

On-Campus Flex Event Request Form: Discipline/Department Meeting

If you wish for an event that you are sponsoring to be considered a Flex activity, please complete this form and submit it to Laura Greathouse at laura.greathouse@rcc.edu for review by the Faculty Development Committee. It is encouraged that this be submitted as early as possible (preferably 30 days in advance). Once the event has been approved, you will be provided with a sign in sheet for the event that can be returned to Melinda Miles who will enter the event into Flextrack.

Requesting FLEX credit for (check one):

____ Discipline meeting

____ Additional Department meeting (over and above the required monthly contractual meeting)

Name/Organization submitting request: _____

Title of Event: _____

Date(s) of Event(s): _____

Time(s) of Event(s): _____

Location(s) of Event(s): _____

Topics to be discussed:

Please select which of the following criteria this event will meet (check all that apply):

1. Course instruction, and evaluation, including assessment
2. Staff development, in-service training, and instruction of improvement
3. Program and course curriculum or learning resource development and evaluation (e.g. Program Review training, curriculum review)
4. Student personnel services
5. Learning resources services
6. Student advising, guidance, orientation, matriculation services and student, faculty and staff diversity training
7. Department or division meetings, conferences, and workshops, and institutional research
8. Other duties as assigned by the district
9. Other: that contribute to the improvement of instruction, administration or student services.

For Office Use:

Approved: _____ **Date:** _____

Initials of FD Coordinator or FD Faculty

Chair: _____