

Welcome to the 2023-2024 year!

I am delighted to extend a warm welcome to all of you as we embark on a new academic year. I am hopeful that we are embarking on a year of positive growth and stability as we grow more accustomed to the new normal of education. We are still figuring out what education looks like for a new generation of students who spent a significant amount of time learning and interacting remotely, and what that means for how we best teach and work with our students – but we know a lot more about how to do it than we did a year ago. We are at the point where we can look ahead and plan once again, knowing that how we provide our students with an education has undergone a fundamental shift – things will never be what they were before March 2020, but this gives us an unprecedented opportunity to try new things and adopt different lenses in how we do our work. I know there is some trepidation with this, as there always is with doing things differently, but I am excited to see how this will continue to evolve for us and our students.

We are also still navigating what it means to be antiracist and truly be equitable in all aspects of our work while being parts of institutions and systems that perpetuate white supremacy and the status quo. Our district values diversity, equity, and inclusion, and we are committed to fostering an environment where all individuals feel respected, valued, and supported. We encourage you to embrace these principles in your work and interactions with colleagues and students. Together, we can create a welcoming and inclusive community that celebrates the richness of diverse perspectives and experiences.

At SMCCCD, we believe in the power of education to transform lives and shape the future. As members of the faculty, you play a pivotal role in our mission to provide high-quality education, foster critical thinking, and promote student success. Your expertise, passion, and dedication will inspire our students and help them realize their full potential. As faculty members, you are not just educators but also mentors and role models. Your guidance and support will shape the academic and personal journeys of our students. I encourage you to build strong relationships with your students, providing mentorship, advice, and encouragement to help them navigate their educational paths successfully.

I encourage anyone who is interested to attend the **District Academic Senate meetings**, which take place **every 2nd Monday from 2:15-4:30pm at the District Board room**. There is also always the option to Zoom in for non-voting members. Agendas are always sent out the week prior to a meeting, and we welcome suggestions for agenda items and topics from any member of our faculty.

As a reminder, the 2023-24 flex days are scheduled as follows:

- Monday August 14th
- **Tuesday August 15th (mandatory for faculty)**
- Wednesday October 11th
- Thursday January 11th
- **Friday January 12th (mandatory for faculty)**
- Thursday April 18th

As we embark on this journey together, I am confident that our collective efforts will have a positive and lasting impact on the lives of our students and the broader community. I wish you all a successful and fulfilling academic year filled with exciting discoveries, meaningful interactions, and personal growth.

Thank you,

[Arielle Smith](#), DAS President, CSM Counseling Faculty

Memorandum

TO: All SMCCD Faculty

FROM: Arielle Smith, District Academic Senate President, SMCCCD

RE: Flex Obligations for 2023-2024 Academic Year

CC: College Presidents, Vice-Presidents, Deans, and Flex Coordinators

The SMCCCD provides a flexible calendar for staff development in accordance with California Code of Regulations, Title 5, Division 6, § 55724*. There are six (6) Flex Days in the 2023-2024 academic calendar:

- Monday and Tuesday, August 14 and 14, 2023, and Wednesday, October 11, 2023
- Thursday and Friday, January 11 and 12, 2024, and Thursday, April 18, 2024

Per Title 5, all Flex Day obligations are on "flexible time." All faculty members are encouraged to attend Opening Day activities on Monday, August 14, 2023 and other special activities at each college on Tuesday, August 15, 2023. As of 2018, SMCCCD requires mandatory attendance at two Flex Days for full-time faculty, while the other four Flex Days remain on flexible time. **The mandatory Flex Days for full-time faculty are August 15, 2023 and January 12, 2024.**

Per article 7.11 of the AFT contract, faculty members on a regular academic year contract shall participate in Flex Days as part of their basic assignments. Regular faculty will be expected to participate in Flex Day activities for five (5) hours per Flex Day (for a total of 15 hours per semester). Apart from the two mandatory Flex Days per year, additional activities may be conducted at any time during the year between June 1, 2022, and May 31, 2023. Activities will be self-certified, reported on the form attached, and submitted to the appropriate Division Dean upon completion. *The AFT and District Senate has also agreed that any course preparation due to the COVID-19 pandemic can be counted as flex time. Per the Fall 2021 MOU: "Faculty who participate in any other training [outside QOTL] provided by the District regarding the use of distance modalities, for which the faculty are not being separately compensated, may count that time as flex without pre-approval."* Failure to report can result in the loss of time or wages, e.g., paid or unpaid leave.

Full Time Submission Due Dates: FALL - December 15th SPRING - June 15th

Post-retirement and part-time faculty who are scheduled to teach on the same day of the week that a Flex Day occurs may receive compensation for reported Flex activities up to the total number of hours normally worked on that day(s). **Further, hourly faculty who are NOT scheduled to teach on the day of the week a Flex Day occurs may participate in the District-sponsored Flex activities and receive compensation at the special rate for up to 5 hours per Flex Day.*** All Flex activities must be conducted during the year between June 1, 2023, and May 31, 2024. Additional hours will not be compensated. In addition to the reporting form, hourly faculty must submit a timesheet to their Division Dean in order to receive pay. *Flex Days for post-retirement and hourly faculty MUST be reported during the semester in which they were observed but NO later than December 15th for Fall semester and June 15 for Spring Semester.*

The purpose of flex days, according to Title 5, is to provide time for faculty to participate in "development activities related to staff, student, and instructional improvement."* The activities below can be used to meet the Flex time obligation. Please check with your college Academic Senate President if you are in doubt about any other activity. Questions about this obligation or the process can be directed to your college Academic Senate President or your Division Dean.

Activities which college personnel will be engaged in during flexible staff, student and instructional improvement days may include, but need not be limited to:

1. Course instruction and evaluation
2. Staff development, in-service training and instructional improvement
3. Program and course curriculum or learning resource development and evaluation
4. Student personnel services
5. Learning resource services
6. Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty & staff diversity
7. Departmental or division meetings, conferences and workshops, and institutional research
8. Other duties as assigned by the district
9. The necessary supporting activities for the above

*citations: California Code of Regulations, Title 5, Article 2. Flexible Calendar Operations, Section 55724) & per AFT contract

SMCCCD Flex Activity Reporting Form

Name:

Division:

Date of Activity 1: _____ Number of Hours: _____

Description of Activity 1: _____

Date of Activity 2: _____ Number of Hours: _____

Description of Activity 2: _____

Date of Activity 3: _____ Number of Hours: _____

Description of Activity 3: _____

Date of Activity 4: _____ Number of Hours: _____

Description of Activity 4: _____

Date of Activity 5: _____ Number of Hours: _____

Description of Activity 5: _____

Date of Activity 6: _____ Number of Hours: _____

Description of Activity 6: _____

Signature:

Date:

Please use additional sheets as necessary.

Faculty Signature: Date: Division Dean Signature: Date:

Please return this form to your Division Office no later than the end of business day December 15th (FALL) or June 15th (SPRING).