



## Conference Request & Assessment Process

1. **Request funding for a conference by completing: (1) an SCC Conference Request & Equity Assessment Form (attached below, and only one per team if attending in a group),** requestors are required to complete the first two fields on the form, and **(2) a Conference Request Claim Form,** the top portion and Part I only. Be sure signatures of the requestor and Administrator/Manager are included. Both of these documents are referred to as the Conference Request Package.
2. The Conference Request Package must be reviewed and approved with signatures by the requestor's administrator/supervisor. After signatures received, the requestor then submits the package to the Director of the Office of Student Equity and Success.
3. Approval or Revise and Resubmit
  - a. If approved, an approved copy of the SCC Conference Request & Equity Assessment Form will be returned to the requestor.
  - b. If approved, the Student Equity budget specialist will (1) assign the account number to the Conference Request Claim Form, (2) ensure funds are available in the account, (3) forward to the President for approval signature, (4) return a copy the Conference Request Claim Form to requestor.
  - c. If not approved, requestors will either be given reason why the conference request was not approved or will be given an opportunity to revise and resubmit.
4. Next Steps for Conference Request Claim Forms:
  - a. The requestor and/or requestor's division administrative support to arrange/secure requestor's conference registration, flight itinerary, hotel, etc.
  - b. All requests for advance payment(s) require Part II of the Conference Request Claim Form to be completed and returned to the budget specialist who will process the advance(s), providing there is at least 3 weeks lead time. Otherwise, the requestor is to directly pay for the conference registration, airfare, hotel, etc. and receive reimbursement after the conference.
  - c. Original receipts are required for all conference expenses (if you do not turn in receipts, you may not receive a reimbursement). Mileage is to be documented by Mapquest.com from the college to the conference site (from home only if the conference falls on a Saturday or Sunday).
  - d. Following the conference, requestor and/or requestor's division administrative support should complete their copy of Conference Request Claim Form (Part III) and submit, along with all receipts, to the budget specialist who will process the final reimbursement to the requestor.
5. Final Steps:
  - a. Requestor is required to complete the final two questions on the Conference Request & Equity Assessment Form and submit to the Director of Student Equity & Success.
  - b. Director will follow up with Requestor as to how and when Requestor will follow through with disseminating information regarding their conference.

## Conference Request and Equity Assessment

To occur:  Spring 2016  Summer 2016  Fall 2016

Santiago Canyon College recognizes the importance of student equity. The college is committed to ensuring the tenets of equity are paramount to the integration of our campus wide plans for all students and in doing so encourages faculty, staff, and administrators to seek opportunities to expand our understanding of equity, and to share it with the campus. Please complete the below listed sections: 1) prior to the conference or training you are requesting, and 2) once you return.

*\*Equity specifically looks at 5 success indicators; **Access** (how to better support underrepresented students in this area), **ESL and BSI Completion** (how to better support less successful students in these courses), **General Course Completion** (how to better support less successful students in SCC courses), **Degree and Certificate Completion** (how to better support underrepresented students in these areas), and **Transfer** (how to better support students who are less likely to transfer).*

### SECTION 1) Pre-Conference Goals

A. Please describe how this conference or activity will expand your ability to support students in any of the above identified categories. Please mark all that apply (to the right) and explain below.

- Access
- BSI/ESL Course Completion
- General Course Completion
- Certificate/Degree Completion
- Transfer

B. Please describe what you would propose to share this information with others when you return to campus. (i.e. Presentation to Equity Committee, Submit to Equity Newsletter, Present at Department or Division meeting)

**SECTION 2) Post-Conference Assessment**

A. Please describe how this conference or activity either met or did not meet your expectations, and whether you would recommend it to a colleague. (Attach another sheet of paper if necessary.)

B. Please provide a timeline or plan for disseminating what you have learned to deepen our ability to support students in the above mentioned categories. (Attach another sheet of paper if necessary.)

Requestor Signature:

Date:

Administrator Signature

Date