

Board of Trustees Agenda Item

Board Meeting Date: May 2, 2011

Title of Item: International Travel Approvals

Background and Analysis:

In conjunction with District Board Policy 4176, board approval is requested for international travel on behalf of two De Anza College faculty members.

Li Wei Sun has requested travel to Yung Kuang University in Taichung City, Taiwan the week of May 23-28, 2011 to attend the Taiwanese Early Childhood Program. She hopes to learn about the Taiwanese early childhood system teaching approaches. While in Taiwan, she would like to take CD69 Early Education and practices with a cross-cultural emphasis to build a potential study abroad program in Taiwan.

Martin McNamara has requested travel from May 25 through June 15, 2011 to attend the International Animation Festival & Technology Expo at Annecy, France the week of June 5. Mr. McNamara will be completing activities approved for his Professional Development Leave in remaining current in teaching Animation History and Production.

Recommendation: De Anza College administration recommends approval

| | |
|---------------------------|-----------------------------------|
| Submitted by: | Brian Murphy, President, ext 8705 |
| Additional contact names: | Christina Espinosa-Pieb, ext 8958 |
| Is backup provided? | Yes |



De Anza College
Staff Revitalization and Professional Conference Funds
Jackie Reza, Committee Chair

MEMORANDUM

TO: Martin McNamara

FROM: Mary Kay Englen, Staff and Organizational Development Program *mke*

DATE: 4/13/2011

CC: Nancy Canter

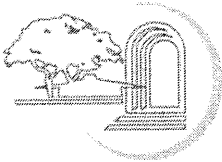
Contingent on Board of Trustees Approval, the Staff Revitalization and Professional Conference Fund Committee has approved your request for International Travel/Conference funds for **\$1000.00** to attend the activity: **Annecy International Animation Festival & Technology Expo**. We hope that the money awarded will help to defray part of your expenses.

The Staff Revitalization and Professional Conference Funds Committee has filled out the appropriate budget and award information on your International Travel Authorization Form and it is attached. We have also sent a copy of the completed form to your Dean/Supervisor.

This is the checklist for completing your international travel funding request:

- ☒ Submit your International Travel Authorization Form to the President's Office by April 18 for the Board Meeting on May 2. **You MUST obtain Board approval before you start traveling.** (The sooner the better.)
- ☐ After the Board of Trustees Meeting, the names of the employees who have been granted Board approval for International Travel will be listed in the Board Minutes, which may be obtained online when the Board Minutes are posted, approximately one week after the meeting: http://www.fhda.edu/about_us/board/minutes.
- ☐ The Office of Staff & Organizational Development, upon confirming Board approval, will send the conference funds award-approval letter and the trip voucher to you.
- ☐ Upon completion of your activity, submit the following to the Office of Staff & Organizational Development for processing, adhering to the due date on the Trip Voucher.
 - your trip voucher
 - your receipts and proofs of payment
 - your confirmation of approval of international travel from the Board Minutes
 - your 1-2 page conference report

If you have questions about this process, please call Mary Kay Englen at ext. 8322.



**FOOTHILL-DE ANZA
Community College District**

Foothill-De Anza Community College District

International Travel Authorization College Related Business Board Policy 4176

"The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the District. Except for the staff members employed within the Office of International Students and approved academic programs at FHDA, the Board of Trustees, in advance of the travel, must approve all international travel, which is funded from General fund."

BOARD APPROVAL IS REQUIRED BEFORE MAKING TRAVEL ARRANGEMENTS

I, MARTIN MCNAMARA request permission to travel to
Please Print Name

the international Animation Festival at Annecy, France (world's finest by far)

On May 25, 2011 through June 15, 2011, The following arrangements

have been made for coverage of my classes/work: I am on Professional Development leave, so
have no classes this term. During this trip, I will be performing the activities approved
for the PDL. That is the sole purpose of the trip.

