



Dissemination Guidelines for Travel Funding

Disseminations are required with Professional Activity Requests (PARs) to Staff Development and the actions presented in your dissemination plan should be completed by the semester following your conference attendance.

PART 1 of 3: DISSEMINATION ACTIVITY IDEAS

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. Dissemination Plans should show alignment to the work of the department and college.

Consider the following options as you create your dissemination plan. If you have ideas different from those on this list, please consult with the Professional Learning Coordinator, Cynthia Guardado (cguardado@fullcoll.edu) before submitting your dissemination plan.

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

HERE ARE A FEW IDEAS:

1. **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.
2. **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.
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.

PART 2 of 3: WRITING YOUR DISSEMINATION PLAN (PRE-TRAVEL)

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 to submit with their individual PARs.

Please address the following in your Dissemination Plan:

1. Discuss how this learning might be connected to the following:
 - a. [College Strategic Plan](#)
 - b. [College Student Equity and Achievement Plan \(Login Required\)](#)
2. Describe what you seek to learn by attending the conference.



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- a. 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.
3. Describe how you plan to formally share your learning with colleagues?
 - a. **Formally** includes the following:
 - i. an agendaized presentation at your department/division meeting,
 - ii. a Flex-Day session for the department/campus
 - iii. Adjunct professional learning

PART 3 of 3: DISSEMINATION FOLLOW-UP

Following completion of your travel, you **must** complete your dissemination plan by the end of the following **semester**.

Dissemination plans are mandatory with PLO travel funding. If you do not submit the following materials, you will not be eligible for travel for two academic years.

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

As a recipient of funding from the Professional Learning Office (PLO), you are required to disseminate the knowledge gained from your conference/workshop experience with colleagues. Your dissemination will be used as part of the evaluation for future funding requests. When completed, submit your Dissemination Plan Completion Form via <https://staffdev.fullcoll.edu/travelfunding/>