

Applied & Fine Arts Division

Approved Flex Activities

Curriculum development	Reviewing textbooks and other materials for possible adoption
Course revision	Designing new field trips
Articulation	Revising and improving lab exercises
Orienting part-time faculty	Conducting meetings with feeder school teachers to compare programs
Developing a departmental student assessment process	Preparing long-range departmental goals
Meeting with colleagues from other colleges	Evaluating retention experience and strategies
Coordinating courses with those of other departments	Preparing display materials for classrooms
Developing supplementary materials of courses	Cataloging reference materials
Developing alternative teaching strategies	Visiting commercial and industrial settings
Upgrading computer programs that are used in instruction	Developing and updating brochures and other public relations materials
Visiting feeder high schools for articulation	Follow up on students completing a program
Ongoing evaluation of courses, programs, procedures, and materials (other than required Program Review)	Recruiting part-time faculty
Departmental in-service activity related to new procedures and technology	Defining a common content for multiple course sections
Compiling course-related bibliographies, reading list, etc.	Reviewing software for possible use in instruction
Recruitment of new students	Developing and/or revising test materials
Student advising	Meeting with advisory committees (Ref to 5/8/95 Memorandum to Div/Dep Chairs)
Upgrading and modifying equipment used for instruction	Developing departmental guidelines and bylaws
Editing video materials for classroom use	Developing a guest speaker list
	Reviewing and updating library holdings in a subject area
	Developing instructional goals for specific programs

Biological & Health Sciences Division

Approved Flex Activities

Curriculum development	Revising and improving lab exercises
Course revision	Conducting meetings with feeder school teachers to compare programs
Articulation	Preparing long-range departmental goals
Orienting part-time faculty	Evaluating retention experience and strategies
Developing a departmental student assessment process	Preparing display materials for classrooms
Meeting with colleagues from other colleges	Cataloging reference materials
Coordinating courses with those of other departments	Visiting commercial and industrial settings
Developing supplementary materials for courses	Developing and updating brochures and other public relations materials
Developing alternative teaching strategies	Follow-up on students completing a program
Upgrading computer programs that are used in instruction	Recruiting part-time faculty
Visiting feeder high schools for articulation	Defining a common content for multiple section courses
Ongoing evaluation of courses, procedures, and materials (other than required Program Review)	Reviewing software for possible use in instruction
Departmental in-service activity related to new procedures and technology	Developing and/or revising test materials and procedures
Compiling courses-related bibliographies, reading lists, etc	Meeting with advisory committees (Ref. to 5/8/95 Memorandum to Div/Department Chairs)
Recruitment of new students	Developing departmental guidelines and by-laws
Student advisement	Developing a guest speaker list
Upgrading and modifying equipment used for instruction	Reviewing and updating library holding in a subject area
Editing video material for classroom use	Developing instructional goals for specific programs
Reviewing textbooks and other materials for possible adoption	
Designing new field trips	

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Business Division

Approved Flex Activities

See your division dean if you have any questions about specific activities.

Curriculum development (all courses)
Course revision
Orienting part-time faculty (Forms and Policies Booklet)
Developing a departmental student assessment process
Meeting with colleagues from other colleges
Coordinating courses with those of other departments
Developing supplementary materials for courses
Developing alternative teaching strategies
Upgrading computer programs that are used in instruction
Visiting feeder high schools for articulation
Ongoing evaluation of courses, procedures, and materials (other than required Program Review)
Departmental in-service activity related to new procedures and technology
Recruitment of new students
Upgrading and modifying equipment used for instruction
Editing video material for classroom use
Reviewing textbooks and other materials for possible adoption
Designing new field trips

Conducting meetings with feeder school teachers to compare programs
Evaluating retention experience and strategies

Preparing display materials for classrooms
Visiting business settings
Developing and updating brochures and other public relations materials
Follow-up students completing a program
Recruiting part-time faculty
Defining a common content for multiple-section courses
Reviewing software for possible use in instruction
Developing and/or revising test materials and procedures
Meeting with advisory committees (Ref. to 5/8/95 Memorandum to Div/Dep Chairs)
Developing departmental guidelines and by-laws
Developing a guest speaker list
Developing instructional goals for specific programs
Departmental Committee meetings
Revising course outlines (all courses)
Teaching strategies and tactics (all courses)
Preparation for courses being taught for the first time
Development of supplementary material (all course)
Retreat in January or August
Student advising
Preparing long range division/departmental goals
Attend professional meetings

Counseling/DSPS/Library Division

Approved Flex Activities

See your division dean if you have any questions about specific activities.