How will this trip advance the purpose of the District? It will enable me to remain current in
teaching Animation History and Production, interview film directors, obtain
outstanding films for class use, and possibly negotiate discounts on software. Study
at art galleries before the event is invaluable to teaching production design of many areas.

Fund Description:

Estimated Total Cost: \$ 1440 (Annecy portion only) Total \$ from the General Fund \$1,000
Staff Development:
Source of Funding: Fund 114000 Org 521018 Acct 5510 Prog 675000 \$1000

Employee Signature: Martin McNamara Date: 3/24/11
Managing Supervisors Signature: [Signature] Date: 4/13/11
College President/Chancellor Signature: [Signature] Date: 4/12/11
Date of Board Approval: _____

A copy of this form must be submitted with your request for Travel Reimbursement



Professional Conference and Travel Funds

FACULTY APPLICATION

De Anza College Office of Staff and Organizational Development

received
4-8-11 4:30pm
CA Division

APPLICATION PACKET

Please download and complete this application on your computer (Staff and Faculty Computer Lab, LCW-16, is available for those who need computer access). You must use Adobe Acrobat (or Acrobat Reader 5.0 or greater) to fill in this application. Don't forget to print a copy BEFORE you close this window, as Acrobat Reader does not always save the document. The completed application packet must be turned in to the De Anza College Office of Staff and Organizational Development and must include:

- A filled-in and signed application (signed by the applicant and by their dean or supervisor)
- 6 additional copies of the completed and signed application
- 1 copy of the flyer, brochure, or web pages that shows conference fees and hotel costs
- A Yahoo or Mapquest map showing miles from the college to the activity (if driving)

APPLICANT

Name: Martin McNamara

Today's Date: 3/24/11

Division: Creative Arts

Work Phone: x5663

Department: Film/Television

Email: MMcNamara@deanza.edu

Check your Status: Full-time Faculty ☒ Part-time Faculty ☐

ACTIVITY

Title of Proposed Activity:

Participate in Annecy International Animation Festival & Technology Expo (PDL activity)

Are you presenting at this activity? Yes ☐ No ☒

Activity Date(s), Begins on: 6/5/11 Ends on: 6/11/11

Activity Location, City: Annecy State: Fr.

GOAL(S) OF ACTIVITY

Stay current with animated filmmaking and technology. View historical film retrospectives and animation art exhibitions. Interview film directors at press conferences. Arrange future visits from distinguished international animators & Oscar nominees to De Anza, as in past years. Purchase videos of important films not available in the United States. Negotiate discounts on animation software, e.g. Italy's Softimage Toonz (used in AT 307).

IMPLEMENTATION

Please indicate specifically how you will implement what you learn:

(that is, new or revised curriculum, delivery method, materials, etc.)

Incorporate the screening/analysis of new DVDs and filmmaker interviews in Animation History, Screenwriting and Production classes. Curate future visits to De Anza by guest filmmakers, arranged in Annecy. Purchase and install new software, contingent on negotiations. Notes: There is no true international animation festival in the US. Although not presenting at the festival proper, I am a lead interviewer at two press conferences daily.

REC'D:

FOR OFFICE USE ONLY

APP NUMBER:

Director, Staff and Organizational Development

A B C D

☐

Approved / Max Amount \$

☐

Not Approved

ITEMIZED ESTIMATED EXPENSES

Original receipts and proof of payment **in the applicant's name** are required for reimbursement of approved expenses. *Sharing hotel expenses? Each attendee must pay for their own portion of the hotel bill and have a receipt issued in their name.*

Conference/Seminar Fee: \$ 204

Transportation: Airfare OR Mileage \$ 1,094

[For events you are driving to, enter total round-trip miles x the # of days you are travelling:

Mileage reimbursement: total miles x \$0.51 = 0]

Lodging: 8 nights @ \$ 19 per night (include estimated taxes) = \$ 152
[Maximum fee per night = \$200.00]

Total Costs: \$ 1,440

AMOUNT REQUESTED: \$ 1,000

Important: Applicants Please Read!

