

# LOS ANGELES SOUTHWEST COLLEGE

## PROFESSIONAL GROWTH

**To:** All Faculty  
**From:** Alistaire Callender, Professional Growth Coordinator  
**Subject:** Professional Growth

Hello and welcome to Academic Year 2015-2016. Whether you call it FLEX, professional development, staff development, or instructional improvement, they all mean the same thing: the opportunity for faculty to improve their skills, expand their knowledge base, and become more enlightened and aware. As faculty it is important to realize that we play a key role in our students' success. *In the end, it can be said that the ultimate goal of all professional development is improved student achievement (Mundry & Loucks-Horsley, 1999).*

### YOUR FLEX OBLIGATION

FLEX is a contractual obligation. The purpose of FLEX is to provide time for faculty to participate in development activities that are related to "staff, student, and instructional improvement" (title 5, section 55720). The FLEX program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas:

- Staff improvement
- Student improvement
- Instructional improvement

Each faculty member is responsible for the development of his or her individual plan for professional and/or personal growth for the purpose of instructional improvement (title 5, section 55726(a)). This individual plan may encompass any combination of individually designed activities, institutionally planned workshops, conferences, and/or academic courses. All classroom faculty shall complete and report an hourly commitment equal to or greater than the number of instructional improvement hours required. How to configure your instructional improvement obligation:

**Full-Time Faculty** must complete and report 33.5 hours.

**Full-Time Faculty with additional hourly loads** must complete and report 33.5 hours plus one-half of their total annual hourly assignment.

**Faculty with release time assignments** must complete and report on a pro-rata basis. For example, a 60% teaching assignment must complete 60% of 33.5 hours.

**Adjunct Faculty** must complete and report one half of their total annual hourly assignment.

**INSTRUCTIONAL IMPROVEMENT FORMS ARE DUE NO LATER THAN JUNE 1, 2016. FAILURE TO COMPLETE YOUR OBLIGATION AFFECTS YOUR WAGES AS WELL AS YOUR FACULTY EVALUATION.**

### INSTRUCTIONAL IMPROVEMENT ACTIVITIES

There are many activities that are coordinated on campus by Professional Growth as well as faculty or departments. Please see the attached list for pre-approved campus and District activities. Individual activities are any professional Growth activities not coordinated by the Professional Growth Committee that a faculty member completes on their own.

### CONFERENCE ATTENDANCE

Per the AFT Contract, Article 23 Professional Growth, each college shall establish a Professional Conference Fund and a Tuition Reimbursement Fund. At Los Angeles Southwest College (LASC), full-time faculty are eligible to receive up to \$475.00 per academic year for conference attendance. Adjunct faculty with priority are eligible to receive up to \$200.00 per academic year for conference attendance. Funds are available on a first-come-first-serve basis with priority given to those that submit their request in advance. Forms are available on the LASC website.

### TUITION REIMBURSEMENT

Furthering your education and/or training is also a contractual perk for both regular and adjunct faculty. If you are interested in pursuing a specific course of study or training, reimbursement shall be limited to 50% of the tuition paid or \$1000.00, whichever is less during a single academic year. Adjunct faculty must have priority status to apply. Forms are available on the LASC website.

## ADVANCEMENT IN ACADEMIC RANK

Both full-time and part-time faculty has the opportunity to advance in rank at LASC. Advancement in Rank forms are available on the LASC website.

**Full-Time:** Advancement from Assistant to Associate Professor after 5 years of service  
Advancement from Associate Professor to Professor after 10 years of service

**Adjunct:** Advancement from Instructor to Adjunct Assistant Professor after working 4 semesters within a 3-year academic calendar period

## FREQUENTLY ASKED QUESTIONS ABOUT PROFESSIONAL DEVELOPMENT

### What are Professional Growth, FLEX and Instructional Improvement?

*They are all terms describing the same thing: an opportunity for classroom faculty to participate in formal and informal activities in the assistance of acquiring new skills, developing insights into pedagogy, and exploring new or advanced understandings of content and resources in the classroom. The term "flex" is derived from the flexible calendar concept.*

