

COLLEGE OF
MARIN

**Classified Professional Learning Day
Friday, March 22, 2019
Workshop Proposal Form**

Please complete this form and send to Beth Patel at 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:

WORKSHOP INFORMATION

Workshop/Activity title:

How long is needed for this activity?
1 hour
1.5 hours
2 hours

Is your activity of general interest for all classified staff or primarily for a specific group?
General interest: yes no Specifically for:

Description of Activity
This description will be used in the 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.

Most classrooms are equipped with a computer, projector, and audio. Do you have additional requirements for your presentation?

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.
6.	Other	Add details in the space below.

Additional comments or information:

Presenters will earn increased flex credit

Faculty who present a workshop may receive double flex. For instance, a one hour workshop would qualify for two hours of Flex.