To be reimbursed for expenses, you must submit all of the following to the Staff Development Office within **45 days** of the date on which the activity occurred:

- the completed trip voucher (sent to you with your award letter)
- **original receipts made out to the attendee** for reimburseable expenses (receipts issued in someone else's name will NOT be reimbursed)
- proof of payment for those receipts that do not specify how payment was made
- a 1-2 page written summary of the activity

Failure to adhere to these reimbursement policies will result in the loss of funding.

I have read and understood the above reimbursement procedures and policies.

Signature of Applicant: Martin McNamee

Signature of Dean/Supervisor: [Signature] 4/13/11

☐ I certify that this part-time faculty member has re-employment preference.

☐ I have discussed this application with the applicant and support committee approval.

Comments: _____

☒ I do not feel this application enhances our division/work unit goals at this time, however,

Comments: Although I am not authorized to approve or disapprove this application, during these difficult budget times, I find it difficult to support this application. Nor have I seen direct benefit to the F/TV department from this instructor's past attendance for the last ten years at the same Conference.

About (#)

Who are we? (#)

Presentation (<http://www.annecy.org/about/who-are-we-/presentation>)

Organiser (<http://www.annecy.org/about/who-are-we-/organiser>)

Graphic chart (<http://www.annecy.org/about/who-are-we-/graphic-chart>)

Sustainable development (<http://www.annecy.org/about/who-are-we-/sustainable-development>)

History (<http://www.annecy.org/about/who-are-we-/history>)

Archives (#)

2010 Archives (<http://www.annecy.org/about/archives/2010-archives>)

Galleries (#)

In pictures (<http://www.annecy.org/about/galleries/in-pictures>)

Handy info (#)

Visa (<http://www.annecy.org/about/handy-info/visa>)

How to get to Annecy (<http://www.annecy.org/about/handy-info/how-to-get-to-annecy>)

Accommodation (<http://www.annecy.org/about/handy-info/accommodation>)

Getting about (<http://www.annecy.org/about/handy-info/getting-about>)

Useful addresses (<http://www.annecy.org/about/handy-info/useful-addresses>)

Boutique (<http://www.annecy.org/about/boutique>)

Annecy 2011 (#)

Press (#)

Sponsoring (#)

Sponsors/Partners (<http://www.annecy.org/sponsoring/sponsors-partners>)

Become sponsor (<http://www.annecy.org/sponsoring/become-sponsor>)

Advertisers (<http://www.annecy.org/sponsoring/advertisers>)

Network (<http://www.annecy.org/network:en>)

Accreditation

Choice of accreditation:

Show details (#afficher/masquer-f)

Mifa + Conferences + Festival • Price: 410 EUR VAT incl.

Show details (#afficher/masquer-f)

Conferences + Festival • Price: 135 EUR VAT incl.

Reserved for film, television and multimedia professionals and teachers, this accreditation is strictly personal and non-transferable and gives access to:

Festival screenings and exhibitions

the conferences

the Creative Focus

the Chill Out, Institutional, New Technologies and Training Institutes areas at Mifa.

It also includes the different publications, issued on presentation of your badge.

Your badge will be available from the Festival welcome area at Bonlieu from 2 pm, 5th June.

[Get accreditation now \(http://www.annecy.org/annecy-2011/take-part/accreditation:ietape_debut_conf\)](http://www.annecy.org/annecy-2011/take-part/accreditation:ietape_debut_conf)

[Show details \(#afficher/masquer-f\)](#)

Festival • Price: 52 EUR VAT incl.

[Show details \(#afficher/masquer-f\)](#)

Training institutes package

[Show details \(#afficher/masquer-f\)](#)

Student • Price: 52 EUR VAT incl.

[Show details \(#afficher/masquer-f\)](#)

Journalist

▲ All of the individual or collective accreditation options provide you with access to the Creative Focus.

Buyers should contact **Véronique Encrenaz** (<http://www.annecy.org/contacts:l19>).

