



# Flex Day

## DEPARTMENT MEETING

### Before Flex Day:

1. Plan your agenda
2. Give the Flex Day Department Meeting Schedule to the full-time and part-time faculty in your department
3. Request multimedia equipment (computers, LCD projectors, internet cables, DVD/VCR, etc.) from Multimedia Services(LAC: 562-938-4235 and PCC: 562-938-3176), at least one week before Flex Day
4. Coordinate with your department's SLO Officer

### On Flex Day:

Use the Flex Day Sign-in Sheet to document the attendance of the full-time and part-time faculty

### After the Department Meeting:

1. Submit the Flex Day Sign-in Sheet and the meeting Agenda to Faculty Professional Development, Y-8.
2. If there are any part-time instructors at the meeting, please provide a copy of the sign-in sheet for your administrative secretary to document their payroll.

The information for Faculty Department Heads is available to download from the Faculty Professional Development website under the heading "Department Heads" at <http://fpd.lbcc.edu>