

Frequently Asked Questions (FAQs) – PCC’s Flexible Calendar Program Guidelines
Spring 2019

- 1. If I participate in all components of both the *Fall and Spring PD (Flex) Day*, will I have met my flex obligation for the academic year?**
 - Yes, participating in all components of both of these designated PD Days is one of the easiest ways to meet your flex obligation.

- 2. If I complete flex activities *off campus*, what documentation is needed for me to count those hours towards my flex obligation?**
 - Various documents can be presented to evidence the number of hours you completed at an off-campus activity, including: certificates of completion, workshop/conference agenda, materials distributed during specific sessions, and/or notes you captured during specific sessions. Although you do not need to submit these documents to anyone at this time, please remember to maintain this documentation for three years, in the event of an audit.

- 3. If I participate in an *online workshop/course/structured professional learning activity*, can I count this towards my flex obligation?**
 - Yes, online workshops/courses/professional learning activities can count towards your flex obligation as long as you have documentation to evidence the number of hours you completed (e.g., certificates of completion, materials distributed during the activity, and/or notes you captured during the activity, etc.). Although you do not need to submit these documents to anyone at this time, please remember to maintain this documentation for three years, in the event of an audit.

- 4. Who serves on the *Flex Advisory Committee (FAC)*?**
 - The FAC is composed of the following individuals: Flexible Calendar Program Coordinator, Faculty Development Committee Chair, Faculty Development Committee member, Academic Senate Executive Committee member, Faculty Association Executive Board Member, Faculty at large (X2), Classified Employee (Instruction), Classified Employee (Business Services), Classified Employee (Student Services), Director of Professional Development, Director of Student Equity, Management Association member. Additional information about the FAC can be found [here](#).

- 5. What will be the process for *tracking/reporting* flex obligation for the 2018-2019 academic year?**
 - After Spring Break, you will receive an email with specific instructions for reporting: (a) your professional learning goal that guided your choice of flex activities this academic year, and (b) the specific flex activities you completed during this academic year to address your learning goal and

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fulfill your flex obligation. Please note that the process for tracking/reporting will look different in academic year 2019-2020.