Process for Planning/Organizing Flex Day Agenda

Task	Responsible Party	Fall Flex timeline	Spring Flex timeline
Contact regular session holders/leaders of college-initiatives to determine interest in offering a session	Director of PD	Early March	Mid – October (after Oct. Flex)
Request Flex Day session descriptions from campus	Director of PD	Mid-March (after March Flex)	Late October
Create a mock agenda with a list of sessions anticipated	Director of PD	Late March	Late October
Review mock agenda with session ideas/Draft agenda*	Campus-wide PL Committee and members of College PL areas	Mid-April	Mid - November
Share draft agenda with Academic and Classified Senates for feedback/approval	Director of PD and Senates	Late April/ Early May	Late November/ Early December
Revise draft as necessary and/or request additional session ideas	Campus-wide PL Committee and Director of PD	Early May	Early December
Finalize and distribute to campus	Director of PD	Mid-May	Early December

*Criteria used for placing sessions on the agenda:

- o Content can be generalizable (reach multiple audiences); variety of delivery formats; alignment with theme for the academic year (the Committee works to align each idea with the theme); student-centered topic; diversity of topics
- o Ensure minimal overlap of similar session topics
- o Schedule based on timeliness of the request (how important is the session at the time requested) and availability of presenters
- o Follow-up with those holding a session for the upcoming Flex Day