

Santa Ana College

Professional Development

Tracking System

“Faculty Flex System”

How to Manual



Table of Contents

- Protocol for SAC Flex Obligations 3
- Welcome to the Professional Development Tracking System 5
- Signing into the Professional Development System..... 6
- Signing up for a Workshop Calendar Search..... 7
- Signing-Up for a Workshop Topic Search 8
- Signing up for a Workshop..... 9
- Proposing a Workshop..... 11
 - Proposing a Workshop – Details 12
- Taking Attendance for Workshops you are presenting 13
 - Taking Attendance for Workshops you are presenting 14
- Taking Attendance for your Workshops 15
 - Taking Attendance for your Workshops 16
- Personal Flex Project 17
 - Personal Flex Project 18
 - Personal Flex Project 19

Protocol for SAC Flex Obligations

- The flexible calendar program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas,
 - Staff improvement
 - Student improvement
 - Instructional improvement (p.17, [Flex Calendar Guidelines](#))

- The purpose of the flexible calendar program is to provide time for faculty to participate in development activities that are related to “staff, student, and instructional improvement” (title 5, section 55720). The flexible calendar program is a component of the staff development program and the major vehicle for faculty participation in development activities.
 - The flexible calendar program allows faculty (full-time, part-time, instructional and non-instructional) the time to work individually or with groups to achieve improvement in three distinct areas, Staff improvement, Student improvement, and Instructional improvement
 - Santa Ana College participates in the flexible calendar program by scheduling Fall and Spring classes in a 16-week structure rather than 17.5- or 18-week structure. Faculty pay includes compensation for 18 weeks of work. The remaining 2 weeks outside of the instructional calendar are available for faculty to complete professional development activities, thus fulfilling their flex obligation.

- At Santa Ana College, requirements for flex are specified in the most recent [FARSCCD agreement](#)
 - Each fiscal year, contract (full-time) instructional faculty must submit a plan with two (2) staff development days, of six (6) hours each, for appropriate individual or group activities plus four (4) days each fiscal year designated as common days. (Annual total of 6 days/36 hours)
 - Non-contract faculty loads (adjunct faculty and full-time faculty overload) require 1.5 hours of professional development for each 1 hour of weekly instructional time.
 - Faculty not considered traditional instructional faculty, i.e. counselors, coordinators, librarians, health service staff, special services faculty, and others may submit a staff development plan with up to the number of days available for instructional faculty.
 - The District reserves the right not to release instructors from teaching or other assigned responsibilities if it is deemed in the best interest of the District.
 - The appropriate administrator will review and sign staff development plans.
 - Approved plans submitted by instructional or non-instructional faculty are legally binding.

- Calculating Your Flex Obligation:
 - Full-time instructional faculty must complete 18 hours of professional development each semester. This includes 2 common days (12 hours) each semester for college, division or departmental activities and 6 hours for individual or group activities.
 - For full-time faculty teaching beyond contract and for part-time instructional faculty, compute your flex obligation by multiplying the number of units of the beyond contract/part-time assignment by 1.5. Examples: a 3 unit beyond contract/part-time teaching assignment equals 4.5 *FLEX* hours required, 6 units = 9 hours, 9 units 13.5. No additional *FLEX* hours are required for non-teaching beyond contract assignment LHEs.
 - Flex hours are in lieu of instruction hours and are attached to each course section.
 - Full-time faculty and adjunct faculty teaching both fall and spring semesters may carry over fall flex hours into the spring semester of the same academic year.

- The Santa Ana College Professional Development Tracking System has been developed to capture flex calendar activities and other professional development activities. Here are policies for this system:
 - Presenters earn 2.0 hours of flex credit for each hour of a new or repeated workshop. This includes .5 hour for taking attendance.
 - Workshops will be reviewed and approved by the faculty professional development coordinator, faculty professional development committee, division dean, or department chair.
 - All workshops, meetings and other activities found in the SAC Professional Development Tracking System are approved for flex credit.
 - Attendance is required on 2 common days each semester. Additional flex hours may be completed during flex week or at any time before December 1 in the fall semester and before May 1 in the spring semester.
 - Flex activities may include, but are not limited to, the following:
 1. In-service training
 2. Workshops
 3. Conferences
 4. Seminars
 5. Individual or small group planned projects
 6. Institutional planned activities
 - Personal Flex projects are activities that develop a faculty member professionally and are not already required by their job description.

See additional types of suitable flex activities in the [Flex Calendar Guidelines](#) (p. 15-18)

Welcome to the Professional Development Tracking System

To enter the SAC Faculty Flex System – Login to WebAdvisor & choose the Faculty menu.

[Update your password to access WebAdvisor & Blackboard for single sign-on](#)

ATTENTION!
WebAdvisor Potential Downtimes:
Monday - Saturday: 12:00am - 12:30am
Sunday: 12:00am - 4:00am
Last Sunday of each month: 12:00am - 8:00am
These are windows used to perform critical maintenance to the system. While the system may be available during these timeslots, if needed the system may be taken offline during this window without further notification.

COURSE CHANGES:
For SCC, GEOL (Geology) courses are listed under EARTH (Earth Sciences) effective Fall 2016
For SAC & SCC, SIGN (Sign Language) courses are listed under ASL (American Sign Language) effective Fall 2016
For SAC & SCC, HUO (Human Development) courses are listed under CDEV(Child Development) effective Fall 2016

3-DAY NON-PAYMENT DROPS: Enrollment fees must be paid IN FULL within 3 days of registration (including weekends and holidays due to the Online Records/WebAdvisor being available 24/7) or all of your courses may be dropped and released to other students. The day you register counts as day 1 of the 3 days. Drops may occur at any point after the 3 day deadline. In addition to the 3-day non-payment drop policy, there is a final outstanding balance drop date. No balance will be carried over into the start of the semester. Once the semester begins, you will not be dropped for non-payment. For late starting classes, please check the section information for drop and refund deadline to avoid fees.

Welcome Madeline!

Guests are allowed to view current class schedules and to apply online.
Students and Faculty must log in first to access their WebAdvisor menus.

[What's My WebAdvisor Login?](#)
[What's My Password?](#)
[Student WebAdvisor Help Manual](#)
[WebAdvisor Login Help Video](#)

[What's My User ID?](#) [What's My Password?](#)

Select the Santa Ana College Professional Development Tracking System

Santa Ana College & Santiago Canyon College

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [CONTACT US](#)

FACULTY - WEBADVISOR FOR FACULTY MENU Welcome Marisol!

[Faculty WebAdvisor Manual](#)
[Faculty Add Code Generation](#)
[Faculty Early Alert Generation](#)
Email WebAdvisor support at helpdesk@rscdd.edu
[District Safety Report](#)
[Purchase Parking Permits](#)

User Account

What's My Student Number / Staff ID Number?
What's My WebAdvisor Login?
What's My Password?
Student Change Password
Address Change
Check My Email
Emergency Information
Purchase Parking Permits

Faculty Forms

Request for Grade Change Form (pdf)
Assignment of Incomplete Grade Form (pdf)
Title IX and Student Conduct Issues Report Form

