

FLEX PROPOSAL FORM

Group Activity

Use this form to request Flex credit for an activity or event you are organizing for LBCC faculty. If the activity includes multiple occurrences, attach a list of all dates and times. This form may also be used to request Flex credit for a group of LBCC faculty attending an activity hosted by another institution.

NAME

DEPT

EMAIL

FULL-TIME

PART-TIME

GROUP TYPE

CAMPUS-WIDE

Choose this option for an activity open to faculty in any department.

DEPARTMENT MEETING

Department must have already met 3 times within the current semester. Attach agendas for at least 3 prior department meetings.

OFF-CAMPUS

Choose this option to request Flex credit for a group of LBCC faculty attending an activity or event hosted by another institution. (Skip "Presenters" box for off-campus activities.)

ACTIVITY DETAILS

TITLE

DATE

TIME

LOCATION/EVENT HOST

FLEX CREDIT REQUESTED (6 HOURS MAX)

PRESENTERS

LBCC FACULTY / STAFF

Faculty may be approved for double Flex credit.

GUEST SPEAKER

PRIMARY PRESENTER

ADDITIONAL PRESENTER(S)

PURPOSE OF ACTIVITY

LIST THE LEARNING CONTENT. DESCRIBE WHAT FACULTY WILL LEARN THROUGH THIS ACTIVITY AND HOW THIS INFORMATION CAN BE APPLIED IN CLASSROOM INSTRUCTION AND/OR CONTRIBUTE TO FACULTY PROFESSIONAL DEVELOPMENT. ATTACH MORE INFORMATION OR INCLUDE LINKS, IF NECESSARY.

DEPARTMENT HEAD SIGNATURE

PRINTED NAME

DATE
