So this is PD?

Professional Development Coordinator
Michelle Smith

What *is* Professional Development (PD?)

- The continuous process of building knowledge, skills, and abilities as related to one's role in the institution.
- Benefits the individual with enhanced expertise and sharpened skills and also supports the mission of the entire organization.
- Solano Community College supports the professional development of its **administrators**, **faculty**, and **staff**.

How does Solano promote PD?

Helping Colleges Improve Student Success and Retention

May 29th-31st

Audience: This particular workshop is designed for instructional faculty and counselors.

- **Instructors and coordinators** who want effective strategies for empowering students to achieve greater success in college and in life.
- **Faculty from all academic disciplines** who would like learner-centered instructional methods for engaging students as active learners and full partners in their education.
- **Counselors** who desire innovative strategies for helping students overcome personal and academic barriers to their success.


Compassion: Your New Competitive Advantage

Add Brightsity's Compassion Skills Training to your corporate wellness program to help employees reduce stress, build leadership skills and improve overall performance.

Compassionate Skills Training
for professionals, by professionals.

Courses are constructed based on your desired training goals / 8 dyadic sessions with course materials validated by pre-eminent psychologists.
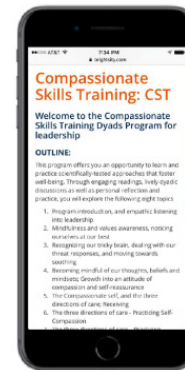
Personalized training programs with measurable results

CREATIVITY | PERFORMANCE | TEAMWORK | LEADERSHIP | SOCIABILITY | CALMNESS

The perfect complement to your wellness program.

Outcomes are measurable to track employees growth through each session.

Leading companies who are or have enrolled in a Brightsity course!

Brightsity

How does Solano promote PD?

Lunch & Learn
Sponsored by the Academic Senate

From the South Pacific to South America

How Peace Corps gave me the desire to travel, broadened my worldview, and led me to a Spanish immersion sabbatical.

Full-time Math Instructor Corrine Kirkbride spent six months of last year attending four Spanish schools throughout four South American countries. She has now traveled extensively in 35 countries, and will talk about these experiences. Additionally, she will give attendees tips on how to find affordable flights, inexpensive accommodations, and local eats that don't make you sick.

Friday, Oct. 21
Noon to 1 p.m.
Boardroom

A Journey for Answers in the Pacific

How do indigenous conceptualizations of human psychology and European influenced conceptualizations inform university teaching in the Pacific region? Are there strategies for internationalizing psychology curricula that could model Solano College's effort to meet 21st century psychology learning? What can we learn from Third Gender identities?

Sabine Bolz, psychology professor, journeyed across the Polynesian nations and the Philippines. In sharing experiences and outcomes from this profoundly rewarding project, she hopes to inspire fellow faculty to create a sabbatical experience of their own. Come and join!

Friday, Nov. 18
Noon to 1 p.m.
Boardroom

Greater Good Science Center
RESEARCH & EDUCATION FOR A MEANINGFUL LIFE

**Thank you for joining the webcast of the Science of Burnout!**

Thanks for joining us this past Saturday for the webcast of the Science of Burnout, featuring **Emiliana Simon-Thomas**, **Joan Halifax** (both pictured right), **Christina Maslach**, and **Elizabeth Bromley**. We hope you found the day inspiring and refreshing!

Evaluation, CEs & Certificate of Attendance

The workshop evaluation is online at the website of our partner, R. Cassidy; www.ceuregistration.com. You must complete it in order to receive your certificate. Click on the "Certificates" button in the top right corner of the webpage. You'll first be taken to the course evaluation; after you've completed it, you'll receive a certificate that you can print out and you'll be eligible for your CEUs, provided you did log in to watch the webinar.
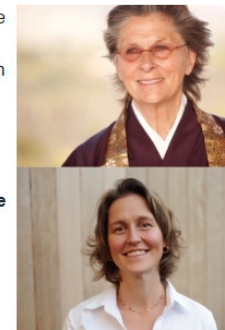
How does Solano promote PD?

FALL 2017
FLEX-CAL SCHEDULE

OPTIONAL DAYS	REQUIRED DAY
Thursday, August 10, 2017 Tuesday, October 10, 2017	Friday, August 11, 2017

How does Solano promote PD?

WELCOME TO THE FALL 2016 SEMESTER!

