

MOORPARK COLLEGE
Part-Time Faculty Professional Development Travel Funds
Activity Proposal Form, 2019-2020

NAME: _____

Submittal date: _____

Current teaching assignment: _____

_____ Dept:

Amount requested (not to exceed \$500): _____

Contact phone: _____

Dean signature confirming travel is relevant to the faculty member's assigned discipline:

Proposed activity: _____

Proposed activity date(s): _____

Proposed activity location: _____

Application Guidelines

1. Applicants may request professional development travel funds if they are:
 - Full-time faculty and
 - Attending a professional meeting, workshop, or conference.
2. Individual applicants are eligible for funding to cover one activity per fiscal year.
 - Requests for funds are reviewed on the last Wednesday of each month by a work group of the Professional Development Committee.
3. **Applications will not be considered after the March meeting, and all activities must be undertaken and funded prior to June 30 of each academic year.**

Please Complete:

1. Please **attach a written statement**, limited to one page, describing the professional activity and how it meets the checked items under AB 1725 Criteria listed below.
2. List any other funding sources for this activity/event (for example fee waiver, department funding, honorarium, contract travel money, shared costs, etc.) Also note any registration discounts, etc.

3. How do you plan to share this information with colleagues when you return?

Written report ____ Department meeting presentation ____ Presentation at PD workshop ____

Other _____

4. Check below which item/items meet the AB 1725 criteria for this activity.

AB 1725 Criteria

- Improvement of teaching
- Maintenance of current academic and technical knowledge and skills
- In-service training for vocational education and employment preparation programs
- Re-training to meet changing institutional needs
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Courses and training implementing affirmative action and upward mobility programs
- 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, and including but not necessarily limited to programs designed to develop self-esteem

Submit completed application packet to the Professional Development mailbox in the Admin. Building before the last Wednesday of the month.

Professional Development Committee only

Date:

Approved

\$ _____ from Professional Development Funds

(Note: If the amount approved is less than requested, faculty must pay the difference.)

Disapproved for the following reason(s):

PDC Chair _____

Faculty Member

Faculty Member

Last Updated: April 2018 Page 2 **AT LEAST ONE MONTH BEFORE DOMESTIC TRAVEL OR THREE MONTHS BEFORE INTERNATIONAL TRAVEL***:

1. Provide the following:

This activity proposal form, signed by your division dean (see page 1)

A Conference agenda, event flyer, etc for the event you plan to attend.

A short written statement describing the activity and how it meets the AB 1725 criteria (see page 2).

A Travel Request form, obtainable from your division office, with documentation describing your activity and expenses including all applicable costs such as lodging, conference registration fee and flight. Your dean must also sign this form.

2. Submit complete packet to the Professional Development mailbox in the Administration Building.

AFTER TRAVEL IS APPROVED:

1. Documents will be returned to your mailbox by Fiscal Services. **Keep this packet intact until travel/activity occurs.**
2. The amount awarded will be indicated on the form.

AFTER TRAVEL IS COMPLETE:

1. Complete the actual claim section of the Travel Request form that is in the packet that was returned to you by Fiscal Services.
2. Obtain signature from your dean.
3. Attach receipts.
4. Forward to the Fiscal Office for reimbursement.

*Requests for international travel (anywhere outside the United States) should be completed at least **THREE** months prior to the activity to allow for Board of Trustees approval. Such applications need to include district international travel application forms and follow district guidelines.

Last Updated: April 2018

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