

# Recording PDP/Flex Activities in MyFlex

**PART TWO: Recording Other Pre-Approved PD Activities**

Fall 2015

# Two types of activities!

## **PART ONE: Workshops**

- \* Approved and scheduled through PDP and *must be flex-eligible for ALL MiraCostans*
- \* Anyone can enroll in and attend these activities

## **PART TWO: Other Pre-Approved PD Activities**

- \* Anything other than an MCC Workshop falls under this type of activity
- \* These are “blanket pre-approved” activities

# Does your activity pass The FLEX Test?

If you can answer “yes” to the following three questions, then your PD activity is flex-eligible at MiraCosta. You may be required to provide reasonable justification in the event that verification is necessary.

## 1. Does the activity contribute to student, staff, and/or instructional improvement?

- a) Student improvement – teaches you to assist students with larger, non-instructional issues; e.g. making better-informed life choices, becoming more meaningful contributors to society, becoming better informed citizens, etc.
- b) Staff improvement – develops your non-instructional workplace skills
- c) Instructional improvement – develops your instructional skills, methods, etc.

## 2. Is the activity voluntary and without compensation?

- a) Not required – the activity cannot be something that is required of you in the performance of your regularly expected duties and obligations.
- b) No double-dipping – You are paid for flex activities because they are in lieu of instruction so you cannot accept additional compensation of any kind (stipends, honoraria, gifts, advancement on salary scale, etc.)
- c) No canceling classes – You cannot claim flex credit for activities during times you are supposed to be teaching, i.e. if you cancel a one-hour class to participate in a ten-hour conference, you can only claim nine hours of flex credit for that activity.

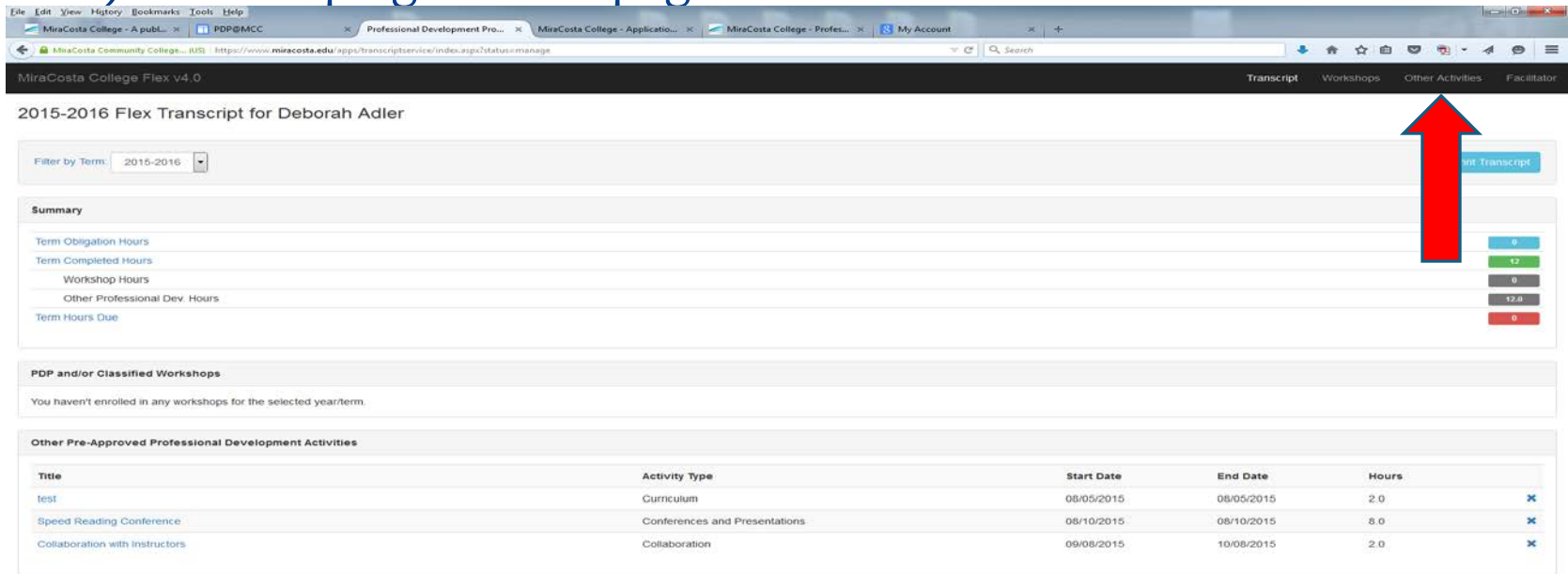
# The FLEX Test! (cont.)

