

COLLEGE OF  
**MARIN**

**Professional Development  
Flex Activity Proposal Form  
Spring 2019 Flex Week  
Monday- Friday, January 14-18**

**Please use the “fill and sign” tool to complete this PDF form electronically with as much detail as possible. Email completed form to Beth Patel at [bpatel@marin.edu](mailto:bpatel@marin.edu). Due date: Friday, November 30.**

**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?    1 hr. \_\_\_\_\_    1.5 hrs. \_\_\_\_\_    2 hrs. \_\_\_\_\_  
Other? - please specify \_\_\_\_\_

Describe your workshop or activity.  
This description will be used in the Flex publicity. It should get the interest of employees and clearly explain your goal. As you write it, think about these questions: Do you have a target audience? How does this fit with the mission of the College? Are there important takeaways for attendees? What is the format - lecture, discussion, panel, hands-on activity?

All presentations will be scheduled in smart classrooms with access to a computer, projector, and speakers.

Do you have a preferred room for this presentation? If yes, what room?

Other requirements:

Preferred Dates\Time

Date	a.m.	p.m.
Monday, Jan. 14		
Tuesday, Jan. 15		
Thursday, Jan. 17		
Friday, Jan. 18		

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

1.	<b>Teaching and Learning</b>	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.	<b>Student Success</b>	Support student success initiatives and meet the needs of our students.
3.	<b>Technology Training</b>	Train to use college software and technology resources effectively.
4.	<b>Institutional Effectiveness</b>	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.	<b>Employee Effectiveness</b>	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.