

Department or Discipline Meeting FLEX Approval Request Form

This form must be completed by the department chair or discipline facilitator who is calling for the meeting. Submit this request form as early as possible, preferably 30 days in advance, to melissa.harman@rcc.edu. Upon approval and after the meeting, submit minutes of the meeting and a participant sign-in sheet to receive FLEX credit to melinda.miles@rcc.edu.

Requesting FLEX credit for (check one):

Discipline meeting

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

Name of the faculty member submitting request: _____

Name of the Discipline or Department: _____

Date(s) of the meeting(s): _____

Time(s) of the meeting(s): _____

Location(s) of the meeting(s): _____

Topics to be discussed:

Which of the following objectives will be met (check all that apply):

1. Course instruction and evaluation, including assessment
2. Staff development, in-service training, and instruction 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 resource 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 improvement of instruction, administration, or student services

For office use only:

Approved: **Yes** **No**

Date: _____

Initials of FD Committee Chair: _____