## 3. Will the taxpayers approve?

- a) We're public employees – If the taxpayers find out their tax dollars paid you for this activity instead of classroom instruction, will they approve?
- b) Subject to review / audit – As public records, flex transcripts are subject to review and / or audit by anyone at any time until the third July 1<sup>st</sup> beyond the activity's completion date (Class 3 Disposable Records per Title 5).
- c) Cover your bases – Try to make sure your activities and supporting documentation leave no room for questions. In the event of a review or audit you may be asked to provide reasonable justification.

# Recording Other Pre-Approved PD Activities

- \* See slide presentation #2, “MyFlex @ MCC” on the [PDP webpage](#) for instructions on how to sign-into the MyFlex system
- \* Reminder, you will be defaulted to your Transcript page in MyFlex
- \* Once on this page, click the “Other Activities” tab (formerly the ‘Record’ tab) at the top right of the page



MiraCosta College Flex v4.0

Transcript Workshops Other Activities Facilitator

2015-2016 Flex Transcript for Deborah Adler

Filter by Term: 2015-2016

Print Transcript

**Summary**

Term Obligation Hours	6
Term Completed Hours	12
Workshop Hours	0
Other Professional Dev. Hours	12.0
Term Hours Due	0

**PDP and/or Classified Workshops**

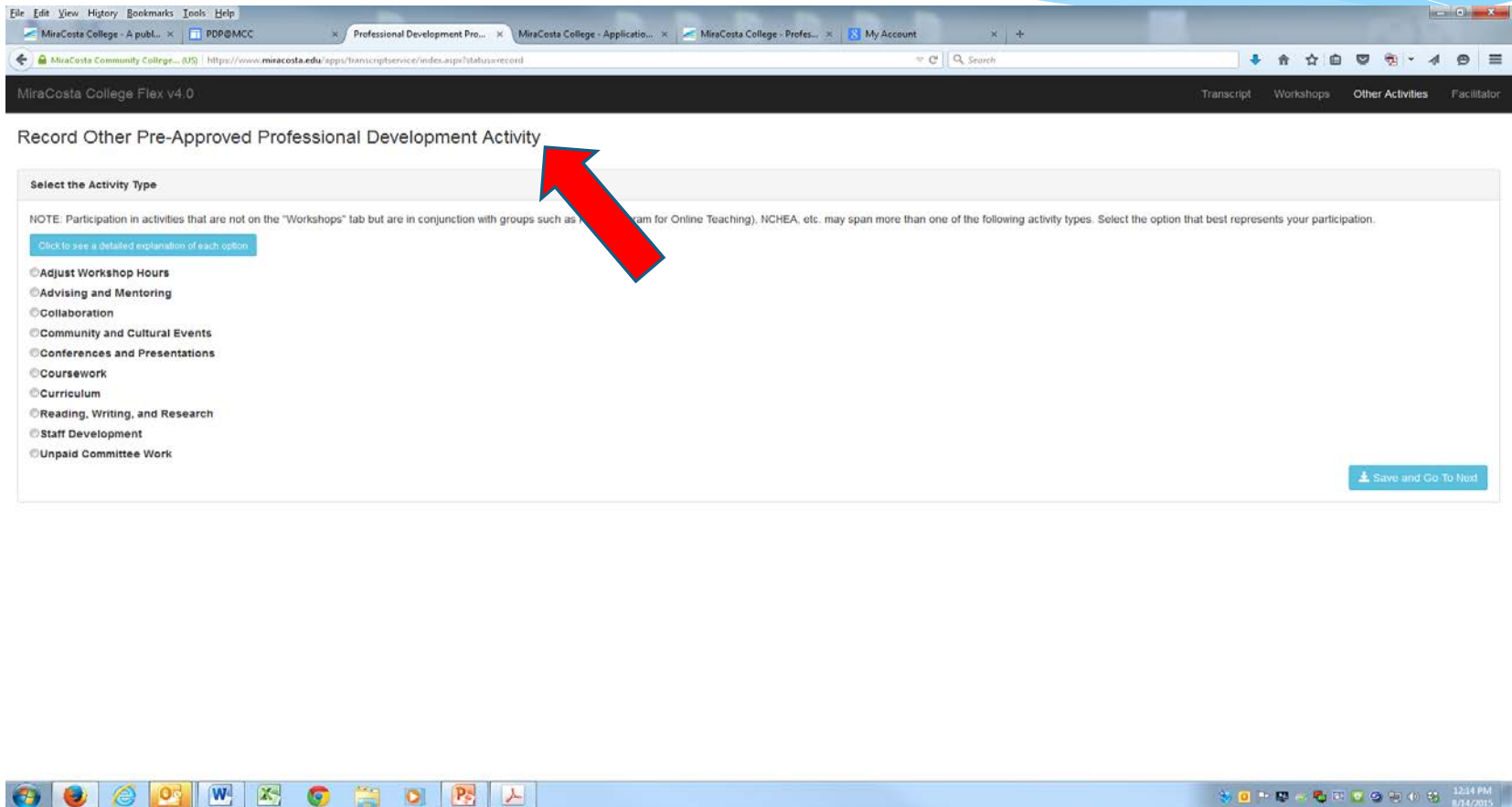
You haven't enrolled in any workshops for the selected year/term.