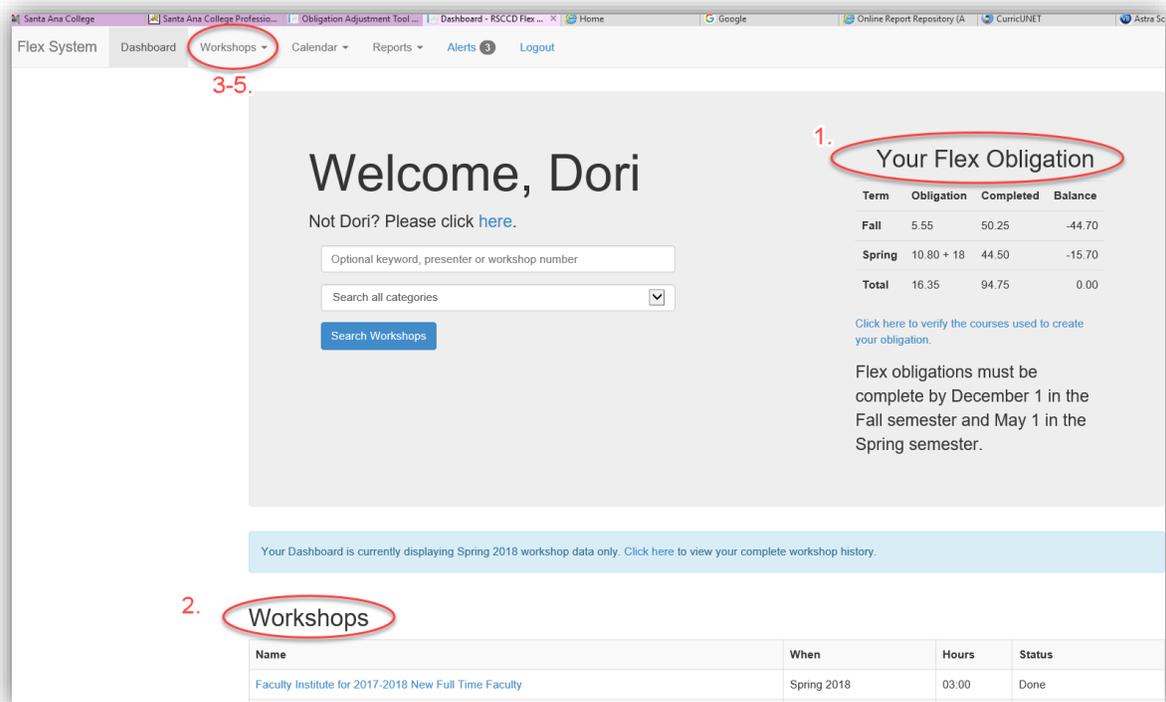
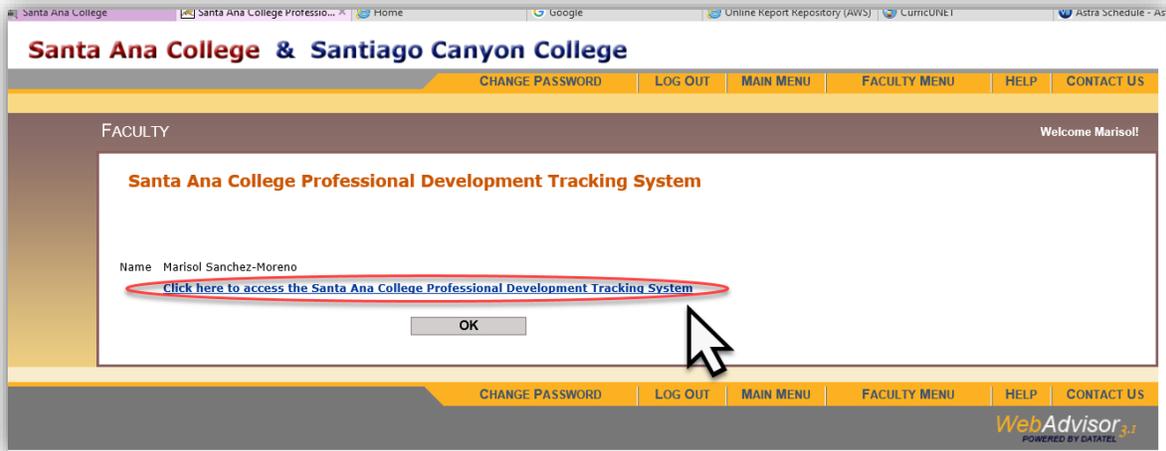
Faculty Information

Web Attendance Tracking
Class Roster
Grading
Search for Sections
Class Schedule
Student profile
Faculty Student Drop
Canvas Access
Publications
Add Code Request
Early Alert
[Continuing Education Faculty Development Tracking System](#)
[Santa Ana College Professional Development Tracking System](#)
[Noncredit High School Grading Application](#)
Noncredit Educational Planning System
Continuing Education Substitute Absence System
Advising

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [CONTACT US](#)

Signing into the Faculty Flex System

Click on the Link to enter the system - Do Not hit OK.



You have now accessed your Faculty Flex Dashboard.

On the Dashboard you can:

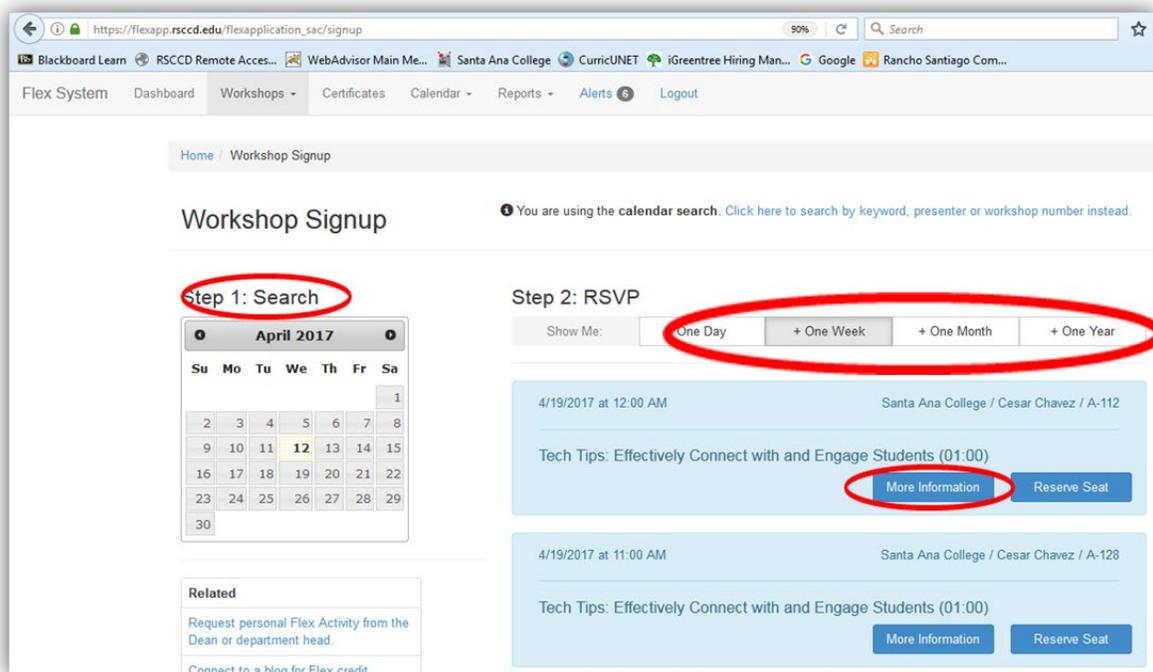
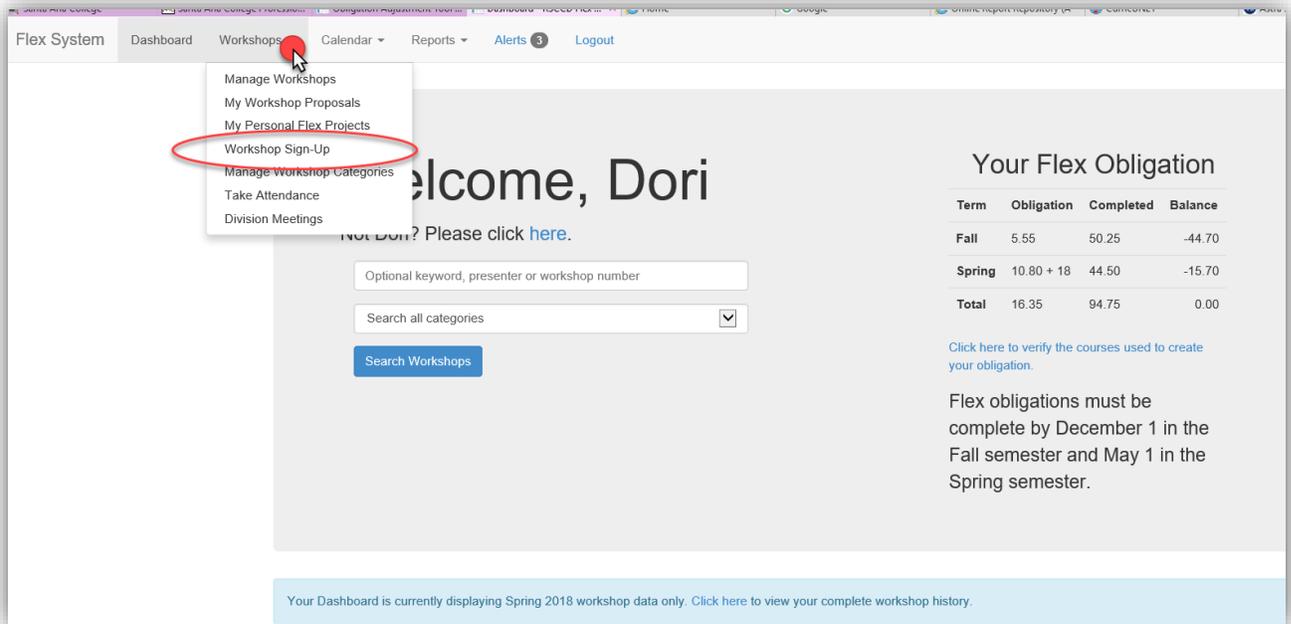
1. Track your outstanding Flex Obligation.
2. Review the workshops you are presenting or attending.
3. Sign up for workshops.
4. Propose a workshop to present.
5. Request Personal Flex Projects.

