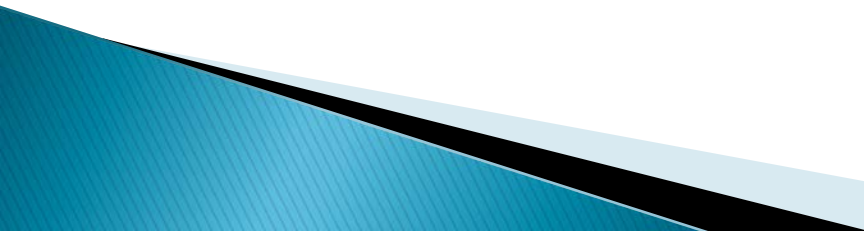


Introduction to SMC's
Online Flex Tracking System

What is *Flex* and why do we need to track participation?

- ▶ Flex activities are professional development activities for faculty.
 - ▶ California legislation and SMC's Faculty Contract mandate that faculty participate in flex activities as part of the compressed academic calendar.
 - ▶ SMC's Human Resources department is responsible for reporting faculty participation to Academic Affairs and Payroll.
 - ▶ The state of California conducts audits of our flex tracking documentation.
- 

Resources

The following links are available on the Human Resources Flex website:

- ▶ [Flex FAQ's](#)
- ▶ [Flexible Calendar Activities Guidelines](#)
- ▶ [Activities that do *not* qualify](#)

Flex Requirements

Full-Time Faculty

2 institutional flex days
@ 6 hours each +
3 departmental flex days
@ 6 hours each +
24 individual flex hours
= ***54 hours per year***

And, one additional hour
per semester for each
hour of overload
assignment.

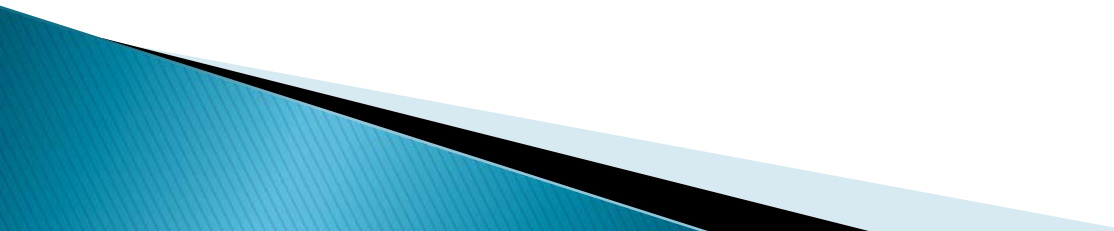
Part-Time Faculty

One hour per semester
for each weekly hour of
teaching assignment.

i.e. Teaching 9 hours per
week requires 9 hours
per semester of flex.

*Non-credit part-time instructors
are not required to complete flex


Additional Guidelines

- ▶ Faculty on 100% banked leave do not owe Flex during the leave.
 - ▶ Faculty on partial banked leave owe only a pro-rated amount of individual Flex.
 - ▶ Full Time faculty with non-teaching assignments (including reassigned time) owe Flex on both their teaching and non-teaching assignments.
 - ▶ Part-time counselors and librarians report Flex only on the teaching portion of their assignment, if any. Flex reporting for nonteaching part-time faculty is not required as these hours are built into their regular work schedules.
- 

How to Use SMC's Online Flex Tracking System for:

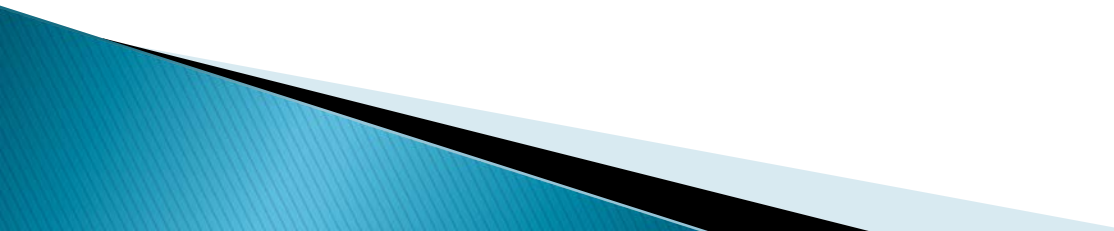
- *Institutional Flex Activities*
 - *Departmental Flex Activities*
 - *Individual Flex Activities*
- 

