COLLEGE OF SAN MATEO

MANAGEMENT DEVELOPMENT PROJECT PROPOSALS

DIRECTIONS

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 Lizette Bricker, 10-360EE. Sending the application electronically via email is the preferred method: brickerl@smccd.edu

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.