



**BY SENDING THIS FORM THROUGH THE GAVILAN COLLEGE EMAIL SYSTEM, I CERTIFY TO THE FOLLOWING:**

1. I will complete the above plan within the timeline specified.
2. The Department Chair, Coordinator, or Director in my area has reviewed this form.
3. If I am doing an Individual Project the Dean in my area has reviewed this form.

**DEADLINES**

**OCTOBER 15:** E-mail an initial copy of this form (electronic only) to the Faculty Professional Learning Committee at: [fplc@gavilan.edu](mailto:fplc@gavilan.edu)

**JUNE 30:** You must list the actual dates (month, day and year) of all activities for the final submission. Complete the section below explaining the accomplishments and benefits of your flex activities. Print a final hard copy of this form, sign and submit the hard copy to the Office of Instruction. Attach supporting material as appropriate.

**TO BE COMPLETED AFTER YOUR FLEX OBLIGATION HAS BEEN MET:**

What were the achievements, accomplishments, and benefits of activities during "flexible days"?

[Insert your narrative here. Be as reflective as possible. The purpose is to help you examine which activities were useful for your professional development, how they might help to contribute to improvements or modifications in your teaching, and how they might give you ideas about future professional development goals you may want to explore in the future.]

Don't forget your narrative.

*I certify that I have completed the approved plan with an hourly commitment equal to or greater than the hours specified.*

\_\_\_\_\_  
FACULTY SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VICE PRESIDENT OF INSTRUCTIONAL SERVICES

\_\_\_\_\_  
DATE