Butte College Professional Development

Flex Workshop Planning Form
For workshops and activities 2012 – 2013

Return by: Wednesday, March 25, 2013 for the August 2013 Flex Days

Our best ideas come from you!
Most of the flex workshops and activities throughout the year are presented by volunteers with good ideas. These topics are suggested by faculty, staff and management like you from all segments of the college community; people with expertise and interests in a wide variety of subject areas. Other workshops are arrived at by surveying the college community to identify needs. The Professional Development Office packages and advertises these personal and professional growth activities for you to attend. We hope that they will be rewarding to all segments of the campus.

Please participate in the creative process
We’re always looking for ways to improve workshop and activities offerings, and we especially encourage all members of the college community—students, faculty, staff and management—to suggest topics and to prepare presentations throughout the year. Is there a topic you want discussed? Would you like to present a workshop? A seminar?
Email: brannonsh@butte.edu to share your ideas. Also please contact any Faculty Flex Committee member to ask more questions: Shirleigh Brannon, Brenda Johansson, Ric Machuga, Alex O’Neil, Brenda Stagner, Christina Barber, Dim Tatum, Heidi Evaro and Shaaron Vogel.

Presenters can earn increased flex credit
Faculty will receive more flex credit for developing workshops. A faculty member will receive two hours flex credit for preparing a workshop and double-time for the presentation itself. For instance, a one hour workshop would earn 2 hours credit for prep and 2 hours credit for presenting—4 hours total.

Please fill out the Flex Workshop Planning Form with as much detail as possible.

Your name ________________________________ This activity is for: summer __ fall ___ spring

Department/Workplace __________________________________________ Date ___/___/___

Full-time Faculty ___ Associate Faculty ___ Classified ___ Management ___

Phone __________________________ E-mail __________________________

Name/s of co-presenter/s if applicable ______________________________________________________

Workshop/Activity title __________________________________________

Is this a single session activity, a series of workshop/activities, or an ongoing activity?

_____ single session _____ series: #_____ sessions _____ ongoing: ( ___ one semester or ___ yearlong)

Time needed (duration) to deliver each session presentation ______ hrs.

Proposed date/s and times for presentation __________________________________________

January Flex Days: August 8, 9, 12, 13, 15, 16, 2013

Butte College Professional Development • 895-2543 • e-mail to brannonsh@butte.
Describe your workshop or activity
This description will be used in the Flex Booklet. Please add as much information as you wish. If the activity runs for more than one session, explain the purpose and content of the sequence of sessions. The PDO may edit for space.

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What are the special needs for your presentation (e.g., facility, audio/visual equipment, computers)
_____________________________________________________________________
_____________________________________________________________________
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_____________________________________________________________________

Do you have a preferred room for this presentation? ___ No ___ Yes, in _________________
(or describe the kind of room best suited for your presentation)

Butte College Five Strategic Initiatives
Your Faculty Flex Committee is working to connect our workshops to the Strategic Initiative of the College. Please, if possible, indicate which Strategic Initiative/s best match with your workshop activity.

___ Inspiring Passion Through Collaboration
___ Focusing on Student Success
___ Valuing a Culture of Learning
___ Enhancing an innovative, Flexible, Responsive and Accountable Culture
___ Modeling Sustainability

Please return to Professional Development in the Center for Excellence by Mon. Mar. 25, 2013

_________________________________________________________ Date _____/_____/_____

Your signature

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