

SAN DIEGO CITY COLLEGE
AB1725 FACULTY/STAFF DEVELOPMENT PROGRAM

CONFERENCE/TRAVEL REQUEST PROCEDURE (8/18/11)

1. Complete **BOTH** the City College* and the AB1725 Travel/Conference forms attached. Attach a conference announcement that includes dates, costs, and registration information. **INCOMPLETE FORMS WILL NOT BE PROCESSED.***This form is in public folders and directions are on p 3. Please type on line and print this form for submission. Route form for approval signatures as below.
2. Obtain signature approval from your department chair, school dean or supervisor, and Vice President.
3. **Forward the completed application forms to Don Long (may use box in mailroom).**
4. The AB1725 Faculty/Staff Development Committee will review all forms at the next scheduled committee meeting. The applicant will be notified of the committee's action within 5-10 days after the deadline date. Committee Chair will send award info to recipient and notify Bus Svcs.
5. The recipient **MUST** complete the final forms using "on line" submissions procedures that will be sent you (para #4). Submit all this to Bus Svcs.
6. Business Services sends the travel request to the District Office for final processing. Once this is completed, the recipient is notified..
7. After the travel is completed, the applicant completes the expense portion of the travel request and returns it to Business services with all necessary receipts. Also, the applicant includes a short written report that summarizes the outcome of the travel and its effect on job performance. This is in addition to the report or presentation detailed below. **THIS IS DUE TO BUS SVCS WITHIN 10 DAYS OF TRAVEL.**
8. Recommend copying documents for your records.

CONFERENCE/TRAVEL APPROVAL CRITERIA

1. All applicants are encouraged to obtain supplemental funding from personal funds or other college sources. Note that if there is an identical or similar conference closer or less expensive that one is encouraged. Committee is obligated to consult the websites and verify information.
2. Applicants who have not received previous funding will be given priority.
3. Individual requests from the same department to attend the same conference will be scrutinized. Should such funding be approved, registration fees may be considered for full funding; however, hotel and transportation costs will be consolidated with the total not to exceed the maximum allowable..
4. Group projects will be considered on a case by case basis.
5. Travel funds are granted when the request results in activities congruent with the goals and priorities of AB1725, which are primarily, improvement of classroom instruction or improvement of services to students. At least one of the following activities must be completed after receiving AB1725 or Conference/Travel funding:
 - Presentation at a FLEX session of the knowledge or skills derived from the conference or travel (Please submit a short summary of your intended presentation within 30 days after travel is completed).
 - Presentation at a department or staff meeting of the knowledge or skills derived from the conference or travel (Please submit a short summary within 30 days after travel is completed).
 - A written report describing outcomes of conference and impact on job performance.
 - A written article for outside publication.
6. If written reports and/or documentation of completion for presentations are not received in a timely manner, the committee will not consider any additional funding for that faculty or staff member.
7. **Due to limited travel funds, there will be a \$800.00 maximum allowable travel award per individual per academic year. This amount may change when final budget is allocated.**

TO OBTAIN INITIAL CONFERENCE/APPLICATION FORM FOR COMPLETION THE BUS SERVICE FORM SEE BELOW VIA PUBLIC FOLDERS. PLEASE DO THE FOLLOWING:

- a. Go to SDCCD.EDU website
- b. Go to Outlook "Folder List" (see note below, you will only need this if you do not see "folder list"). If you do see "folder list" go to step "c."
Special Note: If you do not see "folder list" look at the bottom a will see a square symbol left of the "up to right" arrow. This is the new "folder box" Now, click on it.
Then scroll down and click on "Public Folders," then "ALL public folders.
- c. Click on "City"
- d. Click on Business Services
- e. Click on Travel Request Forms and Procedures (it is about number 11 under Joyce Thurman, "Travel Form and Procedures" click on it. Now you will see as attachments two forms.
- f. The one to the left is "travel form." Click on it.
- g. The "travel form" will appear.
- h. Now, complete the form typing on line completing ALL blocks.
- i. Now, print the completed form for submission in accordance with the approvals listed on the bottom of the form (Supervisor/Chair; Dean/Program Mgr; Vice President)

SAN DIEGO CITY COLLEGE
AB1725 and FACULTY/STAFF DEVELOPMENT PROGRAM
CONFERENCE/TRAVEL APPLICATION

Submit this form with the San Diego City College Travel Form

Note: There are two budgets: 1. Faculty/Staff Travel Budget and 2. AB 1725 Budget

NAME _____ DATE _____

FACULTY _____ CLASSIFIED _____ ADMINISTRATOR _____ ADJUNCT _____
%FTE _____

TITLE OF
CONFERENCE/WORKSHOP _____

LOCATION _____ DATE(S) _____

EXPENSE ESTIMATE (TOTAL) \$ _____

Proposed Funding Sources
(Other than AB1725/Staff Travel Funds)

- Grant Funded _____
- Administrative Travel _____
- Self _____
- Other () _____

TOTAL NON-AB1725 FUNDS/STAFF TRAVEL FUNDS \$ _____

AMOUNT REQUESTED FROM AB1725/Staff Travel Funds \$ _____

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1. How will this activity benefit you and the College? Please be specific.

2. How do you intend to disseminate the information?

- ___ Flex Presentation
- ___ Presentation at a department/staff meeting
- ___ A written report (describing outcomes/impact on job performance)
- ___ A written article for outside publication
- ___ Other (explain) _____

3. Are you a speaker at the conference? YES_____ NO_____
4. Have you been granted previous funding from AB1725/Staff Travel Budget? YES____ NO____
If YES, when_____ (date/year) Amount_____

PLEASE CHECK WHERE APPROPRIATE

AB1725/Staff Travel AUTHORIZED USES: The purposes of the AB1725 legislation is to maximize student learning by establishing new faculty and staff development activities or augmenting existing activities. District travel funds have the same purposes.

- ___1. Improvement of teaching.
- ___2. Maintenance of current academic and technical knowledge and skills.
- ___3. In-service training of vocational education and employment preparation programs.
- ___4. Retraining to meet changing institutional needs.
- ___5. Intersegmental exchange programs.
- ___6. Development of innovations in instructional and administrative techniques and program effectiveness.
- ___7. Computer and technological proficiency programs.
- ___8. Course and training implementing affirmative action and upward mobility programs.
- ___9. Other activities determined to be related to education and professional development pursuant to criteria established by the Board of Governors.

THIS ACTIVITY MEETS THE FOLLOWING SAN DIEGO CITY COLLEGE GOALS:

- ___1. Improving classroom instruction and teaching skills of faculty.
- ___2. Improving subject competency of faculty.
- ___3. Creating an environment where faculty and staff are free to be innovative and creative.
- ___4. Creating a climate where faculty, staff, and administrators work together to govern the college.
- ___5. Creating a climate of commitment to the goals of affirmative action.
- ___6. Improving the delivery of services to students.
- ___7. Developing a meaningful and ongoing evaluation of the staff development program.
- ___8. Addressing the needs of changing student populations, especially under-represented and under-prepared students.

___9. Advancing faculty and staff affirmative action.

___10. Integrating faculty and staff planning with overall institutional research and planning.

___11. Promoting positive student outcomes.

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