



SOLANO COMMUNITY COLLEGE  
**Professional Development**

## **PROFESSIONAL DEVELOPMENT GRANT PROCEDURES AND INFORMATION**

Professional Development Grants provide funds for individual participation in conferences, workshops, coursework, or other activities that develop or renew professional skills. Grant applications are reviewed and approved by the Professional Development Committee. The State Education Code requires that all Professional Development-funded activities meet at least one of the criteria shown below.

**Grant Application and Travel Authorization Form:** Both forms are available on the PDFC website:  
[http://www.solano.edu/professional\\_development/requests.php](http://www.solano.edu/professional_development/requests.php).

**Application Procedure:** Return the completed application and Travel Authorization form to the Professional Development Administrator (Building 400, Room 421) no later than 4 weeks prior to the event. The Travel Authorization Form Part I must be completed and signed by your supervisor (authorizing your absence or travel on college business even if on non-work days) prior to the submission of your PD Funds application. This will allow the Committee time to review the application and inform you of the status of your grant application prior to the event. Please note that out-of-state travel must be approved by the Superintendent/President thus out-of-state request may require more time for approval. The grants are for the current academic year and may also be submitted after the fact but there is no guarantee of reimbursement.

**Grant applications may be submitted until the last week of April.**

**Reimbursement/Prepayment Process:** The Travel Authorization Form Part II must be completed 4 – 6 weeks prior to the event for prepayment of conference fees. (Note, conference fees are the only item eligible for prepayment.) The Travel Authorization Form Part III must be completed for reimbursement.

Directions:

1. Make arrangements with the Administrative Assistant to complete Part III of your original Travel Authorization Form
2. Submit all original receipts (itemized receipts are required; credit card receipts are not acceptable)

### **Definitions and Examples for the Authorized Uses for Professional Development funds.**

Following are definitions and some examples of the nine authorized uses of Faculty and Staff Development funds as prescribed in Section 87153 of the Education Code.

1. **Improvement of teaching:** activities designed to change instructional processes so that increased student learning is affected.  
*Examples:* (a) Instructional development grants or fellowships awarded on a competitive basis that encourage instructors to build objectives, media, or measures that promote positive student outcomes.  
(b) Seminars in instructional leadership for instructional administrators.  
*Activities:* Instructional Skills Workshops, Great Teachers Seminars, classroom-based research projects.
2. **Maintenance of current academic and technical knowledge and skills:** activities that assist instructors in sustaining knowledge pertinent to their teaching specialties.  
*Examples:* (a) Tuition reimbursement for university study (b) Workshops in skill development for laboratory assistants, paraprofessional aides, and other classified personnel.  
*Activities:* Curriculum development, discipline-based activities.

## PROFESSIONAL DEVELOPMENT GRANT PROCEDURES AND INFORMATION (cont.)

3. **In-service training for vocational education and employment preparation programs:** activities to facilitate curricular and instructional revisions in occupational education.  
*Examples:* (a) Workshops conducted jointly for employers and occupational program staff members. (b) Faculty training at employer sites and on-campus workshop for community economic development.  
*Activities:* Vocational Education, curriculum development, exchange programs between business/industry and the college.
4. **Retraining to meet changing institutional needs:** activities that promote staff awareness of evolving clientele preferences and program possibilities.  
*Examples:* (a) Training to assist classified staff members in understanding to accommodate students from different cultural backgrounds (b) Tuition reimbursements for courses to assist administrators in preparing for newly emerging needs.  
*Activities:* Staff Development Training, Academic Senate, ISW Facilitator Training, Classroom-Based Research Training.
5. **Intersegmental exchange programs:** activities that link staff members with their counterparts in secondary schools, universities and the Chancellor's Office.  
*Examples:* (a) Staff exchanges that promote curriculum articulation between high school and college and between college and university. (b) Classified staff exchanges that assist in the development of compatible Admissions and Records systems.  
*Activities:* Intersegmental Coordinating Council, any cluster activities and/or projects with shared activities among California State University, University of California, K-12 and the California Community Colleges.
6. **Development of innovations in instructional and administrative techniques and program effectiveness:** activities designed to stimulate staff in assessing outcomes of courses and programs.  
*Examples:* (a) Seminars to prepare employees to design student and program measures. (b) Sessions that demonstrate how computer systems can be designed so that users have more rapid access to pertinent information.  
*Activities:* Shared governance activities, Educational Leadership Colloquia, Total Quality Management.
7. **Computer and technological proficiency program:** activities to build staff usage of computers and other technologies.  
*Examples:* (a) Training by computer and media staff members especially for employee needs. (b) Sessions that demonstrate how computer systems can be designed so that users have more rapid access to pertinent information.  
*Activities:* Computer classes or workshops, interactive media workshops or seminars.
8. **Courses and training implementing affirmative action and upward mobility programs:** activities that assist women and minority group staff members in changing their occupational status within the instruction.  
*Examples:* (a) Reassigned time or grants to enable minority classified staff members to pursue training opportunities for upward mobility. (b) Tuition reimbursement for minority administrators to gain graduate credits.  
*Activities:* The Leaders Program, Latina Leadership Network Conference, Asian-Pacific Americans in Higher Education Annual Conference, Black Women's Leadership Conference, Asilomar Woman's Leadership Skills Seminar, Classified Staff Career Development.
9. **Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including but not necessarily limited to, programs designed to develop self-esteem:** activities designed to assist staff members in gaining awareness of their own professional possibilities and potential.  
*Examples:* (a) Funds for travel to conferences and professional meetings. (b) Training that assists classified staff members to become aware of their own potential for personal growth.  
*Activities:* Workshops on professionalism, ethics, safety, CPR, wellness