What if I am not in the system?

Contact SAC Flex Coordinator (Madeline Grant) or the Faculty Professional Development Coordinator (Mary Huebsch).

Signing up for a Workshop Calendar Search

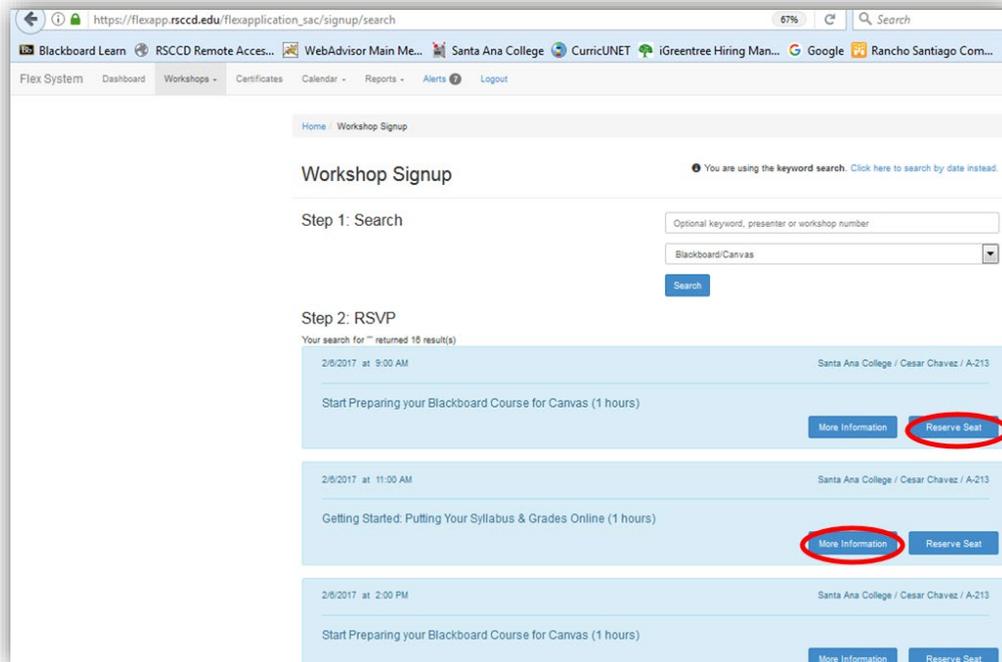
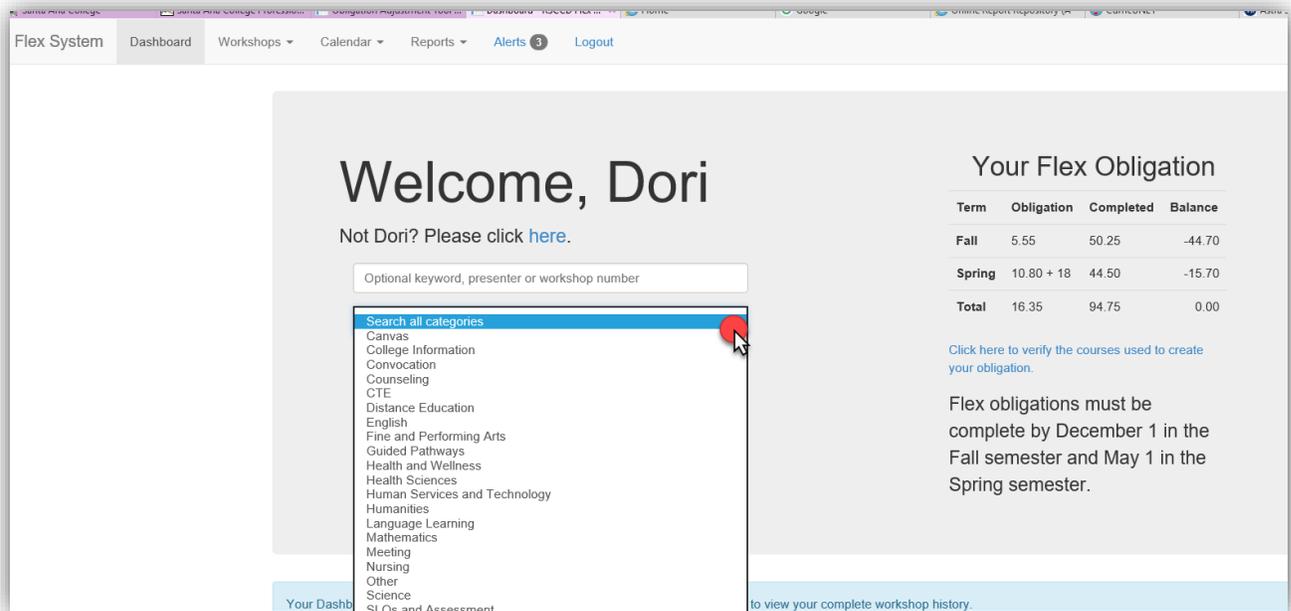
There are a couple of ways to identify workshops to sign up for. The first is using the drop down menu, which will allow you to search workshops that are offered during a specific time period.



When searching by calendar, you will find a list of all workshops offered during the period selected (Steps 1 & 2). You can then either reserve a workshop seat or click for more information. Every time you click for more information, you will be taken to the screen on page 9 of this manual.

Signing-Up for a Workshop Topic Search

When searching by topic you will find a list of all workshops currently offered during the semester matching your requested topic. You can either reserve a seat or click for more information. If you click for more information you will be taken to the screen on the next page. You can also search for workshops using the Topics drop down menu.



When searching by topic you will find a list of all workshops currently offered during the semester matching your requested topic. You can then either reserve a seat or click for more information. If you click for more information you will be taken to the screen on the next page.

