Acceptable Flexible Calendar Program activities include:

**STAFF IMPROVEMENT**

- Developing new programs (e.g., a workshop on designing curriculum/programs)
- Faculty and counselor meetings to address areas of concern (e.g., academic advising, prerequisites, referring students for services)
- Faculty and staff (e.g., tutors, lab assistants) meetings to improve learning resource support services to students
- Workshops on how to mentor students or how to mentor faculty
- Orientation/education (e.g., new faculty; role of the academic senates; training students, staff, and faculty to serve on committees; changing role of technology in education)
- Student, faculty, and staff diversity (e.g., sexual harassment workshops, affirmative action conferences, cultural diversity seminars, multicultural activities)
- Meetings designed to improve a cohesive working relationship among members of the group (e.g., departments, divisions, committees, mixture of college constituencies)
- Workshops on how to write grants
- Workshops or individually designed activities to improve or enhance a person's skills or knowledge in his/her own discipline
- Wellness activities that assist individuals to be physically and mentally better able to perform their jobs (e.g., humor in the workplace, stress reduction, self-defense, nutrition, exercise, weight reduction)
- Learning a second language to better communicate with the diverse student population
- Disaster preparedness (e.g., district procedures, first aid, review of facilities to determine areas of need)
- Improving or learning how to deal with computers and technology

**STUDENT IMPROVEMENT**

- Teaching a class in shortened format during a flex period
- Developing a new program to meet changing student needs
- Faculty and staff (e.g., tutors, lab assistants) meetings to improve services to students
- Review of learning resource materials to eliminate out-dated items and make recommendations for additions
- Creating self-study modules and/or computer assisted instruction
- Student advising (e.g., academic advising of students by faculty)
- Mentoring of students
- Faculty participation in student orientation programs
- Matriculation services (e.g., special orientation for ESL students, workshops in specific disciplines for students with undecided majors)
- Meetings (department/division/college-wide) specifically to discuss strategies for
improving service to students
• Institutional research focused on meeting the needs of the students (e.g., job market surveys, transfer ratios, ethnicity data on students, gender equity, campus climate)
• Writing grants aimed to improve services to students
• Articulation to improve transfer processes
• Outreach for special projects (e.g., Math, Engineering, and Science Achievement [MESA] program)
• Conducting special workshops for students (e.g., understanding the college schedule, transfer requirements, setting academic goals)

INSTRUCTIONAL IMPROVEMENT

• Attending workshops on teaching methods or techniques (e.g., classroom based research training; Instructional Skills Workshops (ISW); local, regional, national Great Teachers Seminars)
• Development or revision of programs, course curriculum, learning resources and evaluation.
• Developing a new course
• Modifying an existing course to comply with changing institutional or discipline requirements (e.g., changing theories in a discipline, articulation with transfer institutions, critical thinking, multiculturalism, writing across the curriculum)
• Significant modification of a course to address the learning needs of diverse students (e.g., creating self-paced learning modules)
• Developing student readiness programs specific to course disciplines
• Faculty and counselor meetings to address areas of curriculum
• Review of learning resource materials to eliminate outdated items and recommend additions
• Creating self-study modules and computer-assisted instruction modules
• Student, faculty, and staff diversity (e.g., sexual harassment workshops, affirmative action conferences, cultural diversity seminars, multicultural activities)
• Departmental or division meetings to discuss overall curriculum and program review
• Institutional research (e.g., job skill requirements, research on transfer ratios, ethnicity data on students and staff, gender equity, campus climate)
• Grant writing to secure funds for improvement of instruction