



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

- Radio buttons for 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

Empty text box for workshop description

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

Empty text box for explanation

2. Project Type – Select all that apply from below (see BELOW for some examples of activities 1, 2, 3)

- Checkboxes for various project types: Course instruction, Staff development, Program and course curriculum, Student personnel service, Learning resource service, Related activities, Department or division meetings, Other duties, The necessary supporting activities

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 Date

Appropriate Activities Including but not limited to:

- Two columns of bullet points listing appropriate activities such as Integrate/Develop Course Outline, Develop new syllabus, etc.

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