

ELITE Workshop/Event Submission Form

1. Workshop Title: _____

2. Description

3. Measurable Learning Outcomes

4. Topic (*may select more than one*)

- ☐ Career & Personal Development
- ☐ Communications & Interpersonal Relations
- ☐ Compliance, Ethics & MC Policies
- ☐ Equity in Diversity
- ☐ Leadership, Management & Supervision
- ☐ Learning Pathways
- ☐ MC Performance Management
- ☐ Required Training
- ☐ Teaching & Learning
- ☐ Technology Training & Cybersecurity
- ☐ Workplace & Occupational Safety

5. Contact Person: _____

6. Professional Development Hours: _____ 7. Minimum Enrollment: _____

8. Maximum Enrollment: _____ 9. Waitlist? ☐ Yes ☐ No If yes, how many?: _____

10. Scheduling:

Begin Date	Begin Time	End Date	End Time

11. Instructor Name(s): _____

12. Access Link (Zoom, Blackboard, etc. Please include Passcode if necessary):

13. Which of the following MC plans and/or initiatives does your workshop align with? Please select one option: (For a complete description of the plans and initiatives below, please visit the [Professional Development Alignment website](#).)

MC 2025 Strategic Master Plan:

☐ Goal I ☐ Goal II ☐ Goal III ☐ Goal IV ☐ Goal V ☐ Goal VI

Academic Master Plan Division Goals:

☐ Goal A ☐ Goal B ☐ Goal C ☐ Goal D ☐ Goal E ☐ Goal F ☐ Goal G

Academic Master Plan Initiatives:

☐ Init. 1 ☐ Init. 2 ☐ Init. 3 ☐ Init. 4 ☐ Init. 5 ☐ Init. 6

Student Affairs Master Plan Initiatives:

☐ Init. 1 ☐ Init. 2 ☐ Init. 3 ☐ Init. 4 ☐ Init. 5 ☐ Init. 6

ATD's (ICAT) Capacity Areas:

☐ Area A ☐ Area B ☐ Area C ☐ Area D ☐ Area E ☐ Area F ☐ Area G

Equity and Inclusion Roadmap for Success:

☐ Goal I ☐ Goal II ☐ Goal III ☐ Goal IV ☐ Goal V