

Department/Discipline Symposiums or In-Service Training Meetings

Call for Applications

Spring 2012 and Fall 2012

IPD is accepting applications for Symposiums or In-Service Training Meetings to be held between **April 5, 2012, through November 1, 2012**. **The application deadline is Wednesday, March 14, 2012, at 4 p.m.** Due to the lack of funds, we can only cover expenses for full-time and 50 – 67% faculty.

Identify specific areas of interest in your department/discipline, such as training, innovation, or solutions to department needs. Symposium topic suggestions include, but are not limited to, the following:

- Curriculum Development
- Communication or Customer Service Skills
- Promoting Student Success
- Problem Solving
- Technology & Computer Training
- Student Learning Outcomes

Symposiums should support your department and/or campus-wide goals and meet at least one of the AB1725 guidelines:

- Improvement of Teaching
- Knowledge/Skill maintenance
- Development of Innovation
- In-Service Vocational Training
- Computer & Technology Proficiency
- Retraining for Instructional Needs

Covered expenses include materials, \$3 snack and \$12 lunch maximum per person. Non-covered expenses include facility rentals, speaker stipends, and substitutes or participation incentives, such as stipends or give away items.

Consideration for funding also includes (but will not be limited to) the number of faculty participating, total cost, and whether funding has been granted in the past. If you have any questions, please contact Julie at Extension 58175.

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Funding Amount Requested: _____ Date of Symposium: _____ Location: _____
Department/Discipline Name: _____
Symposium Title: _____

Covered expenses include materials, \$3 snack and \$12 lunch maximum per person. Non-covered expenses include facility rentals, speaker stipends, and substitutes or participation incentives, such as stipends or give away items.

Symposium Participants (estimated):

of Full-time Faculty _____ # of Part-time (50 – 67 % only) Faculty _____

1. What are the specific objectives of this proposed symposium?

2. How will this symposium address your department and/or campus-wide goals and objectives?

3. How will you verify objectives have been met?

4. Which of the following AB1725 Guidelines will the proposed project meet? Check as many as apply.
 - Improvement of Teaching
 - Knowledge/Skill maintenance
 - Development of Innovation
 - In-Service Vocational Training
 - Computer & Technology Proficiency
 - Retraining for Instructional Needs

Please add any additional information which may help the committee evaluate this proposal on a separate sheet.

Applicant's Signature: _____ Date: _____

Department Chair/Supervisor's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Return signed copy to the IPD office, or e-mail electronic copy to Julie Nguyen at unguyen@gwc.cccd.edu and follow with a signed hard copy by the following work day.

Application Deadline: Wednesday, March 14, 2012, at 4 p.m.