



## Funding for Classified and Confidential Staff Professional Development

### Description

Professional Development (PD) funding is available for all classified and confidential staff to attend off-campus conferences and trainings that support the Vision for Success, which is the strategic plan for the California Community College System. All factions use the Vision for Success in the System to insure our colleges will promote student success. Therefore, it is important to use these goals to support classified advancement.

There are six **Vision for Success** goals:

1. Over five years, increase by at least 20 percent the number of California Community College students annually who acquire associate degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job. This increase is needed to meet future workforce demand in California, as analyzed by the Centers of Excellence for Labor Market Research.
2. Over five years, increase by 35 percent the number of California Community College students transferring annually to a UC or CSU. This is the increase needed to meet California's future workforce demand for bachelor's degrees, as projected by the Public Policy Institute of California.
3. Over five years, decrease the average number of units accumulated by California Community College students earning associate degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure. (Associate degrees typically require 60 units.) Reducing the average number of units-to-degree will help more students reach their educational goals sooner, and at less cost to them.
4. Over five years, increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 60 percent to an improved rate of 76 percent. Improvements on this measure would indicate that colleges are providing career education programs that prepare students for available jobs and offering supports that help students find jobs.

5. Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent within 5 years and fully closing those achievement gaps within 10 years.
6. Over five years, reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in regions with the lowest educational attainment of adults, with the ultimate goal of fully closing regional achievement gaps within 10 years.

### **Application Process**

1. Requests for funding will be accepted on a first come, first served basis. The Classified Professional Development Committee will review applications at their monthly meetings which take place on the fourth Tuesday of the month.
2. Requests for funding MUST be tied to one or more of the six Vision for Success goals.
3. A total of \$5,000 per year will be set aside to fund these requests.
4. Individuals can only apply once per fiscal year (July 1 – June 30).
5. There is no limit to the amount one can request, but funding will be approved within reason. Costs for conference/training registration, lodging, and travel expenses will be verified and the funding request cannot exceed that amount.
6. It is recommended that applications be submitted well in advance of the conference or training in which you plan to attend.
7. Applicants are responsible for knowing and observing Business and Fiscal Services deadlines and procedures.
8. If funds are not used for the purpose for which they were requested, funds must be returned to the pool.
9. If the applicant is awarded funds and wishes to use them for an activity other than that for which they were awarded, the funds must be returned to the pool and a new application made for the new activity.

## **Documents Required**

1. *Classified Professional Development Funding Request* form.
2. Upon return from travel, the *District Travel Authorization* form. **PLEASE BE SURE to obtain ALL REQUIRED SIGNATURES.** Then, forward the original, signed form to the Professional Development Office.

**If you have any questions or need assistance, please contact Leslie Carr in the Professional Development office at [leslie.carr@canyons.edu](mailto:leslie.carr@canyons.edu) or at Ext. 3100.**