Butte College Professional Development 2015 - 16
____ #2000 Individual Activity Contract (IAC)
____ #4000 Travel & Conference

Pre-Approval Required

- Pre-approval is required by the Dean/Director for full-time faculty and by Department Chairs/Coordinators for associate faculty.
- You are encouraged to pre-plan and submit your IAC/Travel & Conference proposal for approval during the first 8 weeks of each semester.
- It is recommended that 50% of your flex obligation/opportunity is met via Butte College numbered workshops during the two Flex weeks and during the semester.
- Any combination of IAC/Travel and Conference may comprise up to 50% of the total flex requirement (e.g. up to 50% of IAC or Travel, 30% IAC + 20% Travel, etc.) for full time faculty and up to 75% for associate faculty
- Deans/Directors may make exceptions for full-time faculty up to 75% (combined).

Acceptable topics and the pre-approval process:

- Time allocated for faculty to obtain flexible calendar credit (Flex hours) is limited to activities designed to improve college's staff, student, and instructional improvement (title 5, section 55724 (a) (4).
- **Activities delineated in your faculty contractual duties such as regular Department meetings; curriculum planning, etc. are not eligible for flex.**
- Within those guidelines, you develop an acceptable activity for your professional growth leading to improved student learning. Contact the Professional Development Coordinator in advance if you are not sure your project fits the guidelines.
- The Faculty Flex Committee acts as an appeals committee to review any IAC/Travel & Conference denials.

Section I: Planning

Name: _____ **Dept.** _____ **FT/PT** _____

This activity is for ____ **Summer** ____ **Fall** ____ **Spring** _____ **Year**

Dates (for conference/travel): _____ **Location** _____

Proposed Activity or Conference Title: _____

Number of proposed Flex Calendar activity hours* for this project/activity/conference: _____

The Flex Committee recommends a limit of 50% Flex from combined Travel/Conference and IAC. If asking for 75% exception to this limit, please state reason for exception: _____

_____

Expected outcomes _____

Full-time faculty: Pre-approval by Dean/Director*:_____ Date: _____

Associate faculty: Pre-approval by Chair/Coordinator: _____ Date: _____

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Section II: Reporting

Please attach conference information or supporting documentation for IAC on attached sheets. ***<u>Flex forms submitted without supporting documentation will not be approved and will be referred to the Flex Committee and Dean.</u>***

Conference Flex Hours requested: _____ Please attach conference information and answer the questions below.

- Examples: Dates, times, locations of conference; printout of web pages with workshops circled; copies of workshop or conference registration, etc.
- *Remember you may count conference hours for flex with the exception of time you would have been in class or held office hours.*
- *Maximum Combined IAC Travel & Conference hours: Recommended 50% up to 75% of your total flex commitment.*

IAC Flex Hours requested: _____ Please attach dates, times, and a description of each activity completed for IAC credit and answer the questions below.

- Examples:
  - Book discussion groups or individual readings: attach a list of all books read, members of discussion group, and a brief summary of main points for each book read.
  - Independent learning activities: provide date, time, location and a brief description of each independent learning activity.
  - If you have questions or need additional examples contact the Professional development Coordinator.
- *Maximum Combined IAC Travel & Conference hours: Recommended 50% up to 75% of your total flex commitment.*

For both Travel and IAC: please answer each question below. Submit your answers as an attachment.

- **What professional growth/benefits have you derived from attending this conference?** (Examples: updated skills in a subject, new insights, shared knowledge with colleagues from other campuses, new ideas for teaching strategies, better understanding of universal design, etc.)

- **How do you plan to incorporate these benefits to impact: staff, student or instructional improvement?** (Examples: will update curriculum to include XXX; implement new teaching strategies such as XXX)

- **It is always recommended to share what you have learned upon your return. Please report how you have shared or are scheduled to share what you have learned** (Examples: offer a flex workshop, shared with others in Department on [date], create a handbook for other faculty, etc.

- **Any other outcomes of your travel, conference, or IAC that enhanced your professional growth that you would like to include.**

Signature_____ **Date**_____

Professional Development Coordinator _____ Date _____ Hours _____