**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.

While we understand that much of what you learn at discipline-specific conferences will be related to your particular area of expertise, we also hope that you will take the opportunity to attend a session or two devoted to teaching and learning or student success in your discipline or that you will hear speakers that get you thinking about new ways to improve your practice at Fullerton College or provide new perspectives on how students can best be served, whatever your role at the college may be. Sharing these take-aways from the professional learning experience does not require perfect expertise, just a commitment to improving what we do here at FC.

The committee has adopted the following Dissemination Plan guidelines for Staff Development-funded conference travel/workshop attendance and campus speakers/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 contribute to improvement of 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. Discuss how this learning might be connected 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 beyond your own 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) in the Staff Development office.

The SDC members are available to assist you in this process and urge you to take advantage of the opportunity for consultation. **Please contact Jeanne Costello, Staff Development Coordinator, for assistance or questions regarding the dissemination plan** ([jcostello@fullcoll.edu](mailto:jcostello@fullcoll.edu)). **She is happy to provide feedback/guidance on dissemination plans before they are submitted.**