

Las Positas College
Staff Development

\$\$\$Dollars for Departments Mini-Grant Spring 2006
Guidelines

- Who:** All LPC Faculty, Classified Staff, and Administrators.
- What:** Staff Development funds are available to support innovative department, discipline, and workgroup professional development activities that improve Teaching and Learning, Student Learning Outcomes, and promote collegiality.
- When:** Activities may occur between March 14 and May 19, 2006.
- Amount:** Maximum \$600 per proposal.
- Due By:** 5:00 p.m., March 8, 2006.
- Submit Applications To:** Carie Kincaid, Room 2119 or Barbara Morrissey, Room 704.

DETAILS:

- + Funds are limited to \$600 maximum per department/discipline/workshop.
- + Funds may be used to provide speakers, stipends for faculty, and reference materials.
- + Applications will be competitively evaluated.
- + Proposals can budget:
 - \$25 per hour per faculty participant.
 - \$16 per hour per classified participant.
 - \$10 per person for food (with a maximum of \$100 total for food).
- + **All projects must be completed by May 19, 2006. Receipts, timesheets, and a written one-page report MUST be submitted to Carie Kincaid or Barbara Morrissey by 5:00 p.m., May 19, 2006 in order to receive reimbursement.**

Las Positas College
Staff Development
\$\$\$Dollars for Department Mini-Grant Application Form
Spring 2006

Fill out this form and submit to Carie Kincaid, Room 2119 by **5:00 p.m., March 8, 2006.**

1. Title of Proposed Activity: _____
2. Name of Applicant(s): _____
3. Department: _____ Contact #: _____
4. Project Description: **Please provide the following information (Be as specific as possible):**

☐ Narrative Description: (What exactly will happen?)

☐ Identification of need:

☐ Benefits (How will this activity benefit the college?):

Shaded area for Staff Development Committee only. Please do not write in this space.

REQ. # _____ STAFF DEVELOPMENT PROJECT # _____

Amount of Funding Approved by Staff Development Committee: \$ _____

Committee Chair: _____ YES _____ NO _____ Date: _____

Amendments or Reason for Disapproval: _____

☐ Expected Outcomes for Your Activity:

☐ Timeline (Dates of Activity):

☐ Provide a detailed budget:

☐ Personnel: Who will be involved in this project? Please complete the following:

	Administrator	Faculty	Classified
Number of Full-Time			
Number of Part-Time			

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The outcomes of your activity must address one or more of the following AB1725 guidelines.

- ☐ Improvement of teaching.
- ☐ Maintenance of current academic and technical knowledge and skills.
- ☐ In-service training for vocational education and employment preparation programs.
- ☐ Retraining to meet changing institutional needs.
- ☐ Intersegmental exchange programs.
- ☐ Development of innovations in instructional and administrative techniques and program effectiveness.
- ☐ Computer and technological proficiency programs.
- ☐ Courses and training implementing affirmative action and upward mobility programs.
- ☐ Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges including, but not necessarily limited to, programs designed to develop self-esteem.

Signature of Proposer: _____

Date: _____