

## Current Process

Task	Responsible Party	Fall Flex timeline	Spring Flex timeline
Contact regular session holders/leaders of college-initiatives to determine interest in offering a session	Director of PD	Late April/early May	October/November
Request Flex Day session descriptions from campus	Director of PD	Early May	Early November
Create a mock agenda with a list of session ideas anticipated	Director of PD	May	November
Review mock agenda with session ideas/Draft agenda*	Campus-wide PL Committee	May	November
Share draft agenda with Cabinet for approval	Director of PD and Cabinet	May/June	November/December
Revise draft as necessary and/or request additional session ideas	Campus-wide PL Committee and Director of PD	May/June	November/December
Finalize and distribute to campus	Director of PD	July	December

## Proposed Updated Process

Task	Responsible Party	Fall Flex timeline	Spring Flex timeline
Contact regular session holders/leaders of college-initiatives to determine interest in offering a session	Director of PD	Early March	Mid – October (after Oct. Flex)
Request Flex Day session descriptions from campus	Director of PD	Mid-March	Late October
Create a mock agenda with a list of sessions anticipated	Director of PD	Late March	Late October
Review mock agenda with session ideas/Draft agenda*	Campus-wide PL Committee and members of College PL areas	Mid-April	Mid - November
Share draft agenda with Academic and Classified Senates for feedback/approval	Director of PD and Senates	Late April/Early May	Late November/Early December
Revise draft as necessary and/or request additional session ideas	Campus-wide PL Committee and Director of PD	Early May	Early December
Finalize and distribute to campus	Director of PD	Mid-May	Early December

\*Criteria used for placing sessions on the agenda:

- Content can be generalizable (reach multiple audiences); variety of delivery formats; alignment with theme for the academic year (the Committee works to align each idea with the theme); student-centered topic; diversity of topics
- Ensure minimal overlap of similar session topics
- Schedule based on timeliness of the request (how important is the session at the time requested) and availability of presenters
- Follow-up with those holding a session for the upcoming Flex Day

**Challenges/Considerations:**

- Honoring all session requests and major college initiatives
- Scheduling sessions longer than 2 hours
- Demand for the same time/date from multiple session presenters
- Ensuring that sessions available reflect the entire campus community
- Sessions proposed are not always sessions needed or wanted by the campus community
- Securing session presenters for topics the college expresses a need for
- Balancing newly proposed sessions with sessions the campus would like repeated from previous Flex Days
- Session cancellations shortly before Flex Day

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