
**TIDEWATER COMMUNITY COLLEGE
INTERNATIONAL PROFESSIONAL DEVELOPMENT PROGRAM
2003-2004**

Funds are available to allow faculty and administrative and classified staff to engage in professional development that will accomplish one or more of the following purposes:

- enable faculty to enrich the courses they regularly teach with an international component;
- enable faculty to develop new, specifically international courses;
- expand the opportunities for the College abroad;
- develop study tours for students;
- more generally broaden the College's ability to internationalize education for all of its students;
- any other appropriate activities.

Individuals who have never before made use of these funds and/or who are from disciplines that have not been involved are especially invited to apply. Current members of the International Education Committee are not eligible for funding.

HOW CAN THESE FUNDS BE USED?

These funds can be used to enable faculty or staff to engage in any activity which will contribute directly to the accomplishment of any of the goals listed above. It is up to the individual proposing to use international professional development funds to design a project which will accomplish one or more of these goals and to explain that project, and its rationale, clearly to the International Educational Committee, which evaluates all proposals. Those who have received international professional development funds in the past and/or members of the International Education Committee will be happy to help with the development of proposals. Visit the International Programs web site <http://www.tcc.edu/students/ipo/faculty/Profdev.htm> for more information.

APPLICATION DEADLINES

To insure timely processing and payment, completed applications should be delivered to the International Programs Office no less than 90 days before the start of the project. Prepayment cannot be guaranteed for proposals delivered less than

NOTICE OF FUNDING OPPORTUNITIES
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July 31, 2003
<mailto:jnatali@tcc.edu>

90 days before travel. Complete proposals must be delivered to the International Programs Office (Virginia Beach Campus, C-125) in person, by campus mail, or by email to <mailto:jnatali@tcc.edu>. Letters of support must be emailed directly from the authors.

WHERE CAN I GET HELP IN PLANNING A PROPOSAL?

In order to build a competitive proposal, faculty and staff are urged to seek help from someone who has successfully completed an international professional development project. Call the International Programs Office for names of suggested mentors. It is also suggested that before submitting proposals, faculty and staff assemble a group of supporting faculty and staff who will assist them in accomplishing the goals of their projects. Visit the International Programs web site <http://www.tcc.edu/students/ipo/faculty/recipient.htm> for more information.

SUBMISSION PROCESS

Complete and submit the International Professional Development Program Coversheet, proposal narrative, and letters of endorsement to Dr. Jeanne B. Natali, Coordinator of International Programs, (Virginia Beach Campus, C-125) on or before established deadlines. Incomplete proposals will be returned. **Fax submissions will not be accepted.**



**INTERNATIONAL PROFESSIONAL DEVELOPMENT FUNDS
APPLICATION MATERIALS**

All proposals must contain the following sections:

1. Needs assessment, problem statement or rational for the proposed project
2. Objectives for the proposed project
3. Detailed plan for the activity
4. Budget and budget detail
5. Evaluation plan
6. Endorsement by supervisor/colleagues and others
7. Supporting documents if applicable

All proposals will be evaluated using the following criteria:

- the need for the project;
- the project's potential impact of the individual involved, the College, TCC students, and/or the community;
- the perceived likelihood that the project will accomplish its goals, and;
- the efficiency of the project in terms of the wise use of College time and money.

1. NEEDS ASSESSMENT/PROBLEM STATEMENT/RATIONAL

What is the need for this project? How will the proposed travel/study/work benefit the individual involved, the College, its students and/or the community?

The purpose of this section is to provide a clear rationale for funding the proposed project over other high quality projects. All proposals, regardless of the amount of funding requested, are expected to be of high quality. Applicants are strongly advised to gain support from and share ownership with, other faculty and staff members who can support them in accomplishing the project's initiatives.

2. OBJECTIVES

What will be the measurable results of this project?

While this section may include broader goals, an objective is a statement of the expected measurable outcome(s) of the proposed project. It should provide some indication of the kind of evidence, which will document whether or not the objective has been achieved. When objectives are intangible (e.g., renewing an experienced faculty member's energy for international education), some indication should be given as to some concrete effects by which the accomplishment can be measured (e.g. making one or more presentations to faculty/staff interested in international professional development for the upcoming year, revising and updating the syllabus for a class that is already internationalized, internationalizing a new class, active participation on the international education committee in the year following the experience abroad).

