Assessment Plan

Yuba Community College District

YC - Flex Program Program Recommendations

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Program Description: Flex activities may be performed in lieu of classroom instruction. The number of hours of flex activities is at least equal to the classroom hours from which the employee is released, plus associated hours of out-of-classroom responsibilities (Title 5, Section 55726). Full-time faculty are required to complete 48 hours of flex activities for contract load assignments. This is adjusted on a prorated basis for faculty who are given reassigned time. Flex information is reported to the Chancellor?s Office Fiscal Services Unit along with the FTES reporting.
The Flex Committee meets monthly to conduct a review of current offerings, to suggest activities and to recommend changes to the Flex Guidelines. Faculty, administrators and staff are asked for flex workshops suggestions.

Year of Review: 2011-2012

Type of Review: Annual Update

Executive Summary: Title 5, Section 55726 mandates the development of Flex Agreement between the District and all faculty (both full-time and adjunct) who has a Flex obligation prior to participation in the Flex Program. These are reviewed by both the Flex Representative assigned to their area and the Flex Coordinator. Upon completion of the activity, faculty members submit documentation verifying completion of flex activities which is again reviewed by the Flex Committee Representative and the Flex Coordinator.This year, utilizing tracdat as the method for faculty to input their activity and Flex Rep's to approve the hours was introduced. Due to lack of funding, this year was also the first year that no administrative support was assigned to assist with the paperwork and documentation required of a Flex program. These activities fell to the Flex Coordinator and Flex Administrator.

Future Goals and Program Direction: To migrate flex documentation, review and approval from tracdat to webadvisor.

Recommendation: Faculty Flex Training

It is recommended that as soon as Flex moves from tracdat to Webadvisor that several training sessions are held to assure that faculty and the flex representatives are familiar and comfortable with the new technology being used for inputting and tracking flex activities.

Year(s) Requested: 2012-2013

Recommendation Priority: 3. High Priority

Plans of Action

Plan of Action	Budgetary Impact	Timeline/Responsible Party	Active
To incorporate faculty flex training on webadvisor as part of convocation week in August for both full-time and adjunct faculty members.	none	Flex Coordinator	Yes