

# SOUTHWESTERN COLLEGE

## DISCIPLINE-BASED FLEX/HURDLE ACTIVITY PROPOSAL (DBF/HAP)

### REQUEST

This form is required for any activity that has not been scheduled by the Staff Development Program. Attach information about the activity such as booklet, pamphlet, flyer, and/or agenda.

I, \_\_\_\_\_, plan to participate /conduct  the following activity (Activity Title): \_\_\_\_\_

Activity Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Total Hour(s): \_\_\_\_\_ Credit: Flex  / Hurdle   
(Do not include travel or meal times)

Under which of nine authorized uses of Faculty and Staff Development Funds (Section 87153 of Education Code) does this proposed activity fit? (See reverse side for authorized uses) \_\_\_\_\_.

Explain how this activity will impact students: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPROVAL

Obtain approval from Dean prior to the date of the activity.

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By approving this form, you are verifying that this form meets one or more of the nine authorized uses (see reverse side). Shall you have any questions please contact Staff Development.

### CERTIFY COMPLETION

I certify that I have completed this activity, and that this activity has not taken place during my regular teaching schedule. I am sending original of this form, a copy of proof of participation and/or conduction, and a copy of written evaluation and/or comments regarding the activity to the Staff Development Office.

Faculty's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Academic Senate

Approved March 28, 2000

Amended September 25, 2007

### STAFF DEVELOPMENT USE ONLY

SWC ID#: \_\_\_\_\_ CODE: \_\_\_\_\_ TOTAL HRS \_\_\_\_\_ X3= \_\_\_\_\_ CODE: \_\_\_\_\_

REASON FOR DENYING APPROVAL OF FLEX/HURDLE CREDIT: \_\_\_\_\_  
\_\_\_\_\_

## DEFINITIONS FOR THE NINE (9) AUTHORIZED USES

Following are definitions and some examples of the nine authorized uses of Faculty and Staff Development Funds as prescribed in Education Code, Part 51, Article 5, Section 87153.

1. Improvement of teaching is an activity designed to change instructional processes so that increased student learning is effected. Examples: (a) Instructional development grants or faculty fellowships awarded on a competitive basis that encourage leadership for instructional administrators. Activities: Instructional Skills workshops, Great Teachers seminars Classroom-based research projects.
2. Maintenance of current academic and technical knowledge and skills is an activity that assists instructors in sustaining knowledge pertinent to their teaching specialties. Examples: (a) Tuition reimbursements and sabbaticals for university study and (b) workshops in skill development for laboratory assistants, paraprofessional aides, and other classified personnel. Activities: Curriculum development, discipline-based activities.
3. In-service training for vocational education and employment preparation programs are activities to facilitate curricular and instructional revisions in occupational education. Examples: (a) Workshops conducted jointly for employers and occupational program staff members and (b) faculty training at employer sites and on-campus workshops for community economic development. Activities: Vocational Education, curriculum development, exchange programs between business/industry and the college.
4. Retraining to meet changing institutional needs is an activity that promotes staff awareness of evolving clientele preferences and program possibilities. Examples: (a) Training sessions to assist classified staff members in understanding how to accommodate students from different cultural backgrounds and (b) tuition reimbursements or short courses to assist administrators in preparing for newly emerging campus needs. Activities: Staff Development Training, Academic Senate, ISW Facilitator training, Classroom-based research training.
5. Intersegmental exchange programs are activities that link staff members with their counterparts in secondary schools and universities and the Chancellor's Office. Examples: (a) Staff exchanges that promote curriculum articulation between high school and college and between college and university and (b) classified staff exchanges that assist in the development of compatible Admissions and Records systems. Activities: California Articulation Number, Intersegmental Coordinating Council, any cluster activities and/or projects with shared activities among California State University, University of California, K-12 and the California Community Colleges.
6. Development of innovations in instructional and administrative techniques and program effectiveness are activities designed to stimulate staff in assessing outcomes of courses and programs. Examples: (a) Seminars to prepare administrators to design and use student and program evaluation measures and (b) workshops that assist faculty in developing specific measurable objectives for their courses. Activities: Shared governance activities, Educational Leadership Colloquia, Total Quality Management.
7. Computer and technological proficiency programs are activities to build staff usage of computers and other technologies. Examples: (a) Training sessions organized by computer and media center staff members especially for classified staff and faculty and (b) sessions that demonstrate how computer systems can be designed so that administrators have more rapid access to pertinent information. Activities: Computer classes or workshops, interactive media workshops or seminars.
8. Courses and training implementing affirmative action and upward mobility programs are activities that assist women and minority group staff members in changing their occupational status within the institution. Examples: (a) Reassigned time or grants to enable minority classified staff members to pursue training opportunities for upward mobility and (b) tuition reimbursement for minority administrators to gain graduate credits. Activities: The Leaders Program, Latina Leadership Network Conference, Asian-Pacific Americans in Higher Education Annual Conference, Black Women's Leadership Conference, Asilomar Women's Leadership Skills Seminar, Classified Staff Career Development.
9. Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to programs designed to develop self-esteem and awareness of professional possibilities and potential. Examples: (a) Funds for faculty to attend conferences and professional meetings and (b) training sessions that assist classified staff members to become aware of their own potential for personal growth. Activities: Professionalism, ethics, safety, CPR, wellness.