STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA
STAFF AND PROGRAM DEVELOPMENT COMMITTEE
GUIDELINES 2016

AUTHORITY

The activities of the Staff and Program Development Committee are authorized by the State Board of Education Regulation 6A-14.029.

PURPOSE

The primary purpose of the Staff and Program Development Committee (SPD) is to review, evaluate, and make recommendations to the President or President’s Designee regarding SPD proposals. It is also incumbent upon the Committee to foster a college-wide commitment to the goals of Staff and Program Development.

COMMITTEE AUTHORITY

The authority of the Committee is as follows:
A. Review and recommend to the President the use of SPD funds for eligible applications.
B. Recommend SPD policies, procedures and annual priorities.
C. Establish meeting times.
D. Serve as an evaluation board for College staff and program development proposals as delegated by the President.

COMMITTEE MEMBERSHIP

A. The SPD Committee shall consist of eight (8) full-time employees of the College appointed by the President. Members are as follows: one department chair, one administrator serving as permanent chair, one career or professional support employee, one faculty member and one administrator from the Bradenton Campus; and one career or professional support employee, one faculty member and one college administrator from and/or representing the Venice Campus.

1. The career or professional support employee from the Bradenton Campus shall be appointed from a group of five nominees from the Career and Professional Support Employees Council election.
2. The faculty member from the Bradenton Campus shall be appointed from a group of five nominees from the Faculty Senate election.
3. The career or professional support employee from the Venice Campus shall be appointed from a group of three nominees from the Career and Professional Support Employees Council election.
4. The faculty member from the Venice Campus shall be appointed from a group of three nominees from the Faculty Senate election.

Appointments are made for a period of two years, staggered terms to provide continuity. No appointee may serve more than two consecutive terms on the SPD Committee.

B. The Committee shall meet as necessary. Special meetings may be called by the Chair Robert's Rules of Order shall govern all meetings.

C. Official business shall not be conducted unless a quorum (four members) and the Chair or his/her designee is present.

D. The Chair of the Committee shall be responsible for the overall management of the SPD Program. The Chair shall make recommendations based on rules, procedures and priorities. The Chair shall vote only in case of ties.

E. An SPD accountant who shall be designated by the Director of Finance, Business and Administrative Services shall provide all fiscal and budgeting information.
TYPES OF PROJECTS

Staff and Program Development funds may be expended for the following purposes:

A. Professional Development
   1. Course Tuition/Textbook Reimbursement
   2. Conferences, Workshops, Seminars, Meetings
   3. In-Service Education Activities (program, department, division or college-wide workshops, continuous training programs or development of staff training materials)

B. Program Development (if funding permits)
   1. Curriculum Development (development of new, expansion or major revisions of existing courses and programs)
   2. Institutional Development (Library, Educational Services, Business Office, Administration, Physical Plant, or improvements in other areas of the College)

C. Research (if funding permits)
   1. Research is a systematic inquiry into a subject in order to discover or revise facts and test theories in which it is anticipated that results will be obtained which will have a direct impact on the operation of the College.
   2. It may include investigations into academic fields, pedagogical studies, survey projects, field tests, and other similar significant endeavors with expected direct benefit to the College.

OPERATING GUIDELINES

A. General Requirements

The following rules or conditions shall apply to all funded activities:

1. All SCF employees receiving benefits, other than those whose positions are funded exclusively by grants, are eligible to apply for SPD funds. Part-time employees not receiving benefits may participate in and benefit from funded in-service activities. Proposals designed to meet the needs of part-time staff must be submitted by a full-time employee who is eligible and qualified to coordinate the in-service activities and shall be responsible for managing the project.

2. Professional association conferences are limited to Faculty, Professional Support and Administrators.

3. Educational/Support Specialists and Career Employees requesting funds for workshops/seminars and AFC activities, other than the “AFC Annual Convention”, MUST make application through Human Resources' Professional Development Program. For FLSA Exempt Career Employees, requests for consideration for Professional Association Conferences maybe submitted to the SPD Committee subject to the approval of area VP.

4. All approved proposals/projects shall follow the College rules and procedures.

5. All activities, expenditures and final reports shall be completed within the fiscal year of the College, i.e., July 1 to June 30.