Signing up for a Workshop

Home / Workshop Signup

Scheduled Workshop Details - Start Preparing your Blackboard Course for Canvas

Workshop Title Start Preparing your Blackboard Course for Canvas
Flex Hours 1
Primary Presenter Cottrell, Tammy
Presenter 2 N/A
Presenter 3 N/A
Presenter 4 N/A
Presenter 5 N/A
Begins 2/6/2017 9:00:00 AM
Ends 2/6/2017 10:00:00 AM
Location Santa Ana College Cesar Chavez A-213
Description Learn best practices for preparing your Blackboard course for a smoother migration to Canvas. Modifications to make in your course now.

Back to List Reserve Seat

Workshop Title Start Preparing your Blackboard Course for Canvas
Flex Hours 1
Primary Presenter Cottrell, Tammy
Presenter 2 N/A
Presenter 3 N/A
Presenter 4 N/A
Presenter 5 N/A
Begins 2/6/2017 9:00:00 AM
Ends 2/6/2017 10:00:00 AM
Location Santa Ana College Cesar Chavez A-213
Description Learn best practices for preparing your Blackboard course

Back to List Unregister

If the workshop is what you are looking for, you can reserve your seat. Once you click on reserve seat the button will turn red. If you cannot attend the workshop, click unregister to remove your name from the roll sheet.

Flex System Dashboard Workshops Calendar Reports Alerts Logout

Welcome, Cherylee

Not Cherylee? Please click [here](#).

Optional keyword, presenter or workshop number

Search all categories

Search Workshops

Your Flex Obligation

Term	Obligation	Completed	Balance
Fall	4.50 + 18	2.00	20.50
Spring	0.00	0.00	0.00
Total	4.50	2.00	20.50

[Click here to verify the courses used to create your obligation.](#)

Flex obligations must be complete by December 1 in the Fall semester and May 1 in the Spring semester.

Your Dashboard is currently displaying Fall 2018 workshop data only. [Click here to view your complete workshop history.](#)

Workshops

Name	When	Hours	Status
Guided Pathways July 19 Steering Committee Meeting	Fall 2018	01:30	Done
Make Your Syllabus Accessible (Hands-on)	Fall 2018	01:00	Registered
2018 Social Engineering Red Flags	Fall 2018	00:30	Done

When you register for a workshop, your Dashboard will be updated.

Signing up for a Workshop by Optional Keyword, Presenter or Workshop Number

The screenshot shows the Flex System dashboard with a navigation menu at the top: Flex System, Dashboard, Workshops, Calendar, Reports, Alerts (13), and Logout. The main content area is titled "Welcome, Madeline" and includes a link "Not Madeline? Please click here." Below this is a search input field containing "Huebsch", a "Search all categories" dropdown, and a "Search Workshops" button. A second dropdown menu is labeled "Please select your assigned Dean or Coordinator" with "Grant, Madeline" selected. To the right, there is a "Your Flex Obligation" table:

Term	Obligation	Completed	Balance
Fall	1.50	0.00	1.50
Spring	0.00	0.00	0.00
Total	1.50	0.00	1.50

Below the table is a link: "Click here to verify the courses used to create your obligation." Further down, text states: "Flex obligations must be complete by December 1 in the Fall semester and May 1 in the Spring semester." At the bottom right, there is a "Division Secretary Features" section with a "Manage Division Meetings" button. A footer note says: "Your Dashboard is currently displaying Fall 2018 workshop data only. Click here to view your complete workshop history."

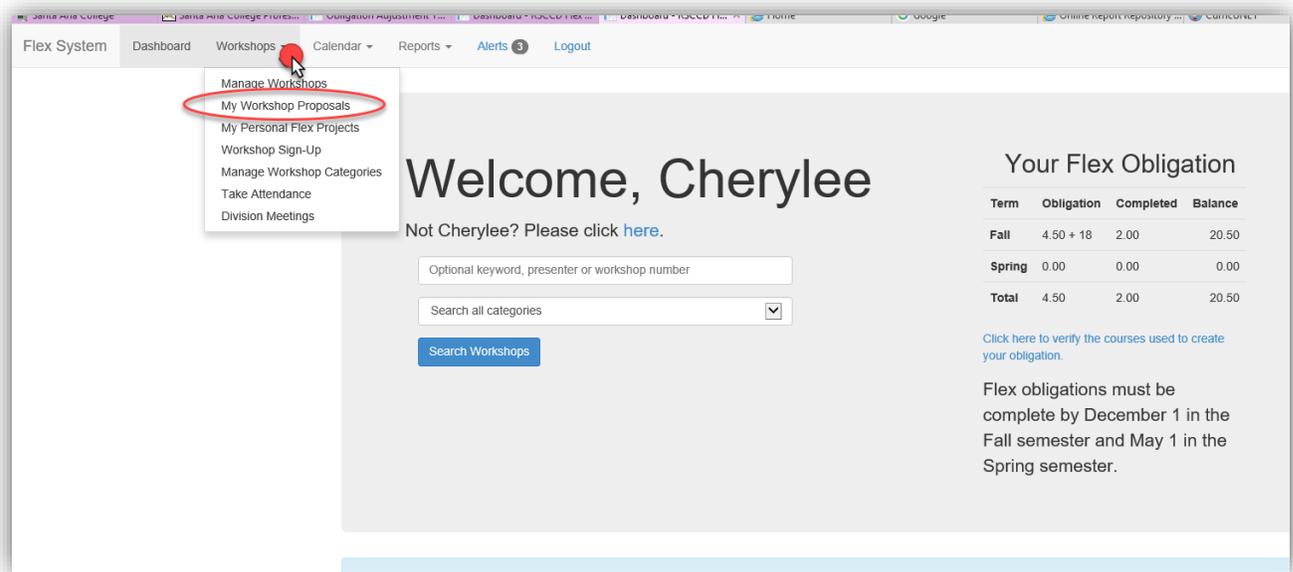
When searching by optional keyword, presenter or workshop number you are able to find workshops by the presenter's name, workshop name or the survey number (listed on Professional Development week schedule).

The screenshot shows the "Workshop Signup" page. At the top, there is a navigation menu: Calendar, Reports, Alerts (13), and Logout. Below the menu is a breadcrumb: Home / Workshop Signup. The page title is "Workshop Signup" and a note says: "You are using the keyword search. Click here to search by date instead." The "Step 1: Search" section contains the search input field with "Huebsch" and a "Search" button. The "Step 2: RSVP" section shows the results: "Your search for 'Huebsch' returned 17 result(s)". The results are listed as follows:

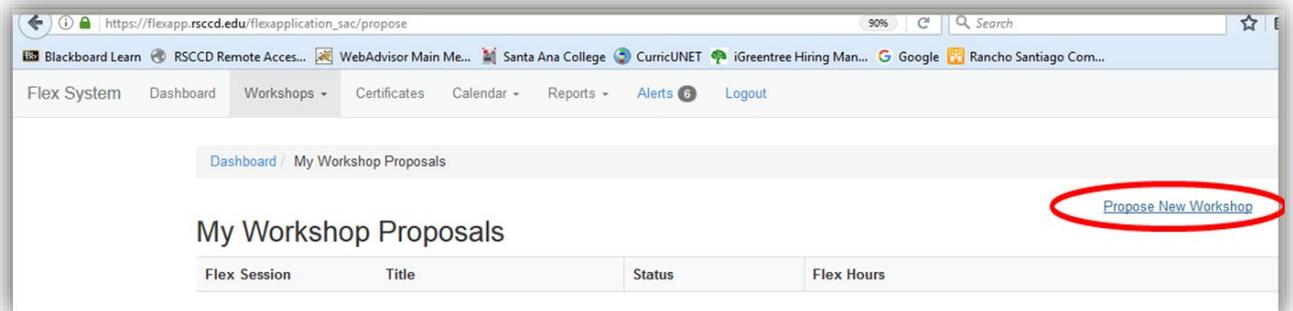
- 8/20/2018 at 9:00 AM: Santa Ana College / Cesar Chavez / A-209. Hands On with LaunchBoard: CCC Tools for Program Improvement (1 hours). More Information, Reserve Seat.
- 8/20/2018 at 11:00 AM: Santa Ana College / Cesar Chavez / A-209. High School to Community College Articulation: A Framework for Effective Practice (1.5 hours). More Information, Reserve Seat.
- 8/20/2018 at 5:30 PM: Santa Ana College / Cesar Chavez / A-209. Orientation for New Adjunct Faculty (1.5 hours). More Information, Reserve Seat.
- 8/21/2018 at 4:45 PM: Santa Ana College / Cesar Chavez / A-209. Orientation for New Adjunct Faculty (1.5 hours). More Information, Reserve Seat.

