

# **MOORPARK COLLEGE**

## **Part Time Faculty Professional Development Travel Funds Activity Proposal Form**

NAME: \_\_\_\_\_

Submittal date: \_\_\_\_\_

Current teaching assignment: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Dept: \_\_\_\_\_

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

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

\_\_\_\_\_

Proposed activity date(s): \_\_\_\_\_

Proposed activity location: \_\_\_\_\_

### **Application Guidelines**

1. Applicants may request professional development travel funds if they are:
    - Part-time faculty employed at Moorpark College and
    - Attending a professional meeting, workshop, or conference.
  2. Individual applicants are eligible for funding to cover one activity per academic year.
  3. Applying for up to \$500, please **provide the following at least one month prior to the activity:**
    - This activity proposal form, signed by your division dean (above).
    - Verification of the activity in the form of a conference agenda, event flyer, etc.
    - A short written statement describing the activity and how it meets the AB 1725 criteria (see overleaf).
    - A Travel Request form, obtainable from your division office, with documentation describing your activity and expenses. Your dean must also sign this form.
- BE AWARE:** Requests for funds are reviewed on the last Wednesday of each month by a work group of the Professional Development Committee. Requests cannot be considered between these monthly meetings.
4. **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.
  5. **Submit complete packet to the Professional Development mailbox in the Administration Building.** After approval the amount awarded will be indicated on the form and the documents will be returned to you. Keep the packet intact until the activity occurs.
  6. After the activity complete the actual claim section of the Travel Request form, attach receipts, and forward to the Business Office for reimbursement.
  7. **Applications will not be considered after April 1, 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 first 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 \_\_\_\_\_