CHANCELLOR'S OFFICE GUIDELINES

FLEXIBLE CALENDAR PROGRAM

STAFF IMPROVEMENT

- Developing new programs (e.g., workshop on designing curriculum/programs)
- Faculty and Counselor meetings to address areas of concern
- Workshops on grant writing
- Learning a second language to better communicate with our diverse student population
- Improving computer/technology skills

STUDENT IMPROVEMENT

- Developing new program to meet changing student needs
- Review of Learning resource materials to eliminate out-dated items, making recommendations for additions
- Mentoring students
- Institutional research focused on meeting student needs (e.g.) job market surveys, transfer ratios, student ethnicity data, gender equity
- Outreach for special projects (e.g.,) Math, Engineering and Science Achievement (MESA Program)

INSTRUCTIONAL IMPROVEMENT

- Attending workshops on teaching methods (e.g.) classroom-based research training, Instructional Skills Workshops (ISW) local, regional, national Great Teachers Seminar
- Developing or revision of programs, course curriculum, learning resources and evaluation
- Developing new courses
- Conferences, workshops which address staff diversity, sexual harassment, cultural diversity, multicultural activities

*Note: This list is intended only as a guide. Flex Activities are not limited to these categories. Note that some activities may address more than one category and that many Library and PDC Workshops are "flex-eligible"*