**Other Pre-Approved Professional Development Activities**

Title	Activity Type	Start Date	End Date	Hours	
test	Curriculum	08/05/2015	08/05/2015	2.0	✕
Speed Reading Conference	Conferences and Presentations	08/10/2015	08/10/2015	8.0	✕
Collaboration with Instructors	Collaboration	09/08/2015	10/08/2015	2.0	✕

# Recording Other Pre-Approved PD Activities (cont.)

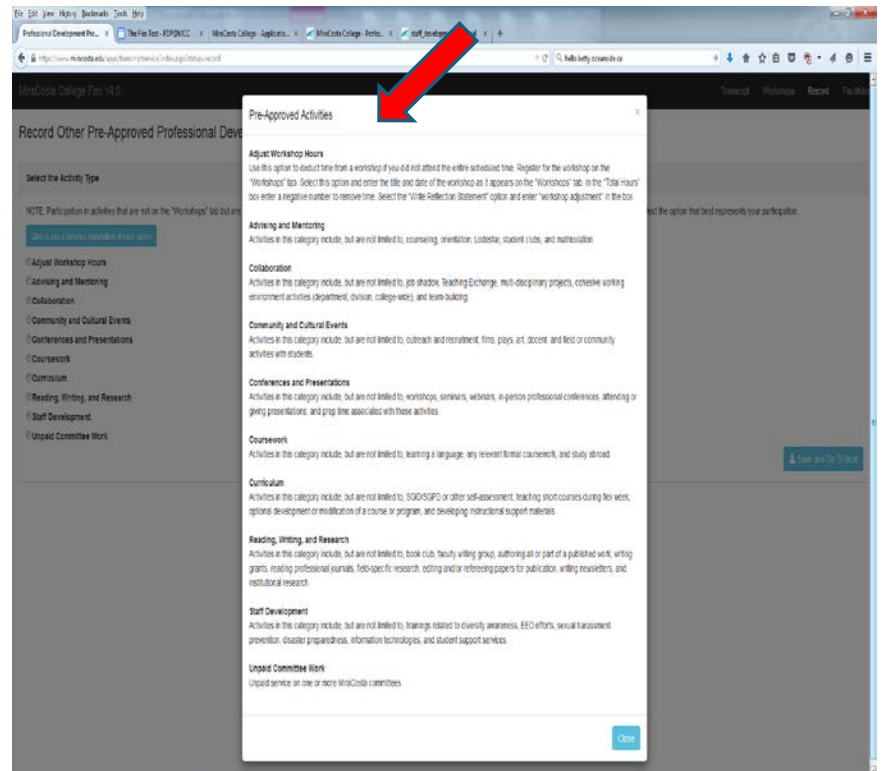
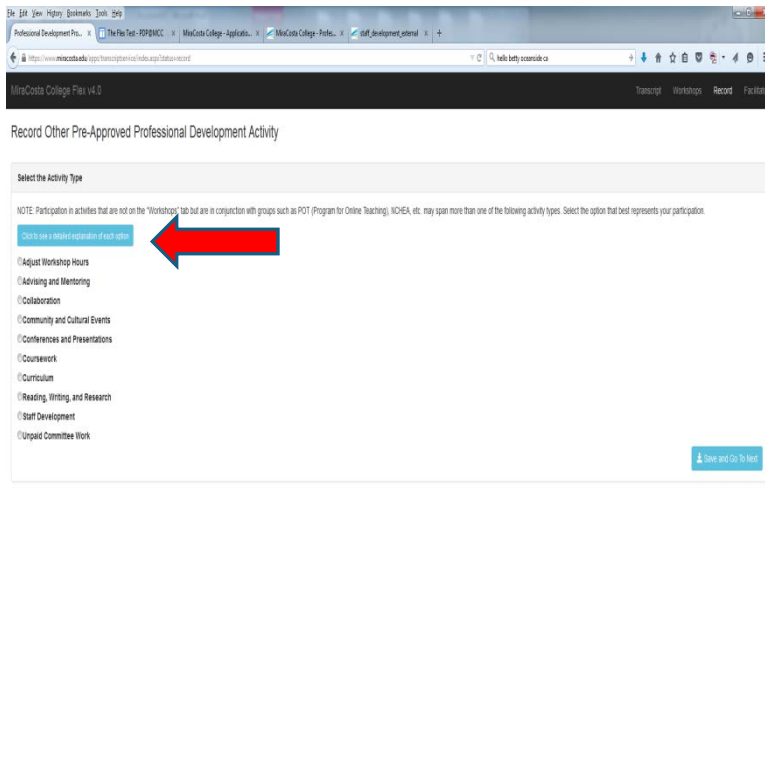
- \* This is the “Record Other Pre-Approved Professional Development Activity” page in MyFlex



