



## Professional Learning Office, Fullerton College

MEMO: PROFESSIONAL ACTIVITY FUNDING POLICY UPDATES SPRING 2025 .....	2
PROCEDURES FOR PROFESSIONAL ACTIVITY REQUESTS (PAR).....	3
PAR Preliminary Steps.....	3
STEP 1: Complete PAR and Dissemination Plan .....	3
STEP 2: Overview of the PAR Approval Process .....	3
STEP 3: Post-Approval PAR Process for Travel & Reimbursement.....	4
How To Fill Out a Professional Activity Request (PAR) .....	4
COMPLETE DISSEMINATION PLAN GUIDELINES .....	6
Part 1 of 3: Dissemination Plan for PAR .....	6
Part 2 of 3: Dissemination Activity Ideas .....	6
Part 3 of 3: Dissemination Follow-up .....	7
DISSEMINATION PLAN COMPLETION FORM.....	8



## Professional Learning Office, Fullerton College

### MEMO: PROFESSIONAL ACTIVITY FUNDING POLICY UPDATES SPRING 2025

Due to the increasing costs of travel and projected budget cuts for the Professional Learning Office (PLO), the Professional Learning Committee has updated policies regarding travel funding.

#### New Travel Funding Policies Update (May 2025)

- Increase of max reimbursement from \$2000 to \$2500 for travel funding will begin in the 2025/2026 academic year.
- If eligible, employees may submit a travel request **once in an academic year** for up to a \$2500 reimbursement. Therefore, please choose the conference that best suits your needs for any relevant academic year.
- A financial need prepayment form will be included with travel funding requests. Prepayment availability is limited, and each will be handled on a case-by-case basis by the committee.
- All employees approved for travel **must disseminate four months post travel date**. If employees **do not** disseminate, they **will not be eligible** for travel funding for two academic years. Please see complete Dissemination Guidelines below.
- Employees who have completed a dissemination will only be eligible for travel funding via PLO **every other year**. If you traveled in the 2024/2025 academic year, you will be eligible to travel again in 2026/2027. This does not apply to Perkins funding for CTE faculty.

#### What is eligible for travel funding?

- PLO funds travel expenses to conferences or other professional activities equivalent to a conference (i.e. conventions, workshops, trainings, speaker series, etc.).
- PLO defines a **Professional Activity** as a structured professional learning event facilitated by experts.
- PLO does not fund certificate programs, course units, or other self-paced activities.

#### PLO and District Policies

PLO internal policies are made and approved by the Professional Learning Committee at Fullerton College. Additionally, PLO must adhere to District policies regarding travel and reimbursement. Please note that at times District policies change without much notice and therefore PLO is unable to give employees advanced notice of these changes.

#### 2024/2025 District Updates:

- The district does not provide reimbursement for Airbnb lodging.
- Hotel accommodation is only eligible for reimbursement if the conference location is 50 miles or more from Fullerton College.
- Meals and incidentals are only reimbursable when an overnight stay is approved.
- If the conference ends at, or before noon, overnight stay that night will not be reimbursed by the district.



## Professional Learning Office, Fullerton College

### PROCEDURES FOR PROFESSIONAL ACTIVITY REQUESTS (PAR)

#### PAR Preliminary Steps

- Identify a conference or professional activity (i.e. conventions, workshops, trainings, speaker series, etc) you would like to attend. If you have any questions regarding your activity and whether or not it qualifies please reach out to Professional Learning Coordinator, Cynthia Guardado via email: [cguardado@fullcoll.edu](mailto:cguardado@fullcoll.edu)
- Submit your requests at least 4-6 weeks before your travel dates to allow ample time. If your request is for international travel, submit your request 8-10 weeks in advance to allow ample time for board approval. The Professional Learning Committee **does NOT** approve retroactive requests (those that are submitted after the conference date has passed).

#### STEP 1: Complete PAR and Dissemination Plan

Forms and guidelines for completing each of these can be found on the Professional Learning Office website <http://staffdev.fullcoll.edu/> The approval process below explains the timeframe for approval completion, you should allow ample time for the approval process before your scheduled conference date. *If you would like step-by-step instructions to filling out a PAR. Please jump to the bottom of this document. Please note that group submissions for single Professional Activity Requests are not accepted.*

#### STEP 2: Overview of the PAR Approval Process

1. Professional Learning Office (PLO) funding applications require review and approval by your Immediate Management Supervisor/Area Dean.
  - a. 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.**
  - b. 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 the Microsoft Form linked on <http://staffdev.fullcoll.edu/>
3. The Professional Learning Committee meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month **only** during the regular semester.
  - a. The deadline to submit a PAR for approval is the last 4<sup>th</sup> Thursday in the regular semester. Please submit your PAR at the latest on the Monday before the last meeting for any given semester. The **PLC does NOT approve retroactive requests** (those submitted after you've already attended the conference). Therefore, it is important to submit PARs in advance if your conference dates land between semesters or before the first PLC meeting of the semester. You may need to submit your PAR for approval during the previous semester depending on your conference dates. If you have any questions, please contact [staffdev@fullcoll.edu](mailto:staffdev@fullcoll.edu)
  - b. Funding applications are reviewed over a two-week period and then voted upon during the meetings.



