

## Dissemination Plan Guidelines for Staff Development Funding

Because one of our core principles is that professional learning should be shared, the 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. Please address the following in your Dissemination Plan:

1. Describe what you seek 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. If it is not yet available, reference the previous year's schedule to discuss the type of sessions offered at this conference.
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. **Even if you are attending a discipline-specific conference, 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 Dissemination Plan Ideas document) that might be appropriate for sharing what you've learned with the target group(s).
  - 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?

**\*\*Following completion** of the travel/workshop/campus event consult with the Staff Development Coordinator **within 60 days** to share plans for the activity you will do to share your learning, especially if it will be part of the Teaching and Learning Certificate program.

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](mailto:jcostello@fullcoll.edu)).** She is happy to provide feedback/guidance on dissemination plans before they are submitted.