The screenshot displays a web browser window with the URL <https://www.miracosta.edu/apps/transcriptservice/index.aspx?status=record>. The page title is "Record Other Pre-Approved Professional Development Activity". A red arrow points to this title. Below the title is a section titled "Select the Activity Type" with a note: "NOTE: Participation in activities that are not on the 'Workshops' tab but are in conjunction with groups such as [redacted] (Program for Online Teaching), NCEA, etc. may span more than one of the following activity types. Select the option that best represents your participation." A link "Click to see a detailed explanation of each option" is provided. The activity types listed are: Adjust Workshop Hours, Advising and Mentoring, Collaboration, Community and Cultural Events, Conferences and Presentations, Coursework, Curriculum, Reading, Writing, and Research, Staff Development, and Unpaid Committee Work. A "Save and Go To Next" button is located at the bottom right of the form area. The Windows taskbar at the bottom shows the time as 12:14 PM on 8/14/2015.

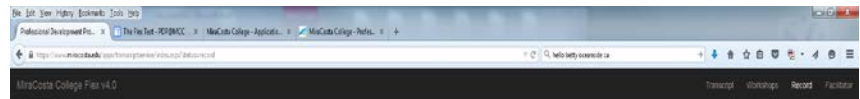
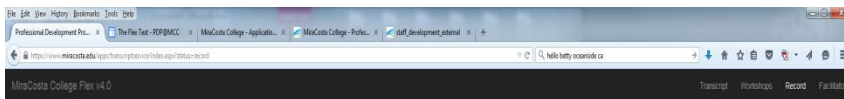
# Recording Other Pre-Approved PD Activities (cont.)

- \* The picture on the left shows the a list of ‘activity types’
- \* To see a description of all of the ‘activity types’ click on the bar above the list “Click to see a detailed explanation of each option”
- \* A pop-up window will open with the descriptions of the activity types as seen in the picture on the right



# Recording Other Pre-Approved PD Activities (cont.)

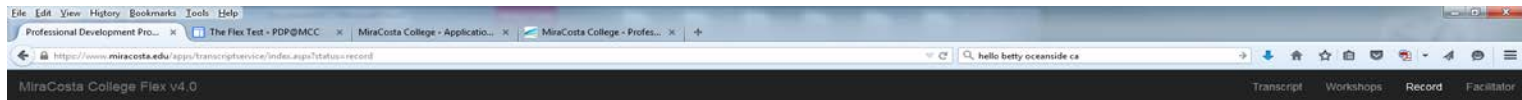
- \* You must decide which activity type best fits the activity you would like to 'Record'
- \* For this example, in the picture on the left, you can see that the 'Collaboration' radio button has been selected
- \* When you click on 'Save and Go to Next' on the bottom right of the screen, you are then directed to the next page (as seen in the picture on the right) 'Record Other Pre-Approved Professional Development Activity'