The search will provide the list of workshops with the key search word(s).

Proposing a Workshop



Each semester faculty are encouraged to propose workshops they would like to present on topics they find interesting/have expertise in and feel will benefit their colleagues across the campus.



Proposals for workshops will be reviewed by the Professional Development Committee and once accepted will be scheduled for faculty registrations.

When presenting a workshop, faculty will receive 2 hours of flex credit for every 1 hour presentation. The additional hour is to cover your time for preparing the workshop and recording attendance in the system.

Proposing a Workshop – Details

The screenshot shows the 'Propose a Workshop' form with the following fields and annotations:

- 1. Select the term: Flex Session dropdown menu.
- 2. SAC Division always starts with 1: Division dropdown menu.
- 3. Provide workshop details: Workshop Title, Other Presenters, and Description text area.
- 4. Select the length of the workshop: Flex Hours, Minutes dropdown menu.
- 5. Select the location: Preferred Location dropdown menu.
- 6. Select Date: Preferred Date text field.
- 7. Select start time: Preferred Time dropdown menu.
- 8. Last Step: Create button.

Additional annotations include a red box around the 'Internal Notes, Requests' field with the text 'Include any special equipment or facilities needs here.' and a red arrow pointing from the '3. Provide workshop details' label to the Description field.

Follow the 8 simple steps above to propose your workshops. Remember to include a catchy/descriptive title and a comprehensive description so faculty selecting workshops to attend understand your workshop topic.

The screenshot shows the 'My Workshop Proposals' table with the following data:

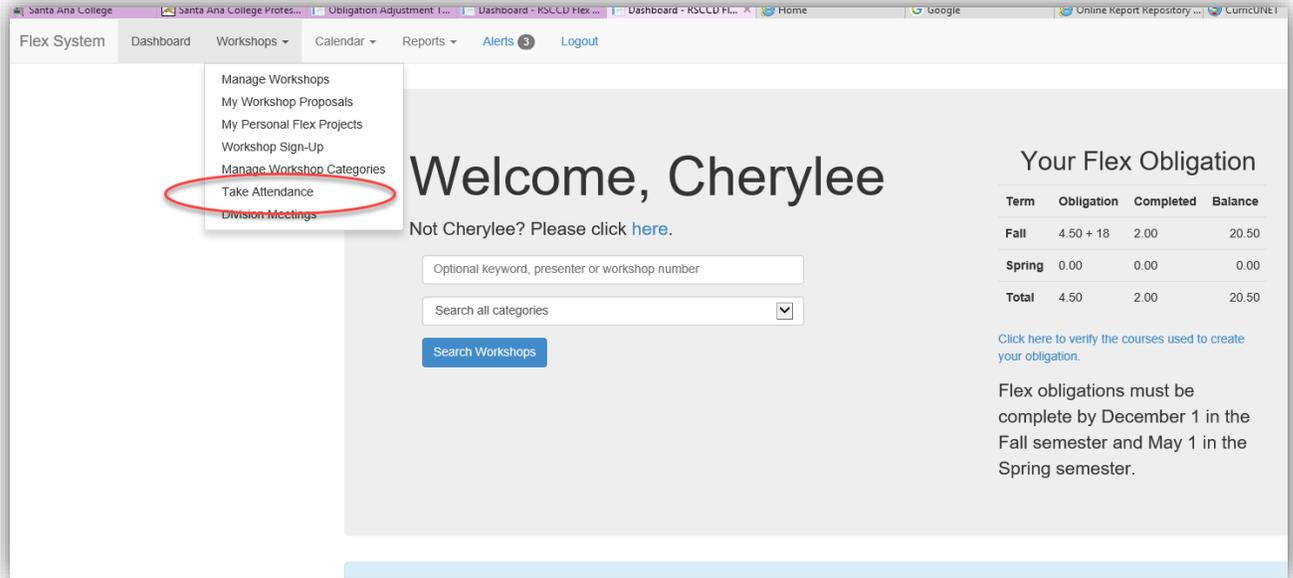
Flex Session	Title	Status	Flex Hours
Fall 2017	Sample Workshop Title	AWAITING APPROVAL	01:00

Annotations include red circles around the 'AWAITING APPROVAL' status and the 'Edit | Delete' link in the Flex Hours column.

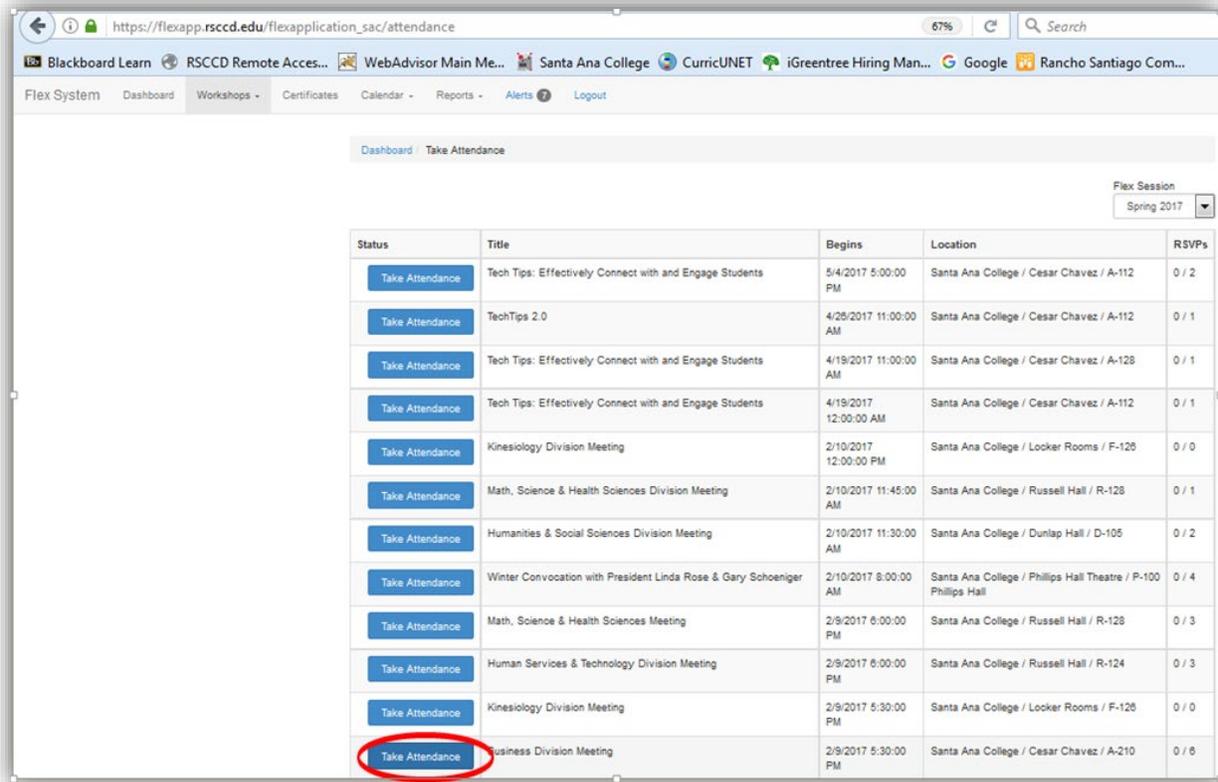
Once proposed, the status will show awaiting approval. You may either edit or delete your proposal.