3. DETAILED PLAN FOR THE ACTIVITY

What activities will take place and how will they be arranged?

This section should allow the international education committee to determine whether the plan is likely to accomplish the objectives and whether it is well planned and feasible. At a minimum, it should provide a description of the area to be visited and the activities to be undertaken, an indication of the individuals here or abroad who will serve as contact persons and as resources for the activity, a beginning and ending date and a tentative schedule for the time for which the individual will be funded. This section is strengthened if the applicant can indicate how he or she is preparing beforehand to make the most of his or her experience.

4. BUDGET AND BUDGET DETAIL

This section should provide detailed information as to the total cost of the professional development experience, the funds being requested and the purposes for which those funds will be used. Since the selection process does not include a face-to-face opportunity for the individual to explain his or her budget, the budget detail section should anticipate the reviewers' questions. Tidewater Community College funds high quality, low budget experiences. Efforts should be made to cut costs while maintaining the quality of the experience (e.g. staying in facilities arranged by local people, getting

cut-rate tickets where possible, using the least expensive methods of transportation). Faculty and staff, under the current system, are expected to contribute available professional development money and to make some personal contribution.

5. EVALUATION

Education is in an age of accountability: This section should address the accountability issue, particularly in terms of whether the expected outcomes of the project have or have not been accomplished. It should also provide a framework through which the international education committee can learn how to better the experiences of funded individuals in future years. The evaluation section should provide for a review of the process of the experience (what strategies worked and what didn't and why) and of the outcomes. The evaluation plan should address recommendations for action, including opportunities for others and ways others can build upon this experience. (Evaluation reports are due in the International Programs Office two months following the completion of the experience.)

6. ENDORSEMENT BY SUPERVISOR/COLLEAGUES AND OTHERS WHO WILL BE INVOLVED IN FOLLOWING UP THE PROJECT

A letter of endorsement must accompany every application from the proposing faculty or staff member's supervisor or two colleagues who know the quality of his or her work. Proposals that require follow-up activities to accomplish their goals should also be accompanied by letters of support from the colleagues who will be involved in the follow-up.

7. SUPPORTING DOCUMENTS

Attach any documents that support the proposal if applicable.

PROPOSAL REVIEW PROCESS

In reviewing these proposals, the International Education Committee will rate each of the first five criteria listed above as strong, moderately strong or weak. The entire proposal will be evaluated with each of the five criteria weighted equally. No proposal will be funded without the endorsement of the supervisor or two colleagues.

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The International Education Committee has adopted the following process for reviewing proposals:

After reviewing all proposals, the committee will divide them into three categories:

- proposals strong enough for immediate funding;
- proposals which show great potential but which need some improvement;
- proposals which are not strong enough for College funding.

Within the limitations of available funds, proposals in the first category will be funded.

If funds are still available after those projects are funded, one or more proposals in the second category will be selected for a second opportunity for funding. Each selected applicant will be assigned a mentor, who will work with that person to revise and strengthen the proposal. All revised proposals are due in the International Programs Office two weeks after the applicants are notified of the revision process.

The International Education Committee will review any revised proposals and, within the limitations of available monies, fund those it considers to be now sufficiently strong. These funding decisions, if any, will be made by the date indicated below.

The Vice President for Academic and Student Affairs will notify successful applicants according to the schedule found on page one of this document. A summary of the committee's comments will be made available, within a month after the notification date, to individuals whose projects were not funded.

Please direct any questions about the application process to the Office of International Programs <mailto:jnatali@tcc.edu>.

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International Professional Development Program
Proposal Coversheet

Instructions: Complete and return this form with the proposal for international professional development funds.

Name _____ Campus _____

Division _____ Supervisor _____

Campus Phone _____ Office Location _____

Location of Project: _____

Partnering Institutions (if any) _____

Beginning Date of Project _____ Ending Date of Project _____

Total Cost of Project _____ Funds Request from TCC _____

Date Submitted _____

IPO Use Only:

Date Received _____

Received by Campus Mail
 Delivery _____
 Email

Questions: <mailto:jnatali@tcc.edu>