

# Flex Workshop Examples

See [How to Manual](#) for directions on how to use the Santa Ana College Faculty Development Tracking System.

If you are considering submitting a request for a Workshop, the following are examples of what would constitute as a “Workshop”:

- Workshops focusing on course instruction & evaluation
  - Trainings on effective creation/use of Student Learning Outcomes (actual SLO creation/reporting/evaluation not eligible for flex credit)
  - Workshops on teaching methods or techniques
  - Canvas trainings including Open Labs
  - Workshops designed to enhance knowledge in discipline
- Staff development, in-service training, and instructional improvement
  - All SAC and SCE sponsored professional development workshops/events
  - New Faculty Orientation
  - Campus Safety & Emergency Preparedness/VAWA/Active Shooter, Data/Web Security, Accessibility, etc.
  - Leadership Development
  - Technology Training
- Program and course curriculum or learning resource development and evaluation
  - Workshops on CurricUNET or similar software
  - Workshops or individual/small group training on how to create AD-Ts (Associate Degrees for Transfer) Note: collegial work to create the degrees is not eligible for flex credit for full-time faculty unless new curriculum is being added.
- Student personnel services
  - Faculty-counselor meetings or workshops to address areas of concern or to provide information
  - Workshops on how to mentor students and/or faculty
  - Conducting workshops for students

- Learning resource services
  - Grant writing workshops
- Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity
  - Workshops on Equity and related topics
  - Participation in an Orientation Program
- Departmental or division meetings, conferences and workshops, and institutional research
  - Departmental meetings or retreats that take place outside of regularly scheduled monthly meetings
  - Faculty & staff meetings to improve learning support services
- The necessary supporting activities for the above (limited to 6 hours a semester for full-time faculty and 3 hours a semester for adjunct faculty)