

To: The College Community

From: Marianne Drake, Patricia Sensi, Co-Chairs
Professional Development Committee

Re: Professional Development Funding Requests – **Due September 30, 2008**

WILL YOU HAVE PROFESSIONAL DEVELOPMENT FUNDING NEEDS THIS YEAR?? IF SO, PLEASE READ THIS IMPORTANT ANNOUNCEMENT

As you may recall from the numerous Forum discussions that occurred during FY08, the Professional Development Committee (PDC) responded to the following Governance charge last year:

Develop a comprehensive blueprint with Human Resources for professional development programming and resource allocation which ensures that institutional needs are met.

As part of the comprehensive Blueprint for Professional Development, Resource Allocation Guiding Principles were proposed and approved, changing the way Professional Development funds would be allocated, starting July 1, 2008.

Rather than to ask employees to go to multiple sources for funds to support their professional development efforts, the Resource Allocation Guiding Principles separate the funding sources in a simpler and more direct manner. **The Professional Development Committee will fund identified College-wide themes/priorities; Departments/Divisions will fund departmental/discipline specific priorities.**

College-wide priorities, identified through review of the Matrix, institutional Master Plans, individual Professional Development Goals, the Professional Development Needs Assessment Survey and the Blueprint for Professional Development, are *topics that have application across campus and would benefit from broad employee development in those areas.*

Departmental/discipline specific priorities have significance to a narrower audience. *The topic might be broad but the application of it is more focused on a limited number of departments.*

College-wide priorities (eligible for PDC funding) identified for FY09 are:

*Teaching & Serving the Digital Student
Supervision/Ethics/Leadership
Student Centeredness*

*Diversity
Sustainability
Assessment*

To maximize opportunities for all, those who are responsible to review and approve funding requests for professional development will meet on or about October 1 to review funding requests for professional development through January 2009 (and through June 2009, if known) and to allocate a prorated amount of their annual budgets to meet the approved needs.

To be assured full consideration of your request under either a College-wide priority or a departmental/discipline specific need, at least through January 2009, **please submit all funding requests by September 30, 2008 to the appropriate person noted below.** College-wide priority requests (for PDC funds) must use the attached Professional Development Committee Funding Request form. An attached Department/Division Funding Request form may be used for your convenience if your department or division does not have its own form.

College-Wide Priorities	Faculty	Elaine Olaoye, Psychology Dept for: Arts/Communication Social Science & Education Business & Technology Library
		Nancy Liu, Physics Dept for English & Reading Mathematics Science & Health Science Student Development
	Administrators	Debbie Almeida
	Staff	Lynn Johnson
Departmental/Discipline Priorities	Faculty	Academic Division Dean
	Administrators and Staff	Dean or VP following Supervisor approval

For your information, sources for professional development support include the following:

College-wide priorities	Professional Development Committee (PDC)
Departmental/discipline specific priorities	Home Department/Division
On-campus workshops	Human Resources – primary
	Educational Services, PDC - secondary
On-campus faculty development	Teaching and Learning Center (TLC) - primary
	Educational Services - secondary
BIG grants	Grants Office
Tuition Waiver, Tuition Reimbursement, Sabbaticals, Non-Credit Programs Discounts	Institutional Funds