



Announcing Brown-bag Lunch (BBL) Presentation Opportunities

To: All Coastliners

From: The College Professional Development and Leadership Committee (Cheryl Chapman and Bob Nash, Co-chairs)

Guidelines 2013-2014

The College Professional Development and Leadership Committee (CPD&LC) provides funds to assist Coastliners in sharing innovative ideas that improve student learning, promote teaching excellent, improve processes/productivity, and/or enhance the work environment.

Do you have an idea, practice, or strategy that you would like to share with your colleagues in an informal setting? Consider offering a BBL presentation. What works for you that might work well for others? Something that teachers across the disciplines could use? Something that your colleagues in other departments might use to enhance the students' experience at Coastline and perhaps save time as well? Or maybe you'd like to share some of your own research or what you've learned from a recent conference?

The audience would be just Coastliners, and it would be held in the 4th-floor conference room at the College Center, so it would be relaxed and casual. There's a \$500 stipend available for individuals presenting based on available funding (total funds not to exceed \$2,000 for FY 2013-2014).

All Coastline employees are encouraged to apply—classified staff, faculty, and managers.

Funds must be spent by June 30, 2014.

How Awards are Chosen:

The CPD&LC will select proposals to be funded. The committee is composed of Administration, Classified, and Faculty.

Criteria for Selection:

- BBL stipends will be awarded to Coastliners who would not otherwise have sources of funding or who would have to use their own money to support a presentation.
- BBL stipends are one-time funds for one presentation.
- Late applications will not be considered.

Reports:

Each grantee is required to provide a one-page final report to the CPD&LC by June 30, 2014. Reports should include a summary of presentation with electronic copies of files, handouts, etc.

Application Filing Requirements:

Filing Period Deadline: Applications must be completed and submitted to: Bob Nash **no later than 5:00 p.m., November 4, 2013**. Successful recipients will be notified by November 15, 2013.

For additional information, please contact Bob Nash: bnash@coastline.edu



Coastline CPD&LC BBL Application 2013-2014

Please send your completed application to Bob Nash; submit by 5:00 p.m., November 4, 2013

(Please Type or Print)

BBL ACTIVITY _____

CONTACT NAME/TITLE: _____

TELEPHONE: _____ COLLEGE LOCATION: _____

AMOUNT REQUESTED \$ 500.00

PLEASE ANSWER THESE QUESTIONS IN YOUR PROPOSAL: (Limit your proposal to one page.)

1-Briefly describe your BBL presentation and target audience.

2-How will it enrich the day-to-day experience of students or enhance the day-to-day workflow of a Center and/or department?

ACCEPTANCE AND SIGNATURES:

I have read and understand the guidelines established for the Coastline CPD&LC BBL program. I will abide by Coastline Community College policies in implementing this BBL and agree to follow CPD&LC policies and procedures to access funds. I understand that funding will be restricted to the BBL presentation approved.

APPLICANT SIGNATURE: _____ DATE: _____

DEAN / SUPERVISOR SIGNATURE: _____ DATE: _____

CPD & LC Use Only

Rec'd Date: _____ By: _____

RETURN TO BOB NASH by 5:00 p.m., November 4, 2013