Skyline College—CTTL/Professional Development Workshop Proposal Form

Purpose: This form is for Skyline College faculty and staff who intend to deliver a CTTL/Professional Development workshop/activity. The information will help us link workshops to Skyline College goals and initiatives.

Directions: Please complete the form. When you are finished, save to your files by clicking the "**SAVE Button**" located at the bottom of the second page; then, click "**SUBMIT**" to send the form to Skyline College Professional Development.

Name:

Co-presenter/s' Name/s (if any):

Email:

Work Phone:

Division/Department:

Workshop Title:

Workshop Location (if known):

Workshop Description (for CTTL calendar): *600 character limit*

Workshop Outcomes (for email announcements and the CTTL calendar):

1)

2)

3)

4)

Required of/from participants, if any (i.e.—laptops, materials, homework, etc.)

Length of Workshop/Activity:

Days/times of the workshop/s. (If no time has yet been determined for your workshop, please provide several alternatives to help us work within our workshop schedule.)

Which professional development areas would the workshop fall under? Check all that apply.

- [ ] distance education
- [ ] teaching and learning
- [ ] student services
- [ ] institutional processes and procedures
- [ ] institutional research
- [ ] technology, software, applications
- [ ] health, wellness, and safety
- [ ] leadership skills

Additional Comments: *350 character limit*

SAVE

Submit