



Faculty and Staff Development: Spring 2012

Activity Proposal Form – On Campus GROUP Activity

DUE: February 3, 2012

Name: _____ Dept: _____ Submittal Date: _____

Amount Requested _____ Division Dean/Manager Signature _____

Proposed Activity Date(s): _____

Proposed Activity Location _____

Submitter's Classification (check one): Classified Staff FT Faculty PT Faculty

Which of these categories best describes your proposed activity?

___ Invited speaker or presenter

___ Campus-wide event/purchase

___ Other (specify): _____

Application Guidelines

Award amount recommended is dependent on the number of applicants and the available budget.

1. Classified Staff, Full-time Faculty or Part-time faculty may request Development Funds if they are:
 - attending a professional meeting or conference
 - attending training classes or workshops (not semester long or for credit)
 - coordinating an event or speaker for campus personnel
 - **International travel and classes for credit are NOT eligible for reimbursement through the PDC**
2. **Deadline to submit is February 3, 2012. Late submissions will not be considered**
3. Individual applicants will be eligible for development funding to cover **one activity per academic year**.
4. **Application packet consists of:**
 - Completed PDC Activity Proposal Form (this form) **with your division dean/manager's signature**
 - Approved (by your division dean/manager) District reimbursement forms, available from your Division office, with documentation describing activity and expenses. Acceptable documentation includes but is not limited to an event flyer, agenda, list of expected attendees (for on campus events), etc.
5. **Submit complete application packet** to PDC Co-Chair Robert Cabral's mailbox. After approval, the amount recommended will be indicated on the form and the documents will be returned to your Dean/Supervisor for distribution. Collect the packet from your Dean/Supervisor and keep it intact until the activity occurs.
6. **After the activity**, complete the actual claim section of the appropriate District form, attach receipts, include a brief narrative about the event, and forward to the District fiscal office for reimbursement

NEW!! Evaluation Guidelines *On a separate page, please answer the following 6 questions:*

1. Does the activity support the college/district mission plans and/or goals, and student learning outcomes?
2. Does this activity help meet your department/division requirements, grant requirements, etc.? If yes, please explain.
3. How will you and the college community benefit from your proposed travel activity?
4. How effectively are these funds going to be used, e.g., are you utilizing early bird discounts, room sharing, etc.?
5. Does your department/division have budgeted funding for travel activity (matching from industry, grant funding, etc.)?
6. Does this activity help in meeting some other requirements (accreditation, grant requirements, etc.)? If so, please explain.

Event Description

Professional Expert Name (attach resume to this sheet): _____

Proposed Activity Date(s): _____ Length(s) of Activity: _____

Topic(s) of Activity: _____

Proposed Location of Activity: _____

Maximum Number of Participants: _____ Number of Confirmed Participants: _____

List any other funding sources for this activity/event: _____

Will this activity/expert require any special needs (smart classroom, ADA compliant)? If so, explain and state any additional costs that will be incurred:

How does this activity meet college (faculty/staff/student) needs?

Can this activity be opened up to others? If so, who is most appropriate to attend and why?

- Part-Time Faculty _____
 Full-Time Faculty _____
 Part-Time Staff _____
 Full-Time Staff _____
 Students _____
 Counselors _____
 Administrators _____

Check below which of the AB1725 criteria and Staff Development Goals your activity meets.

AB 1725 Criteria

- ___ Improvement of teaching
___ Maintenance of current academic and technical knowledge and skills
___ In-service training for vocational education and employment preparation programs
___ Re-training to meet changing institutional needs
___ Development of innovations in instructional and administrative techniques and program effectiveness
___ Computer and technological proficiency programs
___ Courses and training implementing affirmative action and upward mobility programs
___ Other activities determined to be related to educational and professional development pursuant to criteria, established by the Board of Governors of the California Community Colleges, and including but not necessarily limited to programs designed to develop self-esteem

Development Goals

- ___ Explore teaching innovations to better serve students
___ Explore interactive teaching strategies to meet changing student and curriculum needs, i.e. coordinated studies, inter and intra-discipline collaboration and active learning techniques
___ Enhance opportunity for faculty to integrate educational technology into the classroom via training and _____ activities
___ Provide opportunity for faculty to acquire on-line course development skills
___ Enhance collegiality and student learning via improved communication

**Submit complete application packet to
Robert Cabral, Professional Development Committee**

Professional Development Committee Only

Date: _____

___ Approved \$ _____ from Professional Development Fund (Note: If the amount approved is less than requested, faculty/staff must pay the difference.)

___ Disapproved for the following reason(s):

___ Activity not considered professional development ___ Prior approval necessary ___ Cost of the activity ___ Other _____

PDC Chair _____, PDC Member Initial _____, PDC Member Initial _____