## Professional Learning Office, Fullerton College

4. Once the application has been voted upon by the PLC, applicants will be notified of the result the following week.
  - a. If the application has been approved by the committee, it will proceed to the appropriate Vice President for final approval.
  - b. 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.

### STEP 3: Post-Approval PAR Process for Travel & Reimbursement

*Ensure to book all your travel arrangements with a card under your name, gift cards will not be reimbursed.*

1. **A week before your travel**, you will receive an email from [staffdev@fullcoll.edu](mailto:staffdev@fullcoll.edu) detailing all receipts and documents needed when you return to create your Travel Expense Report. This report will detail everything from your travel, which you have a receipt for, that is eligible for reimbursement through Professional Learning Office.
2. **Once conference/activity is approved** by the appropriate VP, Professional Learning Office personnel will generate the RQ in Banner. Professional Learning Office personnel will also send confirmation of the assigned PO# and, upon completion of the activity/travel, electronic versions of the necessary travel reimbursement forms and instructions to create your Travel Expense Report which breaks down all of your reimbursements.
3. **All Professional Activity expenses** should be covered by the staff member. It is expected that they pay registration and related expenses in advance. We are able to make accommodations for those in financial need, please inquire with the Professional Learning Office. Please make sure all of your reimbursable expenses are paid for by a card under your name, and includes an itinerary. Please note the district will not reimburse travel (flights, trains, etc.) paid for by gift cards or points. This is a district policy, not a policy of Fullerton College's Professional Learning Office.
4. **Upon completion of conference/travel** the employee should submit copies of receipts and supporting documentation (noted below) to [staffdev@fullcoll.edu](mailto:staffdev@fullcoll.edu) for conference/travel funded by Professional Learning Office or to their division (department) office staff for all other conference/travel. Reimbursement requests funded by Professional Learning Office must be submit **within 30 days** of the completion of travel or by June 10th, whichever comes first. **Errors or omissions generally cause delays** in getting reimbursed so please refer to the *PAR Reimbursement Reminders* below and contact the Professional Learning Office for assistance.

### How To Fill Out a Professional Activity Request (PAR)

1. Please review the document to ensure you have all information available and ready when to complete the PAR
2. Complete the form with as much detail as possible about your conference.
  - a. Give an accurate estimate of expenses. It is recommended to overestimate on the total amount since the amount listed on your PAR is the **only** amount you will be approved for.



## Professional Learning Office, Fullerton College

You will only be reimbursed by the amount indicated on your PAR. PARs will be used to create your Requisition for your funding.

- b. Refer to our website's Reimbursement Rates for accurate rates on Meals Per Diem and Mileage: <https://staffdev.fullcoll.edu/per-diem/>
3. Send the PAR to your Immediate Management Supervisor (IMS) for approval and signature. You **MUST** receive your IMS approval and signature before submitting your PAR.
4. Once you have your IMS signature, please submit your PAR and Dissemination Plan via the Microsoft Form linked on: <https://staffdev.fullcoll.edu/travelfunding/>
5. If complete, your application will be added to the PLC meeting agenda to be reviewed and voted on by the committee.
  - a. Your Dissemination Plan is part of your PAR. Both must be submitted to have a completed application. The Dissemination Plan should be submitted with your PAR on a separate document. Please review the Dissemination Plan Guidelines below.

### PAR Reimbursement Reminders

1. The "Total Due Employee" amount should not exceed the maximum amount that was on the original Professional conference/travel Request. Employees will NOT be reimbursed for more than the originally requested amount.
2. You will be reimbursed for the total on your receipts. For example, if your PAR estimated \$1800 but you only spent \$1600, you will only be reimbursed for \$1600. It is important to include receipts for all relevant expenses.
3. Receipts for food are not needed; you will be reimbursed based on the per diem meal rates. Please refer to our website for rates: <https://staffdev.fullcoll.edu/per-diem/>
4. Attach the conference/professional activity agenda and original registration receipt indicating that payment has been received.
5. Attach proof that meals were not provided at the conference/professional activity.
6. If claiming lodging, an itemized original receipt indicating that payment has been received with your name on it, and number of occupants, must be attached.
  - a. Air BNBs are allowed by the district but not preferred.
7. If claiming transportation, an original receipt indicating that payment has been received with your name on it, pick-up and drop-off location, and date must be attached for each individual ride.



