



Butte College Professional Development 2011 - 12 # 4000 Travel & Conference

Professional Development activities intended for instructional improvement can be delivered in many formats: in-service training, workshops, conferences, seminars, individual or small group planned projects, and institutionally planned activities. The time allocated for faculty to obtain flexible calendar credit (Flex hours) is limited to activities designed to improve college's staff, student, and instructional improvement (title 5, section 55724 (a) (4)).

Name: _____ Dept. _____

Conference Title: _____

Dates: _____

Funding to attend (Please check all that apply):

_____ Pro Dev _____ College _____ Self funded

Flex Hours _____ Please attach conference information.

*Remember you may count conference hours for flex with the exception of time you would have been in class or held office hours.
Maximum Travel & Conference hours: Up to 75% of your tota flex commitment.*

What professional benefits have you derived from attending this conference? _____

How do you plan to incorporate these benefits to impact: staff, student or instructional improvement?

It is always recommended to share what you have learned upon your return. Please report how you have shared or are scheduled to share what you have learned: _____

Any other outcomes of your travel that enhanced your professional growth that you would like to include: _____

Signature _____ Date _____

Professional Development Coordinator _____ Date _____ Hours _____