



## Professional Development Application

**PLEASE REVIEW THE INFORMATION AND PROCEDURES PAGE BEFORE COMPLETING THIS APPLICATION.**  
**You must attach a personal statement and proof of estimated expenses.**

### Section I: Applicant Information

Type of application:  Short Term       Long Term       Sabbatical/Extended Leave

Basic Skills       Academic Senate supplemental travel (contact Academic Senate President)

Name: Sandra Mendez      G# or SSN: \_\_\_\_\_

Faculty Status:  FT       Adjunct      E-mail: mendezs@smccd.edu      Phone Ext: 3564

Division: Student Services      Discipline /Program: Counseling

Conference Title: UC Counselor Conference

Conference Date(s): 9/9/11      Conference Location (City, State): Davis, CA

Fund Advance Request:  No       Yes (include Conference Advance Form)

Note: For all Out of State travel, the Conference Advance Form must be submitted for the College President's authorization regardless if an advance is needed or not. Effective August 15, 2011, when available, Professional Development travel funds will cover a maximum of \$500.00 per year, per applicant.

**Conference/Project Expenses: fill out appropriate expenses below and attach proof of estimated expenses.**

Registration Fee    \$ 40.00

Number of Miles (roundtrip): 204 / X 0.555 (mileage rate)    \$ 113.22

Transportation (airfare/train/bus/shuttle/taxi)    \$ \_\_\_\_\_

Lodging (room charges & tax)    \$ \_\_\_\_\_

SMCCCD Tuition Fee    \$ \_\_\_\_\_

**TOTAL Expenses**    \$ 153.22

Units Release Time: \_\_\_\_\_ for \_\_\_\_\_ semester/year. Name of recommended substitute faculty: \_\_\_\_\_

### Section II: Division Dean Approval    Check appropriate boxes from A-D and fill replacement information, if needed.

- A.  I **DO** recommend approval of this project or attendance at this conference.
- B.  I **DO NOT** recommend approval of this project or attendance at this conference.
- C.  Instructor **WILL NOT** be replaced (coverage is not required or covered at no cost).
- D.  Instructor **WILL BE** replaced (calculate instructor replacement cost below).

Number of hours \_\_\_\_\_ at Lecture/Non-Instructional Rate    \$ \_\_\_\_\_ \$ \_\_\_\_\_

Number of hours \_\_\_\_\_ at Lab Rate    \$ \_\_\_\_\_ \$ \_\_\_\_\_

Number of office hours \_\_\_\_\_ at Special Rate    \$ \_\_\_\_\_ \$ \_\_\_\_\_

Estimated benefits (salary x 14%)    \$ \_\_\_\_\_

**TOTAL Instructor Replacement Cost**    \$ \_\_\_\_\_

Comments or relevance to the Division (optional): \_\_\_\_\_

Division Dean Name & Signature: John Richards

Date: 8/31/11

**Section III: Professional Development Committee Review**

Approve

Denied

**Approved expenses:**

Registration Fee \$ \_\_\_\_\_  
Mileage (roundtrip) \$ \_\_\_\_\_  
Transportation (airfare/train/bus/shuttle/taxi) \$ \_\_\_\_\_  
Lodging (room charges & tax) \$ \_\_\_\_\_  
SMCCCD Tuition Fee \$ \_\_\_\_\_  
Instructor Replacement \$ \_\_\_\_\_ Units Release Time: \_\_\_\_\_  
**TOTAL Approved Expenses** \$ \_\_\_\_\_

Comments (if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Committee Chair Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Section IV: College President**

Approve

Denied

*College President Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Section V: Office of Instruction**

Application received on: \_\_\_\_\_

SMCCCD Account Distribution(s) (FOAP): \_\_\_\_\_

Conference Advanced Form included:  Yes  Yes, for College President's authorization only  No

This application was processed by: \_\_\_\_\_

*Administrative Secretary, Office of Instruction*

*Date*

Sandra Mendez  
August 25, 2011

## **Personal Statement: UC Counselor Conference**

### Benefit to the college

Continuing education and professional development are a necessity for all counselors to be able to provide the best academic, career, transfer and personal counseling services to students at Cañada College. Since the majority of the students coming to Cañada College express an interest in transferring to a UC (i.e., UCB, UCSC, UCD) it is important for counselors to be knowledgeable of the transfer information which will be provided by attending the UC Counselor conference.