Exhibitors wishing to take a stand can check out the **Reserve a stand** (<http://www.annecy.org/annecy-2011/mifa/prepare-your-visit>) page on the website.

Recruiters: to organise a meeting, you must have "Mifa + Conferences + Festival" accreditation.

The general public and people travelling with professionals should look at the "General public" page from May 2011.

[See all the FAQs for Accreditation. \(http://www.annecy.org/annecy-2011/take-part/accreditation:en/accreditation-faqs\)](http://www.annecy.org/annecy-2011/take-part/accreditation:en/accreditation-faqs)

Tarifs 2011

| | Up to 31st March | Up to 20th May | On arrival |
|--|------------------------------------|----------------------------------|-------------------|
| "Festival" | 52 EUR | 58 EUR | 62 EUR |
| Student | | | |
| "Conferences + Festival" | 135 EUR | 145 EUR | 155 EUR |
| "Mifa + Conferences + Festival" | 410 EUR | 465 EUR | 515 EUR |
| 3 accreditations invoiced for 4 delegates from the same company. | | | |

Registration conditions

Attachment to Faculty Application – Professional Conference Funding
Martin McNamara – travel to the June, 2011 Annecy International Animation Festival

I hope you will allow me to attend this invaluable event, which is part of my approved Professional Development Leave. If possible I am requesting annual approval for the three years of my PDL. Curiously, the travel authorization form does not ask why it is necessary to participate in an international event. So, I include this explanation:

- The Annecy International Animation Festival and Technology Exposition is by far the largest, most comprehensive and best-attended event of its kind in the world. Attending events such as these is essential to stay current in the discipline.
- There are no international animation festivals in the United States. The only existing events are restricted to student animation, to computer animation, to animation for interactive games, or to a similar niche. In addition, they do not offer the international film acquisition and professional animator contact opportunities that Annecy does.
- The only international animation festival in North America is in Ottawa, which is also foreign, is much smaller and of lower quality, and costs just as much to attend.
- I have attended Annecy nineteen times since 1981. My previous attendance at this festival has been greatly beneficial to De Anza's Animation program.
- Besides the most comprehensive screening of the world's current animated films, Annecy is a unique opportunity to obtain prints of outstanding foreign works that have not screened in North America and will never be released here. In the past I have procured dozens of valuable films used in the Animation History and Animation Production classes, many of them gifts from the filmmakers themselves.
- More professional and independent filmmakers attend this festival than any other by far. This has enabled me to identify the finest current films, interview those directors and invite them to De Anza, if their films are nominated for an Academy Award. The net result has been a steady stream of distinguished guests to De Anza's Animation Program from Russia, Germany, France, England, Poland, the Netherlands, Norway, Canada, Korea, Japan and Australia, including Oscar nominees in twelve consecutive years! Almost all these contacts were made initially at Annecy.
- In case people are wondering, this trip is quite grueling and nothing like a vacation. I travel alone, visit art galleries and/or animation studios while recovering from jet lag, attend the festival and return home. I do not stay in hotels, eat in restaurants, hire taxicabs or use rental cars. Instead I pitch my tent at the municipal campground up the mountain near the city, eat groceries and use city buses or walk to all destinations. The trip requires three separate flights in each direction, totaling 38 hours in the air, plus trains and intercity buses from Geneva to Annecy and back. There is no tourism.
- The festival proper takes place from 9:00 AM until 1:00 AM for six consecutive days in nine theatres and two exhibition halls, plus an essential five hour registration and ticket procurement period on a seventh day, immediately prior to the festival. Because of press conferences, there are no meal breaks except between 7:45 and 9:00 PM.

