PD Criteria/Rubrics for Funding

Criteria: Does your proposal meet each of these criteria?

For travel/conferences/courses
1. Proposed travel and conference/course/webinar attendance should be directly linked to your position at the college or your field of study in the areas of teaching or work on campus.
2. Faculty are limited to $1K per year in travel/conference funding.
3. Funding cannot be given for an event that is also being submitted for Flex or Salary Advancement.
4. If the proposal is for a course, the course must have direct applicability to your teaching/field of study/position. (For instance, Equity 101 may be funded, but Conversational Italian 101 may not, if the learning is for personal reasons.)
5. Only courses outside of colleges/universities (i.e., tuition-based courses) should be proposed as this funding does not cover college tuition. Courses may be from educational organizations.
6. Please see examples at the end of this document of appropriate activities.

For campus events
1. Proposed campus events must be open to all campus employees: faculty, Classified Professionals, managers, and administrators.
2. Campus events should not be targeting student audiences.
3. Events should focus on topics that are viable and relevant, especially enhancement of skills that are directly applicable to the college or classroom work environment, so that attendees may better serve students.
4. Please see examples at the end of this document of appropriate activities.

Notes:
- As of this time, the PDC does not offer funding for Classified Professionals' travel or conferences. Please contact AFT (Jim Mahler) and or the Classified Senate Exec Committee for how to access funding.
- Supervisors may use the PDC Proposal form to request funding for travel, conferences and training. Funding for Supervisor activities comes through BRDS, not AFT.
- Per VPA Brett Bell: The Classified Block Grant is available to offer programs tailored toward all Classified Professionals, such as campus-wide events or training. Contact Brett for access to this fund.

Funding Rubric

- How well does the request support the [College Mission](#) and in particular, the [2020-2027 Strategic Goals](#)?*
- How well does the proposal [support the goals related to our DI student populations](#)?**
- How strong is the plan to share the information you learned with your colleagues, program, department, campus, etc.?
- How broad is the plan to share the information learned with the campus, i.e., does it reach students, faculty, Classified Professionals, the entire campus, the District?

In Rubric Format

Item	Advanced (4)	Sufficient (3)	Needs Improvement (1)	Lacking (0)
Supports the [College Mission](#) and in particular, the [2020-2027 Strategic Goals](#)				
[Supports the goals related to our DI student populations](#)				
Strength of plans to share the information learned with your colleagues, program, department, campus, etc.?				
Breadth of plans to share the information learned with the campus, i.e. How far is its reach: students, the entire campus, the District?				
Totals				

College Mission

San Diego Miramar College's mission is to prepare students to succeed by providing quality instruction and services in an environment that supports and promotes success, diversity, inclusion, and equity with innovative programs and partnerships to facilitate student completion for degrees/certificates, transfer, workforce training, and/or career advancement.

* SDMC Strategic Goals and Directions – Fall 2020-Spring 2027

CEC Approved: 12.08.20

1) **Pathways** – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success

2) **Engagement-**Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success

3) **Organizational Health** -Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making

4) **Relationship Cultivation -** Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships

5) **Diversity, Equity, and Inclusion (DEI) -** Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

** Equity Goals for Student DI Populations

Excerpt from 2019-22 Student Equity Plan Executive Summary

Professional Development

Our campus will benefit from learning activities dedicated to understanding and addressing the SEP indicators. These needs include strategies that support cultural competency and cultural responsiveness, as well as training more narrowly focused on identifying the needs of our DI populations. Equity-minded professional development opportunities need to be available for faculty, classified professionals, and administrators. Training related to supporting achievement, retention, and completion will also be necessary as the campus focuses on overall student outcomes as part of the CCC Chancellor's Vision for Success. Finally, with the implementation of AB 705, transfer level math and English faculty will benefit from training and professional development focused on best practices in concurrent support classes and pedagogy for our DI populations.

More examples of Activities that can be funded by the PDC

Instructional Improvement Activities Include:

- Attend professional conferences/workshops
- Take a short-term class
- Develop new instructional skills
- Improve course delivery
- Make significant modification of a course to address the learning needs of diverse student populations (e.g., creating self-paced learning modules)
- Explore alternate instruction methods
- Visit sites related to your program and/or areas of responsibility
- Participate in wellness activities that assist individuals to be physically and mentally better able to perform their jobs (e.g., humor in the workplace, stress reduction, self-defense, nutrition, exercise, weight reduction)
- Learn how to incorporate technology into your instruction

Institutional/Staff Improvement Activities Include:

- Attend workshops on how to mentor students or how to mentor faculty
- Participate in student, faculty, and staff diversity training (e.g., sexual harassment workshops, affirmative action conferences, cultural diversity seminars, multicultural activities)
- Attend workshops or individually designed activities to improve or enhance a person's skills or knowledge in his/her own discipline
- Participate in wellness activities that assist individuals to be physically and mentally better able to perform their jobs (e.g., humor in the workplace, stress reduction, self-defense, nutrition, exercise, weight reduction)
- Learn a second language to better communicate with the diverse student population
- Participate in disaster preparedness (e.g., district procedures, first aid, review of facilities to determine areas of need)

Student Improvement Activities Include:

- Attend faculty and staff (e.g., tutors, lab assistants) meetings to improve services to students
- Attend training in classroom research (assessment) techniques
- Participate in student orientation programs
- Participate in matriculation services (e.g., special orientation for ESL students, workshops in specific disciplines for students with undecided majors)
- Participate in institutional research focused on meeting the needs of the students (e.g., job market surveys, transfer ratios, ethnicity data on students, gender equity, campus climate)

Instructions for Completing the Travel and Professional Development Request Form: Request for Funds

Please complete and submit your proposal and supplemental paperwork to your Dean at least one month before travel. If the event has already passed, we will need a signed document from your Chair and Dean stating the cause of the late submission and their approval of reimbursement after the fact.

Once the proposal is approved by the PDC, you will need to enter the information into Peoplesoft. Final travel/funding approval will be sent to you via a system-generated email.

Remember, once your activity is completed, you need to submit an expense report on Peoplesoft, even if you are not seeking personal reimbursement.

Prior to completing the proposal, please evaluate how well your proposal meets each of the criteria.

INSTRUCTIONS for completing the form

1. **Section 1: Is Funding Source From Outside the PD Committee?**
● If you are not requesting funding from the PDC, and are only submitting travel paperwork with the completion of this proposal, please choose "No" and write the name of the funding entity.
● Please fill in each box for Section 1. Write in the name of your Manager ("Mgr"). For "Organizational Sponsor," please write in the organization hosting or sponsoring the event.

2. **Section 2: Select Appropriate Request Avenue**
● Provide a title for the activity and select the type of activity.
● For example, choose "Travel/Conference" if you are attending a conference that includes/does not include travel; "Event" if you are attending a non-conference event, or proposing an event such as a campus-wide professional development activity; "Project" if you are requesting compensation for or proposing a campus-wide project; "Presentation" if you are requesting funds to compensate a speaker for a campus-wide presentation.
● Use "Other" for any other request and please submit a short supplemental statement that explains why you chose "Other."

3. **Section 3: To Be Completed for Travel/Conference Expenses Only**
● Only complete Section 3 fully if, in Section 2 above, you checked "Travel/Conference."
● For any other choice in Section 2, please jump to the bottom of Section 3 and fill in "Amount Requested from PDC (max $1000)" and if applicable, "Amount Requested from Other Source."
● In Section 3, if you request round trip mileage, you must also include a mileage map (such as MapQuest) showing the distance from Miramar College to your destination.
● Please read the small print carefully in this section regarding Meal Reimbursement for meals *not provided* at the conference. Meals cannot be reimbursed for events within San Diego County. Also fill in the Meal Reimbursement Breakdown Chart on page 2 of the proposal form.
● For each item that you check in Section 3, you must provide supporting documentation to the PDC with your proposal that shows a receipt or reasonable estimate. For meal claims, please include a copy of the conference or event schedule that shows which meals are/are not included.

- You do not need to provide the budget number. If your request is approved, the PDC will add the appropriate budget number.

4.   Approval Signatures
- Please get the signatures of your Department Chair/Supervisor and your Dean/Manager before submitting the proposal.

Page 2
5.   Meal Reimbursement Breakdown Chart
- Please fill in the chart if you are requesting meal reimbursement.

Written Sections 1-3
1. **Section 1: Overview**
   Please briefly describe the elements of your proposal and provide all of the information needed to understand the nature of the activity.

2. **Section 2: Goals**
   Please refer to the College Mission and Strategic Goals to complete this section, linking your proposal to each.

3. **Section 3: Outcomes and Deliverables**
   Outcomes refer to the general results of engaging in this activity. They might include dissemination of information, training, increased motivation, skills, or engagement in topics of interest. Deliverables refer to items that are produced as a result of engaging in this activity. They might include new materials, updates to curriculum, evaluations, assessments, or other data.

The PDC will use the rubric in this document above to evaluate the strength of your proposal. Please be sure to speak directly to those points in the written sections.