Print Form

SAN DIEGO MESA COLLEGE

San Diego Community College District
Flex Workshop Request

Complete and submit form at least 5 working days before the workshop
Only one request per form

☐ School ☐ Department ☐ Group ☐ District wide

Presenter/Name _____ Department _____ Phone _____

Academic Year _____ Workshop Title _____

Workshop Location _____ Workshop Capacity _____ # of Flex Hours _____

Start Date (mm/dd/yy) _____ End Date (mm/dd/yy) _____

Start Time _____ End Time _____

Workshop Proposal

1. Briefly describe the workshop

☐ Explain how this activity is tied to the criteria listed in number 2 and how it will improve instruction

2. Project Type – Select all that apply from below (see **BELOW** for some examples of activities 1, 2, 3)
   - ☐ Course instruction and evaluation (1)
   - ☐ Staff development, in service training and instructional improvement (2)
   - ☐ Program and course curriculum or learning resource development and evaluation (3)
   - ☐ Student personnel service (4)
   - ☐ Learning resource service (5)
   - ☐ Related activities, such as student advising, orientation, matriculation services, and student, faculty, and staff diversity (6)
   - ☐ Department or division meetings, conference workshops and institutional research (7)
   - ☐ Other duties as assigned by the District (8)
   - ☐ The necessary supporting activities for the above (9)

☐ Travel is involved with this workshop. Where? _____
Note: Workshops involving travel outside SDCCD will require individuals to complete a Travel Request Without Expenses form. Please contact the Business Office for further information.

☐ Cost to participant, if any? Amount _____ ☐ Equipment required? _____

Requestor Signature _____ Date _____

Appropriate Activities Including but not limited to:

- Integrate/Develop Course Outline (1)
- Develop new syllabus (1)
- Revise existing instructional program (1)
- Participate in articulation/matriculation activity (6)
- Interact with colleagues to improve instruction (7)
- Review new textbook (3)
- Explore alternate instructional methods (1)
- Revise existing course outline (1)
- Update/revise learning resources (3)
- Develop new instructional skills (2)
- Create new learning/teaching materials (1, 2, 3)
- Review of instructional software (2, 3)
- Visit program-related sites (2, 3)
- Develop new instructional program (1)

NOTE: Numbers in parentheses correspond to item number 2

COMMITTEE USE ONLY

ACTION: ☐ Input ☐ Dean/Chair ☐ Requestor notified of status and workshop number: _____
☐ Need clarification or further instruction _____

Signature _____ Date _____