

Professional Development Funding Requests Evaluation Rubric

Description	0 Point	1 Point	2 Points	Total
Proposal meets one or more of the Authorized uses for PD funds	Meets none of the authorized uses	Meets one of the authorized uses	Meets more than one authorized uses	
Proposal meets one or more of the SCC Strategic Goals	Meets none of the strategic goals	Meets one of the strategic goals	Meets more than one of the strategic goals	
Proposal provides a narrative that explicitly connects the activity to the Authorized Uses & SCC Strategic Goals	No connection	Connection is weak, implicit, or unclear	Connection is strong and explained with specific details	
Must have scored at least 4 points total between the first three items to continue with evaluation.				
Previously approved PD funding	Applicant received funding within the past two (2) fiscal years Amount: \$ _____	Applicant received funding within past two (2) fiscal years but narrative justifies need for this activity	Applicant has not received funding within the past two (2) fiscal years	
Benefits	Activity benefits the individual	Activity benefits the individual plus students or colleagues at SCC	Activity provides campus-wide benefits	
Stated Utility to SCC	Narrative does not include specifics or examples of how activity benefits SCC	Narrative generally indicates how activity benefits SCC	Narrative clearly specifies how activity benefits SCC with examples	
Planned Dissemination of Information	Narrative does not provide a plan for sharing experience or applying knowledge	Narrative provides a general plan for sharing experience and/or applying knowledge	Narrative provides a detailed plan for sharing experience and applying knowledge	
<input type="checkbox"/> Bonus points (2): applicant presented previously PD funded activity to others on campus <input type="checkbox"/> Bonus points (2): applicant is presenting at event as Solano employee			Total Points:	

Scoring:

8-14 points = Approval

6-7 points = Additional information required for approval

0-5 points = Denied

Name: _____

Grant <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date approved/denied:	Grant number:
Amount approved: \$	Additional information required (specify):	
Date applicant notified:	If denied, reason for denial:	

Professional Development Coordinator

Date

Out-of-State Travel: NA Approved Denied

Superintendent/President

Date

Professional Development Funding Requests Evaluation Rubric

Description	0 Point	1 Point	2 Points	Total
Proposal meets one or more of the Chancellor's office authorized uses for PD funds²	<i>Meets none of the authorized uses</i>	<i>Meets at least one authorized uses</i>	<i>Meets more than one authorized uses</i>	
Detailed description on how the proposed activity will support at least one of the SCC strategic objectives; a) foster excellence in learning, b) maximize student access and success, c) strengthen community connections or d) optimize resources	<i>Applicant provided little evidence this request meets one of the SCC objectives to support approval of funds</i>	<i>Applicant provided some evidence this request meets one of the SCC objectives to support approval of funds</i>	<i>Applicant provided detailed evidence this request meets one of the SCC objectives to support approval of funds</i>	
Must have scored at least 3 points total between the first two items to continue with evaluation.				
Identified as a professional development priority	<i>Applicant provided little evidence this activity is priority need</i>	<i>Applicant provided some evidence this activity is a priority need</i>	<i>Applicant provided significant evidence this activity is a priority</i>	
Itemized costs clearly documented	<i>Costs are not clearly or completely documented</i>	<i>Costs included but at least one item requires follow-up</i>	<i>Costs included all required forms and itemized costs</i>	
Brochure included with all relative information for proposed activity	<i>No relevant documentation provided</i>	<i>Brief description of activity provided but missing details</i>	<i>Complete/clear description of the activity provided with details</i>	
Previously approved PD funding	<i>Applicant already received funding in this fiscal year Amount: \$</i>	<i>Applicant received funding in this fiscal year but demonstrated substantial need for this activity</i>	<i>Applicant has not received funding in this fiscal year</i>	
Event is offered by other means	<i>Applicant has other opportunities to complete this PD activity at a lesser cost</i>	<i>Applicant demonstrated the need to travel for activity even if offered in a less expensive format</i>	<i>Applicant demonstrated that this is the best option available</i>	
Collaboration	<i>Activity benefits the individual</i>	<i>Activity benefits the individual plus students and/or others at SCC</i>	<i>Activity provides campus-wide benefits</i>	
<input type="checkbox"/> Bonus points (2): applicant presented previously PD funded activity to others on campus			Total Points:	

Scoring:

9-16 points = Approval

7-8 points = Additional information required for approval

0-6 points = Denied

Name: _____

Grant <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date approved/denied:	Grant number:
Amount approved:	Additional information required (specify):	
Date applicant notified:	If denied, reason for denial:	

Professional Development Coordinator

Date

Out-of-State Travel: NA Approved Denied

Superintendent/President

Date