Review career and educational source materials
Advising on curricular strategies and program development
Basic Skills classroom visitations
Visitations to off-campus programs
Orientating part-time faculty
Meeting with colleagues from other colleges
Coordinating courses with those of other departments
Upgrading and modifying equipment and computer programs used for counseling
Reviewing textbooks, software and other supplemental materials for possible adoption
Conducting conferences on campus for high school personnel, other colleges and the community
Preparing long-range departmental or division goals
Evaluating retention experiences and strategies
Course revision
Cataloging reference materials
Visiting feeder high schools for articulation
Developing and updating brochures, display materials and other public relations materials
Recruiting part-time faculty
Developing and/or revising test materials and procedures
Developing departmental guidelines and by-laws
Developing instructional goals for specific programs
Developing alternative teaching strategies
Computer/technology training
Departmental in-service activity related to new procedures and technology
Editing video material for classroom use
Attending professional meetings, conferences,

retreats and workshops relevant to professional development
Additional Flex-approved activities for Counseling Department:
Developing computer software for counselor use
Extended articulation meetings
Expanding Counseling Department service delivery system
Coordination of Transfer Day activities
Counseling during open registration time period
Developing alternative counseling strategies

Additional Flex-approved for Disabled Student Programs & Services (DSPS):
Developing departmental student assessment process
Ongoing evaluation of courses, procedures and materials (other than program review)
Departmental in-service activity related to new procedures and technology
Recruitment of new students
Follow-up on student completing a program (testing process)
Departmental Committee meetings
Preparation for courses being taught the first time and/or on-line
LD advising during regular Flex

Additional Flex-approved activities for Librarians:
Consultation with instructors re: collection development, research assignments, orientations, and other matters concerning Information Competency and library instruction
Developing library curriculum teaching strategies and course outline revisions
Developing and revising library bibliographies, handouts, assignments, and assessments tools
Visiting other libraries and meeting with other colleagues from other sites

English Division

Approved Flex Activities

See your division dean if you have any questions about specific activities.

Articulation

1. Attending meetings for intra-district articulation
2. Attending meetings for inter-district segmental articulation
3. Conducting meetings with feeder school teachers to compare programs and develop strategies
4. Coordinating courses with those of other disciplines
5. Visiting commercial and industrial settings

Assessment Testing

6. Developing, administering, and evaluating assessment tests

Committee Meetings

7. Meeting with advisory committees
8. Meeting with colleagues from other institutions
9. Meeting with colleagues to discuss teaching techniques ('Best Practices')

Instructional Materials

10. Cataloging reference materials
11. Compiling course related bibliographies, reading lists, etc.
12. Developing and/or revising test materials and procedures
13. Developing and updating brochures and other public relations materials
14. Developing supplementary materials for courses
15. Editing audio-visual materials for classroom use
16. Preparing display materials for classrooms
17. Reviewing and updating library holdings
18. Reviewing textbooks and other materials for possible adoption
19. Revising and improving lab exercises and materials

New Technology

20. Attending departmental in-service activities related to new procedures and technology
21. Reviewing software for possible use in instruction
22. Upgrading computer programs that are used in instruction
23. Upgrading or modifying equipment used for instruction

Professional Activities and Development

24. Developing, revising, and implementing recruitment plans for full-time and part-time faculty
25. Participating in orientation, mentoring, and in-service for part-time faculty
26. Recruiting new students and new faculty
27. Developing departmental guidelines and bylaws

Program and Curriculum Development

28. Defining common content and objectives for multiple section courses
29. Designing new field trips
30. Developing guest speaker list
31. Developing course curriculum
32. Developing instructional goals for specific programs
33. Evaluating courses, programs, procedures, and materials
34. Preparing long-range departmental goals
35. Revising course outlines
36. Updating and revising course syllabi and class assignments

Retention, Student Success

37. Evaluating retention experience and strategies
38. Following up on students complementing a program

Math and Computer Science Division

Approved Flex Activities

See your division dean if you have any questions about specific activities.

Articulation

1. Attending meetings for intra-district articulation
2. Attending meetings for inter-district segmental articulation
3. Conducting meetings with feeder school teachers to compare programs and develop strategies
4. Coordinating courses with those of other disciplines
5. Visiting commercial and industrial settings where math concepts are applied

Assessment Testing

6. Developing, administrating, and evaluating assessment tests

Committee Meetings

7. Meeting with advisory committees
8. Meeting with colleagues from other institutions
9. Meeting with colleagues to discuss teaching techniques ('Best Practices')

Instructional Materials

10. Compiling and/or cataloguing reference materials
11. Compiling course related supplemental handouts, bibliographies, reading lists, etc.
12. Developing and/or revising exam materials and procedures
13. Reviewing/revising online course materials
14. Developing supplementary materials for courses
15. Editing audio-visual materials for classroom use
16. Preparing display materials for classrooms
17. Reviewing and updating library holdings
18. Reviewing textbooks and other materials for possible adoption
19. Revising and improving lab materials and handouts

New Technology

20. Attending departmental in-service activities related to new procedures and technology
21. Reviewing software for possible use in instruction
22. Upgrading computer programs that are used for instruction
23. Upgrading or modifying equipment used for instruction
24. Upgrading or modifying departmental or instructional webpages

Professional Activities and Professional Development

24. Developing, revising, and implementing recruitment plans for full-time and part-time faculty
25. Participating in orientation, mentoring, and in-service for part-time faculty and new full-time faculty.

