

OHLONE COMMUNITY COLLEGE DISTRICT REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS

This Program is open to all Faculty, Staff & Managers

As a Learning College, the Ohlone Community College District promotes lifelong learning for all. To support this goal, the Professional Development Program encourages continuous learning to ensure that employees are prepared to meet the needs of students and the District now and in the future. Please use this form to request funds from the Professional Development budget. Departments should commit some financial support for conference/course/travel requests when possible. For fund approval, please submit this form and the Conference/Course/Travel Authorization form, after you have obtained all needed signature(s), to the Professional Development Committee. *Keep a copy of this form for your records and save all original receipts for reimbursement.*

Applicant Name: _____ **Applicant Email:** _____

(if there is no E-mail, provide phone #)

Job Title/ Department/ Division: _____

Section I: Check the type of Professional Development Activity

Conference or Course **Date(s):** _____

Name: _____

Location: _____

Professional Development Project **Date(s):** _____

Title: _____

Time away from Campus due to above activity: _____

Total Estimated Costs: \$ _____

Amount Requested from Professional Development Fund: \$ _____

(NOTE: Employees may receive up to \$500.00 each academic year given fund availability)

Is this proposal being submitted to other funding sources? Yes / No.

If yes, please give explanation here: _____

Section II: Division Dean/ Supervisor Recommendation for the above fund request.

(NOTE: If more than one application is received from an area, the Division Dean/Manager may be requested to prioritize the applications.)

Dean/Supervisor comments and recommendations: _____

Dean/Supervisor Signature: _____ **Date:** _____

Vice President Signature*: _____ **Date:** _____

*(*Required only for out-of- state requests)*

Section III: Please fill out this section completely.

(Please refer to Ohlone College Mission, Vision, Values and Goals attached at the end of this form.)

1. Give a brief description of conference, course or project.

2. State how this conference, course or project relates to one of the strategic goals of our “Learning College.”

3. 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?

4. State projected implementation activities to meet your outcomes. Include timeline.

Section IV: Documentation of Faculty/ Classified Flex Hours

IV A: For Full-time Faculty:

Required Flex is 24 hours per fiscal year. Faculty can receive credit for attending a conference if the expenses are paid through Professional 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 Professional Development activity: _____

My hourly commitment to this professional activity is equal to or greater than the hours indicated above.

Faculty Signature: _____ **Date:** _____

Dean Signature: _____ **Date:** _____

IV B: For Classified Staff :

Hours in Professional Development activity: _____

My hourly commitment to this professional activity is equal to or greater than the hours indicated above.

Classified Staff Signature: _____ **Date:** _____

Dean/Supervisor Signature: _____ **Date:** _____

For reimbursement, submit,

- 1. All original receipts plus a copy of those receipts*
- 2. Activity Report in next page and*
- 3. Conference/Course/Travel Claim form.*

Please submit the forms within 2 months following the activity to Professional Development Coordinator.

Keep copies for your records.

To be signed by Professional Development Coordinator only after approval of application.

Budget Code: _____ **Amount Approved: \$** _____

Professional Development Coordinator: _____ **Date:** _____

**OHLONE COMMUNITY COLLEGE DISTRICT
PROFESSIONAL DEVELOPMENT ACTIVITY REPORT FORM
(Save this page for fund reimbursement)**

For reimbursement of funds, please submit the following items to Professional Development Coordinator within 2 months following the activity:

1. All original receipts plus a copy of those receipts
2. Complete Section: V: Activity Report below and
3. Conference/Course/Travel Claim form

After approval by Professional Development Coordinator, your request for reimbursement will be forwarded to Business Services for payment. Keep copies for your records.

Applicant Name: _____ **Applicant Email:** _____

(If there is no E-mail, provide phone #)

Title of the Conference/Course/Travel/Project: _____

Section V: Activity Report:

Please type your responses. If necessary, use additional pages. Thank you.

1. Provide a short summary of your completed professional development activity.

2. Assess outcomes of this activity by reflecting on what changes you have or will make in your instructional or job assignment as a result of what you learned.

3. Would you consider participating either in a flex day workshop, Brown Bag forum or some other collaborative activity related to this topic? If so, describe your vision of the event.

Applicant Signature: _____ **Date:** _____

To be signed by Professional Development Coordinator only after final approval of funds reimbursement:

Professional Development Coordinator Signature: _____ **Date:** _____

OHLONE COMMUNITY COLLEGE DISTRICT

OHLONE COLLEGE MISSION, VISION, VALUES, AND GOALS

2004-2009

MISSION STATEMENT

The mission of Ohlone College is to serve the community by offering instruction for basic skills, career entry, university transfer, economic development, and personal enrichment for all who can benefit from our instruction in an environment where student learning success is highly valued, supported, and continually assessed.

VISION STATEMENT

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

CORE VALUES

We provide lifelong 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.