**Dissemination Plan Guidelines for Staff Development Funding**

Because one of our core principles is that professional learning should be shared, the Staff Development Committee requires that a dissemination plan be included with all requests for funding.

Though much of what you learn at discipline-specific conferences will relate to your particular area of expertise, we also hope that you will take the opportunity to attend sessions devoted to teaching and learning or student success. We encourage you to discover speakers who inspire you to improve your practice, or who provide new perspectives on how students can best be served. Sharing these take-aways from the professional learning experience does not require perfect expertise, just a commitment to improving what we do at FC.

The committee has adopted the following dissemination plan guidelines for Staff Development-funded conference travel, workshop attendance, campus speakers, or trainings. When more than one person is attending the same conference, they are encouraged to collaborate and submit a joint plan.

Please address the following in your dissemination plan:

1. Describe what you seek to learn by attending the conference, and how you hope it will improve your professional practice. If the conference program is available, please include suggestions for sessions you might attend. If it is not yet available, reference the previous year’s schedule to discuss the type of sessions offered at this conference.
2. Briefly discuss how this learning connects to one or both of the following:
   1. The goals articulated in your department’s program review self-study
   2. College goals (<http://www.fullcoll.edu/president/fullerton-college-goals-institutional-slos>)
3. How do you plan to share your learning with colleagues? (See the Ideas for Dissemination Activities document.). We encourage you to consider how colleagues outside of your department might benefit from your learning.Feel free to consult with the Staff Development Coordinator for suggestions.

\*\***Following completion** of your planned dissemination activities, submit the Dissemination Plan Follow-up form (via email or campus mail) to Aaron Mezzano ([AMezzano@fullcoll.edu](mailto:AMezzano@fullcoll.edu)), Staff Development administrative assistant.

The Staff Development Committee members are available to assist you in this process. Consult with us! We enjoy connecting our campus colleagues with professional development funding opportunities. **Please contact Jeanne Costello, Staff Development Coordinator, for assistance or questions regarding the dissemination plan** ([jcostello@fullcoll.edu](mailto:jcostello@fullcoll.edu)). **Jeanne is happy to provide feedback/guidance on dissemination plans before they are submitted.**