SOLANO COMMUNITY COLLEGE

WE PUT STUDENTS FIRST

FALL 2016 FLEX EVENT SCHEDULE

THURSDAY, AUGUST 11
Optional Flex Day
(6 hours)

FRIDAY, AUGUST 12
Required Flex Day
(6 hours)

How does Solano promote PD?

FALL 2015
PROFESSIONAL
DEVELOPMENT
ACTIVITIES

Solano Community College

Wednesday, August 12 *(optional day)*
Thursday, August 13 *(optional day)*
Friday, August 14 *(required day)*

FALL 2014
STAFF DEVELOPMENT
FLEX CAL ACTIVITIES
UPDATED 8/3/14

Friday, August 8 *(optional day)*
Monday, August 11 *(optional day)*
Tuesday, August 12 *(required day)*

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Images by Mary Weidig

Courtesy of SCC Photography Dept.

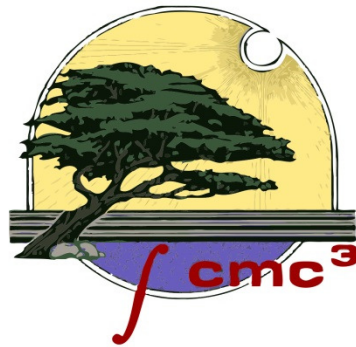# How can Solano promote *your* PD?

How can Solano promote *your* PD?

What types of events count as PD?

- Events that promote faculty/staff development, student success, and/or instructional improvement
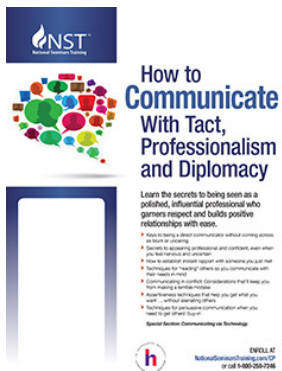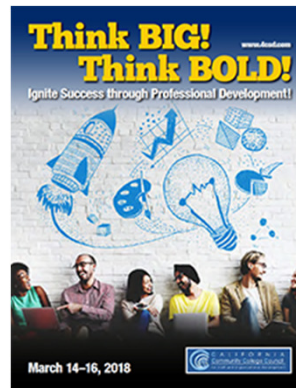
How to apply for PD funds?

1. Complete the forms
2. Submit application packet
3. Wait for notification

1. Complete the forms

■ **Travel Authorization and Reimbursement Claim (Part I) – Request to Attend**

  ❑ Attach copies of estimates for allowable expenses

  ❑ Obtain supervisor's signature with date

  ❑ Sign and date

1. Complete the forms

- **Professional Development Grant Application**
  - Indicate the Chancellor's Authorized uses, SCC Strategic Objectives, and PD Learning Outcomes met by the event
  - Explain how the event meets the above criteria for professional development funds
  - Describe how you plan to share your knowledge
  - Attach a descriptive brochure/flyer of event
  - Specify the amount of funds requested
  - Sign and date

Review Evaluation Rubric

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 funds	Meets none of the authorized uses	Meets at least one authorized uses	Meets more than one authorized uses	
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	Applicant provided little evidence this request meets one of the SCC objectives to support approval of funds	Applicant provided some evidence this request meets one of the SCC objectives to support approval of funds	Applicant provided detailed evidence this request meets one of the SCC objectives to support approval of funds	
Must have scored at least 3 points total between the first two items to continue with evaluation.				
Identified as a professional development priority	Applicant provided little evidence this activity is priority need	Applicant provided some evidence this activity is a priority need	Applicant provided significant evidence this activity is a priority	
Itemized costs clearly documented	Costs are not clearly or completely documented	Costs included but at least one item requires follow-up	Costs included all required forms and itemized costs	
Brochure included with all relative information for proposed activity	No relevant documentation provided	Brief description of activity provided but missing details	Complete/clear description of the activity provided with details	
Previously approved PD funding	Applicant already received funding in this fiscal year Amount: $_____	Applicant received funding in this fiscal year but demonstrated substantial need for this activity	Applicant has not received funding in this fiscal year	
Event is offered by other means	Applicant has other opportunities to complete this PD activity at a lesser cost	Applicant demonstrated the need to travel for activity even if offered in a less expensive format	Applicant demonstrated that this is the best option available	
Collaboration	Activity benefits the individual	Activity benefits the individual plus students and/or others at SCC	Activity provides campus-wide benefits	
☐ Bonus points (2): applicant presented previously PD funded activity to others on campus			Total Points:	

2. Submit application packet

- Use the checklist to ensure all forms are complete and supporting documents are included in packet

- Submit the packet to the Academic Senate Office (room 610)

3. Wait for notification

- Provide additional information if necessary
- Applicants with complete packets are added to the committee agenda as time allows
- Completed applications are evaluated with the standardized rubric
- Applicants are notified within one (1) week of the committee evaluation
- Out-of-state requests are not complete until approved by the S-P

Requesting cash advance/prepaid expenses?