6. Once approved, all activities and expenditures must be consistent with the original proposal. Variations that are inconsistent with original proposal must be requested in writing and be approved by the SPD Committee prior to implementation.

7. Proposals must be submitted and should be approved prior to the beginning of any activity or expenditure of funds (including enrolling in courses). Exceptions will be considered only upon the approval of the appropriate Vice President or President.
8. Annual Proposals received by the Chair for Staff and Program Development, completely filled out and with the appropriate signatures, will be considered at the regularly scheduled meeting of the SPD Committee. New hire proposals may be submitted, following these guidelines, for approval by the SPD Committee Chair as deemed appropriate.

9. In order to be considered, a proposal must be completed accurately and as specifically as possible: address one or more individuals, departments, programs, divisions or institutional goals and/or objectives; and fit within the types and guidelines for eligible SPD projects.

10. Any non-expendable materials or equipment purchased with SPD funds are the property of the College. Materials or other projects produced under an SPD project are subject to College rules regarding productions, publications and copyright of materials.

11. If a multiple-year project is proposed, a new proposal must be submitted and approved for each fiscal year. No project may be funded beyond three years.

12. The project manager or individual employee responsible for each approved proposal must complete the final report section of the travel authorization form and submit to the SPD Committee Chair before final payments will be made for any funding.

13. The project manager or individual employee responsible for each approved proposal will be provided, upon request, a set of SPD guidelines by the Chair prior to the beginning of activities to clarify policies, procedures, and responsibilities.

14. The assigned SPD Cost Center number must be used on all travel authorization requests for funding.

15. SPD funds may only be used to fund those portions of an approved proposal, which are not otherwise being funded by another source.

16. The College will not reimburse employees for application fees, or materials without prior approval of the SPD Committee.

17. All payments to employees or consultants for services rendered are subject to applicable deductions.

18. Employees who attend conferences, meetings, workshops and seminars are encouraged to share reports with fellow employees.

19. Employees will be reimbursed for per diem, travel and other relevant expenses in accordance with applicable State and College rules.

B. Procedure for Presenting a Proposal

1. The employee prepares his/her proposal consistent with the official College rules and procedures.

2. The employee submits the proposal to his/her immediate supervisor for approval, revision or denial. The proposal is then forwarded to the next level of supervision for approval, revision or denial until all signatures are obtained. It is then sent to the Chair of the SPD Committee to be included on the next SPD Committee meeting agenda.

3. A proposal submitted by a standing committee or other official organizational unit of the College which cuts across campuses/division or department lines, must be submitted for approval to all of the appropriate supervisors whose employees are affected.
4. If a proposal is denied at any step in the signature process, it may be withdrawn or a request may be made to forward the proposal with the supervisor's reason for denial attached.

5. The SPD Committee will approve totally, in part, or reject proposals. A list of approved projects will be forwarded to the President or President’s Designee for his/her approval or denial. The Chair will return a copy of each proposal notifying the applicant of the Committee's action.

C. Procedure for Evaluating a Proposal

The SPD Committee shall use the following guidelines in selecting proposals to be funded:

The Proposal must be:
- completely and coherently filled out; submitted with the appropriate signatures and attachments;
- related to program, departmental, division, SPD or college-wide goals and objectives;
- educationally sound, measurable and achievable;
- "new" or "innovative"; and
- considered based on the degree to which SPD funds are available.

The Chair will notify the applicant(s) of final committee action.

D. Funding Procedure

1. Professional Development

   a. University Tuition/Textbook Reimbursement:

      Full-time employees of the College who elect to pursue a formal program of study or individual courses at an accredited college or university are eligible to receive a reimbursement for tuition and the purchase of books up to a maximum of $1,000 per year. Degrees to be earned and/or courses to be taken must update or upgrade competencies specified for the employee's current or College planned position.

