

INSTRUCTIONS FOR COMPLETING PROFESSIONAL DEVELOPMENT CONFERENCE REQUEST FOR FACULTY

Conference Request Applications are only being accepted for virtual trainings/conferences while the District is observing COVID-19 restrictions

Please read carefully through the following instructions BEFORE you begin filling in the form.
Check off each step as you complete it so as to ensure you do not miss anything that would delay the processing of your request.

STEPS TO REQUEST FUNDING:

- 1) Complete all sections of the "Professional Development Conference Request for Faculty".
 - a) **A complete form will have attached supporting documentation substantiating the amount of funding you are requesting.**
 - b) "Professional Development Conference Request for Faculty" forms submitted without supporting documentation substantiating the funding amount will be rejected by the President's Office.
 - c) Acceptable documentation would include but not be limited to:
 - i) Documentation showing the full name of the organization sponsoring the event or providing the materials,
 - ii) Description of the event/materials that supports your narrative below,
 - iii) A website with the event dates and cost.
 - iv) If you would like the District to prepay your registration fees, include a copy of the registration form. Note that "prepay" must be marked on the request form below. Please include all necessary application forms, including the name and address where the check is to be mailed.
- 2) Obtain signatures from department chair/supervisor and from Division VP, prior to sending the application to the Professional Development Committee.
 - a) The office of the Vice President will send the application to the PDC Chair, but applicants can follow up with the Vice President's office.
- 3) Completed request must reach the PDC Chair thirty (30) days prior to date of event. You can reach the Chair of the Professional Development Committee via email at AcadSenProfDev@smc.edu. It is helpful if the email subject reads: "PDC Conference Request".
 - a) This is because after you submit the application to the PDC, it must receive approval signatures in the following order: PDC Chair (after approval from PDC), Vice President Human Resources, President/Superintendent
 - b) Current Chair of the Committee is listed on the PDC web page at <http://www.smc.edu/ACG/AcademicSenate/Pages/Professional-Development.aspx>

INFORMATION

- DURING THE DISTRICT'S OBSERVATION OF COVID-19 RESTRICTIONS, ONLY CONFERENCE REQUEST APPLICATIONS FOR VIRTUAL TRAININGS/CONFERENCES WILL BE CONSIDERED.
- You will receive a copy of your request with the College president's signature via email. Only after you receive this email should you proceed to pay the costs. Payments made without all approvals will not be refunded or retroactively paid.
- Retain all original, detailed receipts; you will need to submit copies of these in order to receive reimbursement. SUMMARY RECEIPTS, SUCH AS CREDIT CARD RECEIPTS, ARE NOT ACCEPTABLE.
- Requests for reimbursement must be submitted on a "SMC Conference Reimbursement Claim Form" to Accounts Payable at AccountsPayable@smc.edu **within two (2) weeks of your return**. Failure to submit the request within this time period will result in your request for reimbursement being denied.
- To ensure a greater distribution of funds, all SMC faculty are eligible to apply once per academic year for up to \$1,000.00 of professional development funding for conferences or other professional development activities.
- If you find you are unable to attend the conference or meeting, please inform the PDC chair, Human Resources, and Accounts Payable. It is the employee's responsibility to cancel any conference registrations or reservations and to request a refund to the District of any advance payment issued.

PROCEDURES FOR CLAIMING REIMBURSEMENT OF CONFERENCE EXPENSES

- An approved "Professional Development Conference Request for Faculty" form must be on file in Accounts Payable.
- Fill out and sign the Conference Reimbursement Claim form (accessible on the PDC website)
- Attach the original detailed receipts to the claim form. If an original detailed receipt is not available, a canceled check or a photocopy of a canceled check or credit card statement must be submitted as proof of payment, accompanied by a letter from the Division Vice President approving repayment without original detailed receipts.
- Submit the claim form with original receipts to Accounts Payable for all reimbursable items. The subject line of the email requesting reimbursement should read: "PDC Reimbursement Request"
- If you have any questions regarding your reimbursement, contact Fiscal Services at (310)434-4164

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COMPLETED REQUEST MUST REACH PDC CHAIR THIRTY (30) DAYS PRIOR TO DATE OF EVENT

Name	Position/Dept.
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SECTION A – CONFERENCE AUTHORIZATION REQUEST

Meeting/conference is requested here. Each employee must complete a separate form.

Event Title		Sponsoring Agency	
Date(s) From	To	City/Location	Facility/Platform

ESTIMATED AMOUNT OF CONFERENCE EXPENSES:

REGISTRATION FEES: To be prepaid by district?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	\$
OTHER EXPENSES: (specify)			\$
ESTIMATED GRAND TOTAL:			\$
Signature	Dept #	Date of Application	

Original Itemized Receipts Required for All Reimbursements

SECTION B – NARRATIVE

PDC values professional development opportunities that support the development of faculty members. In making our decision we appreciate clear narratives that link the requests to the growth of the faculty member, impact on the college campus, and impact on students. We ask that narratives be original writings (not copy & paste) with supporting details for each request. Please provide a clear narrative for each question.

Check Type of Professional Development:	<input type="checkbox"/> Training/Conference	<input type="checkbox"/> Other
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1 of 4: A: Provide official website of the proposed conference/training. The official website should include event dates, cost, program of activities. B: Provide the web address for the event registration form.

2 of 4: Give a brief description of the conference, course, etc:

3 of 4: Describe how this professional development opportunity relates to the college's goals and objectives:

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SECTION B – NARRATIVE (Continued)

4 of 4: Describe desired outcomes for this professional development opportunity as it relates to the classroom. How will this activity increase student success? How will the PD opportunity positively impact what happens in your classes?

SECTION C – THESE SIGNATURES MUST BE OBTAINED PRIOR TO SUBMITTING TO PDC

	APPROVAL	DISAPPROVAL	SIGNATURE	DATE
Supervisor or Dept. Chair	<input type="checkbox"/>	<input type="checkbox"/>		
Division VP	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION D – TO BE COMPLETED BY PDC, HR, & PRESIDENT'S OFFICE

Upon final approval, a maximum total of \$ _____ will be authorized for reimbursement

ACCOUNT NUMBER

	APPROVAL	DISAPPROVAL	SIGNATURE	DATE
PDC Chair	<input type="checkbox"/>	<input type="checkbox"/>		
Vice President, HR	<input type="checkbox"/>	<input type="checkbox"/>		
Superintendent/President	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION E – ACCOUNTS PAYABLE USE ONLY

Payments Issued: Encumbrance #

Date

Amount \$

Payee	Reason	Amount	Date Paid	Check #	Balance

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CALIFORNIA EDUCATION CODE GUIDELINES

Section [87153](#) of California Education Code specifies the type of Professional Development activities that may be funded by the Community College Professional Development Program. They are as follows:

- Improvement of teaching.
- Maintenance of current academic and technical knowledge and skills.
- In-service training for vocational education and employment preparation.
- Retraining to meet changing institutional needs.
- Intersegmental exchange programs.
- 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.
- 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, including, but not necessarily limited to, programs designed to develop self-esteem.

Please consider how your request will meet the priorities for use of funds.