

## VARIABLE FLEX REPORT

FALL       SPRING      YEAR \_\_\_\_\_

Name: \_\_\_\_\_ Dept/Division: \_\_\_\_\_

Title of activity: \_\_\_\_\_ Date of activity: \_\_\_\_\_

Number of hours required : \_\_\_\_\_ ( Variable flex limited to 10-15 hrs)

Description of activity (short):

**Sample description:** "As an active member of the \_\_\_\_\_ committee, I (the faculty member) have gained division awareness, campus-wide awareness, and/or district level awareness. My membership and active participation on this committee provided opportunities and activities that are designed to assist me in gaining awareness of my professional possibilities and potential. In addition, it provided opportunity for me (the faculty member) to move into positions of faculty leadership within the college and district. "

### Directions

- Fill in this form: Must be typewritten, NOT handwritten.
- ATTACH copy of documentation when available (attendance sheet, meeting minutes, registration receipt & agenda, certificate, transcript, etc.)
- Conference/Workshop must be completed and all paperwork submitted to the Professional development Office by the end of the first week in May (or other specified deadline).
- Checkmark the category that fits your activity.

### The Nine Authorized Uses (Education Code, Section 87153)

- Improvement of teaching:** activities designed to change instructional processes so that increased student learning is effected.
- Maintenance of current academic and technical knowledge and skills:** activities that assist instructors in sustaining knowledge pertinent to their teaching specialties.
- In-service training for vocational education and employment preparation programs:** activities to facilitate curricular and instructional revisions in occupational education.
- Retraining to meet changing institutional needs:** activities that promote staff awareness of evolving clientele preferences and program possibilities.
- Intersegmental exchange programs:** activities that link staff members with their counterparts in secondary schools and universities and the Chancellor's Office.
- Development of innovations in instructional and administrative techniques and program effectiveness:** activities designed to stimulate staff in assessing outcomes of courses and programs.
- Computer and technological proficiency program:** activities to build staff usage of computers and other technologies.
- Courses and training implementing affirmative action and upward mobility programs:** activities that assist women and minority group staff members in changing their occupational status within the instruction.

**XX 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:** activities designed to assist staff members in gaining awareness of their own professional possibilities and potential.