

Cañada College Classified Staff Development (CSD) Rubric

Applications will be reviewed by the Classified Staff Development Advisory. Classified Staff Development applications must receive a minimum score of 14 on the rubric in order to be approved.

Name of Applicant: _____ Conference/Workshop Title: _____

Date of activity: _____ Funds requested: _____ Date reviewed: _____

The conference must fulfill at least one of the **CA Funding Objectives** ([Education Code Article 5, 87153](#)). Please check all that apply (5 points for meeting at least one; 0 points for not meeting any.)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Improvement of teaching. <input type="checkbox"/> Maintenance of current academic and technical knowledge and skills. <input type="checkbox"/> In-service training for vocational education and employment preparation programs. <input type="checkbox"/> Retraining to meet changing institutional needs. <input type="checkbox"/> Intersegmental exchange programs. | <ul style="list-style-type: none"> <input type="checkbox"/> Computer and technological proficiency programs. <input type="checkbox"/> Courses and training implementing affirmative action and upward mobility programs. <input type="checkbox"/> Other activities determined to be related to education and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem. |
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Score _____

	Incomplete (1 point)	Satisfactory (3 points)	Exemplary (5 points)
Institutional priorities and goals Score _____	Little to no explanation of how the PD opportunity aligns with the college mission and/or strategic priorities and goals. The explanation is absent or misinterprets and/or misapplies the college mission and/or strategic priorities and goals.	Generally aligns with the college mission and/or strategic priorities and goals. Examples may not be offered, or examples do not help clarify.	Clearly links the PD opportunity to the college mission and/or strategic priorities and goals. Examples included in the explanation help clarify the connection to the college mission, and/or strategic priorities and goals.
Student learning, support and/or success Score _____	Little to no link is made between the PD opportunity and benefit to student(s) and/or student success. The explanation may provide a loose or vague explanation.	The PD opportunity directly or indirectly benefits students and/or supports student success, but the explanation may not highlight the ways in which students will benefit.	Clearly explains the ways in which students will benefit (directly or indirectly) from the PD learning while providing examples to show the benefit to students and/or student success, especially meeting the needs of at-risk and/or underrepresented populations.
Implementation and/or Dissemination Score _____	No plan, or a vague plan exists for disseminating information to other individuals and/or departments on campus.	Plan for disseminating information to a few individuals within a single department and/or description of applying learning from the opportunity to role(s) on campus.	Clear plan for disseminating information to many individuals within a department, or across multiple departments on campus and/or clear explanation of applying learning from the opportunity to role(s) on campus.

Total Score	Other comments/feedback:
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