

## **Proposal to Change Professional Development Funding Process**

### **I. Reduce # PD Funding Deadlines, from monthly to bi-annual**

Instead of reviewing PD funding requests at every PD Committee Meeting, review PD funding requests twice per year, e.g.:

- May 2020 (to review requests for travel from July-December 2020)
- Dec. 2020 (to review requests for travel from January 2021-June 2021)

#### Benefits:

- cut down time spent processing requests
- cut down time spent in meetings reviewing requests
- allow for more thoughtful discussion, review, and evaluation of PD requests (see proposed rubric attached)
- allow for better budget planning, leveraging of PD funds
- allow for more outreach to the campus about professional development funds

#### Potential costs:

- requires more advanced planning on part of applicants, which might not always be practical

### **II. Implement rubric for evaluating PD funding requests**

Instead of approving PD funding requests on a first come, first serve basis, use a rubric to evaluate and compare proposals. See sample rubric from Scott Hoshida, Staff Development Coordinator: [Rubric for PDC Requests](#)

#### Benefits:

- allow for better leveraging of PD funds
- ensure PD money is funding projects that will maximally benefit individual professional development and the college as a whole
- allow for more equitable distribution of PD funds

#### Potential costs:

- may limit PD funding for individuals who attend conference on a yearly basis

**Draft of Rubric for Deciding PD Funding**

	<b>3 - Yes</b>	<b>2 - Somewhat</b>	<b>1 - No</b>
<b>Has the applicant received funding in the last __ year(s)? If so, have they shared what they learned with the college?</b>			
<b>Does the PD activity align with institutional learning outcomes (or others)?</b>			
<b>Will the PD activity benefit you, your students, and the college?</b>			
<b>Does the PD activity explicitly address our equity goals?</b>			
<b>Is the applicant a presenter? Or playing other roles for the travel?</b>			
<b>Are there other sources of funding that might pay for this?</b>			
<b>Will the applicant receive any other funding</b>			

Departmental equity?

How many people are going?