



PROFESSIONAL DEVELOPMENT COMMITTEE

March 2, 2014

To: Merritt College Community
From: Professional Development Committee
Re: Professional Development Funding Requests 2013-2014

The Professional Development Committee (PDC) is charged with planning, coordinating, and directing professional development for Merritt College personnel. The Committee is comprised of three faculty, three administrators, and three classified [not in the PFT contract] that are elected/appointed by their respective senates or administrator. For a sabbatical decision, we will follow the PFT contract.

Funds

The Committee receives an annual allocation (\$24,000) from the CBA (Collective Bargaining Agreement) funds as part of the PFT contract; the amount of funding is based on the number of full-time equivalent faculty on each of the four Peralta campuses. The use of these funds is governed by the Education Code and the PFT contract. Typically these funds are used to support registration fees, travel, lodging, meals for academic conferences and workshops for faculty, the Staff Development Committee chair's reassigned time, stipends for clerical help, part of sabbatical leave cost and flex days food.

Also the committee received \$8000 from College President and these funds are used to support registration fees, travel, lodging, meals for conferences and workshops for staff, and flex days food.

Application Process

Application requests for funding to conferences, workshops, etc. should be made as far in advance as possible (at least 15 days ahead), preferably three working days prior to the SDC meeting; however, ***no request will be funded retroactively.***

Funds are limited, so please submit proposals as soon as possible increase your chances of receiving funds for your project.

Application Materials

Location: Q300, Contact person TBD, or Jason Holloway D240, x2615,
jholloway@peralta.edu

Applicant Responsibilities

- Attendance at the conference/workshop in the funding request
- Copy of conference announcement with registration fees
- Documentation of expenses (all receipts must be originals and stamped 'paid')

- Give a presentation about the activity no later than the end of the semester following the activity.

Committee Meeting Dates for 2013-2014

Typically the committee meets the second/fourth Friday during the academic year, except on holidays. Consult the master campus committee calendar for these exceptions. Requests for summer funding should be made during spring semester.

Funding Guidelines

Funding Caps

The funding cap is the maximum amount of money that a faculty may receive for individual staff development applications during the fiscal year. The funding caps for 2013-2014 follow:

Faculty (full-time):	\$400
Classified (full-time):	\$600
Collaborative (joint projects by multiple faculty or Faculty/Staff/Administrators):	\$1000

Sabbatical Applications for faculty

The sabbatical workshop and application process will be sent to faculty in a separate e-mail. Faculty should consult Article 26 R of the PFT contract for information about criteria, eligibility, and funding.

Contact Information

Applications/fee reimbursement:	TBD, Jane Fong , 436-2415, jfong@peralta.edu
Information for proposals/eligibility:	Jason Holloway, D240, jholloway@peralta.edu
Flex Day proposals/flex credit:	Tamika M. Brown, District SDO, 466-7313