

Historical Timeline of Flex Day Planning Process Development

Date	Event/Action	Explanation
January 2015	VPA begins work at college	January Flex Day already planned
	VPA is assigned Professional Development, including Flex Day Planning and Implementation	Met with various faculty and administrators to learn previous practices for flex day planning. Consistent feedback included: No clear process, no campus engagement on topics, desire to bring back 'workshops', no opportunities for classified staff
May 2015	VPA sends out all college survey for Flex Planning	59 Respondents; topics of interest include: Innovation in Higher Ed, Student Equity and Success, Pedagogy, Integrated budget and Planning; 7 respondents volunteer to help plan or present a workshop ; August flex schedule was developed based on survey results
November 2015	Director of PD begins work at college	No organized group on campus identified as responsible for planning Flex
November 2015	November 25 Flex Day	Planned by administrators with faculty input
December 2015	Flex Planning Survey for Spring 2016	Distributed to campus with 104 responses; identified professional needs and student needs as well as preferred learning formats; 9 respondents volunteered to participate in planning or serving as a presenter
December 2015	Flex Day Planning Committee begins meeting	Impromptu Flex Day Planning Team formed of volunteers from faculty, staff, and administration to review previous PD/PL identified needs & Flex Day feedback, provide ideas for organizing Flex Day, and develop a Flex Day agenda for January 2016. (This committee was always set to be temporary until approval of a formalized PD/PL Committee through Participatory Governance.)
December 2015	January Flex Day agenda review	Cabinet reviewed and made recommendations to the Flex Day Planning Team's proposed January Flex Day Agenda
January 2016	January 19 Flex Day	Organized by Flex Day Planning Team
February 2016	Development of Flex Day Session Ideas/Proposal Form	Flex Day Planning Team generated a proposal form to solicit session opportunities from the campus. The intention of the form: <ul style="list-style-type: none"> • Provide necessary information about the session • Help organize session dates and times • Identify needed clarifications on titles and descriptions
	Proposals for March 2016 Flex	March 2016 Flex Day session ideas: 15 session ideas formally submitted (others informally submitted via conversation) – reached out to other individuals to facilitate drop-in sessions.
February 2016	March Flex Day agenda review	Cabinet review recommendations to March Flex Day Agenda
March 2016	March 3 & 4 Flex Day	Organized by Flex Day Planning Team

March 2016	Begin planning August 2017 Flex Day including mock agenda	Flex Day Planning Team identified draft theme and potential topics, including previous topics with high interest as indicated by Flex Day Feedback and attendance
April 2016	2016-17 PD Theme Review	Cabinet review & recommendations to the 2016-17 PD Theme
April 2016	Structure of PL Committee	PBC approved a structure for the Campus-wide PL Committee; members not all appointed until fall
May 2016	Request for August and October Flex Day Session ideas	2016 – 17 Flex Day session ideas: 28 session ideas formally submitted - reached out to other individuals to facilitate drop-in and early-bird sessions. Flex also included 2 all-day workshops and a 4-hour workshop as well as time dedicated to input on the Educational Master Plan. Presenters from 5 different organizations facilitated sessions during 2016-17 Flex Days. Three sessions were revisited from the previous year. The District offered the new Hiring Committee Training in January and March.
July 2016	August 2016 Flex Day agenda review	Cabinet reviews and makes recommendations to the August Flex Day Agenda
July 2016	August Flex Day Agenda	Final August Flex Day agenda distributed to campus
July 2016	Grant Money	Received one-time grant funds (to be used by Dec. 31, 2016) to coordinate an equity-related professional learning event. Coordinated with ACES Co-Coordinators to plan October 2016 Flex Day event.
August 2016	August 15 – 16, 2016 Flex Day	Organized based on proposals submitted in response to May invitation for August flex day
September 2016	Campus-wide Professional Learning Committee begins meeting	Finalized details for October Flex – grant-funded Courageous Conversations all day session. Subsequent 2016 meetings addressed Spring 2017 Flex Day Planning
October 2016	October 12, 2016 Flex Day	Courageous Conversation – one-time funded all-day workshop
October & December 2016	Finalize January 12-13, 2017 Flex Agenda	Priority given to those who had previously submitted a session for consideration; in addition an all-call to campus for sessions Cabinet review and recommendations to finalize January's agenda
January 2017	January 12-13 Flex Day	Organized by PL Committee
February 2017	Plan March 2017 Flex Day	Review already submitted sessions (no all-call for proposals.) Cabinet review and recommendations to finalize March's agenda

Current Process:

- Request Flex Day session ideas for the entire year from campus (email sent to campus by Director of PD)
- Create a mock agenda with a list of new session ideas presented
 - Consider major college initiatives (EMP, accreditation, etc.) and any irregular opportunities (4 – 6 hour sessions facilitated by outside entities, outside speakers, District mandatory trainings, response to College and District events and needs, etc.)
 - Build in time for Division meetings when appropriate
- Review session ideas and date preferences as well as Flex Day attendance and survey feedback (quality of session & should this session be offered again)
 - Follow updated criteria (for 2017-18): Content can be generalizable (reach multiple audiences); variety of delivery formats; alignment with the theme for the academic year (the Committee will work to align each idea with the theme); student-centered topic; diversity of topics
 - Ensure minimal overlap of similar session topics (similar topics should **not** be offered at the same time)
 - Schedule based on timeliness of the request (how important is the session at the time requested) and availability of the presenters
 - Follow-up with those holding a session for the upcoming Flex Day
- Create a draft agenda for Cabinet review and approval
- Request additional session ideas (if necessary)

Challenges:

- Honoring all session requests and major college initiatives
- Scheduling sessions longer than 2 hours
- Demand for the same time/date from multiple session presenters
- Ensuring that sessions available reflect the entire campus community
- Sessions proposed are not always sessions needed or wanted by the campus community
- Securing session presenters for topics the college expresses a need for
- Balancing newly proposed sessions with sessions the campus would like repeated from previous Flex Days
- Session cancellations shortly before Flex Day