SADDLEBACK COLLEGE
YOUR PATH TO THE TOP

Location: AGB #121 [map]
Phone: (949) 582-4969
Fax: (949) 347-0438
bholmes@saddleback.edu

Britnee Holmes
Administrative Assistant
(949) 582-4969

Executive Committee
2009-2010

Bob Cosgrove
Academic Senate President

Norman Weston
Academic Senate Vice-President

Carmen Dominguez
Academic Senate President-Elect

Miki Mikolajczak
Academic Senate Past-President

Dan Walsh
Academic Senate Secretary

Jane Horlings
Flexible Calendar Program Coordinator

Office Hours:
Monday - Friday
8:00 a.m. to 5:00 p.m.
Closed Weekends

Faculty Development Flexible Calendar Program

Important In-Service Information:

Reported Flex Credit Hours as of 5/17/2010

2010 Spring In-Service Reporting Form

Spring 2010 In-Service Program

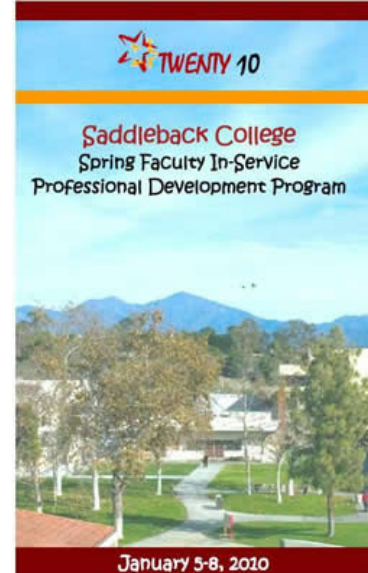Spring 2010 Flex Week-at-a-Glance

Archived In-Service Programs

2009 Fall In-Service Reporting Form

Useful Flex Week Information:

- SC Flexible Calendar Program Handbook
- Division Flex Representatives

Would you like to present an activity during fall or spring in-service?

If you would like to present an activity such as a speech, workshop, demonstration, lecture, seminar, etc. during fall or spring in-service week please email Jane Horlings or Britnee Holmes. This activity must appear in the in-service week program. In-service week presenters receive 3 flex credits for each hour of the presentation. No additional credit for preparation time is allowed. This format does not require pre-approval.

Forms for Presentations to be given during in-service:

1. In-Service Presenter Form (Fall 2010 deadline is June 4, 2010)
2. In-Service Division/Department Meeting Form (Fall 2010 deadline is June 4, 2010)

Important Flex Reporting Information:
To be eligible to count toward the 38 hour annual target, professional development activities must be related to staff, student, or instructional improvement.

To be eligible to count toward the 38 hour annual target, certain professional development activities must be pre-approved.*

There are three types of activities:
Participant - Individual Activity or Project Planner - Presenter
Participant (Attendee):
Attends or participates in activity such as a speech, demonstration, skills lab, seminar, lecture, conference, course (not to be used for salary advancement), or similar activity. The subject of the activity must relate to staff, student, or instructional improvement. This format does not require pre-approval.

After attending the activity and before June 30, report your attendance on the Flex Activity Report Form(meeting, lecture, conference, seminar, etc.).

Form needed to report participation in an activity:

1. Flex Activity Report Form

Individual Activity or Project Planner:
Plans, undertakes, and completes any individual activity related to staff, student or instructional improvement, and who is not a presenter or participant. This format requires pre-approval.

Before beginning the project, download and complete the Flex Activity Approval Form. After you have completed the project, and before June 30, submit the Individual Flex Activity Report Form.

Forms needed to report individual activity:

1. Individual Activity Pre-Approval Form* (This form requires division flex representatives' signature)
2. Individual Activity Report Form

Presenter:
Presenters whose activity does not appear in the in-service week program may obtain 3:1 flex credit if: A) the audience includes staff members or students of the SOCCCD; and B) the requestor completes the Presenter Activity Pre-Approval Form and Presenter Activity Report Form. This format does require pre-approval.*

Presenters whose activity does not appear in the in-service week program may obtain 1:1 flex credit if: A) the audience does not include staff members or students of the SOCCCD; and B) the requestor completes the Presenter Activity Pre-Approval Form and Presenter Activity Report Form. This format requires pre-approval.*

Forms needed to report presentation given outside of in-service:

1. Presenter Activity Pre-Approval Form* (This form requires division flex representatives' signature)
2. Presenter Activity Report Form