Institutional Flex Tracking

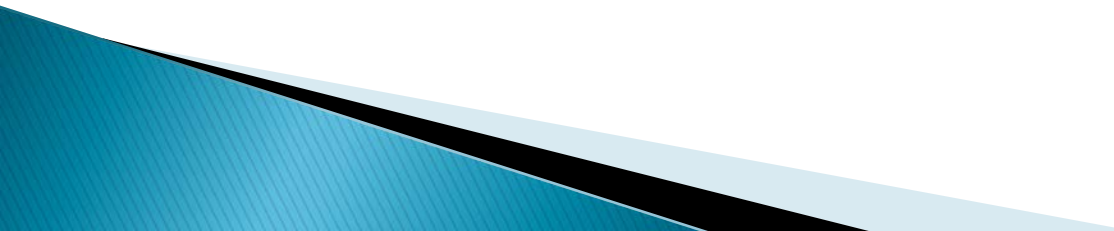
1. Attend Institutional Flex Day.
 2. Login to the Flex Tracking System in your Faculty Portal.
 3. Institutional Flex will appear in the flex summary for all FT faculty automatically. PT faculty who participate must first create an individual flex proposal for this activity.
 4. Click the “complete” button and use the dropdown menus provided to indicate those workshops you attended.
 5. Certify your attendance electronically.
- 

Institutional Flex Tracking

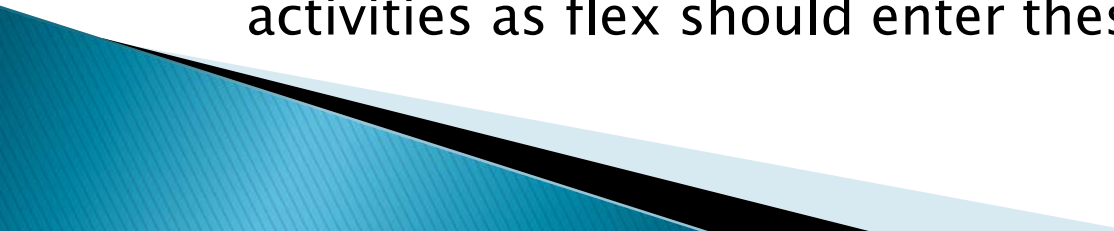
Although individual participation in Institutional Flex is now being tracked via the online system, attendance sign-in sheets will still be used at Institutional Flex Days. This information provides immediate feedback needed by our Professional Development Committee for future planning.



Departmental Flex Tracking

1. Attend Departmental Flex Day.
 2. Department Chairs note attendance and record in Flex Tracking system for FT faculty.
 3. PT faculty will need to create an individual flex proposal for this activity.
- 

Individual Flex Tracking

1. Faculty login to Flex Tracking System in faculty portal.
 2. Faculty enter proposed individual flex activities by end of 5th week of each semester (hourly) or of spring semester (contract) and submit for chair's approval.
 3. Chairs review proposed activities and approve, deny, or request additional information.
 4. Faculty complete approved activities and certify completion in Flex Tracking System by end of semester (hourly) or end of spring semester (contract).
 5. Part-time faculty attending institutional or departmental activities as flex should enter these as individual activities.
- 

Individual Flex Activity Status Indicators

For Submission: Proposed activity has been entered and saved, but not yet submitted to the department chair.

