

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Shook Chung Date 2/4/2024

Department College Services Email shookchung@marin.edu

Title of Activity: UCDA Design Education Summit: IMMERSE

☐ Meeting ☒ Conference ☐ Workshop ☐ Credit class ☐ Noncredit class ☐ Webinar

Sponsored by: University and College Designers Association (UCDA)

Location: Arizona State University Polytechnic Campus, Mesa, Arizona ☒ In person ☐ Online

Dates of Leave: From 5/20 to 5/22 ☒ All day or hours _____

Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)

A national summit for design educators and professionals with opportunities for participation and development - network, learn, and exchange ideas with like-minded design professionals.

More info: <https://www.ucda.com/events/135/>

After your event, you will be asked to complete a brief survey about the activity.

TITLE V FUNDING AUTHORIZED USES

Activities funded by Title 5 Staff Development Funds must be related to one of the following authorized uses. Please check all categories that apply.

- ☐ 1. Improvement of teaching
- ☒ 2. Maintenance of current academic and technical knowledge and skills
- ☐ 3. In-Service training for vocational education and employment preparation programs
- ☒ 4. Retraining to meet changing institutional needs.
- ☐ 5. Inter segmental exchange programs
- ☐ 6. Development of innovations in instructional and administrative techniques and program effectiveness.
- ☐ 7. Computer and technological proficiency programs.
- ☐ 8. Courses and training implementing affirmative action and upward mobility programs.
- ☐ 9. Other activities determined by the Board of Governors to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including but not necessarily limited to programs designed to develop self-esteem.

BUDGET INFORMATION

All items must be completed or the form will be returned.

Roundtrip transportation:

Car: _____ miles @ _____ /mile = \$ _____ 0.00

Airfare: \$ _____ 408.20

Other: Bags & airport-hotel \$ _____ 200.00

Hotel: Your cost for 3 nights is \$ _____ 437.31

Conference fee: \$ _____ 195.00

Meals: \$ _____ 210.00

Other Fees: \$ _____

Total travel cost: \$ _____ 1,450.51

Amount to be paid from Staff

Development Funds: \$ _____ 500.00

Difference to be paid from other funds \$ _____ 950.51

Staff Development FOAP: 11100-51001-52000-601000

SIGNATURES

Shook Chung

2/4/2024

Employee's Signature

Date

Supervisor's Signature

Date

Chair, Professional Learning Committee

Date

Asst. VP of Instruction, Budget Manager

Date

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SIGNATURES

Shook Chung

Employee's Signature

Date

Erika Puck

Supervisor's Signature

2/4/2024

Date

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date