- Complete Part II of the Travel Authorization and Reimbursement Claim Form

- Submit the request a *minimum* of **two to three weeks prior** to date advance or prepayment is needed

- Include a copy of documentation (conference registration, invoice ,or receipt) with forms

PART II - Request for Cash Advance/Prepaid Expense

(To be completed by Requestor)

A. Employee Cash Advance	$_____
B. Registration (Payee***)_____	$_____

Registration Due Date_____

Vendor I.D.

Budget No. 1: $_____ Amount   Budget No. 2: $ _____ Amount

Approval:_____ Fiscal Services   Doc#:_____ Fiscal use only

Requesting to travel out-of-state?

- Submit forms at least ***three to four weeks*** in advance
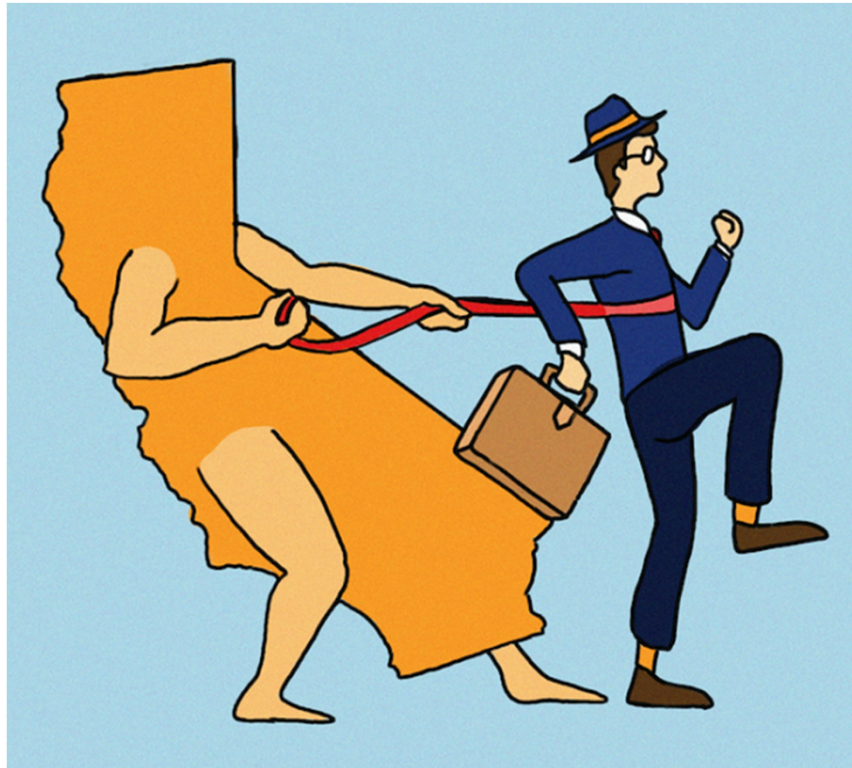
Daily Bruin 2017

Requesting to travel out-of-state?