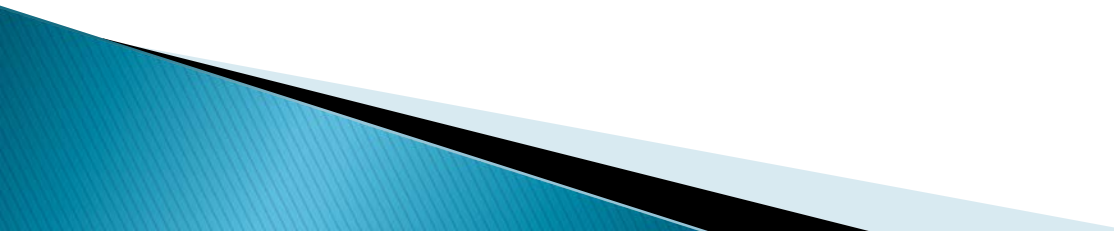
Pending: Proposed activity has been submitted to the department chair but is pending his/her approval.

In Progress: Activity has been approved by chair but faculty member has not yet completed it.

Information: Department Chair has requested more information about the proposed activity from the faculty. Activity has not yet been approved.

Denied: Department Chair has denied the activity. Faculty member must propose another activity or appeal the chair's decision to Academic Affairs.

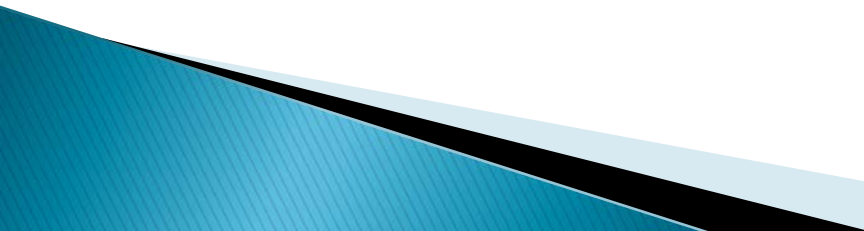
Completed: Faculty member has certified that the activity has been completed.



Unfulfilled Flex Requirements

A faculty member who is unable to fulfill any portion of his/her flex obligation due to illness or personal necessity may indicate such in the Flex Tracking System *and* must also submit a Report of Absence form for the missed time, provided sufficient sick/personal necessity time has been accrued.

Any other unfulfilled flex obligations will result in a reduction in pay equivalent to the number of missed hours.



To Enter the Flex Tracking System:

1. Login to your faculty portal via mProfessor.
2. Under “Faculty Tasks”, select:
Go to FLEX Hours Tracking

The screenshot shows the SMC mProfessor faculty portal interface. The browser address bar displays the URL: <https://isiscc.smc.edu/pls/apex/f?p=20140617:1:17563685012955>. The page header includes the SMC mProfessor logo and user information for 'merlic_jennifer' with options for Logout, Feedback, Print, and Close. The main content area is divided into several sections:

- Home**: A simple header section.
- School Semester**: A dropdown menu currently set to 'SUMMER 2014'.
- Semester Information**: A section containing several links:
 - Today is WEDNESDAY August 27, 2014
 - It is Day 66 Week 10 of SUMMER 2014
 - Summer 2014 Semester Started - JUNE 23, 2014
 - Summer 2014 Semester Ended - AUGUST 15, 2014
 - View Summer 2014 - [Open Classes](#)
 - View Summer 2014 - [Dates & Deadlines](#)
- Faculty Tasks**: A section containing several links, with 'Go to FLEX Hours Tracking' circled in red:
 - Go to eCollege/eCompanion
 - Go to eCollege Student View
 - View Students Learning Outcome Summary Reports
 - View Students Lab/Tutor Usage Reports
 - View Students Faculty Evaluation Reports
 - View Teaching Hours
 - Continue/Reinstate Direct Deposit
 - Go to FLEX Hours Tracking**
 - Connect to SMC Faculty/Staff E-mail System
- Summer 2014 College Holidays**: A section with a single link.
- Summer 2014 Teaching Assignments**: A section showing 'no teaching assignments found'.
- SMC Quick Links** and **My Quick Links**: Two sections at the bottom of the page.

Here is a sample *Flex Hours Summary* page for a full time faculty member. It shows the total flex hour obligation for the year, those completed to date, and those still owed.