Tarifs TTC – taxe de séjour incluse
(Prices – including VAT and visitor's tax)

Forfait journalier pour un emplacement "caravane" :

1 caravane ou 1 camping-car, une voiture, 1 ou 2 personnes

(1 day fixed price for 1 unit : 1 caravane or 1 camper van, 1 or 2 persons)

| | |
|--|---------|
| Mars, avril, mai, octobre (march, april, may, october) | 15,00 € |
| Juin, septembre (june, september) | 17,00 € |
| Juillet, août (july, august) | 21,00 € |

Forfait journalier pour un emplacement "tente"

1 tente, 1 ou 2 personnes

(1 day fixed price for 1 unit tent, and 1 or 2 persons)

| | |
|--|---------|
| Mars, avril, mai, octobre (march, april, may, october) | 12,00 € |
| Juin, septembre (june, september) | 13,00 € |
| Juillet, août (july, august) | 15,50 € |

Forfait tente "spécial festival du film d'animation", du 4 au 12 juin 2011

| | |
|-------------------------------|--------|
| par personne et par nuit..... | 7,50 € |
|-------------------------------|--------|

Personne adulte supplémentaire, par nuit

Additional adults per night

| | |
|--|--------|
| Mars, avril, mai, octobre (march, april, may, october) | 4,50 € |
| Juin, septembre (june, september) | 5,00 € |
| Juillet, août (july, august) | 5,50 € |

Enfant jusqu'à 12 ans révolus, par nuit

Children under the age of 12 per night

| | |
|--|--------|
| Mars, avril, mai, octobre (march, april, may, october) | 2,50 € |
| Juin, septembre (june, september) | 2,50 € |
| Juillet, août (july, august) | 2,90 € |

Enfant de moins de 2 ansgratuit

Children under the age of 2 free

Chien.....gratuit

Dog free

Branchement électrique, par nuit 3,00 €

Electric connection per day

Réservation d'un séjour
(booking)

La réservation d'un emplacement est effective après le versement des arrhes correspondant à **30% des frais du séjour**. Le solde sera payé à l'arrivée.

A deposit of **30% of the total amount** will be required when booking, and the balance at the arrival.

About (#)

Who are we? (#)

Presentation (<http://www.annecy.org/about/who-are-we-/presentation>)

Organiser (<http://www.annecy.org/about/who-are-we-/organiser>)

Graphic chart (<http://www.annecy.org/about/who-are-we-/graphic-chart>)

Sustainable development (<http://www.annecy.org/about/who-are-we-/sustainable-development>)

History (<http://www.annecy.org/about/who-are-we-/history>)

Archives (#)

2010 Archives (<http://www.annecy.org/about/archives/2010-archives>)

Galleries (#)

In pictures (<http://www.annecy.org/about/galleries/in-pictures>)

Handy info (#)

Visa (<http://www.annecy.org/about/handy-info/visa>)

How to get to Annecy (<http://www.annecy.org/about/handy-info/how-to-get-to-annecy>)

Accommodation (<http://www.annecy.org/about/handy-info/accommodation>)

Getting about (<http://www.annecy.org/about/handy-info/getting-about>)

Useful addresses (<http://www.annecy.org/about/handy-info/useful-addresses>)

Boutique (<http://www.annecy.org/about/boutique>)

Annecy 2011 (#)

Press (#)

Sponsoring (#)

Sponsors/Partners (<http://www.annecy.org/sponsoring/sponsors-partners>)

Become sponsor (<http://www.annecy.org/sponsoring/become-sponsor>)

Advertisers (<http://www.annecy.org/sponsoring/advertisers>)

Network (<http://www.annecy.org/network:en>)

Accreditation

Choice of accreditation:

Show details (#afficher/masquer-f)

Mifa + Conferences + Festival • Price: 410 EUR VAT incl.

Show details (#afficher/masquer-f)

Conferences + Festival • Price: 135 EUR VAT incl.

Reserved for film, television and multimedia professionals and teachers, this accreditation is strictly personal and non-transferable and gives access to:

Festival screenings and exhibitions

the conferences

the Creative Focus

the Chill Out, Institutional, New Technologies and Training Institutes areas at Mifa.

It also includes the different publications, issued on presentation of your badge.

Your badge will be available from the Festival welcome area at Bonlieu from 2 pm, 5th June.