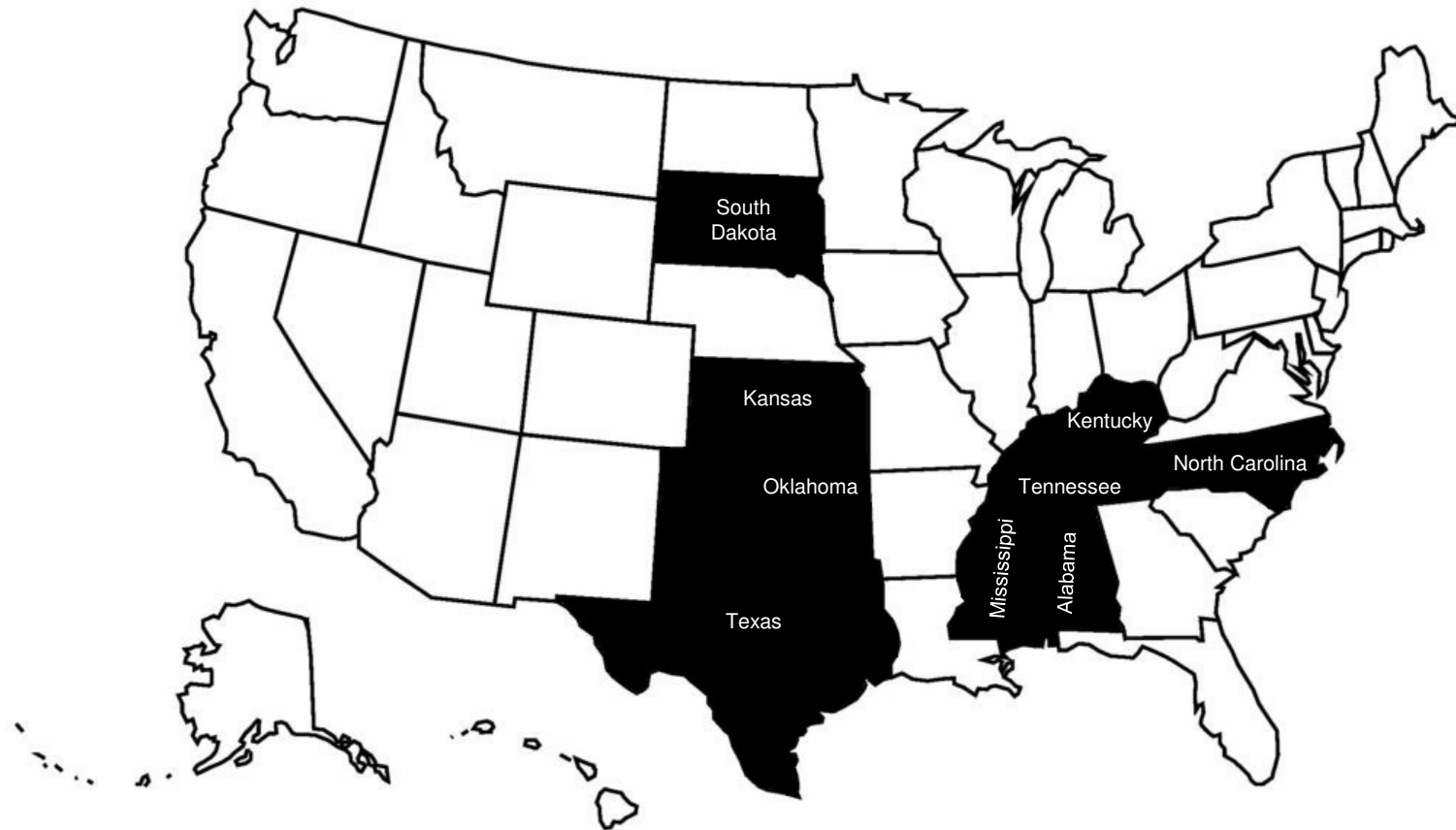Out-of-State travel requires S-P approval
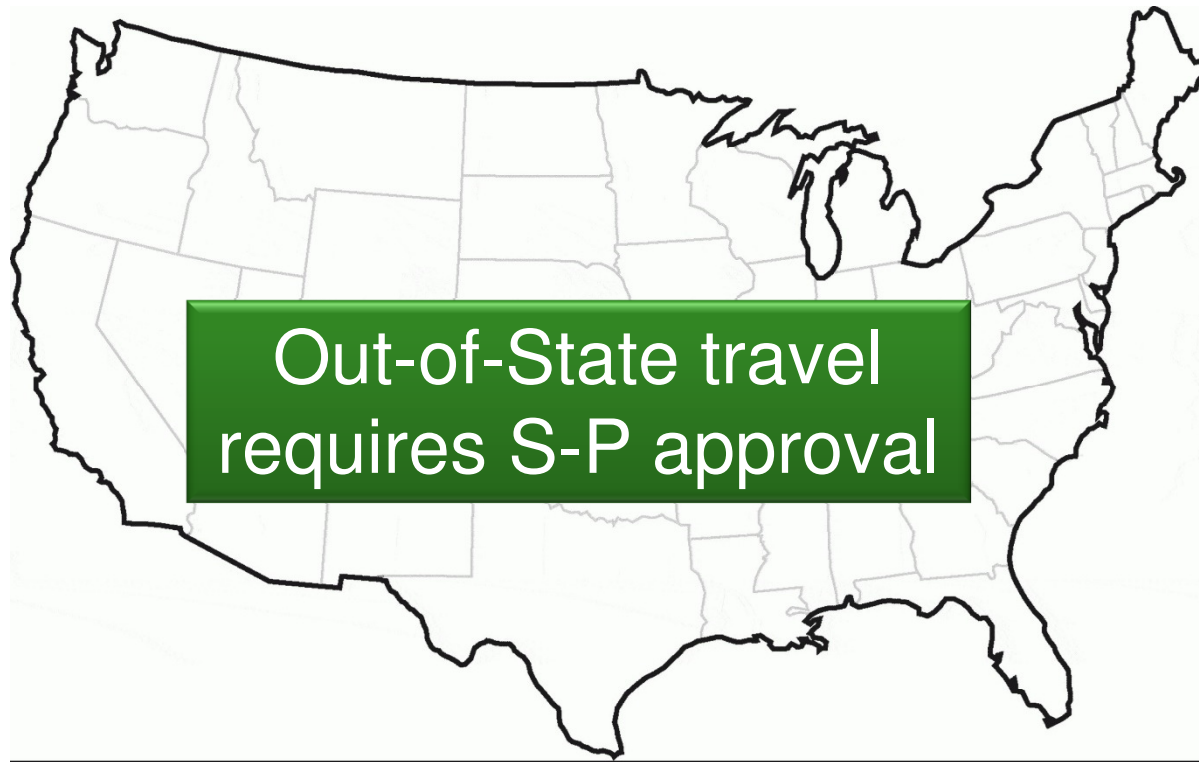
Foreign travel is generally not approved

