

Discipline Facilitator FLEX Approval Request Form

Each discipline facilitator may receive 8 hours of Flex credit for services provided to RCC in this position; however, faculty may not receive FLEX credit AND institutional service as discipline facilitator. Submit this form to Beth.Gilbertson@rcc.edu. If you wish to receive over 8 hours of FLEX time, you must submit an individual FLEX form, which requires advanced department chair approval and evidence of the FLEX activities over and above 8 hours.

Name of the discipline facilitator requesting FLEX credit: _____

Name of the discipline you facilitate: _____

Academic year during which you are requesting credit for: _____

Duties completed while discipline facilitator:

Which of the following objectives will be met (check all that apply):

1. Course instruction and evaluation, including assessment
2. Staff development, in-service training, and instruction improvement.
3. Program and course curriculum or learning resource development and evaluation (e.g. Program review training, curriculum review)
4. Student personnel services
5. Learning resource services
6. Student advising, guidance, orientation, matriculation services and student, faculty and staff diversity training
7. Department or division meetings, conferences, and workshops, and institutional research
8. Other duties as assigned by the district
9. Other: that contribute to improvement of instruction, administration, or student services

For office use only

Approved: Yes or No

Date: _____

Initials of FD coordinator or FDC faculty chair: _____