[Get accreditation now \(http://www.annecy.org/annecy-2011/take-part/accreditation:ietape_debut_conf\)](http://www.annecy.org/annecy-2011/take-part/accreditation:ietape_debut_conf)

[Show details \(#afficher/masquer-f\)](#)

Festival • Price: 52 EUR VAT incl.

[Show details \(#afficher/masquer-f\)](#)

Training institutes package

[Show details \(#afficher/masquer-f\)](#)

Student • Price: 52 EUR VAT incl.

[Show details \(#afficher/masquer-f\)](#)

Journalist

▲ All of the individual or collective accreditation options provide you with access to the Creative Focus.

Buyers should contact Véronique Encrenaz (<http://www.annecy.org/contacts:119>).

Exhibitors wishing to take a stand can check out the Reserve a stand (<http://www.annecy.org/annecy-2011/mifa/prepare-your-visit>) page on the website.

Recruiters: to organise a meeting, you must have "Mifa + Conferences + Festival" accreditation.

The general public and people travelling with professionals should look at the "General public" page from May 2011.

[See all the FAQs for Accreditation. \(http://www.annecy.org/annecy-2011/take-part/accreditation:en/accreditation-faqs\)](http://www.annecy.org/annecy-2011/take-part/accreditation:en/accreditation-faqs)

Tarifs 2011

| | Up to 31 st March | Up to 20 th May | On arrival |
|--|------------------------------|----------------------------|------------|
| "Festival" | 52 EUR | 58 EUR | 62 EUR |
| Student | | | |
| "Conferences + Festival" | 135 EUR | 145 EUR | 155 EUR |
| "Mifa + Conferences + Festival" | 410 EUR | 465 EUR | 515 EUR |
| 3 accreditations invoiced for 4 delegates from the same company. | | | |

Registration conditions

Online registration until **20th May** (after this date, accreditation on arrival only).

Your registration will not be taken into account without payment.

On receipt of payment, you will receive a paid invoice through the post giving VAT details.

Failing this, please contact accreditation@citia.org (<mailto:accreditation@citia.org>)

Cancellation

Cancellation requests should be sent to accreditation@citia.org (<mailto:accreditation@citia.org>) **before 30th April**, stating name and invoice number.

Refunds will be made after the event, -10 % for administration fees.

⚠ Attention: Please note that no refunds will be given after 30th April.



Contacts

[Alexia Vendetti \(http://www.annecy.org/contacts:1126\)](http://www.annecy.org/contacts:1126)

Hospitality

Annecy 2011 Accreditation

+33 (0)4 50 10 09 00

[Raphaël Cahuzac \(http://www.annecy.org/contacts:1127\)](http://www.annecy.org/contacts:1127)

Hospitality

Annecy 2011 Accreditation

+33 (0)4 50 10 09 00



De Anza College
Staff Revitalization and Professional Conference Funds
Jackie Reza, Committee Chair

MEMORANDUM

TO: Li Wei Sun

FROM: Mary Kay Englen, Staff and Organizational Development Program *MKE*

DATE: 4/13/2011

CC: Carolyn Wilkins-Greene

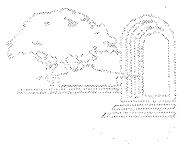
Contingent on Board of Trustees Approval, the Staff Revitalization and Professional Conference Fund Committee has approved your request for International Travel/Conference funds for **\$1000.00** to attend the activity: **Taiwanese Early Childhood Programs Visitation and Academic Exchange**. We hope that the money awarded will help to defray part of your expenses.

The Staff Revitalization and Professional Conference Funds Committee has filled out the appropriate budget and award information on your International Travel Authorization Form and it is attached. We have also sent a copy of the completed form to your Dean/Supervisor.

