

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)
- Nov. 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

III. Build in an exception clause for “emergency” proposals

Establish criteria for allowing exceptions to the bi-annual deadlines, such as:

- conferences that are announced after the PD deadline
- applicants who find out after the deadline that they are presenting at a conference
- other criteria (could allow Academic Senate to add other exceptions before voting)?

Draft of Rubric for Deciding PD Funding

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

Departmental equity?

How many people are going?