

Date: September 2020

To: LMC Community

From: Professional Development Advisory Committee (PDAC)

Re: PDAC Conference and Nexus Funding – Review and Approval Timeline, Request Directions for 2020-21

We are excited to support your professional learning and development!

PLEASE CALENDAR the following 2020-21 proposal submission due dates:

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| **The Professional Development Advisory Committee reviews proposals twice a semester.**  **Here’s how your proposal gets approved:** | |
| * Submit your Professional Learning Conference and Mini Grant proposal * PDAC reviews and recommends * Your Dean Reviews and Approves the proposal to move forward * President Approves proposals   YOU ARE NOTIFIED OF THE STATUS OF YOUR PROPOSAL | |
| **Due Dates for a Completed Request** | **Notification of Award** |
| September 24, 2020 | by October 9, 2020 |
| October 22, 2020 | by November 25, 2020 |
| January 28, 2021 | by March 5, 2021 |
| March 25, 2021 | By May 7, 2021 |
| No funding proposals will be reviewed again until September 2021 | |

The purpose of LMC’s Professional Learning Program is to strengthen and support a dynamic learning environment that promotes and enhances the personal, professional and organizational learning for all employees with the ultimate goal of **STUDENT SUCCESS**! PDAC feels privileged to have the support of our district and college for professional development opportunities.

Conference funds provide opportunities for all LMC employees to attend seminars, workshops, and conferences. These activities must be related to the college goals and priorities and PDAC’s Professional Learning Outcomes (as stated on the Conference Request Form), as well as job and career enhancement.

PDAC has limited funds each year to support conferences and professional development activities. In addition, funding is available through this application process from sources such as Nexus (for New Faculty), and the Student Equity and Achievement (SEA) program, and district PD funds.

The following are **Funding Levels of Support** created for **PDAC Conference Funding** in the **2020-2021 Academic Year**:

**Individual Conference**: Employees may be awarded up to $1,500 per person per academic year (July 1 – June 30). Requests are considered on a first-come first-serve basis.

**Multiple Attendees**: Unless there is a compelling reason, the maximum allocation provided for any single event/conference is $2,000. Funds will be allocated on a first-come-first-serve basis.

**Nexus 2nd-Year Cohort Requests for Professional Development/Conference Funding**: In the second year you may apply your Nexus funding through this form. PDAC will consider funding any Nexus conference costs over $1,000 for any one conference during the second year of employment for new faculty, up to $500). (Nexus funding will pay up to $1,000 and upon approval, PDAC will pay the difference, for a total cost up to $1,500).

Requests are approved based on funds available and benefit to the college community.

Staff participating in funded professional learning activities are required to share the information gathered or learned with the college community. Sharing may be done in a variety of ways, including: brief written reports, workshops or presentations, sharing of information through department or committee meetings, or other ways which you can develop. Upon return from the conference you will be asked to complete a brief survey evaluating your conference experience, indicating how you will share what you learned.

**Please make note of the funding criteria and application process below, allowing necessary time to plan your participation. Conference funding requests must be submitted prior to the conference and within deadlines.**

**FUNDING CRITERIA:**

* Have all other sources of funding been explored by the applicant and the applicant’s manager?
* Was the request form complete (including all requested attachments as noted in the directions on the form) and submitted by the deadline?
* Does the request meet one or more of LMC’s goals/priorities, PDAC’s Professional Development Outcomes, or other goals listed on the form?
* Is it clear how the activity will benefit the applicant and support student success at LMC?
* Is it clear how the applicant will report her/his learning to the campus?
* Is the budget clear and itemized?

**APPLICATION DIRECTIONS:**

1. An application to PDAC should be submitted only after the possibility of all other funding sources has been exhausted. Other sources of funding (departmental/ program/grants/committees) should be explored by you and your manager.

**TO APPLY**: Complete the [**Request for Conference Funding from PDAC Wufoo Form**](https://moleson.wufoo.com/forms/lmc-request-for-conference-funding-for-202021) by following the directions and **including all required documentation**.

**Classified Staff and Managers**: Please complete a [**Request for Leave Form**](https://www.losmedanos.edu/profdev/conference.aspx) for conference approvals as required by your Dean/Manager. The actual leave dates will also need to be submitted on the Online Absence Report System for monthly absence recording. The link is as follows: [**https://webapps.4cd.edu/apps/AbsenceReports/**](https://webapps.4cd.edu/apps/AbsenceReports/)

**Faculty**: Please complete a [**Leave Request – Faculty Form**](https://www.losmedanos.edu/intra-out/oi/forms.aspx) for conference approvals as required by your Dean. The Office of Instruction will send you **a copy of your approved Leave Request** form for conference via email - please upload this copy with your application.

2. Your request must have the following items included by uploading them along with the on-line application. Review Committee cannot review your request without these items attached.

**Note**: These forms require your manager’s signature which represent 1) their approval of the submission of your request and 2) that no other known sources of funding have been are available for this purpose. Please allow ample time for their review.

* Completed Conference Registration form showing cost. Summary brochure listing activities and showing what meals are and are not provided.
* Mileage costs (i.e. Google maps, BART print-outs)
* Estimates for the following: Taxi/Shuttle/Rideshare; Flight; Hotel; Meals

We forward the completed form to you and your Dean when it is received. Your Dean/Manager will forward the form back to us with their approval and any comments/questions.

\***Please Note:** The College **may** be able to pre-pay conference registration fees. No other expenses can be prepaid or reimbursed until you return from your trip. Any expenses that the college does not prepay will be reimbursed to you contingent upon you submitting your expense claim reimbursement within 30 days of your return. During the final months of the fiscal year, it becomes more difficult for the college to prepay expenses due to Business Office Accounts Payable deadlines.

3. All requests for conference funding **must** be approved in advance of the event.

**REIMBURSEMENT PROCESS**:

**Submit Employee Expense Reimbursement requests to the Equity and Inclusion Office for approval and submission for payment upon your return. Expense claims will not be accepted after 30 days of your return.**

You can reference the District Travel Policies and Procedures at Business procedure 9.22. Expense Reimbursement forms are available from the Business Office or on the P drive. All receipts should be taped to an 8 ½ x 11 sheet of paper and attached to the form. PDAC is committed to assessing the process and guidelines each year based on our funding allocation and feedback from the college community. Do not submit an Expense Claim until after you have completed your trip.

PDAC is committed to assessing the process and guidelines each year based on our funding allocation and feedback from the college community. For further information/clarification and to answer any questions, please contact the **Program Coordinator for Equity, Inclusion and Professional Development** at **PD@losmedanos.edu**.