

MCCD-Sponsored Events as Opportunities for Faculty Professional Growth Credit towards Non-Academic Advancement

CHECKLIST FOR EVENT SPONSORS

- Before The Event

- Prepare all documents prior to the event:
 - ✓ Attendance sheet(s)
 - ✓ Assessment instrument(s)
 - ✓ Event evaluation survey

- Day Of The Event

- On the day of the event (or first day of a multi-session event), you must explain the requirements and follow-up process for applying for professional growth credit. Use the following directions.

For residential faculty planning to apply for FPG credit:

- This event has been pre-approved for _____ clock hours towards non-academic advancement.
- Make sure you sign the attendance sheets (every day for multi-session events).
- You will need to complete the assessment activities (explain what the assessment entails and what is expected).
- You will need to fill out an event evaluation form.
- The event sponsor (name person) will send a *Verification of Attendance* to FPG following the event.
- You will be responsible for submitting a completed Faculty Professional Growth application to FPG support staff within 30 days of the event (or the last day of the event for multi-session events).

- Distribute a copy of the *Process to Apply for FPG Credit* to each participant.
- Document attendance at the beginning and end of the event (each day for multi-session events).
- Collect assessments before the end of the event (or when appropriate for multi-session events).
- Administer and collect event evaluation surveys at the end of the event (or the last day of a multi-session event).

- After The Event

- Return the Verification of Attendance forms to the FPG Secretary, Sylvia Enriquez, within 5 days of the conclusion of the event. Indicate how many hours the event was pre-approved for and how many hours each individual faculty completed.