      University Courses: Employees must apply for SPD funds prior to enrolling in a course. They must initially pay the tuition and purchase books. Reimbursement will be made only for courses for which the employee receives a grade of C or better or a certificate of successful completion. The SPD Committee Chair must be notified of any change in coursework and/or university.

   b. Conferences, Workshops, Seminars, Meetings:

      The College recognizes the need for employees to update job related professional skills through participation in relevant conferences, workshops, seminars, professional meetings and other similar activities. Employees may request reimbursement for registration fees, transportation costs, per diem expenses and materials for those meetings which the employee can show that activities to be engaged in address needed job-related skills or will be of benefit to the department, program, division or College in general.
Employees may be reimbursed up to $1000 each year ($500 for the AFC Annual Convention) and cannot be supplemented by other Fund 1 sources. Travel required of an employee in the performance of his/her assigned duties shall not count toward his/her $1000 limit (see in-service education below). A proposal request may list more than one conference, workshop, seminar or meeting as long as the proposal does not exceed $1000 or exceed five working days. If multiple sites for a meeting are available, only the activity held nearest the college should be attended. Every effort should be made to plan to take advantage of the super saver rates when traveling by air. College policy requires car-pooling when more than one person is attending an activity within driving distance.

Upon completion of the project-related travel, the employee (or "Project Director" for multiple participants) shall submit all appropriate receipts and travel authorization form completed with the final report section of the travel authorization form giving an account showing how the leave was fulfilled and what benefits have accrued to the College as a result to the SPD Committee Chair before reimbursement.

c. In-Service Education:

The College wishes to encourage continuing and/or periodic in-service education activities that are required and/or relate to the objectives/needs of employees, departments, programs or the college in general.

Activities in this category include the following:

1. All-College planning
2. Departmental, program, division, committee or other organizational in-service activities that support College priorities
3. One-time workshops or seminars
4. Intercollegiate visitations
5. Development of in-service materials
6. State meetings

A proposal for In-Service Education should be submitted by a manager on behalf of his/her work unit. Eligible costs include consultants, travel, per diem, telephone, equipment/facility rental, equipment purchase and materials. Receipts and requisitions must be submitted to the SPD Committee Chair for funding.

2. Program Development

a. Curriculum Development:

Proposals will be accepted for projects with these objectives:
1. Development of instructional materials for new, expanded or improved courses or programs
2. Development of new or revision of existing programs, course sequences, major course/program content or course/program format

Eligible costs include consultants, travel, per diem, rental or purchase of equipment, materials and substitutes or released time. One copy of the completed curriculum project along with a Final Report must be submitted to the SPD Committee Chair for funding. A copy of the Final Report shall be maintained in the office of the VP Academic Affairs.
b. Institutional Development:

The College is a total community consisting of the classrooms and the many support services which facilitate the orderly operation of the institution. Support service areas include the Library, Business Office, Student Services, Administration, Facilities and other non-instructional areas of the College. Applications in this category shall be designed to assist these areas of the College, or the College in general, to develop new or innovative procedures, capabilities or activities which relate directly to improving or facilitating the learning process, opportunities and/or environment.

Eligible costs include institutional memberships, consultants, travel, per diem, materials, and rental or purchase of equipment. Copies of the completed project, products, receipts, shall be submitted to the SPD Committee Chair for funding.

3. Research

In meeting the broad needs of the community, which the College services, many methods, materials, products and services are or should be implemented. It is important to gather data, analyze and validate which of these practices effectively promote student achievement and the goals or objectives of the College. Research can provide employees with the data they require to make significant decisions in these areas.

Applicants in this category should address the following:

a. Improvement of instructional effectiveness
b. Improvement of techniques for assessment
c. Improvement of classroom management
d. Improvement of the management or operation of programs, departments, divisions or other areas of the College
e. Management of needs assessments or other community/college information activities

Eligible costs include consultants, consultant travel and per diem, materials, substitute or released time and other data gathering and analyzing costs. Copies of the completed project, products, receipts, along with a Final Report, shall be submitted to the SPD Committee Chair for funding. A copy of a Final Report shall be submitted to and maintained in the office of the area VP.

E. Final Report/Evaluation

1. Final Report on the Travel Authorization Form shall give an account showing how the leave was fulfilled and what benefits have accrued to the College as a result
2. The report shall be a brief synopsis of outcomes achieved