

MEMO

❖ Office of Vice President of Academic Affairs ❖

April 24, 2009

To: All Contractual Faculty Members
Who Teach Census Week Classes

From: John Gonzalez

Re: Flex Day Activities Contract 2009-2010

Monterey Peninsula College operates on a Flexible Calendar that allows instructors who teach census week classes to devote a portion of their work year to duties other than teaching. Faculty members are required to be on duty for a total of 175.5 days in 2009-2010. Those days are accounted for as follows: 161 teaching days in the 2009-2010 calendar, 7 scheduled flex days, .5 day for commencement, and 7 days of individually contracted “flex” time. A contract is required for meeting the obligation of the individually scheduled flex days.

The 7 days of individually scheduled “flex” time must be devoted to the following kinds of activities and must be scheduled on days other than the 168.5 scheduled days:

- staff development, in-service training and instructional improvement;
- program and course curriculum or learning resource development and evaluation;
- student personnel services;
- learning resource services;
- course instruction and evaluation;
- related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity;
- departmental or division meetings, conferences and workshops, and institutional research;
- other duties as assigned by the district; or
- the necessary supporting activities for the above.

Please complete the front side of the attached form (I-Plan) and return to your Division Chair or Dean by **Friday, May 15, 2009**. For the Academic Affairs divisions, Michael Gilmartin will approve and do any necessary follow up. For the Supportive Services and Instruction faculty, JoAnn Busenbark will approve and do any necessary follow up.

The reverse side of the form (II-Record of Activities Completed) is to be used for recording and signing off activities actually performed. For the Academic Affairs divisions, this form must be submitted to Michael Gilmartin no later than August 27, 2010. For the Supportive Services and Instruction faculty, this form must be submitted to JoAnn Busenbark no later than August 27, 2010.

Attachment

c: Chairs/Deans

x

:\Forms\Flex0910.doc

Flex Day Activities Contract 2009-2010

I. Plan

Instructor

Division

You are required by Title 5 and the MPCTA contract to complete 7 days of required flex days, a ½ day for commencement, and 7 additional individually contracted flex days approved by the District. These individually contracted days may be completed at any time between July 1, 2009 – June 30, 2010 on days other than the 168.5 scheduled days listed on the District calendar.

Date	Planned Activities	Date	Planned Activities
Aug. 20, 2009	Scheduled Flex Day	Jan. 27, 28, 2010	Scheduled Flex Days
Aug. 21, 2009	Scheduled Flex Day (Instructional Prep)	Jan. 29, 2010	Scheduled Flex Day (Instructional Prep)
Dec. 18, 2009	Scheduled Flex Day (Student Evaluation)	June 4, 2010	Scheduled Flex Day (Student Evaluation/Flex Forms)
		June 5, 2010	Commencement

Date(s)	Activity	Day/Hours
	TOTAL	7 Days

- ◆ I request approval to participate in the seven (7) additional days as specified for flex activities during the 2009-2010 school year. (One day is considered a minimum of 5 hours of activities for regular, teaching faculty and 7 hours for those on a 35-hour workweek.)

_____ *Instructor's Signature* _____ *Date*

- ◆ I recommend approval and certify that the activities listed above are appropriate activities that comply with the MPCTA agreement.

_____ *Division Chair's Signature* _____ *Date* _____ *Dean's Signature* _____ *Date*

- ◆ This request is approved disapproved

_____ *Dean of Instructional Planning (Michael Gilmartin's) Signature for Academic Affairs Divisions or Interim Associate Dean of Student Services (JoAnn Busenbark's) for Supportive Services and Instruction Faculty* _____ *Date*

(Over)

II. Record of Flex Day Activities for 2009-2010

Instructor

Division

Date(s)	Activity, Persons Contacted, Significant Results (Attach extra pages if necessary.)	Day/Hours
	TOTAL	7 Days

- ◆ I certify that the above activities have been completed in accordance with the MPCTA contract and that verification is available upon request.

Instructor's Signature

Date

- ◆ I verify that the above-named instructor has completed the flex day activities in accordance with the MPCTA contract.

Division Chair's Signature

Date

- ◆ This flex day report is accepted not accepted

Dean of Instructional Planning's Signature (Michael Gilmartin) for Academic Affairs Divisions or
Interim Associate Dean of Student Services' Signature (JoAnn Busenbark) for Supportive Services
and Instruction Faculty

Date