



**Section 3:** Is this proposal being submitted to other funding sources? Yes / No.  
If yes, please give explanation below or attach other application.

**Conference/Course Date(s):** \_\_\_\_\_

**Time Away from Campus/Classes to be missed:** \_\_\_\_\_

**Total Budget:** \$ \_\_\_\_\_

**Amount Requested from Professional Development:** \$ \_\_\_\_\_

Employees may receive up to \$500.00 each academic year *given fund availability*.

NOTE:

*For approval of funds*, please submit this form and the Travel/Conference Authorization form, once you have obtained all needed signature(s), to the Professional Development Committee

*For reimbursement*, all receipts should be kept and submitted to the Professional Development Committee along with the Activity Report and Claim for Travel/Conference Reimbursement forms within 2 months following the conference.

**Section 4 (optional for faculty requesting flex hours only)**

Full-time faculty and counselors have a contractual requirement to complete four “Instruction Improvement Days” (Flex) each academic year. Each flex day is six hours in length for a total of 24 hours. Faculty are paid for these four days of flex.

Faculty can receive credit for attending a conference if the expenses are paid through Staff Development funds. *However, faculty can only obtain Flex credit for conference hours that occur during the time when they would not be regularly teaching a class or holding an office hour.*

**Hours in conference (not part of regular teaching time)** \_\_\_\_\_

I will attend the above named conference with an hourly commitment equal to or greater than the hours indicated above.

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 5:** *Fill out this section completely*

**Title and description of conference, course or project:**

**State how this conference, course or project relates to one of the strategic goals of our “Learning College”. (See attached)**

**State desired outcomes for this professional development activity:**

*What are you going to do with what you learn? How will this activity increase student success?*

**State projected implementation activities to meet your outcomes. Include timeline:**

## **OHLONE COMMUNITY COLLEGE DISTRICT**

### **OHLONE COLLEGE VISION, VALUES, AND GOALS** **2004-2009**

#### **VISION STATEMENT**

Ohlone College will be known throughout California for our inclusiveness, innovation, and superior rates of student success

#### **CORE VALUES**

We provide life long learning opportunities for students, college personnel, and the community

We open access to higher education and actively reach out to underserved populations

We promote diversity, inclusiveness, and openness to differing viewpoints

We maintain high standards in our constant pursuit of excellence

We value trust, respect, and integrity

We promote teamwork and open communication

We practice innovation and actively encourage risk-taking and entrepreneurship

We demonstrate stewardship for our human, financial, physical, and environmental resources

#### **COLLEGE GOALS**

1. Promote appreciation for and understanding of diverse races and culture by expanding the diversity of college personnel, international education offerings and exchanges, cross-cultural curricula, and ethnic/cultural events
2. Develop across the curriculum the Learning College Model, utilizing methods and technologies that hold the most promise for improving student course and program completion success rates
3. Develop strategies to increase the proportion of full-time students including learning communities, cohort groups, enhanced facilities, and improved course availability
4. Provide continuous learning for all personnel associated with the District and promote an organizational structure that is adaptable, collegial, and supportive of the Learning College Model
5. Promote the health, environmental, cultural, and economic vitality of the communities served by the District through programs of outreach, community service, and partnership ventures
6. Promote and maintain an accessible, clean, safe, and healthy college environment through continuous engagement of students and college personnel in campus preparedness, wellness, beautification, universal design, and environmental sustainability
7. Increase public and private funds for educational programs, equipment, and facilities through entrepreneurial activities, grants, and the college foundation
8. Develop and implement a District-wide facilities plan which encompasses the design, construction (including furnishings and equipment), renovation and major scheduled maintenance of College facilities that support programs and enhance student and employee success.