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 17th
Thursday, November 12th
Thursday, February 25th
Thursday, April 15th

Mini-Grant Calendar

A progress report on the project is due by March 12, 2027, in the Office of the Vice Chancellor for Academic Affairs. Mini-grant projects are expected to be completed by May 21, 2027. 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 11, 2026	Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.
October 23, 2026	Deadline to submit Mini-Grant application to the Office of Vice Chancellor for Academic Affairs (VCAA) and a copy to Chair(s) of PDC.
November 13, 2026	PDC submits prioritized list of final recommendations to the VCAA.
December 4, 2026	Award Letter and Contract sent by Office of Professional Development with a copy to VCAA and Chair of PDC.
December 16, 2026	Completed Contract returned to Office of Professional Development.

Spring Semester

January 12, 2027	Chair or designee of PDC makes formal announcement of recipients.
February 5, 2027	Deadline for first half funds distribution. (Atypical contract date)
March 12, 2027	Recipient submits Progress Report to Chair of PDC with copy to VCAA and Director of Professional Development.
May 21, 2027	Project Completed. Documentation submitted to VCAA 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 12, 2027, in the Office of the Vice Chancellor for Workforce and Institutional Advancement. Power of One projects are expected to be completed by May 21, 2027. 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 11, 2026 Power of One Committee Chair announces deadline to submit Power of One Grant Applications at Fall Convocation.

October 23, 2026 Deadline to submit Power of One Grant Application to the Chief Communications, Advancement, and Strategic Initiatives Officer.

November 13, 2026 Power of One Committee submits prioritized list of final recommendations to the Chief Communications, Advancement, and Strategic Initiatives Officer.

December 4, 2026 Award Letter and Contract is sent by the Chief Communications, Advancement, and Strategic Initiatives Officer, with a copy to Power of One Committee Chair.

December 16, 2026 Completed Contract returned to the Chief Communications, Advancement, and Strategic Initiatives Officer.

Spring Semester

January 12, 2027 Power of One Committee Chair makes formal announcement of recipients at Spring Convocation.

February 5, 2027 Deadline for first half funds distribution. (Atypical contract date)

March 12, 2027 Recipient submits Progress Report to Power of One Committee Chair with copy to the Chief Communications, Advancement, and Strategic Initiatives Officer.

May 21, 2027 Project Completed. Documentation submitted to the 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).

References:
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.