



FACULTY AND STAFF PROFESSIONAL DEVELOPMENT

Individual or Group Activity Proposal Form

FALL Deadline Extended to August 23

FALL TRAVEL: July 1 - December 31 (FALL TRAVEL APPLICATION DEADLINE: ~~First Friday in April~~)

SPRING TRAVEL: January 1 - June 30 (SPRING TRAVEL APPLICATION DEADLINE: Last Friday in October)

Faculty and staff are encouraged to pursue professional development through the pursuit of academic, educational or curriculum activities and training that supports AB1725 criteria.

SUBMITTAL DATE: _____	AMOUNT REQUESTED: \$ _____
NAME: _____	SUBMITTER'S CLASSIFICATION:
DEPARTMENT: _____	<input type="checkbox"/> FT Faculty <input type="checkbox"/> PT Faculty
PROPOSED ACTIVITY LOCATION: _____	<input type="checkbox"/> Classified Staff
PROPOSED ACTIVITY: _____	
MANAGER APPROVAL: _____	DATE: _____

- Describe the professional activity including your travel cost breakdowns:
- List any other funding sources available for this activity/event – fee waiver, department funding, honorarium, contract travel money, shared costs, etc. Also note pertinent registration discounts, etc.
- How do you plan to share this information with colleagues when you return? *Please check all that apply.*
 - Written Report Department Meeting Presentation Presentation at Flex Day Workshop
 - Other:

APPLICATION GUIDELINES

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

- Classified Staff, Full-time Faculty or Part-time Faculty** may request professional 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
- Late submissions WILL NOT be considered.** Please be sure to adhere to the Fall/Spring travel deadlines listed above.
- Applicants will *only* be eligible for professional development funding to cover one activity per academic year (July 1 – June 30).
- International travel and classes** for credit are NOT eligible for reimbursement through the PDC.
- E-Application packet consists of:**
 - Completed PDC Activity Proposal Form (this form) with your Division Dean/Manager's e-signature
 - e-Copy of your VCCCD Travel Request Form with the "Estimated Expenses section completed (**approved and signed by your Division Dean/Manager**), with attached documentation describing the activity and expenses. Acceptable documentation includes but is not limited to an event flyer, conference agenda, and any other documentation describing the proposed activity (e.g. workshop details, etc.)
- Upload the complete application packet** to the PDC SharePoint Folder. Upon PDC approval, you will receive either 1) an email indicating your approved travel amount; or 2) the reason for denial of your PDC application. If approved for travel, submit the original hard copies of your completed packet to the Business Services Division for encumbrance. **Please note that it is your responsibility to ensure your travel funds have been encumbered prior to traveling.**
- After the activity**, complete the actual claim section of the Travel Request Form, attach receipts, include a brief narrative about the event, and forward to the District fiscal office for reimbursement.

EVALUATION CRITERIA

Applications will be evaluated based on, but not limited to, the criteria listed below.

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| 1. Timely Applications | PDC Activity Proposal Form must be received on or before the due date. All late applications will be declined. NO EXCEPTIONS. |
| 2. Completed Applications | Be sure you have read and completed the application in its entirety. All sections of the PDC Activity Proposal Form must be fully completed – respond to every question or indicate “n/a” if not applicable. Incomplete applications will be declined. NO EXCEPTIONS. |
| 3. Management Approval | Both the Travel Request form and the PDC Activity Proposal Form must be reviewed and approved by the appropriate Department Manager at the time of application. |
| 4. Accreditation Standards | How does this professional development activity address the accreditation standards? |
| 5. Relevance to College Goals | Which of the current college goals does this professional development activity address? |
| 6. Job Certification | Is this activity/travel necessary for the employee to maintain certification and/or licensure? |
| 7. Employee Buy-In | Are you still able to participate if not funded 100%? |
| 8. First-Time Applicant | Is this your first time requesting professional development funds? |
| 9. Reasonability of Funding Request | Is the amount reasonable? Is similar training available in-State or at a lower rate? |

AB 1725 CRITERIA

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

- Improvement of teaching
- Maintenance of current academic and technical knowledge and skills
- In-service training for vocational education and employment preparation programs
- Retraining 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

DEVELOPMENTAL 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 – ATTN: Robert Cabral, Professional Development Committee

This section is for Professional Development Committee use only

DATE: _____

FALL SPRING

Approved for \$ _____ from the Professional Development Fund (*Note: If the amount approved is less than requested, employee must pay the difference.*)

Disapproved for the following reason(s):
 Activity not considered professional development
 Cost of the activity
 Prior approval necessary
 Other:

PDC Chair: _____

PDC Member Initial: _____

PDC Member Initial: _____