Contra Costa College Professional Development

# Workshop Form

The skills and knowledge gained through professional development activities can improve individual & college effectiveness, thereby improving student learning experiences and educational goal fulfillment. As directed by the State Chancellor’s Office, all flex activities should meet at least one of nine criteria listed on the attached Flex Proposal Form. Ideally, these activities will also fit within the Professional Development Committee’s SLO’s and strategic priorities.

Our local PDC has identified priority strands of professional development activities based on the most recent District-wide Professional Development survey results for CCC. While these strands are not mandatory, we strongly encourage activities that focus on at least one of our SLO areas (listed on the form), taking into account the most requested training as shown in the survey (see list below).

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| **Technology** | **Teaching & Learning** | **Leadership & Job Skills** | **Health, Wellness & Safety** |
| Datatel  SharePoint  InSite Portal  MS Office:   * Access (basic) * Outlook (adv) * Powerpoint (basic) * Publisher (basic) * Excel (basic)   D2L (Desire2Learn) | Communication Skill Building  Pedagogy for Online Learning  Instructional Curriculum Design  Crisis Intervention  Effective Grading & Assessment  Equity Issues  Teaching Underprepared Students | Effective Management Skills  Time Management  Effective Leadership Skills  Conflict Resolution  Policies & Procedures | CPR/First Aid  STRS/PERS Retirement  Exercise  Emergency Preparedness  Stress Management |

**.**REMEMBER: If you are a presenter, you get **DOUBLE FLEX CREDIT!   
(\*\*if you turn in 80% of participant evaluations)**

**NOTE on PHYSICAL ACTIVITIES**: According to district guidelines, the following activities are considered UNSAFE and CANNOT be included as part of a group Staff Development activity: Running, jumping, climbing, hiking, biking, throwing, or any other inherently unsafe activity.

If your workshop or event requires some physical activity other than the ones described above, **please indicate the approximate distance in your description** (e.g. 3 miles on flat, paved surface).

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| **Presenter Name(s):** | **Extension:** | **Email Address:** | |
| **Flex Activity Title:** | | | |
| **Flex Activity Purpose/Goals**  1.  2.  3.  4. | | | |
| **Description of Flex Activity:** | | | |
| **Date of workshop:** | | | |
| **Location:** | | | **Time:** |
| **Please circle the criteria (one or more) that your Flex actitivty meets:**  The State Education Code requires that all Flex Activities meet at least once of the following criteria:   1. Improvement in teaching. 2. Maintencance of current academic/technical knowledge. 3. In-service training for vocational education and employment preparation. 4. Retraining to meet changing institutional needs. 5. Intersegmental exchange programs. 6. Development of innovations in instructional and administrative techniques and program effectiveness. 7. Computer and technological profciency programs. 8. Courses and training implementing affirmative action and upward mobility programs. 9. Other programs related to education and professional development (e.g., programs to enchance wellness and self-esteem as it relates to one’s job assignment or work environment.) | | | |
| **Please check the “strand” of your Flex activity:**  О Technology (including Distance Ed) О Teaching & Learning  О Leadership & Job Skills О Health, Wellness & Safety | | | |
| **Strategic Priorities (check at least one):**   * Managers, faculty and classified staff will be able to use technology effectively in the classroom and throughout the institution * Faculty will be able to use instructional models that are research-based and grounded in sound theoretical frameworks and good practice * Managers, faculty & classified staff will be able to create & sustain learning & working environments that are characterized by these qualities: inclusive, engaging, challenging, relevant, welcoming, purposeful, & responsive to diverse culture * Managers, faculty and classified staff will be knowledgeable about the district and their own college including organizational structure, decision-making roles, and policies and procedures | | | |