Guidelines to Professional Development Opportunities

Perkins	Basic Skills Initiative	Professional Development
Who Qualifies? Career Technical Education Faculty Maximum: Vary	**Who Qualifies?** Personnel who work with Basic Skills Students. Maximum: $1,000 Funding is limited to a maximum of $500 for local conference (1 day conference or within a 45 mile radius of SJCC) and $1,000 out of area conference (2 days conference that requires air travel).	**Who Qualifies?** All college employees Maximum: $500 per academic year.* *SPECIAL OPPORTUNITY: Applicants will be considered for the President's Office Matching Funds Pilot Program if their proposal addresses any of the following areas: Science, Technology, Engineering, and Mathematics (STEM), Career Technical Education (CTE), and Student Equity in educational outcomes.
NOTE: All Perkins Professional Development Applications must align with the following guidelines: 1. **Annual Perkins Plan:** Available at the Office of the Business and Workforce Development Division 2. **College Goals:** http://www.sjcc.edu/AcademicAffairs/Documents/SJCC_Performance_Indicators.pdf	**NOTE: All BSI Applications must align with the following guidelines:** 1. **BSI Best Practices Poppy Copy:** http://www.cccbsi.org/instructional-practices 2. **College Goals:** http://www.sjcc.edu/AcademicAffairs/Documents/SJCC_Performance_Indicators.pdf	**NOTE: All Professional Development Applications must align with the following guidelines:** 1. **College Goals:** http://www.sjcc.edu/AcademicAffairs/Documents/SJCC_Performance_Indicators.pdf

Process: Prior to the conference, complete and submit a completed SJCC Conference Form to Dean Thompson and Vice-President Graham for their review, signatures, and approval. Please attach conference flyer or URL to your Perkins Fund Application. After the application has been approved, applicant attends the conference. **After Attending the Conference:** Within nine (9) working days after attending the conference, applicant **MUST resubmit** the approved application with the original receipts to the respective dean, vice-president, Office of the President's, and Business Services Office.	**Process:** Prior to the conference, fill out the (a) Application for BSI Conference Funds and (b) SJCC Request for Conference Attendance. Obtain the necessary approval from supervisor or administrator. (Get this person's signature). Please attach conference flyer or URL to your BSI Conference Fund Application. The completed applications, that have the respective signatures, will be forwarded to the Basic Skills Committee Chair, who will the forward them to the BSI Committee members. The BSI Committee will review and vote on the conference applications throughout the semester and will notify applicant. Applicant attends the conference. **After Attending the Conference:** Within nine (9) working days after attending the conference, applicant **MUST resubmit** the approved application with the original receipts to the respective dean, vice-president, Office of the President's, and Business Services Office.	**Process:** Prior to the Conference**, c**omplete the SJCC Conference Request Form and the Application for Professional Development Funds Application and obtain necessary approval (get signatures) from your supervisor or administrator, Vice President of your area, and College President. Email the signed applications to Celia.Cruz@sjcc.edu, Professional Development Coordinator, or deliver the signed paperwork to the Professional Development Center, GE118. Completed forms are reviewed by PD Committee throughout the semester. Applicant will be notified of the committee's decision. Applicant attends theconference. **After Attending the Conference:** Within nine (9) working days after attending the conference, applicant **MUST resubmit** the approved applications with the original receipts to the respective dean, vice-president, Office of the President's, and Business Services Office. Expenditures beyond the applicant's allotment

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