Fall '24 PLC Travel Application ⅋

FOR COMPLETE GUIDELINES FOR TRAVEL PLEASE VISIT: https://staffdev.fullcoll.edu/travel/

Professional Learning Travel Applications are only approved at the Professional Learning Committee **meetings which occur on the 2nd and 4th Thursdays of the regular semester**.

The first PLC meeting of Fall '24 is September 12th, 2024. **Travel Applications will be accepted until Friday, December 6th; the last PLC meeting is December 12th, 2024.** If you plan to attend a conference that will occur between December 6th and February 21st, 2025, you should submit your PAR before the December 6th deadline.

Retroactive reimbursements for travel requests are not accepted by Staff Development therefore we highly encourage you to submit with enough time for the PLC to complete the approval process before your scheduled conference dates. You will be notified of approval/denial or contacted with a request for resubmission.

Staff Development can support travel expenses to conferences or other professional activities equivalent to a conference (i.e. conventions, workshops, trainings, speaker series, etc.) which staff would like to attend. The Professional Learning Committee will consider applications for attendance at discipline-specific and general interest conferences/professional activities.

Please note that Staff Development **does not fund** certificate programs.

The Professional Learning Committee will fund up to **$2,000.00 per fiscal year** per person for

- Full-Time Faculty
- Adjunct Faculty
- Managers
- Classified Professionals
- Professional Experts (who have at least a semester long contract)

Once you have completed and signed your Professional Activity Request (PAR) form and completed a Dissemination Plan, which has been **signed by your Immediate Management Supervisor (IMS)**, please submit all your materials online via this form.

If you have any questions please email Jason Lopez, jlopez@fullcoll.edu.

Note: It typically takes up to two to three weeks for PARs to be approved by the Professional Learning Committee.

* Required

* This form will record your name, please fill your name.

[   ]

Basic Information

1. Enter your ID

[   ]

○ Classified Professional

○ Full-Time Faculty

○ Adjunct Faculty

○ Professional Expert

○ Manager

3. Please select your division. *

○ Business and Computer Information Systems

○ Counseling and Student Development

○ Enrollment Services

○ Fine Arts

○ Humanities

○ Library and Learning Resources, Instructional Support Programs and Services

○ Mathematics and Computer Science

○ Natural Sciences

○ Physical Education

○ Social Sciences

○ Student Support Services

○ Technology and Engineering

○ Other

4. Please state your department. *

[   ]

5. Did you travel in the last academic year with Professional Learning Funds? *

○ Yes

○ No

7. Are you part of a CTE program?

○ Yes

○ No

8. Are you traveling out-of-state?

○ Yes

○ No

9. If you are traveling out-of-state **and using Perkins funding** please submit your out-of-state approval form to Staff Development. We will forward your form to the state.

https://www.cccco.edu/-/media/CCCCO-Website/Files/Workforce-and-Economic-Development/Perkins-V/Perkins-V-Out-of-State-Travel-Authorization-Form.pdf?la=en&hash=A92EAC4ABB646A728E60E37B209C831E0CC492A2

⬆ Upload file

File number limit: 1   Single file size limit: 1GB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

1. Staff Development funding applications require review and approval by your Immediate Management Supervisor/Area Dean.
    1. Please be sure that you submit your request for IMS approval in a timely fashion—one month in advance for domestic travel and **three months in advance for international travel.**
    2. The PLC will NOT approve retroactive requests (those that are submitted after the conference date has passed).
2. Once you receive your Immediate Management Supervisor/Area Dean's approval, please submit your Professional Activity Request and Dissemination Plan using this Microsoft form.
    1. The Professional Learning Committee meets on the 2nd and 4th Thursdays of each month **only** during the regular semester.
    2. The first PLC meeting of Fall '24 is September 12th, 2024. **Travel Applications will be accepted until Friday, December 6th; the last PLC meeting is December 12th, 2024.** If you plan to attend a conference that will occur between December 6th and February 21st, 2025, you should submit your PAR before the December 6th deadline.
3. Funding applications are reviewed over a two-week period and then voted upon during the meetings.
    1. Once the application has been voted upon by the PLC, applicants will be notified of the result the following week.*
    2. If the application has been approved by the committee, it will proceed to the appropriate Vice President for final approval.

If the PLC has questions about the application that delay approval, it may be necessary for applicants to revise and resubmit upon consultation with the Professional Learning Coordinator.

10. **Is your Immediate Management Supervior's signature on your PAR?** Please note that the PLC committee cannot review your application if your PAR does not have your IMS signature. *

    ◯ Yes

    ◯ No

11. Upload Professional Activity Report (PAR) *

    [↑ **Upload file**]

    File number limit: 1   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

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 and/or provide new perspectives on how students can best be served, whatever your role at the college may be. Sharing these take-aways 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 professional learning activity, submit the Dissemination Plan Follow-up form (via Microsoft forms) to the Staff Development office.

12. Upload Dissemination Plan

⤒ **Upload file**

File number limit: 1   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio