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**MEMORANDUM**

**Date: August 19, 2013**

**To: Everyone @ LMC**

**From: Professional Development Advisory Committee (PDAC)**

**Re: Professional Development Conference Funding Request Form and Review Schedule**

Los Medanos College supports and promotes the professional development of its faculty and staff. Requests to attend activities will be approved based on funds available and benefit to the college community. **Please note that other sources of funding (departmental/program/grants/committees) should be explored by you and your manager and these opportunities exhausted before requesting funding from PDAC.**

All staff participating in funded professional development activities are expected to share the information gathered or learned with the college community. This can be done in a variety of ways, including a brief written report, workshops or presentations, sharing of information through department or committee meetings, or other ways which you can develop.

1. Complete the ***Professional Development Request for Conference Funding form*** by following the directions on the form, including attaching all required documentation listed at the top of the form. The Review Committee cannot review your request without these items attached.
2. Turn these forms in to your Manager/Dean for approval at least one week before the deadline to submit completed forms to the Office of College Advancement/PDAC. All travel and conference requests must be approved in advance. Forms that are submitted after the event will not be reimbursed.
3. Make note of the submission deadlines for the review process on the back of the form and allow the necessary time to plan your participation.
4. **Submit Reimbursement requests to the Office of College Advancement for approval and submission for payment within one month of your return.**  Expense Reimbursement forms are available from the Business Office or on the J drive.
5. You will be asked to complete a brief survey at the end of the semester in which you attended the conference. You will be asked to evaluate your conference experience and how you disseminated the information upon your return.

For further information/clarification and to answer any questions, please contact Mary Oleson, Office of College Advancement, ext. 3255.

**LOS MEDANOS COLLEGE**

**PROFESSIONAL DEVELOPMENT REQUEST FOR CONFERENCE FUNDING**

**Have you and/or your Manager/Dean sought other known sources of funding from department(s), program(s), grant(s) and committee(s) before requesting funding from PDAC?**

🞏 Yes 🞏 No Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTIONS: Please attach ALL items listed or the review of your request may be delayed or returned for additional information. (Please see reverse for approval schedule and submission deadlines for Conference Funding)**

**1**) Complete form and obtain Manager/Dean’s signature.

2) Attach documentation for ALL anticipated expenses for pre-approval. (Including conference fees, flight costs, mileage costs, hotel costs, etc.).

3) Include a copy of an Approved Leave Request and the Conference Agenda/flyer.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT OR ORGANIZATIONAL UNIT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLASSIFICATION (Circle One) Classified Full-time Faculty Part-time Faculty Management

ACTIVITY NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE(S) \_\_\_\_\_\_\_\_\_\_

**COLLEGE STRATEGIC PRIORITIES: Check all that apply.**

 **Increase and Accelerate Student Program Completion**

 **Promote Faculty, Staff, and Student Engagement**

 **Increase and Accelerate Student Completion of Basic Skills Sequences**

 **Improve the Academic Success of our African American Students**

**PROFESSIONAL DEVELOPMENT OBJECTIVES. Check all that apply:**

* Create and sustain learning and working environments that are characterized by these qualities: inclusive, engaging, challenging, relevant, welcoming, purposeful and responsive to diverse cultures,
* Contribute to and participate in a culture of inquiry and institutional learning that fosters leadership and documents and builds on lessons learned,
* Effectively assess relevant aspects of college life, such as instruction, programs, services, activities, administration and student services, in order to improve student learning, college services, and institutional effectiveness,
* Be effective users of current technology,
* Use instructional and organizational models that are research-based and grounded in sound theoretical frameworks and good practice,
* Demonstrate a commitment to lifelong learning.

What do you expect to gain from this conference? How will the activity benefit the College? Please attach additional pages if necessary.

Ff

**EVALUATION/DISSEMINATION OF INFORMATION** (as agreed to with manager).**The following should be completed within four weeks of the event**. Please check one of the following: You will be asked to complete a brief survey about your experience upon your return from the conference.

🞏 Brief written report

🞏 Workshop or presentation as appropriate, i.e., Flex

🞏 Sharing of materials/information with other individuals through department or committee meetings.

🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 PDAC Verification of Share-out: Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPENSE SUMMARY (Estimate): Return Expense Reimbursement Requests to the Office of College Advancement.**

Conference fees \_\_\_\_\_\_\_\_\_\_ Airfare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mileage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodging \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Car Rental \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Misc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Substitute (indicate # of hours needed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL AMOUNT REQUESTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are matching funds **available**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Approved for Individual Variable FLEX Credit for FT Faculty during non-instructional hours and on weekends or other days outside of the negotiated days of service. For Adjuncts, during non-classroom or office hour time.

🞏 Dean acknowledges there is no other known possible source of funding. \_\_\_\_\_\_\_\_ Dean’s Initials

Dean/Manager’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please turn over to continue reading and to review Request for Funding deadlines

**DO NOT WRITE BELOW THIS LINE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PDAC Conference Review Recommendation: Request 🞏 Approved 🞏 Denied Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation/Dissemination of Information Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Approved 🞏 Denied Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **PDAC CONFERENCE FUNDING REVIEW AND APPROVAL SCHEDULE AND SUBMISSION DEADLINES** | | | | | |
| Funding Schedule for the Month of:  \*dates have been adjusted for holidays, etc. | **Send Completed Funding Request for Dean’s Review and Signature one week submission deadlines to PDAC** | | **Send Dean-approved request with ALL attachments to the Office of College Advancement**  **by the Friday before PDAC meeting** | **PDAC reviews**  **requests and forwards recommendations to President the day after meeting** | **President decides within one week and notifies Office of College Advancement who will contact staff** |
| August, 2013\* | August 12, 2013 | | August 19, 2013 | August 29, 2013 | September 5, 2013 |
| September, 2013 | Sept. 9, 2013 | | Sept. 16, 2013 | Sept. 26, 2013 | October 3, 2013 |
| October, 2013 | October 7, 2013 | | October 14, 2013 | October 24, 2013 | October 31, 2013 |
| Nov/Dec. 2013\* | Nov. 18, 2013 | | November 25, 2013 | December 5, 2013 | December 12, 2013 |
| January, 2014 | January 6, 2014 | | January 13, 2014 | January 23, 2014 | January 30, 2014 |
| February, 2014\* | Feb. 10, 2014 | | Feb. 18, 2014 | February 27, 2014 | March 6, 2014 |
| March, 2014\* | March 7, 2014 | | March 14, 2014 | March 27, 2014 | April 3, 2014 |
| April, 2014 | April 7, 2014 | | April 14, 2014 | April 24, 2014 | May 1, 2014 |
| May, 2014 | May 5, 2014 | | May 12, 2014 | May 22, 2014 | May 29, 2014 |
|  |  | |  |  |  |
|  | | Summer (June and July) will be reviewed on a case by case basis. | | | |

J: Oleson/CoA/PD/ConferenceFunding/ConferenceMemoandForms