The screenshot shows a web browser window displaying the SMC Faculty Professional Development (FLEX) Reporting page. The browser is Firefox, and the address bar shows the URL smc.edu. The page title is "SMC Faculty Professional Development (FLEX) Reporting".

Current User: | [Logout](#) [Close](#) [Help](#) FLEX Sum

SMC refers to time spent on professional development as Flex Time / Flex Hours. Flex hours occur outside of assigned instructional time. SMC faculty members are required to participate in professional development activities or "flex activities" during each academic year. Full-time faculty may complete their individual flex days any time starting from the first day of Summer intersession until the end of the following Spring semester.

Academic Year: FISCAL 2014-15

Academic Year Flex Hours Summary					
CONTRACT Year FLEX Hours Requirement	54	CONTRACT FLEX Hours Completed	0	CONTRACT FLEX Hours Balance	54
FALL 2014 Semester OVERLOAD FLEX Hours Requirement	3	FALL FLEX Hours Completed	0	FALL FLEX Hours Balance	3
TOTAL ACADEMIC YEAR FLEX HOURS REQUIREMENT	57	TOTAL FLEX HOURS COMPLETED	0	TOTAL FLEX HOURS BALANCE	57

[Go to FLEX Planner](#)

Santa Monica

SMC Management Information Services Department 2013 (Updated: JULY 2014)

On this *Flex Planner* page, Institutional and Departmental Flex days are automatically listed for full-time faculty. To enter the workshops you attended on an Institutional Day, click the green “Complete” button.

Santa Monica College
SMC Faculty Professional Development (FLEX) Reporting

Current User: [Logout](#) [Close](#) [Help](#) [FLEX Summary](#) [FLEX Planner](#)

SMC refers to time spent on professional development as Flex Time / Flex Hours. Flex hours occur outside of assigned instructional time. SMC faculty members are required to participate in professional development activities or “flex activities” during each academic year. **Full-time faculty may complete their individual flex days any time starting from the first day of Summer intercession until the end of the following Spring semester.**

Academic Year **FISCAL 2014-15** (NOTE: You can only plan to attend up to a maximum of 99 FLEX activities for the academic year)

CONTRACT Year FLEX Hours Planner

FLEX HOURS REQUIREMENT (A)
 In Progress FLEX Hours to be Completed (B)
 FLEX Hours NOT Approved (C)
 FLEX Hours Requiring Information (D)
 FLEX Hours Pending Approval (E)
 FLEX Hours Proposals/Reports For Submission (F)

FLEX HOURS COMPLETED (G)
 TOTAL FLEX Hours You Still NEED to COMPLETE (A - G)

TOTAL FLEX Hours You Still NEED to Propose/Report (A - B - D - E - F - G)

EDMT	ID	FLEX Activity	Start Date	End Date	FLEX Hours	Status	ACTION
	2210	Attending Fall Institutional Flex Day Activities			6	In Progress	Complete
	2212	Attending Departmental Flex Activities			18	In Progress	Check Status
	2211	Attending Spring Institutional Flex Day Activities			6	In Progress	Complete

1 - 3

[Create FLEX Proposal](#)

Use the drop down menus to indicate those workshops that you attended. Don't forget to enter the Opening Session! For full-time faculty, hours must sum to at least 6 to received full credit for the day.

SMC Faculty Professional Development (FLEX) Reporting

Logout Close Help FLEX Summary

order to verify your participation in the institutional flex day activities/workshops, please select the sessions you attended.
The appropriate number of sessions must be provided in order to fulfill your required/approved 6 hours of FALL 2014 institutional Flex day participation. You may charge any unfulfilled participation hours to sick hours, if available - otherwise, any unfulfilled hours shall be docked from your pay.