When the Professional Development Workgroup has reviewed the proposal, the status will be updated to Approved or Denied.

Taking Attendance for Workshops you are presenting

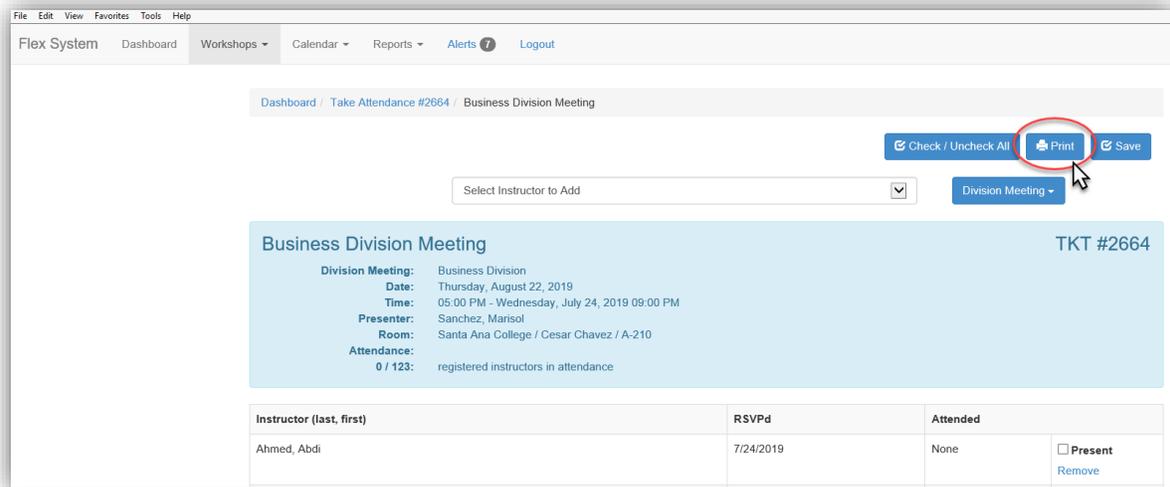


Part of your duties when presenting a workshop is to take attendance. This is critically important as this process shows completion and reduces the flex obligation for both you and the attendees. PRIOR to the workshop, access the system and click on Take Attendance under the Workshop dropdown menu.

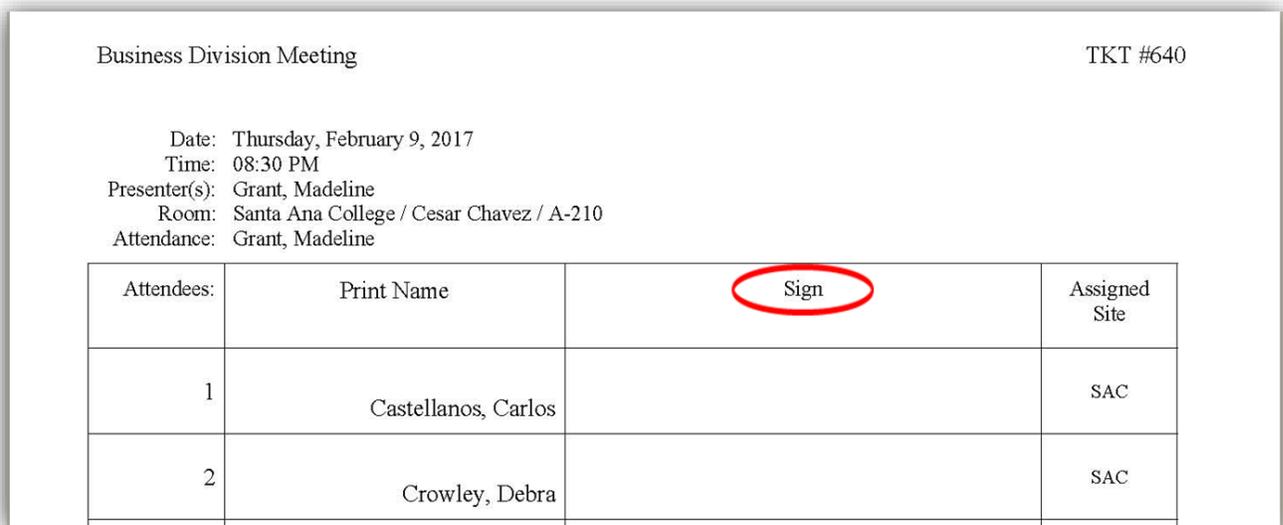


Select the workshop you are presenting.

Taking Attendance for Workshops you are presenting



Print the roster for those who have registered to attend your workshop. This will also help you with numbers should you be planning to provide handouts.



Have the attendees sign in upon arrival or prior to departure.

Taking Attendance for your Workshops

Flex System Dashboard Workshops Calendar Reports Alerts Logout

Dashboard / Take Attendance #2664 / Business Division Meeting

Check / Uncheck All Print Save

Select Instructor to Add Division Meeting

Business Division Meeting TKT #2664

Division Meeting: Business Division
Date: Thursday, August 22, 2019
Time: 05:00 PM - Wednesday, July 24, 2019 09:00 PM
Presenter: Sanchez, Marisol
Room: Santa Ana College / Cesar Chavez / A-210
Attendance: 0 / 123: registered instructors in attendance

Instructor (last, first)	RSVPd	Attended	
Ahmed, Abdi	7/24/2019	None	<input type="checkbox"/> Present Remove
Allington, Robin	7/24/2019	None	<input type="checkbox"/> Present Remove
Anderson, Jennifer	7/24/2019	None	<input type="checkbox"/> Present Remove
Arteaga, Elizabeth	7/24/2019	None	<input type="checkbox"/> Present Remove
Avalos, Jesus	7/24/2019	None	<input type="checkbox"/> Present Remove

Within 24 hours of completing your workshop, return to the system and Take Attendance. Following the steps above, click through each attendee on the list and select one of the options listed above.

