

PROFESSIONAL DEVELOPMENT COMMITTEE MEETING DATES

The [Faculty and Staff Professional Development Committee](#) will meet at **3:30 p.m.** on the dates indicated below.

Thursday, September 14th
Thursday, November 16th
Thursday, February 22nd
Thursday, April 18th

Mini-Grant Calendar

A progress report on the project is due by March 15, 2024, in the Office of the Vice Chancellor for Academic and Student Affairs. Mini-grant projects are expected to be completed by May 24, 2024. Mini-grant recipients are required to present the results of their projects to the appropriate segments of the College community in the following semester.

Fall Semester

- August 7, 2023** Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.
- October 27, 2023** Deadline to submit Mini-Grant application to the Office of Vice Chancellor for Academic and Student Affairs (VCASA) and a copy to Chair(s) of PDC.
- November 17, 2023** PDC submits prioritized list of final recommendations to the VCASA.
- December 1, 2023** Award Letter and Contract mailed from Office of Professional Development with a copy to VCASA and Chair of PDC.
- December 15, 2023** Completed Contract returned to Office of Professional Development.

Spring Semester

- January 8, 2024** Chair or designee of PDC makes formal announcement of recipients.
- February 9, 2024** Deadline for first half funds distribution. (Atypical contract date)
- March 15, 2024** Recipient submits Progress Report to Chair of PDC with copy to VCASA and Director of Professional Development.
- May 24, 2024** Project Completed. Documentation submitted to VCASA with copy to Chair of PDC.
- Following Fall Semester** Mini-grant project results are presented to the appropriate segment of the College (at the Fall Convocation, if possible).

References:

[Mini-Grant Application \(Forms 6311/001, 002, and 003\)](#)
[Mini-Grant Sample Proposal](#)
[Mini-Grant Policy](#)

Power of One Internal Giving Campaign Grants Calendar

A progress report on the project is due by March 15, 2024, in the Institutional Advancement Office. Power of One projects are expected to be completed by May 24, 2024. Power of One grant recipients are required to present the results of their projects to the appropriate segments of the College community in the following semester.

Fall Semester

- August 7, 2023** Power of One Committee Chair announces deadline to submit Power of One Grant Applications at Fall Convocation.
- October 27, 2023** Deadline to submit Power of One Grant Application to the Office of Institutional Advancement.
- November 17, 2023** Power of One Committee submits prioritized list of final recommendations to the Chief Institutional Advancement>
- December 1, 2023** Award Letter and Contract mailed from Office of Institutional Advancement with a copy to Power of One Committee Chair.
- December 15, 2023** Completed Contract returned to Office of Institutional Advancement.

Spring Semester

- January 8, 2024** Power of One Committee Chair makes formal announcement of recipients at Spring Convocation.
- February 9, 2024** Deadline for first half funds distribution. (Atypical contract date)
- March 15, 2024** Recipient submits Progress Report to Power of One Committee Chair with copy to the Chief Communications, Advancement and Strategic Initiatives Officer.
- May 24, 2024** Project Completed. Documentation submitted to Chief Communications, Advancement and Strategic Initiatives Officer with copy to Power of One Committee Chair.
- Following Fall Semester** Power of One project results are presented to the appropriate segment of the College (at the Fall Convocation, if possible).

Attachments:

- [Process for Awarding Power of One Internal Giving Campaign Grants \(Policy IA-01\)](#)
- [Power of One Grant Application \(Form IA-01/001\)](#)
- [Power of One Grant Proposal Evaluation Form \(Form IA-01/002\)](#)

Presenter's Grant Timeline:

Applications are accepted at any time during the academic year; however, applicants should allow at least two months for processing forms.