Professional Development activities intended for instructional improvement can be delivered in many formats: in-service training, workshops, conferences, seminars, individual or small group planned projects, and institutionally planned activities. The time allocated for faculty to obtain flexible calendar credit (Flex hours) is limited to activities designed to improve college’s staff, student, and instructional improvement (title 5, section 55724 (a) (4)).

Name: ________________________________ Dept. ____________________

Conference Title: ________________________________________________

Dates: __________________________________________________________

Funding to attend (Please check all that apply):

_____ Pro Dev  _____College  _____Self funded

Flex Hours _________ Please attach conference information.

Remember you may count conference hours for flex with the exception of time you would have been in class or held office hours.

Maximum Travel & Conference hours: Up to 75% of your total flex commitment.

What professional benefits have you derived from attending this conference? ____________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

How do you plan to incorporate these benefits to impact: staff, student or instructional improvement?

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

It is always recommended to share what you have learned upon your return. Please report how you have shared or are scheduled to share what you have learned: ____________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

Any other outcomes of your travel that enhanced your professional growth that you would like to include: ____________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

Signature ____________________________ Date ____________________________

Professional Development Coordinator ____________________________ Date ____________________________ Hours __________