Recording PDP/Flex Activities in MyFlex

PART TWO: Recording Other Pre-Approved PD Activities
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.

Question 3 – next slide…
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 1st 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
Recording Other Pre-Approved PD Activities (cont. ’)

* This is the “Record Other Pre-Approved Professional Development Activity” page in MyFlex
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’
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.
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**
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’
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”
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
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
Please contact the PDP Office with your questions anytime!

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