

Dissemination Plan Guidelines for Staff Development Funding

The 2014-15 Staff Development Committee has adopted the following guidelines for the Dissemination Plan to be required with applications for Staff Development-funded conference travel/workshop attendance and campus speakers/trainings. Plans can and should be a coordinated effort of all who attended the conference/workshop or planned the campus event. A robust plan must be included with all requests for Staff Development funding. When applying for travel/workshop funds or requesting a campus speaker/workshop, please address the following in your Dissemination Plan:

1. Describe what you are seeking to learn by attending the conference and how you hope it will contribute to improvement of your classroom or workplace practice. If the conference program is available, please include suggestions for sessions you might attend.
2. Discuss how this learning might be connected to one or both of the following:
 - a. The goals articulated in your department's Program Review self-study
 - b. College goals (<http://www.fullcoll.edu/president/fullerton-college-goals-institutional-slos>)
3. Identify potential college target groups with whom your conference learning will be shared. We strongly encourage you to consider groups beyond your own department members, and think about ways in which you might share with a broader range of colleagues.
4. Describe your plans for developing activities (see attached list of suggestions) that might be appropriate for sharing what you've learned with the target group.
 - a. What are some preliminary ideas you might have for activities?
 - b. With whom will you meet to develop your ideas and plans for activities upon your return?
 - c. How can Staff Development help?

The last response should be added to the plan following completion of the travel/workshop/campus event:

5. Describe the activity you have planned for sharing your learning.
 - a. What will be the desired learning outcomes of the participants in these activities?
 - b. How might these outcomes be transferred into the classroom or workplace?
 - c. How do these outcomes address the college's goals and/or your Program Review goals? (<http://www.fullcoll.edu/president/fullerton-college-goals-institutional-slos>).

Following the conference/workshop attendance or campus speaker/training presentation, complete a finalized, detailed Dissemination Plan for SDC approval. The SDC members are available to assist you in this process and urge you to take advantage of the opportunity for consultation.

Please contact Jeanne Costello, Staff Development Coordinator, for assistance or questions regarding the dissemination plan (jcostello@fullcoll.edu).