



Date: **January 5, 2012**
To: Faculty
From: Patricia Demo, Associate Vice President of Human Resources
Re: Spring 2012 FLEX Day Activities

The professional development committee, "Invest In Our People," is pleased to offer Shasta College faculty a variety of workshops during the Spring 2012 FLEX day on Tuesday, January 17, 2012. In order to provide workshops that are enriching and interesting, we need feedback from you. Please take a minute to fill out the evaluation form on the reverse side of this memo. You will also find the In-Service Attendance form, which must be completed to receive credit for your participation in the day's activities.

The committee would like to welcome you back and wish you a great spring semester. Please feel free to contact any member of the committee: Denise Axtell, Candace Byrne, Teresa Doyle, Roger Gerard, Debbie Goodman, Jan Krewson, Shelly Presnell, Cindy Sandhagen, Kathleen Tibbals, and Diane Yorks.

**IN-SERVICE ATTENDANCE FORM – ADJUNCT FACULTY
 SPRING SEMESTER FLEX DAY - January 17, 2012**

Name: _____

Division: _____

Participation in the following activities is with pay up to 3 hours: (Please Mark each one attended)

_____ State of the College Address
 _____ PM Workshops

_____ AM Workshops
 _____ Division Meeting

Total Number of Flex Hours: _____
 (Three hours maximum pay for Adjunct Instructors)

COMPLETED FLEX DAY			
_____	_____	_____	_____
Faculty Signature	Date	Division Dean Signature	Date

******Return the completed form (with Dean’s signature) to the Human Resources Office Mailbox or Office (Room 121)******

EVALUATION REPORT-January 17, 2012 FLEX DAY

Please rate the following activities on a scale of **1 to 10** with **1** being the worst and **10** being the BEST EVER attended! (Circle the number to rate each activity)

- | | |
|----------------------|------------------------------|
| 1 2 3 4 5 6 7 8 9 10 | State of the College Address |
| 1 2 3 4 5 6 7 8 9 10 | AM Workshops _____ |
| 1 2 3 4 5 6 7 8 9 10 | PM Workshops _____ |
| 1 2 3 4 5 6 7 8 9 10 | Division Meeting _____ |
| 1 2 3 4 5 6 7 8 9 10 | FLEX DAY Overall Impression |

Comments: _____

Future Topics of Interest: _____

Any Topic You Would Like to Present? (Please, include name so we can contact you) _____

This form may be submitted as a whole or separately (if you wish your evaluation to be anonymous). Your evaluations / comments will be used to make future flex activities worthwhile and meet the instructional improvement needs of faculty.

******Return the completed form (with Dean’s signature) to the Human Resources Office Mailbox or Office (Room 121)******