

MAY 16, 2018



PROFESSIONAL DEVELOPMENT FUNDING

2018-2019 APPLICATION AND DISBURSAL PROCESS

PROFESSIONAL DEVELOPMENT FUNDING

The objective of the Professional Development Funds Disbursal process is to assist faculty and staff with specific professional needs while simultaneously supporting college, divisional, departmental, program, student, and budget goals. The Professional Development Committee (PDC) will review this process annually in order to ensure equity, transparency, and fiscal responsibility so that all in the college benefit from the limited funds available.

PDC REVIEW TIMELINE: In order to balance long term planning with ad-hoc opportunities, the PDC will review applications for funds three times per year.

Application Due Date	Applicable Period
June 6	July 1 to October 31
October 6	November 1 to final day in February
February 6	March 1 to June 30

The Professional Development Committee (PDC) will accept applications for events up to 12 months in the future. The PDC will review all applications at the board following the due date of the applicable period. Requests submitted following the deadline will be reviewed as able and in consideration of funds remaining. Based on 2017-2018 findings the PDC will allocate proportionately, based on previous years' data, for each trimester. Trimester proportionate funding for 2018-2019 will be:

- o Trimester 1: 20%
- o Trimester 2: 51 %
- o Trimester 3: 29 %

All awards will be conditionally obligated to be expended only following receipt of funds. Non-awarded applications may re-apply at future review boards.

Applicants are responsible for all expenses beyond award amount. In the event travel is associated with request, applicants are required to adhere to current Cape Cod Community College travel procedures. Applicants are responsible for their own registration or travel requirements in accordance with current Cape Cod Community College administrative policies.

APPLICATION CONSIDERATIONS

Applications will be considered based on requests that are supportive of college, divisional, departmental, program and individual goals, student success, and fiscal constraints. Applications will include statements to the following:

- The requested professional development is relevant to the applicant's professional role.
- The requested professional development supports departmental goals and/or annual plan.
- The requested professional development is supported by the supervisor, department chair, dean, or other applicable leadership.
- The requested professional development supports Cape Cod Community College (4Cs) mission and vision (see enclosure).
- The requested professional development supports the college's strategic plan (see enclosure).

In accordance with President's letter of December 19, 2017, "the college is unable to approve the use of state or local funding to support international travel for professional development."

RETURNS TO COLLEGE

All requests will include a plan to share knowledge gained with colleagues, the college, or other applicable persons. Suggested means are:

- Trip/Activity/Event Report
- Presentation (beyond one's immediate department)
- Participation in regular scheduled program; Evening of Expertise, Coffee with Colleagues, TLC

CAPE COD COMMUNITY COLLEGE MISSION STATEMENT:

Student success is the first priority at Cape Cod Community College. As a teaching and learning community, we provide opportunities and pathways that encourage students to achieve their goals. We enrich our unique region through our work, partnerships and students' achievements.

CAPE COD COMMUNITY COLLEGE VISION STATEMENT:

Cape Cod Community College will be an innovative center for academic excellence and community enrichment that champions student success.

THE GOALS AND OBJECTIVES OF THE CAPE COD COMMUNITY COLLEGE STRATEGIC PLAN

1. Empower student success by providing opportunities and pathways to achieve their goals
 - 1.1 Focus on improving student outcomes of retention, graduation and transfer
 - 1.2 Incorporate the student learning outcomes of civic learning and civic engagement into the general education graduation requirements
2. Integrate the College and community through partnerships that achieve shared objectives
 - 2.1: Create additional community and college connections
 - 2.2: Expand the opportunities for students to be involved with the community via volunteer, service learning, civic engagement and/or workforce experience
 - 2.3: Increase college readiness through outreach and partnerships
3. Create operational and academic excellence through continuous improvement
 - 3.1: Achieve higher levels of student learning through development of a systematic process of assessment of student outcomes and more extensive use of assessment results
 - 3.2: Develop and implement a systematic process for planning and institutional effectiveness for non-academic departments
 - 3.3: Develop and implement a systematic process for long-term academic planning, including new programs and allocation of faculty lines

4. Ensure the financial stability and long term sustainability of the institution through a culture of innovation

4.1: Revise the collegial governance structure to foster collaborative and transparent methods of decision making and resource allocation

4.2: Develop resources and infrastructure to meet future challenges

4.3: Develop and implement clear and accessible policies and procedures

4.4: Strengthen College-wide communications