Institutional Flex Day Participation

	HOURS	SESSIONS/ACTIVITIES ATTENDED
General	<input type="text"/>	(select General Session attended)
Workshop #1	<input type="text"/>	(select General Session attended)
Workshop #2	<input type="text"/>	OPENING SESSION (select Workshop #2 Session attended)
Workshop #3	<input type="text"/>	(select Workshop #3 Session attended)
Workshop #4	<input type="text"/>	(select Workshop #4 Session attended)
Workshop #5	<input type="text"/>	(select Workshop #5 Session attended)
Workshop #6	<input type="text"/>	(select Workshop #6 Session attended)

HOURS PARTICIPATED
PARTICIPATION HOURS
UNFULFILLED HOURS
CHARGE TO SICK LEAVE (USE ONLY IF: you have unfulfilled hours to cover and you have enough sick leave credits available)

Complete FLEX Ac

To propose Individual Flex activities, click “Create Flex Proposal”. Note that full-time faculty with overload assignments will find their flex obligation for the overload listed separately, by semester, just below the contract obligation.

Firefox

smc.edu

Wikipedia (en)

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

MIS Page (JRE S... Login 1WinAll SMC Frequently Aske... Find FLEX Planner

CONTRACT Year FLEX Hours Planner

FLEX HOURS REQUIREMENT (A)

FLEX HOURS COMPLETED (G)

In Progress FLEX Hours to be Completed (E)

TOTAL FLEX Hours You Still NEED to COMPLETE (A - G)

FLEX Hours NOT Approved (C)

FLEX Hours Requiring Information (D)

FLEX Hours Pending Approval (E)

FLEX Hours Proposals/Reports For Submission (F)

TOTAL FLEX Hours You Still NEED to Propose/Report (A - B - D - E - F - G)

EDIT	ID	FLEX Activity	Start Date	End Date	FLEX Hours	Status	ACTION
	2210	Attending Fall Institutional Flex Day Activities			6	In Progress	Complete
	2212	Attending Departmental Flex Activities			18	In Progress	Check Status
	2211	Attending Spring Institutional Flex Day Activities			6	In Progress	Complete

1 - 3

Create FLEX Proposal

FALL 2014 Semester OVERLOAD FLEX Hours Planner

FLEX HOURS REQUIREMENT (A)

FLEX HOURS COMPLETED (G)

In Progress FLEX Hours to be Completed (B)

TOTAL FLEX Hours You Still NEED to COMPLETE (A - G)


FLEX Hours NOT Approved (C)

FLEX Hours Requiring Information (D)

Submitted FLEX Hours Pending Approval (E)

FLEX Hours Proposals/Reports For Submission (F)

TOTAL FLEX Hours You Still NEED to Propose/Report (A - B - D - E - F - G)

 (no FLEX Proposals/Reports found)


Create FLEX Proposal

Use the drop down menu to select an activity type, then enter a *brief* description so your Chair will understand what you're proposing. Enter start & end dates, then the total number of hours you will spend on this activity. Check the acknowledgement box and click "Create/Save FLEX Proposal". You may ignore the "Outcomes" text box.

FLEX Reporter


SMC refers to time spent on professional development as Flex Time / Flex Hours. Flex hours occur outside of assigned instructional time. SMC faculty members are required to participate in professional development activities or "flex activities" during each academic year. Full-time faculty may complete their individual flex days any time starting from the first day of Summer intersession until the end of the following Spring semester.


Faculty Name: L
Assignment: Full Time Faculty
Academic Year: FISCAL 2014-15

FLEX Activity/Category (select one) 

Description
(Type in a description of your FLEX activity)

Outcome (optional):
(Type in the expected outcome or benefit of your FLEX activity)

Start Date: 

End Date: 

Total Number of Hours: (NOTE: No more than 10 hours can be credited for a single day)

I am proposing the above activity to fulfill my Professional Development/FLEX obligation with Santa Monica College District in accordance with the Flexible Calendar approved by the Board of Trustees, Faculty Agreement and Title V, California Code of Regulations. By clicking on the Electronic Signature checkbox I declare that this activity will be completed outside of regular teaching hours and apart from contractually obligated duties. Furthermore, I UNDERSTAND THAT FAILURE TO PERFORM CONTRACTUALLY REQUIRED FLEX TIME ACTIVITIES WILL RESULT IN A REDUCTION IN PAY EQUAL TO THE UNFILLED FLEX HOURS.