26. Acting as an official advisor for a DVC student club
27. Recruiting new students and new faculty
28. Developing departmental guidelines and bylaws
29. Visiting classes taught by colleagues to provide feedback and obtain new ideas

Program and Curriculum Development

30. Defining common content and objectives for multiple section courses
31. Designing new field trips
32. Developing course curriculum
33. Developing instructional goals for specific programs
34. Evaluating courses, programs, procedures, and materials
35. Preparing long-range departmental goals
36. Revising course outlines
37. Updating and revising course syllabi and class assignments
38. Developing, evaluating, updating, modifying, or refining SLO's for courses, degrees, and programs.

Retention, Student Success

39. Evaluating retention experience and strategies
40. Following up on students complementing a program

Website Development

Developing, updating, or modifying the department/division or other webpages on the DVC website

Developing, updating, or modifying faculty webpages

Other

41. During Flex week the department faculty may participate in the following activities to insure a smooth beginning to the semester:
 - a) prerequisite appeals
 - b) schedule changes
 - c) orientation of new staff
 - d) completion of logistical tasks necessary for the efficient running of the department during the semester

Kinesiology, Athletics & Dance Division

Approved Flex Activities

See your division dean if you have any questions about specific activities.

1. Articulation activities
2. Assessment of department performance relative to department and college goals.
3. By-laws revision
4. Compile course-related bibliographies reading lists, etc.
5. Conduct meetings with feeder school teachers and coaches to enhance programs
6. Coordinate courses with other departments
7. Course revision
8. Create or review audio-visual materials for instructional use
9. Curriculum development
10. Define common content for multiple section courses
11. Department in-service activities related to new procedures, programs, technology
12. Department in-service activities to meet changing institutional needs and goals
13. Design administrative strategies to enhance staff effectiveness/program quality
14. Design field trips
15. Develop/revise written department guidelines as needed
16. Develop and/or revise test materials and protocol
17. Develop and update brochures and other public relations material
18. Develop grant proposals
19. Develop instruction innovations
20. Develop improved course materials
21. Develop improved student assessments
22. Evaluate retention experience and strategies
23. Fund raising activities
24. Gratuitous service instruction
25. In-service training for certification and employment preparation programs
26. Meet with private sector as appropriate to initiate/maintain cooperative programs
27. Meet with colleagues from other colleges
28. Meet with fitness and sport experts from the community
30. Orientation of new faculty
31. Participate in professional clinics, conferences, meetings and workshops
32. Prepare department goals and plans
33. Prepare display materials for teaching areas
34. Recruitment of staff
35. Recruitment of students
36. Retreat in August or January
37. Review and update library holdings
38. Review and update course materials and textbooks
39. Review computer hardware and software for possible instructional use
40. Review equipment for possible instructional use
41. Review facilities for possible modification/enhancement of existing facilities
42. Student advising
43. Student follow-up
44. Student survey (revise, analyze, develop recommendations)
45. Upgrade teaching facilities
46. Visit college, commercial and industrial settings

Physical Science & Engineering Division

Approved Flex Activities

See your division dean if you have any questions about specific activities.

Architecture, Construction, Engineering, Engineering Technology

Articulation with 4-year colleges and universities
Articulation with high schools
Attend professional meetings
Construct and/or design new demonstration equipment
Curriculum development
Departmental in-service activity related to new procedures or technologies
Designing field trips, which may include visiting the site
Developing and/or updating advertising materials for programs or department
Engineering summer camp planning and/or preparation and/or participation
Facilities planning for new equipment
Facilities planning for remodeling project
High school student recruitment
New faculty orientation
Participating at regular college FLEX activities
Part-time faculty recruiting, advising, training and/or orientation
Preparation for a new course
Preparation of instructional materials, including experiments demonstrations, or audio-visual
Preparation of materials for labs
Program advisory committee meetings
Reviewing computer software for possible use in classes
Revising laboratory experiments
Revision of course outlines and catalog revisions
Self-study of new classroom-use software
Student advising
Student club mentorship
Student design project mentorship
Taking any college level course
Training: Computer software and/or hardware and/or general lab equipment
Visit industry to develop field trips, develop student job opportunities, obtain financial assistance or donations, and learn from industry experts
Visiting or communicating with other college programs and faculty
Workforce development
Writing new laboratory exercises

