PROFESSIONAL DEVELOPMENT COMMITTEE MEETING DATES

The [Faculty and Staff Professional Development Committee](#) will meet at **3:30 p.m.** on the dates indicated below. Meetings will be held through Zoom as a Virtual Live Meeting.

> ***Thursday, October 21st** *(*rescheduled to October due to Hurricane Ida)*
> **Thursday, November 18th**
> **Thursday, February 17th**
> **Thursday, April 21st**

Mini-Grant Calendar

A progress report on the project is due by March 18, 2022, in the Office of the Vice Chancellor for Academic and Student Affairs. Mini-grant projects are expected to be completed by May 27, 2022. 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 9, 2021   Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.

October 29, 2021   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 19, 2021   PDC submits prioritized list of final recommendations to the VCASA.

December 3, 2021   Award Letter and Contract mailed from Office of Professional Development with a copy to VCASA and Chair of PDC.

December 17, 2021   Completed Contract returned to Office of Professional Development.

Spring Semester

January 10, 2022   Chair or designee of PDC makes formal announcement of recipients.

February 11, 2022   Deadline for first half funds distribution. (Atypical contract date)

March 18, 2022   Recipient submits Progress Report to Chair of PDC with copy to VCASA and Director of Professional Development.

May 27, 2022   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 19, 2022, in the Office of the Vice Chancellor for Workforce and Institutional Advancement. Power of One projects are expected to be completed by May 28, 2022. 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 9, 2021   Power of One Committee Chair announces deadline to submit Power of One Grant Applications at Fall Convocation.

October 29, 2021   Deadline to submit Power of One Grant Application to the Office of Vice Chancellor for Workforce and Institutional Advancement

November 19, 2021   Power of One Committee submits prioritized list of final recommendations to the Vice Chancellor for Workforce and Institutional Advancement

December 3, 2021   Award Letter and Contract mailed from Office of Institutional Advancement with a copy to Power of One Committee Chair

December 17, 2021   Completed Contract returned to Office of Institutional Advancement

Spring Semester

January 10, 2022   Power of One Committee Chair makes formal announcement of recipients at Spring Convocation.

February 11, 2022   Deadline for first half funds distribution. (Atypical contract date)

March 18, 2022   Recipient submits Progress Report to Power of One Committee Chair with copy to Vice Chancellor for Workforce and Institutional Advancement

May 27, 2022   Project Completed. Documentation submitted to Vice Chancellor for Workforce and Institutional Advancement 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.

2021-2022 GRANT RECIPIENTS & TITLE OF PROPOSAL - TBA