File Edit View Favorites Tools Help

Flex System Dashboard Workshops Calendar Reports Alerts Logout

Dashboard / Take Attendance #2664 / Business Division Meeting

Check / Uncheck All Print Save

Select Instructor to Add Division Meeting

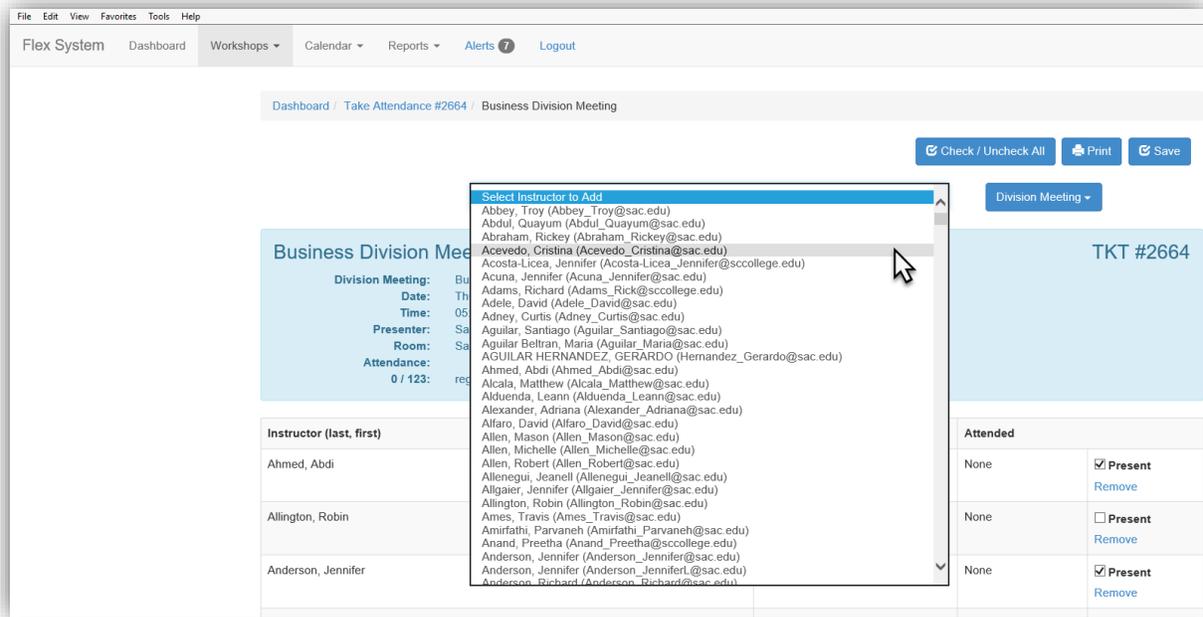
Business Division Meeting TKT #2664

Division Meeting: Business Division
Date: Thursday, August 22, 2019
Time: 05:00 PM - Wednesday, July 24, 2019 09:00 PM
Presenter: Sanchez, Marisol
Room: Santa Ana College / Cesar Chavez / A-210
Attendance: 0 / 123: registered instructors in attendance

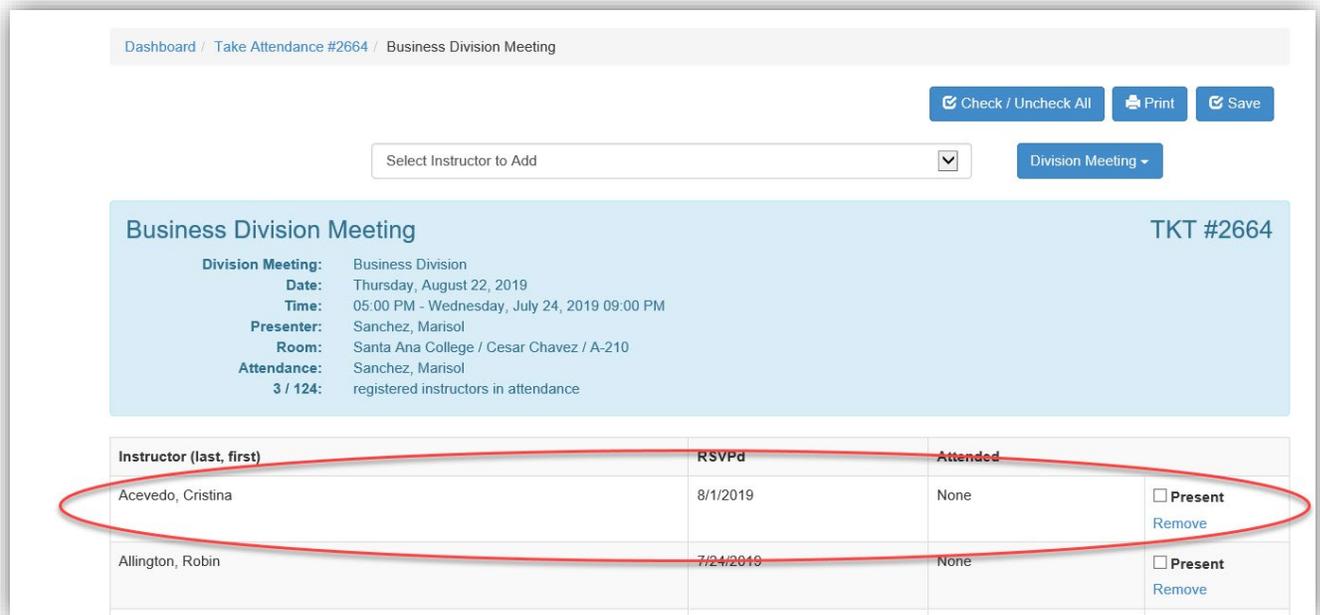
Instructor (last, first)	RSVPd	Attended	
Ahmed, Abdi	7/24/2019	None	<input checked="" type="checkbox"/> Present Remove
Allington, Robin	7/24/2019	None	<input type="checkbox"/> Present Remove
Anderson, Jennifer	7/24/2019	None	<input checked="" type="checkbox"/> Present Remove
Arteaga, Elizabeth	7/24/2019	None	<input type="checkbox"/> Present Remove
Avalos, Jesus	7/24/2019	None	<input checked="" type="checkbox"/> Present Remove

Faculty will be removed if the option is selected.

Taking Attendance for your Workshops

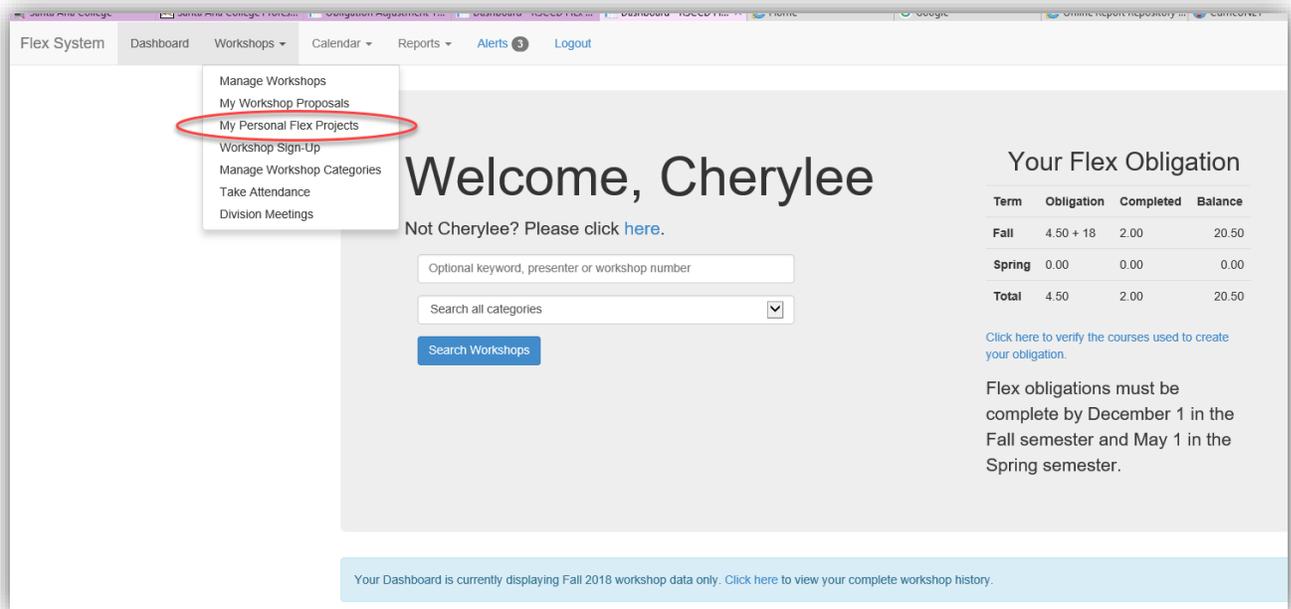


Should you have removed a faculty member or have someone attend your workshop who did not reserve a seat, you may add them to the electronic roll sheet by clicking on Select Instructor to Add. Scroll down until you find the instructor's name and click.

