

Guidelines for Requesting Pre-Approval of MCCD-Sponsored Events as Opportunities for Faculty Professional Growth Credit towards Non-Academic Advancement

Introduction

According to the Maricopa Community Colleges Faculty Professional Growth programs and guidelines, faculty may participate in and get credit for a wide variety of non-academic experiences. These include attendance at conferences, workshops, and seminars outside of Maricopa as well as locally-hosted District events. MCCD-sponsored activities considered for professional growth credit towards non-academic advancement include faculty dialogue days, workshops, seminars, conferences, and electronic events (e.g., videoconferences or internet on-line conferences). To qualify for advancement hours, events must be pre-approved by the faculty Professional Growth Advancement Committee. Event sponsors should follow the process outlined below.

For additional information about eligibility of activities for non-academic advancement, refer to the FPG Guidelines: <http://mcli.maricopa.edu/fpg>

Sponsor Information and Responsibilities

An event sponsor is any Maricopa faculty, administrator, or staff who plans and carries out a non-academic event for the benefit of residential faculty and wishes to get the event pre-approved for professional growth credit towards non-academic advancement. These experiences include workshops, seminars, dialogue days, conferences, and electronic events.

A. Pre-Event: Submission of a Proposal:

- Sponsors complete a proposal following the guidelines below.
- FPG requires that sponsors submit a proposal draft to MCLI three weeks prior to the FPG committee meeting. See FPG web site for meeting dates: <http://mcli.maricopa.edu/fpg/calendar>
If proposal requires no modifications, proposal is forwarded to FPG secretary. If proposal requires changes, MCLI suggests modifications to event sponsor.
- Revised proposal is submitted to MCLI within five working days. Final proposal is forwarded to FPG secretary who then sends it to all members of the FPG Advancement Committee. After reviewing the proposal, the Committee will approve the event, table it for further revisions, or not approve it. If approved, you can market the event as “Pre-approved for x clock hours towards non-academic advancement.” If tabled, you can resubmit your proposal after making suggested revisions.

B. Day of Event:

- Sponsor explains process and requirements for professional growth (see *Sponsor Checklist* enclosed). Printed information about the application process is available and should be distributed to participants on the day of event. (See sample *Application* enclosed.)
- Sponsor verifies attendance and participation by completing sign-in sheet(s). For multi-session events on different days, attendance must be documented the beginning and end of each day.

NOTE: Attendance Requirements:

- Events may be structured as one-session, where all activities occur within one calendar day, or as multiple-session, where activities are planned over several days.
- Participants in one-session events must be in attendance from beginning to end to receive credit for the total number of clock hours the event was pre-approved for. Partial credit will not be awarded.
- Participants in multiple-session events are expected to attend all scheduled activities. In cases where a participant has missed part of the event, it will be left to the discretion of the sponsor to either identify appropriate make-up activities or award partial hours of attendance.
- Sponsor conducts assessment activities and event evaluation. Sample surveys are available as models from MCLI. Sponsors are responsible for distributing and collecting the assessments and surveys and for analyzing the data.

C. After the Event:

- Sponsor completes a *Verification of Attendance* for each participant that met the requirements of the event. Sponsor will indicate how many hours the event was pre-approved for **and** how many hours the individual participant completed. Forms are available from the MCLI and will be on line at the FPG web site.
- Sponsor sends the completed and signed forms to FPG Secretary within five days of the conclusion of the event.
- Participating faculty are responsible for completing a professional growth application (available on the FPG web site) and sending it to the FPG secretary. They do not need to include the event flyer or agenda for these pre-approved MCCD-sponsored events.

Guidelines For Completing a Proposal

A. General Description of the Event and Participants

- 1. Title:** Specify the title of the event.
- 2. Sponsor(s):** List the event sponsor(s).
- 3. Date(s):** Specify when the event will take place.
- 4. Type of Event:** Describe the nature of the event, including duration.
- 5. Instructional Goal:** State the purpose of the event.
- 6. Rationale:** Describe the educational value of the event and how it would be of benefit to MCCD faculty.
- 7. Target Audience:** State for whom the event is intended (e.g., faculty in a specific discipline or faculty in general).
- 8. Presenter(s):** List the presenter(s) and describe her/his qualifications including current roles and background to demonstrate why this person was chosen to present.
- 9. Learning Objectives:**

List the learning objectives for the event. Objectives are statements of what participants will be able to do after taking part in the event. Objectives need to be specific and include a measurable and observable behavior. Use verbs that are open to little interpretation and are easy to measure (e.g., describe, create, build, use). Avoid verbs that are vague and difficult to measure (e.g., understand, develop an appreciation for, learn, know).
- 10. Activities to Meet the Objectives:**

Describe the activities that participants will be engaged in during the event. Activities should be directly related to the learning objectives as well as appropriate for the learning context and audience. Activities should be hands-on and should allow participants to practice the skills stated in the learning objectives.
- 11. Assessment:**

Describe your assessment plan, including a sample of the assessment questions or directives that will be given to the participants.

The assessment plan should include a description of how achievement of the learning objectives will be determined, when the assessment will take place, and what materials will be provided for the assessment activities.

For multiple-day events, include in the proposal the date by which the assessment materials are required to be sent back to the presenter.

B. Details of the Event

1. Environment:

Describe the environment in which the instruction will take place, including what equipment will be needed for the delivery of instruction and/or the completion of the instructional activities

2. Expected number of participants:

Specify if there needs to be a minimum and/or maximum number of participants.

3. Time / Clock Hours:

State the clock hours that will be given for the event. Determine the clock hours by adding the time that will be spent participating in the event (excluding breaks and meals).

4. Agenda:

Provide a detailed agenda of the event, including breaks and meals.

5. Materials:

List the materials that will be available for the event; e.g., handouts, books, etc.

C. Attachments

In addition to the completed proposal, include the following items when submitting a request for pre-approval to the Faculty Professional Growth Committee.

- Sample of the **assessment materials**.
- **Sign-in Sheet**. It includes the name and date of the event, the name of the sponsor(s), spaces to record participants' name and college, and spaces to record receipt of completed event activities and assessment.
- **Event Evaluation**. It solicits information from each participant about the effectiveness and usefulness of the event and asks for suggestions for topics for future events.