Applications

To avoid delays in the approval process please fill out the Applicant portion of the form completely and provide the requested attachments as appropriate.

Coding for Reporting Staff Development Categories under AB 1725

To facilitate reporting how the portion of these funds are spent please enter one of the following three-letter codes into the “1725 Code” box in the upper right corner of the Application Cover Sheet.

- TEA  Development of new educational/teaching strategies to meet the needs of students
- CUR  Maintenance of current academic or technical knowledge and skills
- VOC  In-service training for vocational education and employment preparation programs.
- RET  Retraining to meet changing institutional needs
- EXC  Intersegmental exchange programs
- TEC  Computer and technological proficiency programs
- AFF  Courses and training implementing diversity and upward mobility programs
- INN  Development of innovations in administrative techniques and program effectiveness

Routing of Applications

Please send a copy of the Application Cover Sheet to your immediate supervisor to assure his/her awareness of the proposed project. Send the application and attachments to the CSM Management Development Committee, c/o Henry B. Villareal, 1-210.

Timelines

Proposals will be accepted on a continuing basis as long as funds are available. They should be submitted at least 7 days in advance of the event or activity.

Reimbursement

For reimbursement of expenses a SMCCCD State of Conference Expense form must be completed and receipts submitted after the completion of the Management Development activity. Advances can be arranged with the timely submission of a SMCCCD Request for Conference Attendance Approve/Advance form.