# Recording Other Pre-Approved PD Activities (cont.)

- \* Now it is time to fill in the information on this page for the activity you would like to record
- \* Notice the 'Activity Type' chosen, i.e. 'Collaboration,' is shown at the top of the page
- \* Give a name to your activity 'Title'
- \* Choose a 'Start Date' and an 'End Date' (click in the box and a calendar will pop up)
- \* Then input the number of hours you spent completing the activity



## Record Other Pre-Approved Professional Development Activity

**Record Activity Details**

**Activity Type:** Collaboration  
Activities in this category include, but are not limited to, job shadow, Teaching Exchange, multi-disciplinary projects, cohesive working environment activities (department, division, college-wide), and team-building.

**Activity Title:**  (100 character limit)

**Start Date:**

**End Date:**

**Total Hours:**

**Select form of documentation:**

Upload document (2 MB limit)

Write reflection statement (500 character limit)

- I understand that my contractually obligated duties are not flex-eligible, nor may I claim time for flex-eligible activities conducted during times that I am contractually obligated to the District
- I understand that it is my responsibility to ensure that this activity meets the criteria for professional development activities as outlined on the PDP website, in the Education Code, and in Title 5 of the California Code of Regulations, and that I may be required to provide justification to that effect.
- I understand that it is my responsibility to provide appropriate supporting documentation of my participation in this activity. Further, I understand that these records are subject to audit by state and/or local authorities until the third July 1st after the activity's end date.
- I understand that I may be required to evaluate this activity
- By typing my name below, I am certifying that I have participated in this activity for the hours reported above, during the dates reported above, and that I understand and agree to the terms stated herein.

**Certification Signature**

First Name:  Last Name:  Enter first and last names, not a MyFlex username.

[← Back](#) [Submit Pre-Approved Activity](#)

# Recording Other Pre-Approved PD Activities (cont.)

\* Now, select your form of documentation:

- ❖ either upload a document that will demonstrate your participation in the activity, **OR**
- ❖ write a brief reflection statement (only 500 characters – NOT words) describing how this activity helped you develop professionally

## UPLOAD DOCUMENTATION

~ OR ~

## WRITE A REFLECTION STATEMENT



Record Other Pre-Approved Professional Development Activity

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**Activity Title:**  (100 character limit)

**Start Date:**

**End Date:**

**Total Hours:**

**Select form of documentation:**

Upload document (2 MB limit)

Write reflection statement (500 character limit)

Upload documentation should demonstrate your participation in the activity. Examples of acceptable documentation include, but are not limited to, registration receipts, transcripts, certificates of completion, journal articles, newsletters, screenshots of blog entries or websites, and PPTs of presentations.

Attach supporting documentation: (2 MB file size limit)

I understand that my contractually obligated duties are not fee-eligible, nor may I claim time for fee-eligible activities conducted during times that I am contractually obligated to the District.

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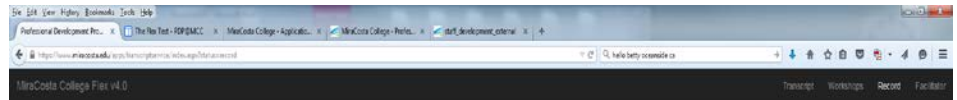
I understand that it is my responsibility to provide appropriate supporting documentation of my participation in this activity. Further, I understand that these records are subject to audit by state and/or local authorities until the third July 1st after the activity's end date.

I understand that I may be required to evaluate this activity.

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**Certification Signature**

First Name:  Last Name:  Enter first and last names, not a MyPlex username.



Record Other Pre-Approved Professional Development Activity

**Record Activity Details**

**Activity Type:** Collaboration  
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**Activity Title:**  (100 character limit)

**Start Date:**

**End Date:**

**Total Hours:**

**Select form of documentation:**

Upload document (2 MB limit)

Write reflection statement (500 character limit)

Enter a brief statement describing how this activity helped you develop professionally with explicit examples in one or more of the following areas: instructional improvement (classroom duties), staff improvement (non-instructional workplace duties), and/or student improvement (your ability to assist students in personal, non-instructional ways).

Enter reflection statement: (500 character limit and carriage returns are not permitted).