AB No. 1887

"California must take action to avoid supporting or financing discrimination against lesbian, gay, bisexual, and transgender people"

If approved, then . . .

Congratulations

- Make plans
- Keep original receipts for authorized expenses during event
- Think about how to share knowledge with colleagues

Request for Reimbursement

- Complete Part III with *seven (7)* calendar days after return

- Attach original receipts for authorized expenses

- Submit to Academic Senate Office (room 610)

PART III - Request for Reimbursement

To be completed no later than 7 calendar days after return from authorized travel.

* Indicates original receipts required - enter all claimable costs incurred, including prepaid amounts.

From _____ / _____ To _____ / _____
Date   Time   Date   Time

A. Transportation
☐ Air fare* ☐ Bus* ☐ Other* $ _____
☐ Prepaid to travel agency by district
☐ Private Vehicle _____ X _____ $ _____
                   miles   c/mile

B. Lodging* $ _____
(Single occupancy rate only/exclude phone calls & other costs)

C. Registration Fee (check one) $ _____
(Enter full cost even if prepaid)
☐ Prepaid by District   ☐ No Prepayment
(No receipt required if prepaid)

D. Meals (Enter actual expenses not to exceed meal allowance)*

Date	Breakfast	Lunch	Dinner	Total

Total Meals $ _____

E. Other Expenses*
_____ $ _____
(Admin. approval required for vehicle rental)

F. Incidental Expenses - not to exceed $10/day $ _____
(Other miscellaneous business expenses)

G. Total Expenses (A - F) $ _____

Total Expenses (lesser of Max. Allowance or Total Expense) $
Less Amount(s) Prepaid   < >
Subtotal
Less Cash Advance   < >
Total Requested for Reimbursement $

Certification/Approval
I certify that the above claim is an accurate accounting of expenses incurred which does not exceed the allowances and complies with District insurance requirements.

_____ Date _____
Employee's Signature

Approval _____ Date _____
Area Dean/Supervisor

Approval _____ Date _____
Fiscal Services

Important Points about Reimbursement

- Out-of-state travel requires S-P approval

- Foreign travel generally not approved

- Meal per diem *($51 in 2018, $55 in 2019)*

- IRS – if advances and pre-payments are not settled within 60 days

  - All payments converted to taxable income

  - Travel settlement is still required

  - Taxable income cannot be reversed

Mileage Reimbursements

- For all miles in excess of a normal commute

- Reimbursed at IRS rates *($0.545 in 2018)*

- Fill out a reimbursement request

- Attach Google map of route

- Attach receipts for parking and tolls