COLLEGE OF
MARIN

Professional Development
Flex Activity Proposal Form
Fall 2018 Flex Week
Monday, August 13 to Friday, August 17

Please fill this out with as much detail as possible and send to bpatel@marin.edu .

PRESENTER INFORMATION		
Name:	Date:	
Department:	Email:	Phone:

Full-time Faculty _____   Part-time Faculty _____   Classified _____   Management _____

Name/s of co-presenter/s if applicable:

FLEX WORKSHOP INFORMATION
Workshop/Activity title:
Is this a single session activity, a series of workshop/activities, or an ongoing activity? ____ single session series: #____ sessions ongoing: (____ one semester or ____ yearlong)
How long is needed for this activity?   hrs.
Describe your workshop or activity. This description will be used in the Flex publicity. Please add as much information as you wish. If the activity runs for more than one session, explain the purpose and content of the sequence of sessions.
What are the special needs for your presentation (e.g., facility, audio/visual equipment, computers)?
Do you have a preferred room for this presentation? If yes, what room? If no, describe the kind of room best suited for your presentation.

Preferred Dates\Time

Date	a.m.	p.m.
Monday, Aug. 13		
Tuesday, Aug. 14		
Thursday, Aug. 15		
Friday, Aug. 16		

Please put an "X" next to the professional development theme/s that you think best matches your workshop activity.

1.	**Teaching and Learning**	Give opportunities to learn about and apply new curriculum, instruction and assessment strategies to enhance learning and support student success. Could include student learning outcomes, learning theories and effective practices.
2.	**Student Success**	Support student success initiatives and meet the needs of our students.
3.	**Technology Training**	Train to use college software and technology resources effectively.
4.	**Institutional Effectiveness**	Support institutional effectiveness and may include (a) activities that contribute to a positive working environment, (b) information and training about college-wide issues and initiatives, (c) safety and disaster preparedness, (d) mandatory professional develop training by Chancellor's Office, Accreditation, or other agencies, and employee position-specific skill development.
5.	**Employee Effectiveness**	Support employees to continually improve to perform at a higher level.

Other comments or information:

Presenters will earn increased flex credit
A faculty member who presents a workshop may receive double flex. For instance, a one hour workshop would earn 2 hours flex credit for the presenter.

Scheduling
Depending on the number and type of proposals received, some activities may be scheduled during the semester rather than during Flex week.

Rev. 5/1/18