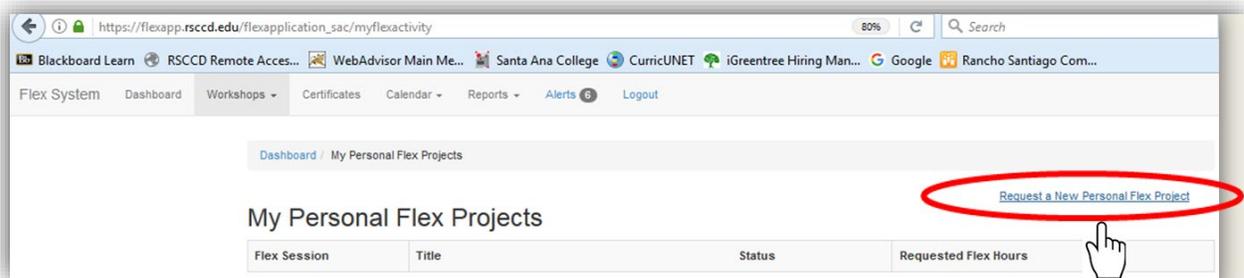


Once selected, the instructor's name will appear at the top of the list. Follow the steps on the previous page to select present.

Personal Flex Project



In addition to attending/presenting workshops faculty may also propose personal flex projects to fulfill their flex obligation. To request a personal project, start on the Workshop drop down on your dashboard.



Start by Requesting a New Personal Flex Project

Personal Flex Project

The screenshot shows the 'Request Personal Flex Project' form in the Flex System. The form includes the following fields and steps:

- Dean or Coordinator:** Grant, Madeline (dropdown menu)
- Flex Session:** Fall 2019
- Project Title:** Sample Personal Flex Project
- Description:** Sample Personal Flex Project Description
- Flex Hours, Minutes:** 04:00 (dropdown menu)
- Estimated Completion Date:** 10/18/2019

The 'Create Request' button is highlighted in blue. A mouse cursor is pointing at it.

Follow the 5 simple steps above to propose your Personal Flex Project.

Remember to include a comprehensive description of your proposed project as this will be the information used by your Dean to approve the project.

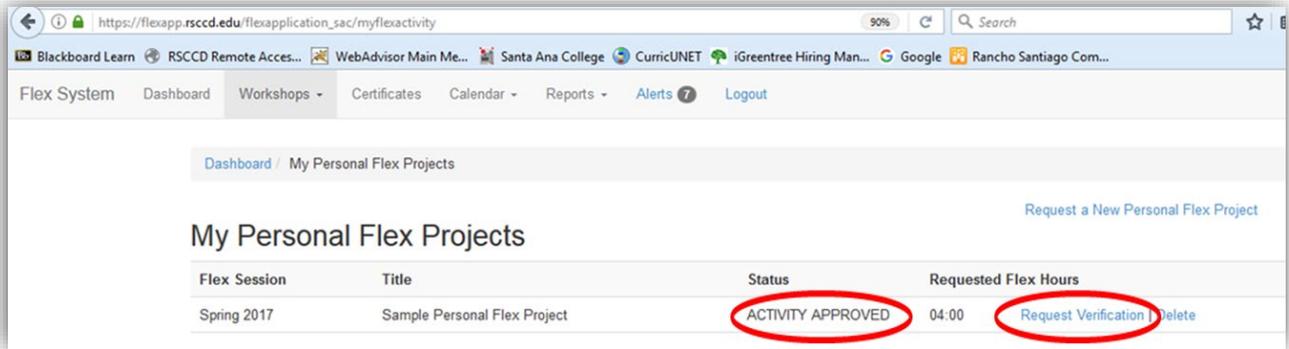
The screenshot shows the Flex System interface with the 'Workshops' dropdown menu open. The 'My Personal Flex Projects' option is highlighted. Below the menu, a table displays the status of projects.

Flex Session	Project Title	Status	Requested Flex Hours
Spring 2017	Sample Personal Flex Project	AWAITING APPROVAL	04:00

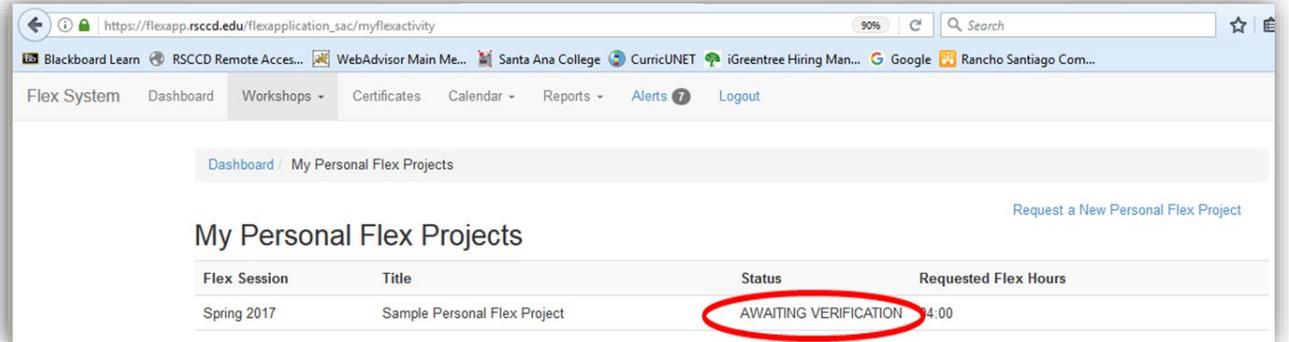
The 'Status' and 'Requested Flex Hours' columns are circled in red. The 'Edit | Delete' link is also circled in red.

To review the status of or edit/delete your Personal Flex Projects, use the Workshop drop down menu and select My Personal Flex Projects. You can then edit/delete or simply check the status.

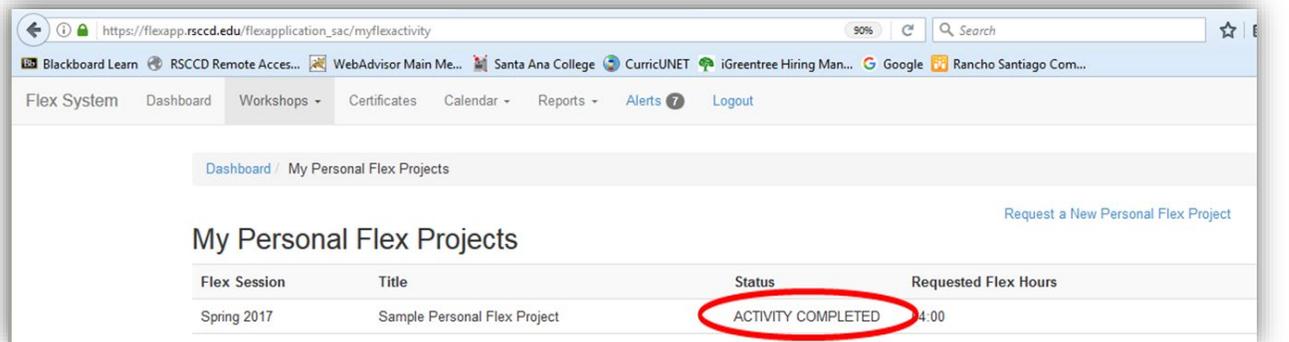
Personal Flex Project



Once the request has been reviewed and approved by your Dean, the status will be updated to read Activity Approved. When you have completed the activity click on Request Verification.



Your Dean may ask for documentation either by email or hard copy that confirms you have completed the activity. Until this is received the status will be Awaiting Verification.



When your Dean has verified completion of the activity, the status will be updated to show as Activity Completed. Once this status is assigned the hours for the activity will be deducted from your Flex Obligation.