

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 type="checkbox"/> Input <input type="checkbox"/> Dean/Chair <input type="checkbox"/> Requestor notified of status and workshop number: _____ |
| | <input type="checkbox"/> 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