Chemistry

Review Textbooks
Course Revision
Class Preparation
Class Research
Computer Work (Learning about the computers that we have in the department, evaluating software packages and researching possible software for purchase).
Revising laboratory
Writing new laboratory exercises
Preparation of new instructional materials for lecture
Repair demonstration equipment
Construct new demonstration equipment
Repair scientific instruments
Attend professional meetings
Department workshop or retreat:
 Admission testing
 Articulation problems
 Teaching philosophies
 Safety and first-aid
 Textbook evaluation
 Future staffing
 Applied topics such as: Atomic absorption, solar energy, etc..
Former student follow-up study
Current student statistical study
New faculty orientation

Physical Science & Engineering Division (Continued)

Organize Experiments for Syllabus
Rewrite and Rework Position Plots (Astro)

Physical Science

Curriculum development
Course revision
Articulation
Orienting part-time faculty
Recruiting part-time faculty
Developing a departmental student assessment process
Meeting with colleagues from other colleges
Coordinating courses with those from other departments
Developing supplementary materials for courses
Developing alternative teaching strategies
Upgrading computer programs that are used in instruction
Visiting feeder high schools for articulation
Evaluation of courses, programs, procedures and materials
Departmental in-service activity related to new procedures and technology
Student advising
Upgrading and modifying equipment used for instruction
Editing video material for classroom use
Collecting rock samples or photographs for classroom use
Reviewing textbooks and other materials for possible adoption
Designing new field trips, field trip reconnaissance
Revising and improving lab exercises
Conducting meetings with feeder school teachers to compare programs
Preparing long-range departmental goals
Organizing, labeling samples for instruction
Developing/revising test material and procedures
Developing departmental guidelines and by-laws
Reviewing and updating library holdings
Attending, participating in technical meetings
Developing grant proposals
Program review
Department Computer Planning
Software Review
Computer Demo

Social Science Division

Approved Flex Activities

- Curriculum development
- Course revision
- Articulation
- Orienting part-time faculty
- Developing a departmental student assessment process
- Meeting with colleagues from other colleges
- Coordinating courses with those of other departments
- Developing supplementary materials for courses
- Developing alternative teaching strategies
- Upgrading computer programs that are used in instruction
- Visiting feeder high schools for articulations
- Evaluation of courses, programs, procedures and technology
- Departmental in-service activity related to new procedures and technology
- Compiling course related bibliographies, reading lists, etc.
- Recruitment of new students
- Student advising
- Upgrading or modifying equipment used for instruction
- Editing video materials for classroom use
- Recruitment textbooks and other materials for possible adoption
- Designing new field trips
- Revising and improving lab

San Ramon Campus Approved Flex Activities

Curriculum development
Course revision
Coordinating courses with those of other departments
Preparing courses being taught for the first time
Ongoing evaluation of courses, procedures and materials (other than required by program review)
Developing supplementary materials for courses
Developing alternative teaching strategies
Upgrading computer programs used for instruction
Reviewing software for possible use in instruction
Upgrading and modifying equipment used for instruction
Editing video material for classroom use
Compiling course-related reading lists, bibliographies, etc.
Preparing display materials for classrooms, including experiments, demonstrations and audio-visual material
Reviewing textbooks and other materials for possible adoption
Designing new fieldtrips, field trip reconnaissance
Developing or revising lab exercises
Collecting samples for use in lab

Articulation

Visiting feeder high schools for articulation
Recruitment of new students
Coordinating and participating in Transfer Day activities
Developing, revising and implementing recruitment plans for part-time and full-time faculty
Preparing long-range department goals
Developing department bylaws and guidelines
Orienting new part-time faculty
Orienting new full-time faculty
Reviewing part-time faculty syllabi
Develop student job opportunities: part-time, co-op and full-time
Grant writing and fund-raising for programs
Developing, recruiting and coordinating guest speakers
Reviewing and updating library holdings in a subject area
Developing alternative counseling strategies
Division/ department retreats and workshops
Training new technicians
Developing computer software
Facilities planning for new building, remodeling or new equipment
Repair of scientific instruments
Designing or preparing statistical study or survey for students, faculty, staff and administrators
Design administrative strategies to enhance effectiveness/ program quality
Gratuitous service instruction
Representing the college as a guest speaker or lecturer for feeder schools/ community organizations
Meet with discipline experts in the community
Conducting conferences on campus for high school personnel, other colleges and the community
Department in-service activity related to new procedures or technology
Department in-service activity to meet changing institutional needs and goals

Any flex activity approved by the department of someone's discipline