



**TO:** GWC Full-Time Faculty  
**DATE:** November 2011  
**FROM:** Fabienne McPhail Naples, Vice President of Student Success  
**SUBJECT:** **VP IPD CONFERENCE/TRAVEL FUNDS**

According to the modification of language for Article XXI of the CFE contract which became effective Fall 2006, 80% of the funds for conferences go to IPD for allocation to faculty members governed by this contract, with the remaining 20% available through the Office of the Vice President of Instruction. The contract indicates that the VP portion of the funds can be used for “conferences of a general importance to the educational program of the College.” The funds that go to IPD are allocated according to IPD guidelines and are often used to fund discipline-specific conferences. See reverse side for IPD guidelines.

The **VP IPD** funds will be used to support conferences/travel that advance one or more of the following college goals:

- evaluating and improving instructional programs in an effort to positively affect student outcomes;
- increasing outreach and/or student retention or other Basic Skills Initiative ideas;
- increasing the success rate of students transferring to 4 year institutions or completing career certificates;
- promoting grantsmanship and/or grant opportunities;
- strengthening the learning support services offered to our students;
- faculty leadership opportunities;
- developing partnerships with affiliates outside of education to promote contract education and student internships.

The **VP IPD** funds are **not available** for **discipline-specific conferences**, except in extraordinary circumstances. In the event you need funds that exceed the \$1,200 IPD limit (\$1,300 if you are an unpaid presenter), you may apply for the **VP IPD** funds – up to an additional \$400, for a maximum total allocation of \$1,600 (\$1,700 if an unpaid presenter) when combining IPD and **VP IPD** funds. Submit your request for **VP IPD** funds **concurrently** with your application for IPD funding.

**To apply for the VP IPD funds**, complete a District Conference Authorization Request (include a copy of the conference brochure) and send it to IPD, **along with a short memo** outlining the following:

1. Describe how the conference directly relates to one or more of the targeted areas addressed by the above bulleted items
2. Describe how you intend to share what you learn at the conference with your colleagues.
3. What other funding have you applied for to help with expenses for this conference?
4. Have you previously applied for **VP IPD** funding? Yes\_\_\_\_\_ No\_\_\_\_\_, If yes:
  - What was the event you attended? \_\_\_\_\_
  - Where? \_\_\_\_\_ When? \_\_\_\_\_
  - How did you share the information from this event with other faculty?

**IPD will review the request and forward it to me with its recommendation. ALL requests require Board of Trustees approval BEFORE the date of the conference! Please allow at least 8 weeks for the approval process. -over-**