

PRE-APPROVED FLEX ACTIVITIES

The activities listed below have been pre-approved by the PD Faculty Sub Committee and your Academic Senate. Simply attend the activity, and then submit the external training through Cornerstone. See PD SharePoint for step-by-step directions. **Note:** if you sign-in at an event, be sure event coordinators are not submitting Flex on your behalf. If they do, then you do not need to submit anything in Cornerstone.

@One: This organization provides courses in teaching and delivery methods for online courses. Visit their website at <http://www.ccone.org/>.

Affinity Group Events: All faculty can earn Flex credit for attending events sponsored by MSJC Affinity Groups (e.g., Puente, Umoja).

Amnesty International: All faculty can earn Flex credit for attending Amnesty International events.

Art Gallery: All faculty can earn Flex credit for attending Art Gallery sponsored films and events.

Business & Economics Department Sponsored Forums: The MSJC Business Economics Forum is known for bringing business leaders from around the Inland Empire to discuss business and economic issues. All faculty can receive Flex credit for attending these events.

Curriculum Development: Associate faculty can earn Flex credit for new course development and course revisions. Additionally, full-time faculty can earn Flex for conducting tech reviews if they're on the curriculum committee.

Department Meetings: Associate faculty can earn Flex credit for attending department meetings. Department chairs and full-time faculty are not eligible for department meeting Flex credit.

Note: if your department meets to conduct PD or trainings, then full-time faculty can earn Flex; please make submission descriptions clear that it wasn't part of normal department meeting work (e.g., schedule building).

IDEA Committee Events: All activities sponsored by the IDEA Committee are eligible for Flex credit.

Honors Seminar: All faculty can earn Flex credit for attending the Honors seminars. Those who present are eligible for both Flex credit for presenting and for preparation time

Library Collection Development/Assessment: All faculty can earn Flex credit by assessing the library's material collections in their teaching areas and make recommendations for purchase and/or removal of obsolete and outdated material.

MSJC Book of the Month Club: All faculty can earn Flex for reading any MSJC book of the month and for attending any meetings or events to discuss the book.

MSJC Faculty Association Meetings: All faculty can earn Flex credit for attending Faculty Association meetings and activities

MSJC Flex Days: All faculty can earn Flex for attending any MSJC Flex Days; these hours will be submitted on your behalf, so no need to submit an external training for any Flex Day attendance.

MSJC Sponsored Lectures at the Western Center for Archaeology and Paleontology Museum: All faculty who attend a MSJC-sponsored lecture at the Western Center for Archaeology and Paleontology Museum can earn flex credit.

Non-Evaluative Observations: All faculty who observe a colleague for the purpose of gaining insight into new teaching methods and to share ideas are eligible for Flex. **Note:** Faculty who are required to complete a peer review observation for the purpose of submitting a required evaluation are not eligible to receive Flex credit.

Wellness Hike: All faculty who participate in a MSJC-sponsored wellness hike can earn Flex credit.

General Reminders:

- If you launch a training in Cornerstone (e.g., a required HR training), it will automatically be added to your list of completed trainings in Cornerstone. Do not submit an external training in these cases.
- If you're paid for something, then you cannot submit it as Flex. Additionally, if you complete Flex-eligible activities during class time and do not submit an ARF, it is not eligible for Flex since you were paid during that time.
- Full-time faculty have a 24-hour Flex obligation each AY. If you attending fall convocation, you only need to submit an additional 18 to Cornerstone.
- Associate faculty Flex obligations are determined by each semester's load; see Cornerstone for how many hours of Flex you're eligible to complete for payment each semester.

Any Questions? Email PD@msjc.edu and Flex@msjc.edu