This is the checklist for completing your international travel funding request:

- ✓ Submit your International Travel Authorization Form to the President's Office by April 18 for the Board Meeting on May 2. **You MUST obtain Board approval before you start traveling.** (The sooner the better.)
- After the Board of Trustees Meeting, the names of the employees who have been granted Board approval for International Travel will be listed in the Board Minutes, which may be obtained online when the Board Minutes are posted, approximately one week after the meeting: http://www.fhda.edu/about_us/board/minutes.
- The Office of Staff & Organizational Development, upon confirming Board approval, will send the conference funds award-approval letter and the trip voucher to you.
- Upon completion of your activity, submit the following to the Office of Staff & Organizational Development for processing, adhering to the due date on the Trip Voucher.
 - your trip voucher
 - your receipts and proofs of payment
 - your confirmation of approval of international travel from the Board Minutes
 - your 1-2 page conference report

If you have questions about this process, please call Mary Kay Englen at ext. 8322.



FOOTHILL-DE ANZA
Community College District

Foothill-De Anza Community College District

International Travel Authorization College Related Business Board Policy 4176

"The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the District. Except for the staff members employed within the Office of International Students and approved academic programs at FHDA, the Board of Trustees, in advance of the travel, must approve all international travel, which is funded from General fund."

BOARD APPROVAL IS REQUIRED BEFORE MAKING TRAVEL ARRANGEMENTS

I, Li Wei Sun request permission to travel to
Please Print Name

Taiwanese Early Childhood Programs Visitation

On 5/23, 2011 through 5/28, 2011, The following arrangements
have been made for coverage of my classes/work:

Please see attached

How will this trip advance the purpose of the District?

Please see attached

Fund Description:

Estimated Total Cost: \$ 1900.00 Total \$ from the General Fund \$1,000.00
Source of Funding: Global Educ Partnership Fund 844480 Org 551000 Auct 5510 Prog 999110 \$500
Staff Development: 114000 521018 5510 675000 \$1000

Employee Signature: Li Wei Sun Date: 3/25, 2011
Managing Supervisors Signature: [Signature] Date: 4/4/2011
College President/Chancellor Signature: [Signature] Date: 4/17/11
Date of Board Approval: _____

A copy of this form must be submitted with your request for Travel Reimbursement



Professional Conference and Travel Funds

FACULTY APPLICATION

De Anza College Office of Staff and Organizational Development

APPLICATION PACKET

Please download and complete this application on your computer (Staff and Faculty Computer Lab, LCW-16, is available for those who need computer access). You must use Adobe Acrobat (or Acrobat Reader 5.0 or greater) to fill in this application. Don't forget to print a copy BEFORE you close this window, as Acrobat Reader does not always save the document. The completed application packet must be turned in to the De Anza College Office of Staff and Organizational Development and must include:

- A filled-in and signed application (signed by the applicant and by their dean or supervisor)
- 6 additional copies of the completed and signed application
- 1 copy of the flyer, brochure, or web pages that shows conference fees and hotel costs
- A Yahoo or Mapquest map showing miles from the college to the activity (if driving)

APPLICANT

Name: Li Wei Sun

Today's Date: 3/25/11

Division: Social Sciences & Humanities

Work Phone: 408-864-5329

Department: Child Development & Education

Email: sunliwei@fhda

Check your Status: Full-time Faculty ☒ Part-time Faculty ☐

ACTIVITY

Title of Proposed Activity:

Taiwanese Early Childhood Programs Visitation and Academic Exchange

Are you presenting at this activity? Yes ☒ No ☐

Activity Date(s), Begins on: 5/23/11 Ends on: 5/28/11

Activity Location, City: Taichung City, Taiwan State:

GOAL(S) OF ACTIVITY

1. Visiting Taiwanese Early Childhood Programs
2. Meeting with staff and faculty at HungKuang University, Taiwan
3. Planning a draft schedule for "Study Abroad in Taiwan, 2012"

IMPLEMENTATION

Please indicate specifically how you will implement what you learn:
(that is, new or revised curriculum, delivery method, materials, etc.)