### Who must complete Instructional Improvement/FLEX hours?

*Instructional Improvement hours are contractually required of all classroom faculty, both full-time and part-time. The District is required by provision of the California Education Code to account for the hours of "in lieu of" instruction.*

### Why do I have to do it?

*Because it is a contractual obligation and you are being paid for 5 days you do not have to work.*

### What kind of a plan is involved?

*Professional Growth/FLEX is not just about documenting hours from the activities that you have participated in. It is about developing an individual plan and setting a goal for you for the academic year.*

### When are the Instructional Improvement forms due?

*Instructional Improvement forms are due by June 1, 2016. Be sure to keep a copy for yourself.*

### What doesn't count towards Instructional Improvement?

*Instructional Improvement activities cannot include tasks that are an ongoing part of the regular teaching responsibilities such as grading papers, choosing textbooks, writing lesson plans or syllabus guides do not qualify. Travel time and personal meal time at a conference do not qualify for Instructional Improvement hours. Attendance at union meetings is not considered Instructional Improvement, and Instructional Improvement time cannot be "banked" towards the next year.*

### What if I want to present a workshop on campus because I have something really important to share and I think others would benefit as well?

*Good question! Just email me and I will help you set it up – [callenab@lasc.edu](mailto:callenab@lasc.edu)*

**Please feel free to contact me if you have any questions about Professional Growth I can be reached at 323-241-5353 or by Email at [callenab@lasc.edu](mailto:callenab@lasc.edu)**

LOS ANGELES SOUTHWEST COLLEGE

2015- 2016

Instructional Improvement Agreement

July 1, 2015 – June 30, 2016

Name Last First M.I. Employee #

Discipline Ext Email Mailbox #

Please indicate your status and number of hours you need to complete and report from July 1, 2015 – June 30, 2016:

- ( ) Full-Time Faculty
( ) Full-Time Faculty with additional hourly loads
( ) Faculty with release time assignment
( ) Adjunct Faculty

Please indicate your instructional improvement goal(s) for the 2015-2016 academic year:
Improvement of Instruction, Institutional Growth/Development, Multicultural Awareness, Personal Enhancement, Professional Enhancement, Student Personnel Services, Technological Proficiency, Other

Describe how you plan to satisfy your instructional improvement goal(s):

Blank lines for describing the plan to satisfy instructional improvement goals.

INSTRUCTIONAL IMPROVEMENT ACTIVITY or ACTIVITIES YOU PARTICIPATED IN TO SATISFY YOUR INSTRUCTIONAL IMPROVEMENT GOAL(S)

Table with 3 columns: Date, Description of Activity, Hours. Multiple empty rows for data entry.

Total Hours

I certify that the information reported on this form is true and correct and that I have satisfied my Instructional Improvement obligation as prescribed by law. Please submit this form via E-mail to lascprodev@lasc.edu or place in Mailbox 331 in the Mail room no later than June 1, 2016. Be sure to make and keep a copy for yourself.

Certification: Employee's Signature

Date

Acceptance: Professional Development Coordinator

Date

# LOS ANGELES SOUTHWEST COLLEGE

## PROFESSIONAL GROWTH AND DEVELOPMENT PRE-APPROVED INSTRUCTIONAL IMPROVEMENT ACTIVITIES 2015- 2016

### COLLEGE/CAMPUS GENERAL ACTIVITIES

#### COLLEGE FLEX DAY

Credit – up to 6 hours

Date/Time: August 27, 2015

Mandatory professional development day for all full-time faculty

#### COLLEGE LEADERSHIP RETREAT

Credit – up to 6 hours

Date/Time: TBA

Off-Campus event for faculty, staff and administration

#### SPRING 2015 COLLEGE FLEX DAY

Credit – up to 6 hours

Date/Time: February 4, 2015

Optional professional development day for all full-time faculty

#### FACULTY ORIENTATION

Credit - 5 hours

Date/Time: August 26, 2015

Orientation information for adjunct faculty

#### TEACHING DIRECTED STUDIES COURSES (UNPAID)

Credit - no limit

Date/Time: TBA

Credit for instructors who are teaching 185/285/385 courses. This is unpaid teaching that greatly contributes to the college.

