Helpful Variable Flex Information

1. *How to list your workshop or activity on the District’s Electronic Registration site, and*
2. *How to request Flex Credit for the Activity you are Hosting*

***\*This information is for activities held during the semester outside of Flex week activities.***

***As your department* or program plans professional development** activities during the semester, please consider using this handy feature which enables you to direct your focus audience to a direct workshop link for the full site or a specific workshop site where they can pre-register: <https://insite.4cd.edu/workshops/Default.aspx?campus=lmc>

 You will need to know your InSite username and password. Visit link for more information: <http://www.4cd.edu/insite/default.aspx>.

As the Workshop Facilitator or Meeting Organizer, you can then check the site for updates on registrations and print rosters.   In addition, this tool provides a great way for your program and department to document your professional development activities, as well as providing a useful list for documentation of our campus’ activities as a whole.

***The steps*** to add your Professional Development activity to the Workshop Registration site are using a Variable Flex Request form: <https://moleson.wufoo.com/forms/z1jrxf871scp95j/>

If you are not requesting Variable Flex, an email will suffice that includes all of the information below.

1. Give your event a title.
2. Write a brief description of the activity for your target audience.  Ideally 1-2 paragraphs.  Include the expected learning outcomes for your workshop.
3. Identify the workshop presenters.
4. If the workshop is pre-approved for Variable Flex\* (see form link below) by the Local Planning Group (LPG) you can list this in the workshop description.
5. Select a date and time that works for your target audience.
6. Book a room and multi-media equipment that meets the needs of your workshop.
7. Send all of the above information to Mary Oleson in the Office of College Advancement. A link to the registration site will be created and sent to you.
8. Create your flyer and include the link for workshop registration on it.  Promote your event.
9. As the event draws near, you can check to see who has enrolled for your professional development event.
10. On the day of the event, you can print a roster which can be used for Sign-in purposes.
11. After the event, be sure to assess if you have achieved your stated workshop outcomes.
Also, be sure and return your roster and evaluation documents to our office so we can record attendance and track and follow-up on professional development activities. A survey monkey will be generated by the registration site and sent to the attendees to your activity within 24 -48 hours after the activity.

**\*Variable FLEX Credit** – If you would like to offer Variable FLEX credit for your professional development activity, please allow two (2) weeks prior to the marketing/promotion of your event for approval by the Local Planning Group (LPG).   To submit an activity to the LPG, please submit your request using the on-line wufoo form: <https://moleson.wufoo.com/forms/z1jrxf871scp95j/>

Your request will be forward to the LPG for its review and approval and a copy will be returned to you. You will be notified when it has been approved. Please note that faculty may earn UP TO 10 hours of Variable Flex per Academic Year (including Special Project hours).

Please contact: the LPG Chair (Vacant) OR Mary Oleson (ext. 37316), moleson@losmedanos.edu if you need clarification or if you have any questions.