I Acknowledge the Above Declaration

Here's a sample of a Flex Proposal that is ready to be saved. Note that clicking the "Create/Save FLEX Proposal" does *not* submit the proposal to your Chair for approval, but merely saves it so you can continue to work on it and/or other FLEX proposals later.

Firefox

smc.edu

Wikipedia (en)

MIS Page (JRE S... x) Login x 1WinAll x SMC Frequently Aske... x Find x FLEX Reporter x +

SMC refers to time spent on professional development as Flex Time / Flex Hours. [Flex hours occur outside of assigned instructional time.](#) SMC faculty members are required to participate in professional development activities or "flex activities" during each academic year. **Full-time faculty may complete their individual flex days any time starting from the first day of Summer intersession until the end of the following Spring semester.**

Faculty Name: [REDACTED]

Assignment: Full Time Faculty

Academic Year: FISCAL 2014-15

FLEX Activity/Category: Advising Student Club/Activity

Description: Sample activity, 1 hour every week from 9/2/14 to 12/19/14
(Type in a description of your FLEX activity)

58 of 500

Outcome (optional):
(Type in the expected outcome or benefit of your FLEX activity)

Start Date: September 2, 2014

End Date: December 19, 2014

Total Number of Hours: 16 (NOTE: No more than 10 hours can be credited for a single day)

I am proposing the above activity to fulfill my Professional Development/FLEX obligation with Santa Monica College District in accordance with the Flexible Calendar approved by the Board of Trustees, Faculty Agreement and Title V, California Code of Regulations. By clicking on the Electronic Signature checkbox I declare that this activity will be completed outside of regular teaching hours and apart from contractually obligated duties. Furthermore, I UNDERSTAND THAT FAILURE TO PERFORM CONTRACTUALLY REQUIRED FLEX TIME ACTIVITIES WILL RESULT IN A REDUCTION IN PAY EQUAL TO THE UNFILLED FLEX HOURS.

I Acknowledge the Above Declaration

Cancel/Back Create/Save FLEX Proposal

Once you have Saved a Flex proposal, it appears on your list of proposals with the status “For Submission”. You may now submit it to your Chair, or create additional proposals then submit them all at once. When you are ready to submit one or more proposals, click “Submit FLEX Proposals”.

Firefox

smc.edu

Wikipedia (en)

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options

MIS Page (JRE S... Login 1WinAll SMC Frequently Aske... Find FLEX Planner

SANTA MONICA COLLEGE

SMC Faculty Professional Development (FLEX) Reporting

Current User: Logout Close Help

FLEX Summary FLEX Planner

FLEX Proposal CREATED. When you are ready to submit your proposals to Chair, please use the [Submit FLEX Proposals] button below.

SMC refers to time spent on professional development as Flex Time / Flex Hours. Flex hours occur outside of assigned instructional time. SMC faculty members are required to participate in professional development activities or "flex activities" during each academic year. **Full-time faculty may complete their individual flex days any time starting from the first day of Summer inter session until the end of the following Spring semester.**

Academic Year **FISCAL 2014-15** (NOTE: You can only plan to attend up to a maximum of 99 FLEX activities for the academic year)

CONTRACT Year FLEX Hours Planner

FLEX HOURS REQUIREMENT	<input type="text" value="54"/> (A)	FLEX HOURS COMPLETED	<input type="text" value="0"/> (G)
In Progress FLEX Hours to be Completed	<input type="text" value="30"/> (B)	TOTAL FLEX Hours You Still NEED to COMPLETE	<input type="text" value="54"/> (A - G)
FLEX Hours NOT Approved	<input type="text" value="0"/> (C)		
FLEX Hours Requiring Information	<input type="text" value="0"/> (D)		
FLEX Hours Pending Approval	<input type="text" value="0"/> (E)		
FLEX Hours Proposals/Reports For Submission	<input type="text" value="16"/> (F)	TOTAL FLEX Hours You Still NEED to Propose/Report	<input type="text" value="8"/> (A - B - D - E - F - G)

