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   ______AM Workshops
______PM Workshops     ______Division Meeting

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

<table>
<thead>
<tr>
<th>Faculty Signature</th>
<th>Date</th>
<th>Division Dean Signature</th>
<th>Date</th>
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****Return the completed form (with Dean’s signature) to the Human Resources Office Mailbox or Office (Room 121)****

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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)****