




# SADDLEBACK COLLEGE


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**Location:** AGB #121 [map]  
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Britnee Holmes   
 Administrative Assistant  
 (949) 582-4969

Executive Committee  
 2010-2011

Carmen Dominguez   
 Academic Senate President

Norman Weston   
 Academic Senate Vice-President

Dan Walsh   
 Academic Senate President-Elect

Bob Cosgrove   
 Academic Senate Past-President

Jo Ann Alford   
 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 6/25/2010](#)

[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.

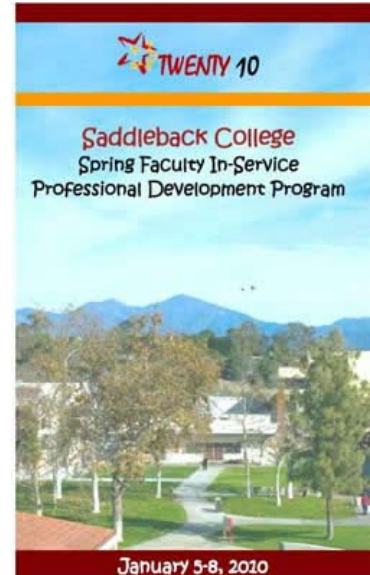
Before beginning the project, download and complete the Flex Activity Approval Form. After you have completed the project, and before June 30, submit the Individual Flex Activity Report Form.

**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](#)

Accredited by the Accrediting Commission of Community and Junior Colleges, of the Western Association of Schools and Colleges.  
Saddleback College is located at 28000 Marguerite Parkway, Mission Viejo, California 92692 • (949) 582-4500  
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