## Professional Learning Office, Fullerton College

# COMPLETE DISSEMINATION PLAN GUIDELINES

### Part 1 of 3: Dissemination Plan for PAR

One of our core principles is that professional learning should be shared. Therefore, the Professional Learning 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 one of the following topics teaching and learning; or equity and inclusion; or a session on student success in your discipline; or 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 we hope your learning can extend beyond your area. Sharing these takeaways from your professional learning experience does not require perfect expertise, just a commitment to improving what we do Fullerton College.

The committee has adopted the following Dissemination Plan guidelines for conference travel/workshop funding via the Professional Learning Office (PLO). Please keep in mind that 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 the 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 the following:
  - a. The goals articulated in your department's Program Review self-study
  - b. The goals of the Student Equity and Achievement Plan (<https://ie.fullcoll.edu/planning-documents/>)
  - c. College Mission and Goals
3. How do you plan to formally share your learning with colleagues?
  - a. **Formally** includes the following: an agendaized presentation at your department/division meeting, a Flex-Day proposal for the campus, or equivalent professional learning setting. You will need to include the agenda and/or schedule for your dissemination with your dissemination plan follow-up.
  - b. We encourage you to consider how colleagues beyond your own department might benefit from your learning. Feel free to consult with the Professional Learning Coordinator for suggestions.

### Part 2 of 3: Dissemination Activity Ideas

Consider the following options as you create your dissemination plan. While workshops are certainly welcome, they are not the only form that sharing of conference learning might take. If you have ideas different from those on this list, please consult with the Professional Learning Coordinator, Cynthia Guardado ([cguardado@fullcoll.edu](mailto:cguardado@fullcoll.edu)) before submitting your dissemination plan.

Workshops might focus on an idea gleaned from one or more conference presentations but might be developed further with your own expertise. Workshops may be led by individuals or teams, but either way, consultation and collaboration are encouraged during the development process.



## Professional Learning Office, Fullerton College

The Professional Learning Committee (PLC) will provide feedback, when needed, to applicants whose dissemination plans do not meet requirement.

### DISSEMINATION IDEAS:

1. **FLEX ACTIVITY:** Propose a 1 ½ or 3-hour department-specific activity for colleagues or suggest a breakout session that might have wider appeal and could be included in the general program.
2. **FACILITATED CONVERSATION:** Request to be on a department/division agenda and/or campus/district wide committee and facilitate a conversation to discuss an issue relevant to college work. Create a slide-presentation of the content necessary. Your learning will inform and guide the conversation and could potentially lead to a proposal for further professional learning on campus.
3. **ADJUNCT TRAINING:** Contribute to adjunct support and training in some way.
  - a. Department-specific adjunct training session
  - b. Preparation of materials to share with adjunct faculty in your department.
4. **PROFESSIONAL LEARNING MATERIALS:** Create a guide, handout, or online resource based on your learning that can be shared with colleagues in your own department/division or with the wider campus community via Staff Development. Include a short blurb on how this material will be useful to colleagues.

### Part 3 of 3: Dissemination Follow-up

**Following completion** of your planned dissemination activities, submit the following:

1. Submit your Dissemination Plan Completion Form please go to <https://staffdev.fullcoll.edu/travelfunding/>
2. Provide Staff Development with slides and materials developed for your activity.
3. Provide Staff Development with a copy of the agenda/program that included your presentation.



## Professional Learning Office, Fullerton College

### DISSEMINATION PLAN COMPLETION FORM

*Dissemination plans are mandatory with PARs. If you do not submit the follow-up materials, you will **not be eligible for travel for two academic** years.*

As a recipient of Staff Development funding, you are required to disseminate the knowledge gained from your conference/workshop experience with colleagues. Please complete and submit the following to demonstrate to the Staff Development Committee (SDC) how you completed this requirement. This will be used as part of the evaluation for future funding requests. When completed, submit your Dissemination Plan Completion Form via Teams at the following link: <https://forms.office.com/r/4FMfyt7t9u>

Name/s:

---

Division/Department:

---

Name of Conference Attended:

---

Dates of Conference Attended:

---

Dates of Dissemination (Presentation/Training):

---

Title of Dissemination (Presentation/Training):

---

Please summarize how you disseminated the knowledge and information gained. Address the following: dates of dissemination/s, audience, format, and any other pertinent information the SDC members need to know.