



Academic Senate

Request for AS Conference Travel Funding

[Approved: _____]

Applicant Information

Full Name: _____ Date: _____
Last *First*

Phone: _____ Email: _____

Full time or

Adjunct? (Select) **F/T** **ADJ** School of _____ Discipline: _____

(Note: Adjunct requests must be associated with a project led by F/T faculty; a F/T faculty must also attend conference.)

Courses typically taught: _____

Conference Information

Conference Title: _____

Host Organization for Event: _____

Description of Conference/Event:

Conference location: _____

Dates of Conference: From: _____ To: _____

Additional Dates: _____ Explain: _____

Professional Development Category:

Instructional/Pedagogy Career Enhancement Discipline Specific

Conference Expenses / Estimated Costs

Registration fees: _____ Airfare or mileage fee _____

Hotel (# _____ of nights X cost per night _____) = _____ (total hotel expense)

Meals (\$41 per day) _____ Taxi/Shuttle _____ Parking _____

Total Estimated Expenses: _____

Value Statement

1. In a brief paragraph, explain how this conference applies to your current assignment. Please be specific about how it will promote student learning outcomes, success, and/or completion through the use of high impact practices.

Please respond to all that apply and provide a brief explanation for each. How will this conference/event:

2. Promote equity and close or reduce student achievement gaps?

3. Encourage effective partnering among various college groups?

4. Support innovation and technological improvement to instruction and the institution?

5. Stimulate internal and/or external collegiality?

Learning Expectations

1. What are your expectations of this event?
2. How do you intend to incorporate the information or experience into your instruction or service to students?
3. How will you ensure that your "learnings" extend to others and become widely implemented?
4. When, where, and with whom specifically do you plan to share what you've learned?

Accountability/Achieving the Goals of the Educational Master Plan

Which parts of the Educational Master Plan (EMP) will this conference attendance address? Please refer to our EMP and note the specific EMP item number(s) (e.g., A2.2: Develop more hybrid and online courses to expand the availability of transfer and CTE courses). Note: **Only pick 1 - 3 EMP areas** that are most applicable.

Group A: Student success, equity, and access: _____

Group B: Professional development: _____

Group C: Technology: _____

Group D: Pathways: _____

Group E: Student support services: _____

Group F: Institutional effectiveness: _____

Group G: Enrollment management: _____

Group H: Sustainability: _____

Group I: Revenue enhancement strategies: _____

Group J: Life-long learning: _____

Agreement and Signature

I agree to execute my share-out plan within 3 academic calendar months of attending this conference and will submit a share-out report to the Faculty Development Committee chair within 2 weeks of the share-out. I understand that if I fail to do this, I will not be eligible for funds next academic year. I also understand that this information may be archived on the Professional Learning website for public viewing.

Signature: _____ Date: _____