



## **Center for Transformative Teaching & Learning (CTTL) 2018 National Conference on Race & Ethnicity (NCORE) Delegate Application**

Conference Delegates are selected to represent Skyline College as a team engaged in professional activities intended not only to transform their own personal and professional practices, but also to encourage transformative dialogue and engage in equity-based practices at Skyline College.

Skyline College employees interested in serving as Conference Delegates must complete an Application for Conference Delegate Participation by Monday, March 5th. Completed applications will be reviewed by the Advisory Committee for Employee Development (ACED), and those selected for participation will be informed shortly thereafter.

Conference Delegates will be expected to: 1) apply for Faculty or Classified Staff Professional Development Funding (or another available Professional Development funding source); 2) facilitate a "Power of NCORE at Skyline College" activity/workshop; 3) submit a Conference Delegate Report Form detailing conference highlights; and 4) submit all additional conference-related funding, approval, and reimbursement forms and reports, as required by the College.

Applicants should discuss and review their application with their dean/immediate supervisor, who must then provide a brief statement of support and their signature on the application. Assistance with the application is available through the CTTL/Professional Development. Please contact Nina L. Floro at [floro@smccd.edu](mailto:floro@smccd.edu) for further information and assistance.

### **Please provide the following information:**

Your Name:

Date of Application:

Job Title:

Department, Division, and/or Program:

Division Dean:

Campus Building and Room Number:

Campus E-mail Address:

Campus Phone Number:

Conference Title & Location:

Conference Dates:

Full Time or Part Time?      Full-Time      Part-Time      Are you a permanent/tenured?    Yes      No

Are you faculty, staff, or administrator?      Faculty      Staff      Administrator

Date of Hire (month/year):

Have you ever been selected as a Skyline College Conference Delegate?      Yes      No  
If so, please indicate the semester/year.

Have you ever previously applied to be a Skyline College Conference Delegate? If so, please indicate the semester/year.      Yes      No

Delegates will be asked to apply for professional development funding. Have you or do you plan to apply for funding from a Professional Development source?      Yes      No  
If yes, indicate the source of funding below (i.e.-Faculty PD, Classified PD, etc.). If not, indicate why not.

**Carefully answer all of the following questions. Your responses will be considered in the selection of Skyline College Conference Delegates. Please limit your responses to the spaces allotted by the response boxes.** Why are you interested in attending NCORE as a Skyline College Conference Delegate?

What institutional, program, and/or department outcomes do you hope to achieve by attending this conference?

How do you plan to use the information and your experiences from this conference in your position/s at Skyline College?

As a Skyline College Conference Delegate, you will be required to facilitate or co-facilitate a CTTL-sponsored on-campus workshop/activity relevant to knowledge and/or skills you have gained from attending NCORE 2018. In previewing the NCORE program, list a few NCORE activities and/or sessions that seem particularly relevant to your work and interests at Skyline College, and describe ways you might share your NCORE knowledge in a CTTL workshop, brown bag, poster session, or other CTTL activity.

**Please fill out the following for projected conference/workshop expense information:**

URL/Web Address for Conference (if applicable):

Conference Registration Fee:

Transportation—Airfare or Travel by Car (# of miles \$\$\$/mile):

Airport Shuttle/Transfer Ride to/from Hotel/Parking:

Lodging (include tax):

Meals:

**TOTAL:**

What is the amount of funding expected from your **Professional Development funding source/s** (i.e.— Faculty Professional Development Funding, Classified Staff Development Funds, grants, etc.):

Total amount not covered by your **Professional Development funding source/s**—Total cost of conference fee, meals, transportation (if applicable), and lodging (if applicable), *minus* PD funding sources (amount from above):

# SIGNATURE PAGE

## DIVISION DEAN

**Signature of Division Dean/Supervisor:** \_\_\_\_\_

**NOTE:** Skyline College Conference Delegates require the support of their dean/immediate supervisor. Please submit a brief statement of no more that 150 words (below or attached) explaining how you think the conference activities will benefit the applicant in his/her current position.

Comments:

## DELEGATE APPLICANT

**Signature of Applicant:**

Approved for Conference Delegate Participation?    Yes                  No

**Signature of ACED Committee Chair:**