



Feather River College

PROFESSIONAL DEVELOPMENT FUNDS APPLICATION

Feather River College is committed to providing professional development opportunities to its faculty and staff. Funds to support professional development originate from a number of different sources and therefore must align with efforts in those programs. The expected outcome(s) of the professional development activity should relate to student learning outcomes, guided pathways, increased student success and retention and/or improving student success measures for disproportionately impacted groups.

The purpose of this application is to ensure that funds are dispersed equitably across campus, that professional development opportunities align with funding sources, and that information is brought back to FRC departments and/or the campus community. The application outlines the process and expected outcomes for professional development.

Applications may be **submitted at any time to the Human Resources Office**. Please keep answers to 100 words or less. Completed applications will be reviewed by the Professional Development Committee. Professional development opportunities include regional workshops, conferences and trainings. Opportunities may be either face to face or online/webinar or other electronic format.

Funding for professional development may change from year to year based on allotments from the Chancellor's Office. The Student Success Program is not intended to be the only source of funding for professional development, therefore, applicants are expected to secure funding through other sources to help offset the cost.

If you have questions about this application or available funding, contact your representative on the Professional Development committee (listed below). For more information about relating funding requests to campus and system wide plans, see the plans and additional information on these links:

FRC Student Success Programs: <https://www.frc.edu/student-services/sss-pequity>
Site includes links to the Integrated Plan and Student Equity Plan.

California Guided Pathways: <https://www.caguidedpathways.org/>

David Burris (HR Director, chair)
Carlie McCarthy (CSSO)
Derek Lerch (CIO)
Juanita Lujan (HR Tech, classified rep.)
Katie Desmond (faculty FLEX coordinator)

Employee information

Name:

Department:

email:

Professional development information

Title of workshop/training/conference:

Sponsoring organization:

Location:

Dates: *From*

To

Please provide a brief description of the workshop/conference/training/and how it will contribute to your professional development. Please attach a conference or event brochure, flyer, or other published documents that demonstrate support of these efforts.

Please identify the Student Learning Outcomes (course, program, institutional), or activities within the [Integrated Plan](#), [Student Equity](#), or within [Guided Pathways](#) and briefly explain how they will be supported through this workshop/conference/ training.

Budget information

Total funds requested:

List all other funding sources and amount from which you are requesting support.

Expense type	Total cost	
Airfare		
Lodging		
Ground transport		
Meals		
Conference fees		
Misc.		
Miles (personal car only)		
Total		

Outcomes

Please describe how you will share your experience with others in your department, division or the campus community.

Employee Signature:

Date:

Committee Review checklist

- Application is complete and includes a flyer or brochure
- Application demonstrates that the Professional Development opportunity provides professional enrichment for the employee.

Comments:

Professional development aligns with:

- SSSP Student Equity Guided Pathways Student Learning Outcomes
- Student learning outcomes &/or activities from the Integrated Plan/ Guided Pathways that will be supported from this professional development opportunity are clearly identified.

Comments:

- Other funding sources have been secured or are being requested

Comments:

- Applicant outlines a reasonable plan for sharing experience with Department/Division/FRC

Comments:

Amount Committee approves in support of this Professional Development opportunity
\$ _____

Date reviewed: _____

Committee Chair: _____