

Faculty Technology Training Fund (FTTF)

(which falls under the AFA College Service & Technology Training Fund (ACSTT))

ACSTT/FTTF Committee Members: Alix Alixopulos, Will Baty, Cheryl Dunn, Johanna James, Michael Ludder, Kimberlee Messina, Nancy Persons, Andrea Proehl, Scott Rosen and Deborah Sweitzer

Introduction:

In order to encourage effective use of technology and promote technological competence, AFA and the District have agreed to administer, as part of the AFA College Service and Technology Training Fund (ACSTT) Program, a Faculty Technology Training Fund (FTTF) to provide financial support to faculty members, both full and part-time, who participate in technology training activities.

Technology training activities include activities undertaken to:

- Improve technology performance (e.g., by learning general and presentation software applications, as well as discipline-specific software applications, or software related equipment upgrades through hands-on or interactive workshops, seminars, and/or demonstrations);
- Prepare for teaching technology-based classes (e.g., by completing computer training and testing, or advanced application training); and
- Prepare for teaching in a high-technology mode (e.g., by training in the design of instructional web-pages, set up of course-based list serves, or by other training — for example, as offered through @One or California Virtual College [CVC]).

Awards:

The FTTF Awards are intended to promote technological competency for faculty by providing financial support for participation in technology training activities. Conference attendance, in and of itself, will **NOT** qualify for expenditure of these funds; however, participation in workshops, seminars or demonstrations with a technology training component that are offered in conjunction with a conference would qualify for funding.

It is expected that the faculty member will be able to link the training opportunity sought with their job requirements at SRJC. The ACSTT/FTTF Committee will consider reimbursement for all direct costs related to participation in technology training activities (for example, travel and travel-related expenses using standard college rates, registration, certification fees and instructional materials). However, the actual amount of the award may not include everything that the faculty member requests. It is anticipated that awards in excess of \$1,000 will be infrequently granted.

- Applications will be accepted at any time during the academic year; however, they must be submitted **prior** to the training. **No retroactive awards will be granted.**
- Applicants must have an assignment in the semester the award is requested.
- Allow at least 3 weeks for processing in-state training opportunity applications.
- Allow at least 2 months for processing out-of-state and out-of-country training opportunity applications.
- Awards will be determined at least once each month, after the 15th of each month.

Payment:

Payment of FTTF awards will occur **after** completion of training, unless the applicant requests a Personal Advance. Personal Advances are for 75% of the approved amount. The remainder will be paid upon verification of completion of the training activity and submission of forms and receipts to AFA. Should plans for use of the funds not materialize for any reason, the faculty member is responsible for repaying the amount of the Personal Advance to the District.

Application Form

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(Return to the AFA box in the Bailey Hall mail room at any time during the academic year.)

Name	Department	
Telephone number	E.mail address	Date of application submission
Training Date(s): _____ FTTF application must be submitted IN ADVANCE.)		
Training Location: _____		Total amount requested \$ _____
Are you seeking other funding? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much and from whom? _____		
Department Chair signature/approval/verification of need: _____		

1. Attach a brief, one-page proposal to this application.

- Identify the technology training opportunity and its date.
- State why this technology training is needed.
- State how you will apply the results in your work at Santa Rosa.
- Provide a breakdown of costs.
- State whether you want a Personal Advance. (No other advances are available.)

2. Attach brochures or other information to this application.

3. Attach a travel request form to this application.

- Complete the following sections:
 - Section I: Traveler Information
 - Section II: Trip Information
 - Section III: Expense Information
(Provide a breakdown of the costs and indicate if you would like a Personal Advance.)
 - Do NOT fill out the Budget Code.
- Sign and date the form.
- Signatures required at the bottom of the Travel Request Form prior to submission to AFA:
1) your Department Chair; 2) your Dean.
- Note: Out-of-state and out-of-country travel require additional signatures from the Vice-President and President, after submission to AFA. Out-of-country travel also requires Board of Trustees approval at a regularly scheduled meeting, which typically requires two months advance notice. AFA will forward your application for these additional required signatures; however, you should allow sufficient lead time for processing.

4. E-mail a copy of your proposal to afa@santarosa.edu.

5. Send the completed application packet to the AFA box in the Bailey Hall mailroom.

Note: This form is only to be used for application to the Faculty Technology Training Fund, the purpose of which is explained on the first page of the application. Because it is anticipated that awards in excess of \$1,000 will be infrequently granted, you may also want to apply for alternative funding through other sources.