**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Professional Development Workshop Proposal (FLEX DAY) Form**

**August 14 – 15, 2016 Flex Day Program Theme**

**Strengthening Our College Together:**

**Time for Action!**

**Complete the Proposal Form and send as attachment to** **jholloway@peralta.edu** **by April 24,2016.**

Telephone:

Facilitator (*contact person*):

Email:

Projected date(s) of Activity: (August 14, 2016 or August 15, 2016)

Title (*theme*) of Activity:

Proposed

*Date*: *Time*: *Duration*: *College/Rm*:

Suggested Class Size

 *Minimum: Maximum:*

Expected Outcomes:

Description of Activity:

*Please attach supportive information—brochures, flyers, etc.*

Personnel Involved (*PCCD/Campus Staff, Consultants*):

Name Title Telephone

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Audio/Visual and other IT needs (*Internet connectivity, computer projection, etc*):

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Date Received by the Merritt Professional Development Committee:

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Facilitator(s) notified by:

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