



Flex Day Session Description 2017-18

Thank you for your interest in presenting a session at Flex Day. Please email the completed form to Erin Moore (mooree@smccd.edu). The Campus-wide Professional Learning Committee will review session ideas. You will receive notification via email about your Flex Day session.

The Professional Learning Committee will consider the following when reviewing session descriptions:

- Content has potential for campus-wide impact
- Alignment with theme for the academic year (the Committee will work to align each description with the theme)
- Student-centered
- Diversity of topics and delivery formats
- Scheduling availability

Name:	Department:	
Email:	Phone Extension:	
Amount of time needed for session: _____ Maximum number of participants: _____		
Intended audience (can be general): _____		
Preferred Date(s) of Session (please choose more than one):		
Spring 2018: <input type="checkbox"/> January 11 <input type="checkbox"/> January 12 <input type="checkbox"/> March 8		
Preferred Session Time:		
<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Morning or Afternoon
<input type="checkbox"/> Please check here if you would like to repeat this session during the 2017-18 Academic year		
<input type="checkbox"/> Please check here if you would like to repeat this session during a different academic year: (enter year) _____		
Delivery Format (please check all that apply)		
<input type="checkbox"/> Interactive/hands-on workshop	<input type="checkbox"/> Computer-based training	
<input type="checkbox"/> Lecture/presentation/demonstration	<input type="checkbox"/> Discussion/group dialogue	
<input type="checkbox"/> Panel/Q&A	<input type="checkbox"/> Other _____	



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Session Title Draft (this can be finalized at a later date):

Brief Session Description including session outcomes (this can be finalized at a later date):

Request for specific resources*, technology, or room for presentation:

*Please note, the Flex Day budget is not able to cover expenses for session materials or refreshments.