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

Academic Year _____

Presenter/Name _____ Department _____ Phone _____

❑ School ❑ Department ❑ Group ❑ District-wide

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

_____

_____

❑ Travel is involved with this workshop. Where? _____

Note: Workshops involving travel outside SDCCD will require individuals to complete a no-cost travel request form. Please contact the Business Office for further information.

❑ Cost involved? Amount _____

❑ Equipment required?_____

2. Project Type – Select all that apply from below (see **REVERSE SIDE** for more detailed information)

____ 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)

❑ Explain how this activity is tied to the criteria listed above

_____

_____

Requestor Signature _____ Date _____

COMMITTEE USE ONLY

ACTION: ❑ Input ❑ Dean/Chair ❑ Requestor notified of status and workshop number: _____

❑ Need clarification or further instructions _____

_____

Signature _____ Date _____

Examples of Appropriate Activities

- ❑ Integrate/Develop Course Outline

- ❑ Develop new syllabus

- ❑ Revise existing instructional program

- ❑ Participate in articulation/matriculation activity

- ❑ Interact with colleagues to improve instruction

- ❑ Review new textbook

- ❑ Explore alternate instructional methods

- ❑ Develop new instructional program

- ❑ Revise existing course outline

- ❑ Update/revise learning resources

- ❑ Develop new instructional skills

- ❑ Create new learning/teaching materials

- ❑ Review of instructional software

- ❑ Visit program-related sites