

COM SPRING 2010 FLEX VERIFICATION FORM

Instructions to Complete & Submit Form:

- Complete form indicating Flex hours due and completed and **SIGN** signature line
- Submit signed form to **HUMAN RESOURCES** by Friday, May 28, 2010

1. Name: _____ Dept. _____

2. Check: Full-time _____ Part-time _____

3. Indicate Total Flex Hours of Flex Obligation: (Use formula below to calculate*)..... _____

Total # of Teaching Units (includes teaching overload & reassigned time) x .8 = Total Hours of Flex Obligation
If .49 or below round down, if .5 or above round up.

*For example: 18 units x .8 = 14.4 hours (rounded down to 14 hours).
 15 units x .8 = 12 hours;
 9 units x .8 = 7.2 hours (rounded down to 7 hours)*

Conversion Guide for Counselors, Librarians & School Nurse: 100% Assignment = 15 units 90% Assignment = 13.5 units 80% Assignment = 12 units etc.

**Note: The complete Flex Hours of Obligation Formula is posted on the Staff Development Web Page on the College Website:
<http://www.marin.edu/com/ODP/StaffDevelopment/index.htm>*

4. **January 22, 2010 Mandatory Flex Day:** (Please indicate hours attended.)

Spring Convocation (1/22, 2 hrs.) ... _____
 Department Meetings (1/22, 2 hrs.) _____

5. **Non-Mandatory January Flex Workshops Attended 1/20 &/or 1/21** (Please indicate hours attended.):

Introduction to EduStream Video Streaming (1/20 or 1/21, 1 hr.) _____
 What's New in Office 2007 (1/20 or 1/21, 3 hrs.) _____
 Coping with Disruptive Persons/Workplace Safety (1/20, 2 hrs.) _____
 Updating Your Syllabus (1/20, 1 hr.) _____
 Forwarding and Organizing Your Email (1/20, 2 hrs.) _____
 Faculty Orientation (1/20 or 1/21, 2 hrs.) _____
 Joint Dept. Chairs Meeting (1/21, 1.25 hrs.) _____
 Introduction to the SLO Wiki (1/21, 2 hrs.) _____
 Enhancing Your Blackboard Course (1/21, 2 hrs.) _____
 What's New in PowerPoint (1/21, 2.5 hrs.) _____

6. **Individual & Other Flex Activities - Indicate Number of Hours Completed in the Categories Below:**

Instructional Materials Preparation _____	Library and Other Research _____
Professional Development Activities _____	4faculty.org modules _____
Student Mentoring _____	Visits to Instructional Programs _____
In-service Training and Other Instructional Improvement _____	
Program, Course Curriculum or Learning Resources Development and Evaluation _____	
Flex Workshops/Activities Scheduled During the Semester..... _____	
Other (Please specify) _____	

Total Number of Flex Hours in Section 6 _____

7. **TOTAL # OF COMPLETED SPRING 2010 FLEX HOURS** (add all hours listed) _____

By signing below I certify that I have completed my total hours of Flex obligation as indicated above.

SIGNATURE* _____ **DATE:** _____

Sign and Submit to Human Resources by Friday, May 28, 2010