### Enhancement to existing course or area

UC's one-day Counselor Conference is designed to provide community college faculty with the latest information about UC admissions and financial aid. The workshop will cover key topics such as, UC Campus procedures for evaluating Community College applicants, advising students with international records, as well as provide UC campus specific information. These topics are critical to ensuring that students at Cañada receive the most up to date UC transfer information.

### Personal enrichment

Regardless of one's level of expertise in relation to transfer information the UC conference provides in-depth workshops on admissions policy and practices with transfer staff from all of the University of California's undergraduate campuses. Overall, the conference provides comprehensive information about the UC transfer admission policies and practices. Therefore, being able to take part in ongoing professional development opportunities benefits one's students, oneself and the college as a whole.



## Community College Track: 2011 Counselor Conferences

Welcome to the fall 2011 UC Counselor Conference registration system!

This is the registration form for community college participants. Registrants from a high school should return to the [UC Counselor Conference home page](#) and select the [High School registration link](#).

We are pleased to announce that the 2011 conferences will include a full agenda, providing the choice of several interest sessions. Registration will start at 7:30 a.m. and the event will close by 1:00 p.m. Your registration will include a breakfast and a snack.

Please note: in keeping with UC's cost-cutting and sustainability efforts, printed conference materials will not be provided. Conference registrants will be able to access the conference materials online September 7, 2011. Counselors will be able to access the conference material throughout the year at the conference website,

[www.universityofcalifornia.edu/counselorconferences/](http://www.universityofcalifornia.edu/counselorconferences/).

**Space is limited, so click the REGISTER NOW button to the right to reserve your spot!**

Don't wait until the payment deadlines below. **The \$40 registration fee is non-refundable and non-transferable to another conference.** (Name substitutions and cancelations can be made by contacting the appropriate campus registrar below.) If you would like to reserve your space but pay at a later date, please choose the "Pay by Check" option on the payment page and make sure to finalize your registration by selecting the type of payment and clicking the "Finish Your Registration" button.

For payment by mail, please make checks payable to "The Regents of the University of California" and mail **with a copy of your e-mail confirmation or a list of the registrants to the appropriate address below.** (Purchase Orders are not accepted.)

**September 9th Event: UC Davis**

**(\$40 Registration Fee - Deadline Sept. 1)**

Jody Dorroh  
Undergraduate Admissions  
178 Mrak Hall  
Davis, CA 95616  
[jdodorroh@ucdavis.edu](mailto:jdodorroh@ucdavis.edu)

**September 10th Event: UC Santa Cruz**

**(\$40 Registration Fee - Deadline Sept. 2)**

Counselor Conference Registrar  
Admissions - Cook House  
1156 High Street  
Santa Cruz, CA 95064  
[pnovak@ucsc.edu](mailto:pnovak@ucsc.edu)

**September 13th Event: UC San Diego**

**(\$40 Registration Fee - Deadline Sept. 5)**

Jenelle Dean  
Admissions & Relations With Schools  
9500 Gilman Drive #0021  
La Jolla, CA 92093-0021

Tel: (858) 822-1052

[jmdean@ucsd.edu](mailto:jmdean@ucsd.edu)

**September 14th Event: UC Riverside  
(\$40 Registration Fee - Deadline Sept. 6)**

Counselor Conference Registrar

Office of Undergraduate Admissions

3106 Student Services Building

Riverside, CA 92521

Questions: 951.827.4531

[laura.manor@ucr.edu](mailto:laura.manor@ucr.edu)



**Directions to University of California Davis**  
 1 Peter J Shields Avenue, Davis, California 95616  
 - (530) 752-1011  
**103 mi – about 1 hour 55 mins**