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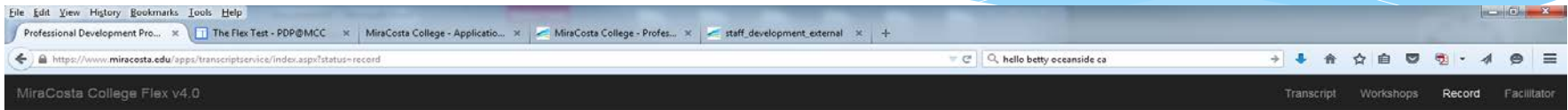
By typing my name below, I am certifying that I have participated in this activity for the hours reported above, during the dates reported above, and that I understand and agree to the terms stated herein.

**Certification Signature**

First Name:  Last Name:  Enter first and last names, not a MyPlex username.

# Recording Other Pre-Approved PD Activities (cont.)

- \* Type your First Name and Last Name at the bottom of the page
- \* Click 'Submit Pre-Approved Activity'



## Record Other Pre-Approved Professional Development Activity

**Record Activity Details**

**Activity Type:**

**Activity Title:**  (100 character limit)

**Start Date:**

**End Date:**

**Total Hours:**

**Select form of documentation:**

Upload document (2 MB limit)

Write reflection statement (500 character limit)

- I understand that my contractually obligated duties are not flex-eligible, nor may I claim time for flex-eligible activities conducted during times that I am contractually obligated to the District.
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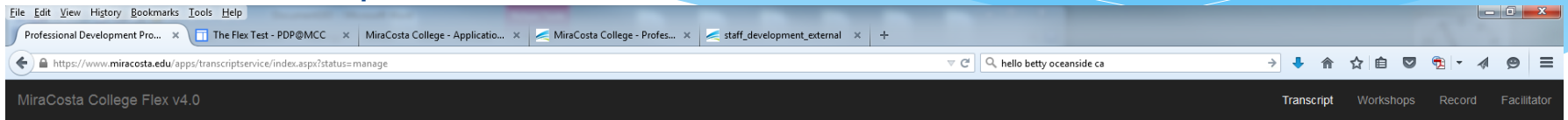
**Certification Signature**

First Name:  Last Name:  Enter first and last names, not a MyFlex username.

[← Back](#) [Submit Pre-Approved Activity](#)

# You've Done It!

After you have submitted your professional development activity, you will be returned to your Transcript where you can see your entry listed under “Other Pre-Approved Professional Development Activities”



## 2015-2016 Flex Transcript for Deborah Adler

Filter by Term: 2015-2016 [Print Transcript](#)

### Summary

Term Obligation Hours	0
Term Completed Hours	2
Workshop Hours	0
Other Professional Dev. Hours	2.0
Term Hours Due	0

### PDP and/or Classified Workshops

You haven't enrolled in any workshops for the selected year/term.

### Other Pre-Approved Professional Development Activities

Title	Activity Type	Start Date	End Date	Hours	
Collaboration with Instructors	Collaboration	09/08/2015	10/08/2015	2.0	<a href="#">✕</a>

# There's More...

To learn how to 'Record / Enroll' in  
PDP-Sponsored Workshops, see **PART ONE**  
of this slide presentation:

Visit our [PDP / FLEX webpage](#)

# Want to Learn More?

Visit our [PDP/Flex](#) webpage for additional presentations about Professional Development / FLEX at MCC:

1. PDP @ MCC – Welcome
2. MyFlex @ MCC
  - ❖ What is MyFlex?
  - ❖ How do I find it?
3. Recording PDP/Flex Activities in MyFlex
  - ❖ PART ONE: Workshops
  - ❖ PART TWO: Other Pre-Approved PD Activities (this presentation)
4. Editing Your Transcript Entries in MyFlex
  - ❖ Edit a workshop
  - ❖ Edit a reflection statement
  - ❖ Edit supporting documentation
5. Requesting PDP Funds for Travel

# Contact Information

Please contact the PDP Office with your questions anytime!

- \* [Kelly Hagen](#), PDP Coordinator
- \* [Debby Adler](#), Administrative Secretary
- \* The PDP Office is on the Oceanside Campus ~ Room OC4605
- \* Mail Station 8C
- \* Phone: 760.757.2121 x6498
- \* Email: [pdp2@miracosta.edu](mailto:pdp2@miracosta.edu)
- \* Visit our [Website](#)