Record. Attach supporting documentation if you wish.

Individual Professional Development Activity (IPDA) #1

How does this activity contribute to your professional development?

Please have your Department Chair or colleague sign below before submitting this form to your Division Dean. The State requires that there be faculty agreement or approval of all activities performed in-lieu of Flex Program attendance.

Faculty or Department Chair's Signature

Date

Number of IPDA Hours Approved