



Part-time Faculty 2009-2010 Flex Individual/Group Proposal Guidelines



Approved Activities for Individual/Group Projects

Faculty may choose to create a project that will help contribute to student success. Examples include:

- Writing and/or assessment of student learning outcomes
- Subject area research and course update
- New course/program development
- Development of new materials for use in course or program evaluation
- Exploration of alternate instructional methods
- Review of library or media holdings for course updating
- Assessment of community needs and preferences as they relate to instruction at the community college
- Development of short-term courses
- Academic projects involving student groups
- Grant preparation

Flex credit cannot be claimed for projects that are conducted during hours that are scheduled for teaching, counseling or holding office hours.

Projects should be vital to the instructional program and the college.

Procedure for Individual/Group Flex Activity Proposal

1. Use the *Part-time Faculty Flex Individual/Group Proposal Form* from the website at <http://fpd.lbcc.edu> or mfenderson@lbcc.edu
2. Submit a completed *Part-time Faculty Flex Individual/Group Proposal Form* to the Faculty Professional Development office, Y-8, by October 16, 2009 for Fall 2009, and by March 12, 2010 for Spring 2010
3. Receive approval at your e-mail address
4. Attach a 1 page project report of the Individual/Group Activity to your *Part-time Faculty Flex Report Form*