| Criteria | 0 | 1 | 3 | 5 |
| --- | --- | --- | --- | --- |
| **Completeness of Form**: All sections are filled out and are accompanied by the appropriate agendas, program, fees, mileage, hotel reservation, etc. Forms that are not complete will be sent back to the requestor for changes. |  |  |  |  |
| **Comments:** |  |  |  |  |
| **Alternative Funding Sources:** Requester sought funding from alternative sources or provides an explanation as to why they are seeking Professional Development funding. |  |  |  |  |
| **Comments:** |  |  |  |  |
| **Dissemination Plan**: Requester has a plan for sharing the information garnered with the appropriate parties (FLEX day, department meetings, Senate meetings, etc.) |  |  |  |  |
| **Comments:** |  |  |  |  |
| **Description of Project:** Description is complete, in detail and clearly identifies what the purpose is for attending or hosting this event. If applicable, requester has plans to present at the away event. Describe how the conference/workshop will deepen knowledge in your area of responsibility and increase your awareness of current developments. |  |  |  |  |
| **Comments:** |  |  |  |  |
| **Strategic Plan Drivers:** Explicit connections made to multiple strategic plan drivers. [Link to PDF Strategic Drivers](file:///C%3A%5CUsers%5Css028%5CDesktop%5CSDC%20NEW%5CStrategicDrivers2020%20%28002%29.pdf) |  |  |  |  |
| **Comments:** |  |  |  |  |
| **Department/Program Review Goals:** Explicit connections made to multiple *tangible, achievable,* and *measurable* goals.  |  |  |  |  |
| **Comments:** |  |  |  |  |
| [**Reedley College’s Equity Plan**](https://www.reedleycollege.edu/about/about-us/equity%20executive%20summary.html)**:** Explicit connections made to the Equity Plan. |  |  |  |  |
| **Comments:** |  |  |  |  |
| [**California Community College’s Chancellor’s Office Vision for Success**](https://vision.foundationccc.org/looking-ahead)**:** Explicit connections made to the Vision for Success, if applicable.  |  |  |  |  |
| **Comments:** |  |  |  |  |
| **Title 5:** Explicit connections to Title 5, supporting one or more of the Title 5 regulations governing the college, if applicable.  |  |  |  |  |
| **Ed Code:** Explicitly addresses at least one of the Ed Code requirements for use of professional development funds. |  |  |  |  |
| **Comments:** |  |  |  |  |
| **Frequency of Request:** Requester has not received funding within the last two years. |  |  |  |  |
| **Comments:** |  |  |  |  |
| **Total:** |  |  |  |  |
| **Committee Member Comments/Recommendations:**  |  |  |  |  |