



DISTRICT TRAVEL AND CONFERENCE REQUEST ADDENDUM

This form is an addendum to the *District Travel and Conference Request* form. The addendum must be completed in order for the *District Travel and Conference Request* to be considered complete and eligible for dean’s approval:

**General Information:**

- Management
- Classified Staff
- Faculty
- Part-time Faculty
- Other: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_ School: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

**Statement:** Briefly explain how the requested travel/conference will allow you the opportunity to obtain and share information that will contribute to the advancement of the college. Consider referring to Chaffey College’s strategic vision and institutional goals (pg. 2).

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How would you like to share what you will learn from this travel/conference activity?

- School or department meeting
- Flex activity (with approval from the Professional Development Committee)
- Faculty Success Center workshop, seminar, etc.
- Classified Workshop
- Other: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Descriptive Material:** Please attach a brochure or flyer (or the like) describing the conference, including dates, highlighted descriptions of the activities you will attend, agendas (**if no current conference agenda available, use agenda from last year’s conference**), which meals are included, confirmation of registration including costs and lodging costs, and any other information pertaining to travel reimbursement. **Requests submitted without this material will be returned, which could delay or prevent eligibility.**

## INSTITUTIONAL GOALS

- Goal 1: Chaffey College will provide quality learning experiences that promote holistic student development and support success and completion in a timely manner.
- Goal 2: Chaffey College will create, maintain, and support innovative and effective learning environments that engage students toward success and completion.
- Goal 3: Chaffey College will provide an effective organizational structure and workforce through strategic hiring practices in which all employees are given the encouragement and resources needed to achieve excellence.
- Goal 4: Chaffey College will support the needs of the communities through meaningful external relations, workforce development, outreach, partnerships, and linkages.
- Goal 5: Chaffey College will decrease the achievement gap.
- Goal 6: Chaffey College will responsibly manage financial, physical, technological, and environmental resources through effective planning, decision-making, and implementation.

## STRATEGIC VISION

### Goal 1 Objectives

- Increase the number of students who engage in academic support activities.
- Decrease the time students take for goal completion.
- Increase the Basic Skills Completion rate (state defined metric) among students who identify transfer as their goal.
- Increase the number of award earners.

### Goal 2 Objectives

- Broaden participation in the activities that encourage reflective teaching practices.
- Increase the amount of instructional and collaborative spaces at all three campuses.
- Improve and expand the use of current technologies that facilitate student learning and success.
- Implement cost effective investments in current technologies and equipment that support the learning infrastructure.
- Create and maintain an effective online/electronic learning atmosphere (virtual environment).
- Improve and expand upon the security systems at all campuses.

### Goal 3 Objectives

- Ensure that the District's organizational structure matches the financial and learning needs of the College.
- Develop strategic hiring plans and practices.
- Implement appropriate training orientation and professional development for all employee groups.
- Expand recruitment efforts to achieve increased diversity among applicants.

### Goal 4 Objectives

- Increase contact points with all of our K-12 partners.
- Create multiple entry points for educational partners, including K-12 and Adult Educational Programs.
- Increase and strengthen the relationships with all of our business partners.
- Increase and strengthen the relationships with all of our government partners.
- Increase and strengthen the relationships with all of our community stakeholders.

### Goal 5 Objectives

- Research key achievement gap indicators that affect student achievement and widely disseminate findings
- Increase the number of underrepresented students' participation in programs and support services.
- Conduct research to understand performance disparities and identify strategies to improve student success.
- Implement a consistent opportunity for culturally responsive strategies in college training and professional learning.
- Address financial assistance strategies for socioeconomically challenged students.

### Goal 6 Objectives

- Develop and maintain effective practices of identifying and applying for grants.
- Ensure that resources are allocated based on institutional planning.
- Improve the alignment of expenditures with revenue.
- Reduce the College's carbon footprint.