President's Criteria for Approval of Travel and Conferences/Training

1. The requester demonstrated how this opportunity is expected to advance:
   o The mission of the college
   o The work of the unit
   o the individual within the unit

2. The requester demonstrated how this information will be shared with others in the department/unit or campus wide.

3. If the request involves attendance of more than one participant from Mt. SAC at a conference, course, or other activity the requester has demonstrated that there is a rationale to attend this same conference, course, or activity as well.

   Examples:

   o Multiple offerings of value will occur simultaneously, multiple participants will allow for more information to be brought back to the campus.
   o Training and/or certification which benefits each individual in their role with the college will be provided.
   o An aspect of the conference, course, or activity involves multiple participants meeting together or working together to learn and apply the information within their workgroup and/or other divisions/units of the college.
   o The conference or activity is a unique opportunity for members of the Mt. SAC community to build partnerships with other colleges or groups that will benefit Mt. SAC.

4. The conference, course, or activity is grant funded.

5. The requester is also a presenter at the conference and the presence of the requester/work unit/college.

6. A significant portion (ex. registration fees) of the conference or activity is underwritten or subsidized by an outside organization.

Role of Professional Development Council

- Review criteria
- Identify calendar of deadlines
- Identify process/protocol for review during winter and summer when PDC does not meet.

Professional & Organizational Development

Responsible for

- Receiving requests
- Tracking conference and travel, including return on investment,
- Conducting a needs assessments for employee groups
    - Focus on new employees
- Developing programs/services to support the ongoing need
    - Summer experience or bootcamp (i.e. leadership) and during the year follow up with cohorts
    - Interested in moving up the career ladder? Identify how to improve skills; focus on skills and abilities, identify gaps
- Succession planning-Grow Your Own Plan
- POD Calendar needs to be well managed