

DEFINITIONS FOR THE NINE (9) AUTHORIZED USES

Following are definitions and some examples of the **nine authorized** uses of Faculty and Staff Development funds as prescribed in **Section 87153 of the Education Code**. These definitions are provided as guide for reporting annual expenditures. For each activity in which you report expenditures, designate in the last column on the form one or two of the “authorized uses” most clearly represented by the activity. Listed below are some of the activities you may report, together with examples of how they relate to one of the nine “authorized “ uses.

- 1. Improvement of teaching** are activities designed to change instructional processes so that increased student learning is affected.

Examples: (a) Instructional development grants or faculty fellowships awarded on a competitive basis that encourage instructors to build objectives, media, or measures that promote positive student outcomes.
(b) Seminars in instructional leadership for instructional administrators.

Activities: Instructional Skills Workshop, Great Teachers Seminars, Classroom-Based Research Projects.

- 2. Maintenance of current academic and technical knowledge and skills** are activities that assist instructors in sustaining knowledge pertinent to their teaching specialties.

Examples: (a) Tuition reimbursement and sabbatical for university study*
*(**Check your district’s policy on funding university study while on sabbaticals**)
(b) Workshops in skill development for laboratory assistants, paraprofessional aides, and other classified personnel.

Activities: Curriculum development*, discipline based activities.
*(**Check district policy concerning how proposals are approved.**)

- 3. In-Service training for vocational education and employment preparation programs** are activities to facilitate curricular and instructional revisions in occupational education.

Examples: (a) Workshops conducted jointly for employers occupational program program staff members.
(b) Faculty training at employer sites and on-campus workshops for community economic development.

Activities: Vocational Education, curriculum development, exchange programs between business/industry and the college.

4. Retraining to meet changing institutional needs is activities that promote staff awareness of evolving clientele preferences and program possibilities.

- Examples:**
- (a) Training sessions to assist classified staff member in understanding how to accommodate students from different cultural backgrounds.
 - (b) Tuition reimbursements or short courses to assist administrators in preparing for newly emerging campus needs.

Activities: Staff Development training, Academic Senate, ISW Facilitator Training, Classroom-Based Research Training.

5. Inter-segmental exchange programs are activities that link staff members with their counterparts in secondary schools and universities.

- Examples:**
- (a) Staff exchanges that promote curriculum articulation between high school and college and between college and university.
 - (b) Classified staff exchanges that assist in the development of compatible Admissions and Records systems.

Activities: California Articulation Number, Inter-segmental Coordinating Council any cluster activities and/ or projects with shared activities Among California State University, University of California, K-12, and the California Community Colleges.

6. Development of innovations in instructional and administrative techniques and program effectiveness are activities designed to stimulate staff in assessing outcomes of courses and programs.

- Examples:**
- (a) Seminars to prepare administrators to design student and program evaluation measures and to use information derived there from.
 - (b) Workshops that assist faculty in developing specific measurable objectives for their courses.

Activities: Shared governance activities, Educational Leadership Colloquia, Total Quality Management.

7. Computer and technological proficiency programs are activities to build staff usage of computers and other technologies.

- Examples:**
- (a) Training sessions organized by computer and media center staff members especially for classified staff and their needs or faculty and their needs.
 - (b) Sessions that demonstrate how computer systems can be designed so that administrators have more rapid access to pertinent information.

Activities: Computer classes or workshops, interactive media workshops or seminars.

8. Courses and training implementing affirmative action and upward mobility programs. These are activities that assist woman and minority group staff members in changing their occupational status within the institution.

- Examples:**
- (a) Reassigned time or grants to enable minority classified members to pursue training opportunities for upward mobility.
 - (b) Tuition reimbursements for minority administrators to gain graduate credits.

Activities: The Leaders Program, Latino Leadership Network Conference, Asian Pacific Americans in Higher Education Annual Conference, Black Women's Leadership Conference, Women's Leadership Skills Seminar, Classified Staff Career Development.

9. 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, including, but not necessarily limited to programs designed to develop self-esteem are activities designed to assist staff members in gaining awareness of their own professional possibilities and potential.

- Examples:**
- (a) Funds for faculty travel to conferences and professional meeting.
 - (b) Training sessions that assist classified members to become aware of their own potential for personal growth.

Activities: Professionalism, ethics, safety, CPR, Wellness.