**Cañada College**  
 4200 Farm Hill Boulevard, Redwood City, CA 94061-1099 - (650) 306-3100

- |  |   |                             |
|--|---|-----------------------------|
|  | 1. Head <b>southeast</b> toward <b>Olive Court</b>  | go 0.1 mi<br>total 0.1 mi   |
|  | 2. Turn right toward <b>Farm Hill Blvd</b><br>About 1 min   | go 0.5 mi<br>total 0.6 mi   |
|  | 3. Sharp right onto <b>Farm Hill Blvd</b><br>About 1 min  | go 0.2 mi<br>total 0.8 mi   |
|  | 4. Merge onto <b>I-280 N</b> via the ramp to <b>San Francisco</b><br>About 23 mins  | go 22.9 mi<br>total 23.7 mi |
|  | 5. Slight right to stay on <b>I-280 N</b> (signs for <b>San Francisco/Bay Bridge</b> )<br>About 4 mins                                | go 4.5 mi<br>total 28.2 mi  |
|  | 6. Take exit <b>54B</b> on the left to merge onto <b>US-101 N</b> toward <b>San Francisco Civic Center/Bay Bridge</b><br>About 3 mins | go 2.5 mi<br>total 30.7 mi  |
|  | 7. Slight right onto <b>I-80 E</b> (signs for <b>Bay Bridge/Oakland</b> )<br>Partial toll road<br>About 1 hour 16 mins                | go 69.2 mi<br>total 99.9 mi |
|  | 8. Slight right onto <b>CA-113 N</b> (signs for <b>Woodland</b> )<br>About 2 mins   | go 1.5 mi<br>total 101 mi   |
|  | 9. Take exit <b>27</b> toward <b>Uc Davis</b>   | go 0.3 mi<br>total 102 mi   |
|  | 10. Merge onto <b>Hutchison Dr</b><br>About 2 mins  | go 0.8 mi<br>total 103 mi   |
|  | 11. Turn left onto <b>California Ave</b><br>Restricted usage road   | go 0.1 mi<br>total 103 mi   |
|  | 12. Take the 1st left   | go 0.2 mi<br>total 103 mi   |

**University of California Davis**  
 1 Peter J Shields Avenue, Davis, California 95616 - (530) 752-1011

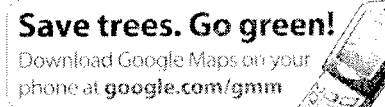
These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2011 Google

Directions weren't right? Please find your route on [maps.google.com](http://maps.google.com) and click "Report a problem" at the bottom left.



**Directions to Cañada College**  
 4200 Farm Hill Boulevard, Redwood City, CA  
 94061-1099 - (650) 306-3100  
**101 mi – about 1 hour 50 mins**



### University of California Davis

1 Peter J Shields Avenue, Davis, California 95616 - (530) 752-1011

- |  |  |                             |
|--|--|-----------------------------|
|  | 1. Head <b>northeast</b> toward <b>California Ave</b>  | go 0.2 mi<br>total 0.2 mi   |
|  | 2. Take the 1st right onto <b>California Ave</b><br>Restricted usage road  | go 0.1 mi<br>total 0.3 mi   |
|  | 3. Take the 1st right onto <b>Hutchison Dr</b><br>About 1 min  | go 0.5 mi<br>total 0.7 mi   |
|  | 4. Turn right to stay on <b>Hutchison Dr</b><br>About 2 mins   | go 0.5 mi<br>total 1.3 mi   |
|  | 5. Take the ramp to <b>I-80/Sacramento/San Francisco</b>   | go 0.2 mi<br>total 1.5 mi   |
|  | 6. Merge onto <b>CA-113 S</b><br>About 1 min   | go 1.3 mi<br>total 2.7 mi   |
|  | 7. Merge onto <b>I-80 W</b><br>About 1 hour 0 mins   | go 61.2 mi<br>total 63.9 mi |
|  | 8. Slight right to stay on <b>I-80 W</b> (signs for <b>San Francisco</b> )<br>Partial toll road<br>About 11 mins | go 8.4 mi<br>total 72.3 mi  |
|  | 9. Merge onto <b>US-101 S</b><br>About 11 mins   | go 9.2 mi<br>total 81.5 mi  |
|  | 10. Take exit <b>423B</b> to merge onto <b>I-380 W</b> toward <b>I-280/San Bruno</b><br>About 2 mins             | go 1.8 mi<br>total 83.3 mi  |
|  | 11. Take exit <b>5B</b> on the left to merge onto <b>I-280 S</b> toward <b>San Jose</b><br>About 18 mins         | go 16.9 mi<br>total 100 mi  |
|  | 12. Take exit <b>27</b> for <b>Farm Hill Blvd</b>  | go 0.3 mi<br>total 100 mi   |
|  | 13. <b>Exit 27</b> turns left and becomes <b>Farm Hill Blvd</b><br>About 1 min                                   | go 0.4 mi<br>total 101 mi   |
|  | 14. Turn left onto <b>Woodhill Dr</b><br>About 2 mins  | go 0.3 mi<br>total 101 mi   |
|  | 15. Turn right<br>Destination will be on the left  | go 0.1 mi<br>total 101 mi   |



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