#### PROFESSIONAL SERVICE TO THE COLLEGE (UNPAID)

Credit - no limit

Date/Time: TBA

Professional services provided to the college without compensation or remuneration.

#### DEPARTMENT MEETINGS

Credit - no limit

Date/Time: TBA

Coordinated by individual department chairs. Adjunct faculty may take hour credit for attending any department meeting. F/T faculty may only receive hour credit if the meeting is instructional in nature, such as learning how to use the media cart, guest speaker on how to develop SLO's, etc.

#### EXTRAORDINARY COMMITTEE SERVICE

Credit - no limit

Date/Time: TBA

Faculty members participating in more than one campus committee assume an extraordinary amount of responsibility for the college. Faculty may receive instructional improvement hours for time spent on the second, third, fourth, etc. committee.

#### SLO (STUDENT LEARNING OUTCOMES) DEVELOPMENT and/or TRAINING

Credit - no limit

Date/Time: TBA

Faculty development or training in SLOs.

#### CURRICULUM DEVELOPMENT

Credit - no limit

Date/Time: TBA

Developing or updating course outlines.

#### MENTOR/MENTEE ACTIVITIES

Credit - no limit

Date/Time: TBA

For faculty participating in the mentor-mentee program.

#### PEER-PEER FACULTY TUTORING

Credit - no limit

Date/Time: TBA

Faculty tutoring faculty, contact Alistaire Callender, 323-241-5353, for further information.

#### HONORS CONTRACTS

Credit - no limit

Date/Time: TBA

Credit for those instructors that allow honors contracts.

#### FACULTY ADVISOR

Credit - no limit

Date/Time: TBA

Faculty advisors of student associations/groups contribute many hours of uncompensated service. The participation of faculty members is an extremely important contribution to student life and the college. Contact your dept. chair for further information.

#### COLLEGE BOOK CLUB

Activity

Credit - no limit

Date/Time: TBA

Members of the LASC College faculty and staff meet to discuss a variety of books. The emphasis is on professional development, multicultural awareness and interdisciplinary study.

# INDIVIDUAL ACTIVITIES

## IMPROVEMENT OF INSTRUCTION ACTIVITY

Credit – no limit

Date/Time: TBA

Any activity on campus or off campus that is considered an *Improvement of Instruction* activity.

## INSTITUTIONAL GROWTH/DEVELOPMENT ACTIVITY

Credit – no limit

Date/Time: TBA

Any activity on campus or off campus that is considered an *Institutional Growth/Development* activity.

## MULTICULTURAL AWARENESS ACTIVITY

Credit – no limit

Date/Time: TBA

Any activity on campus or off campus that is considered a *Multicultural Awareness* activity.

## PROFESSIONAL ENHANCEMENT ACTIVITY

Credit – no limit

Date/Time: TBA

Any activity on campus or off campus that is considered a *Professional Enhancement* activity.

## STUDENT PERSONNEL SERVICES ACTIVITY

Credit – no limit

Date/Time: TBA

Any activity on campus or off campus that is considered a *Student Personnel Services* activity.

## TECHNOLOGICAL PROFICIENCY ACTIVITY

Credit – no limit

Date/Time: TBA

Any activity on campus or off campus that is considered a *Technological Proficiency* activity.

## OTHER ACTIVITY

Credit – no limit

Date/Time: TBA

Any activity on campus or off campus that is considered an *Other* activity.

### Examples of Individual Activities

Lead a workshop on campus

Attend workshops and or training on other LACCD campuses

Attend District discipline meetings

Develop department projects

Attend professional workshops/conferences, seminars

Develop a new course or revise course curriculum

Develop learning resources such as an instructional video

Visit other colleges and universities to get ideas for your classes or for your department

Exploration of alternative instructional methods

Field visits to sites related to your program and/or areas of responsibility

Grant research and preparation

Projects involving community and/or student groups

Prepare and present papers or lectures at conferences

Visit and share information about your discipline with feeder high schools

Review and assessment of library holdings in your discipline

What doesn't count towards your Instructional Improvement obligation?

Attendance at union meetings

Any professional activity for which you are paid

Activities during the hours you are scheduled to work