EDIT	ID	FLEX Activity	Start Date	End Date	FLEX Hours	Status	ACTION
	2210	Attending Fall Institutional Flex Day Activities			6	In Progress	Complete
	2212	Attending Departmental Flex Activities			18	In Progress	Check Status
	2211	Attending Spring Institutional Flex Day Activities			6	In Progress	Complete
	2356	Advising Student Club/Activity	02-SEP-14	19-DEC-14	16	For Submission	Cancel

1 - 4

Create FLEX Proposal

Submit FLEX Proposals

If you decide not to complete one of your individual activities, click on the red “Cancel” button next to that activity in your list to select that activity, then use the “Cancel FLEX Activity” button.

The screenshot shows a Firefox browser window displaying the SMC Faculty Professional Development (FLEX) Reporting page. The page title is "SMC Faculty Professional Development (FLEX) Reporting". The browser's address bar shows "smc.edu". The page has a navigation bar with "FLEX Summary" and "FLEX Planner" buttons. The main content area is titled "FLEX Reporter" and contains the following information:

SMC refers to time spent on professional development as Flex Time / Flex Hours. Flex hours occur outside of assigned instructional time.
SMC faculty members are required to participate in professional development activities or "flex activities" during each academic year.
Full-time faculty may complete their individual flex days any time starting from the first day of Summer intersession until the end of the following Spring semester.

FLEX Report ID: 2356
Faculty Name:
Assignment: Full Time Faculty
Academic Year: FISCAL 2014-15
FLEX Activity/Category: Advising Student Club/Activity
Description: (Type in a description of your FLEX activity) Sample activity, 1 hour every week from 9/2/14 to 12/19/14
Outcome (optional): (Type in the expected outcome or benefit of your FLEX activity)
Start Date: September 2, 2014
End Date: December 19, 2014
Total Number of Hours: 16
Status: FOR SUBMISSION
Date Reported: SEPTEMBER 04, 2014

At the bottom of the form, there are two buttons: "Back" and "Cancel FLEX Activity". A red arrow points to the "Cancel FLEX Activity" button.

Santa Monica College
SMC Management Information Services Department 2013 (Updated: JULY 2014)

For Part Time Faculty

The system looks and functions the same for part-time faculty as for full-time, except:

- ▶ All flex activities for part-time faculty are logged by semester, not annually.
- ▶ Flex activities for a given semester must be performed within that semester.
- ▶ Since participation in Institutional and Departmental Flex Days is optional for part-time faculty, these days will not appear automatically in your Flex planner. If you wish to participate in them and count them towards fulfillment of your individual flex obligation, use the “Create Flex Proposal” button and select “Participate in Institutional or Departmental Flex Day” from the drop down menu of activities.

Fall Reminders for Chairs

▶ *Start of Semester*

- Remind PT faculty and FT with overload to submit individual flex proposals to you by end of week 5.
- Remind FT faculty and PT who attended Opening Day to “Complete” by logging their workshops.
- Chairs enter negative attendance for FT faculty for August Departmental Flex days.

▶ *End of Week 5*

- Remind faculty who have not yet submitted individual flex proposals to do so ASAP.
- Review and take action on proposed individual activities.

▶ *Shortly Before End of Semester*

- Remind faculty to complete all activities and certify in portal.

▶ *Shortly After End of Semester*

- Review list of faculty with unfulfilled obligations for accuracy prior to HR reporting them to payroll.

Spring Reminders for Chairs

▶ *Start of Semester*

- Remind all faculty to submit individual flex proposals to you by end of week 5.

▶ *After March Flex Days*

- Remind FT faculty and PT who attended Institutional Day to “Complete” by logging their workshops.
- Chairs enter negative attendance for FT faculty for March Departmental Flex day.

▶ *End of Week 5*

- Remind faculty who have not yet submitted individual flex proposals to do so ASAP.
- Review and take action on proposed individual activities.

▶ *Shortly Before End of Semester*

- Remind faculty to complete all activities and certify in portal.

▶ *Shortly After End of Semester*

- Review list of faculty with unfulfilled obligations for accuracy prior to HR reporting them to payroll.