

**Guided Pathways Professional Development Fall 2019/Spring 2020**

**Travel Fund Proposal Form**

**For Travel from July 1, 2019 – March 31, 2020: Deadline is one month prior to travel**

**Note: No travel will be approved after March 31, 2020 due to fiscal deadlines.**

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| --- | --- | --- | --- |
| **Name** | **Submittal Date** | **Division & Dept** | **Amount Requested** |
| **Title of Conference** | **Date(s) of Travel** | **Location of Travel** | **Dean/Manager Signature** |

# Application Guidelines

# Prior to the activity:

* + Complete this Proposal Form, including obtaining your dean/manager signature.
  + Obtain and Complete a District Travel Request Form from your Division office, with documentation describing activity and expenses.
  + Obtain your division dean/manager’s signature on the District Travel Request Form. Deans need the VP’s signature.
  + If travel is out of state, you must also obtain the College President’s signature.

1. **Submit a completed Proposal Form in Debbie Newcomb’s mailbox (in Admin. Bldg.) along with your Travel Request form**. Upon proposal review by the GP Professional Development workgroup, you will be notified of the status of your proposal and, if awarded, the amount funded. This information will be forwarded to your division as well. The amount awarded will be indicated on the form and the documents will be returned to you once processed. Return the form to your division.

# After the activity:

* + Complete the actual claim section of the Travel Request form, attach receipts, and **return to your division office for auditing within 2 weeks of travel**. It is your responsibility to follow up with your division to ensure receipts are submitted to the district.

# Please Complete

1. Are you a Guided Pathways Steward?  Yes  No (priority will go to stewards)
2. How is the conference related to our Guided Pathways Goals?

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1. Have you previously received GP funds for travel?  Yes  No

If yes:

1. What was the conference/workshop?

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1. What aspect of GP did it address?

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|  |

1. How will this conference/workshop differ?

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| --- |
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|  |

1. If approved, do you agree to present on content covered including how our college can benefit?

Yes  No

**NOTE: Consult the district website for travel and mileage reimbursements limits:**

[**http://www.vcccd.edu/departments/accounts\_payable/travel\_and\_mileage.shtml**](http://www.vcccd.edu/departments/accounts_payable/travel_and_mileage.shtml)

# IF YOU DO NOT TRAVEL, PLEASE NOTIFY BRENDA GRIEGO AND/OR DEBBIE NEWCOMB IMMEDIATELY IN ORDER TO RELEASE THE FUNDS. THANK YOU.

**FUNDS MUST BE ENCUMBERED BY: April 1st, 2020. PAPERWORK MUST BE IN BEFORE June 25th**

Your signature: Date:

Email or contact information:

Funds are allocated using the following criteria:

* + Awards received in the past
  + If conference attendee is a GP steward
  + If the conference ties into GP goals

Guided Pathways GOALS:

* Stewards Crew
  + Create a consistent understanding of Guided Pathways and why we are pursuing it.
  + Address campus concerns related to the implications of this initiative.
  + Develop common terminology related to Guided Pathways.
  + Maintain evidence of robust dialog across all constituent groups.
* Simplify the Path
  + Improve internal coordination and communication of outreach efforts to high school feeder district(s), four-year institutions, and industry partners.
  + Programs of study have been identified and grouped into broad interest areas that share competencies.
  + Discuss impact of proposed changes on college organizational structure.
  + College will begin identifying foundation courses, gateway courses or other scalable mechanisms for major and career exploration.
* Assist with Entry
  + Programs of study have been identified and grouped into broad interest areas that share competencies.
  + Discuss impact of proposed changes on college organizational structure.
  + College will begin identifying foundation courses, gateway courses or other scalable mechanisms for major and career exploration.
  + College has scaled one or more multiple evidence-based strategies.
  + Increase student completion of transfer-level English and Math.
* Implement Support
  + No outcomes specified for this team for 2018-2019.
* Learning Outcomes
  + Professional development is provided to faculty, staff and administrators that is aligned with guided pathways.
  + Clear communication is provided to campus community.

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**Guided Pathways Travel Group Review**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Travel supported for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Travel not supported

Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_