Please see attached

| | | | | | | |
|---|---------------------|--|---|---|---|---------------------------------------|
| REC'D: | FOR OFFICE USE ONLY | | | | | |
| APP NUMBER: <u>5240622</u> | <u>REC'D APR 05</u> | <u>[Signature]</u> Director, Staff and Organizational Development | | | | |
| <table border="1"><tr><td>A</td><td>B</td><td>C</td><td>D</td></tr></table> | A | B | C | D | <input checked="" type="checkbox"/> Approved / Max Amount \$ <u>1000.</u> | <input type="checkbox"/> Not Approved |
| A | B | C | D | | | |

ITEMIZED ESTIMATED EXPENSES

Original receipts and proof of payment **in the applicant's name** are required for reimbursement of approved expenses. *Sharing hotel expenses? Each attendee must pay for their own portion of the hotel bill and have a receipt issued in their name.*

Conference/Seminar Fee: \$ 0.00

Transportation: Airfare **OR** Mileage \$ 1,500.00

[For events you are driving to, enter total round-trip

miles x the # of days you are travelling: _____

Mileage reimbursement: total miles x \$0.51 = \$0.00]

Lodging: 4 nights @ \$ 100.00 per night (include estimated taxes) = \$ 400.00
[Maximum fee per night = \$200.00]

Total Costs: \$ 1,900.00

AMOUNT REQUESTED: \$ 1,000.00

Important: Applicants Please Read!

To be reimbursed for expenses, you must submit all of the following to the Staff Development Office within **45 days** of the date on which the activity occurred:

- the completed trip voucher (sent to you with your award letter)
- **original receipts made out to the attendee** for reimburseable expenses (receipts issued in someone else's name will NOT be reimbursed)
- proof of payment for those receipts that do not specify how payment was made
- a 1-2 page written summary of the activity

Failure to adhere to these reimbursement policies will result in the loss of funding.

I have read and understood the above reimbursement procedures and policies.

Signature of Applicant: _____

Signature of Dean/Supervisor: _____

☐ I certify that this part-time faculty member has re-employment preference.

☒ I have discussed this application with the applicant and support committee approval.

Comments: _____

_____ I do not feel this application enhances our division/work unit goals at this time, however, I acknowledge that this activity may enhance another area of the college.

Comments: _____

IMPLEMENTATION

Students at the Child Development and Education department have been showing a high interest in taking CD69, Early Education and practices (Cross-Cultural Emphasis). CD69 has not been offered for the past four years. This course will enrich students' global experience and help to build their cultural competency. I am currently working with the Global Education Partnerships office to build "Study Abroad in Taiwan, 2012." This program plans to offer 7 to 10 credits towards classes such as CD69, CD12, and CD53.

During this proposed one-week trip to Taiwan I plan to visit many landmark early childhood programs and HungKuang University. I will learn about the Taiwanese early childhood system and different teaching approaches of child care centers. This is not just a professional development opportunity for me, but also a preparation for the "Study Abroad in Taiwan" to assess their curricula. I will plan a draft international traveling and visiting schedule for the trip in the summer, 2012. HunKuang University will be the host college for our "Study Abroad" program.

Coverage of my classes/work:

CD10H, 5/23 & 5/25 (M/W), 9:30-11:20am: Fatemeh Zarghami

CD50, 5/24 & 5/26 (T/Th), 8:30-9:45am: Phillis DeMotta

CD10G, 5/27 (Fri), 9:30-1:20pm: Diane Langfelder

CD54, 5/27 (Fri), 6:30-9:20pm: Ann Lee-Yen

How will this trip advance the purpose of the District?

During this proposed one-week trip to Taiwan I plan to visit many landmark early childhood programs and HungKuang University. I will learn about the Taiwanese early childhood system and different teaching approaches of child care centers. This is not just a professional development opportunity for me, but also a preparation for the "Study Abroad in Taiwan" to assess their curricula. I will plan a draft international traveling and visiting schedule for the trip in the summer, 2012. HunKuang University will be the host college for our "Study Abroad" program.

I was invited to present at the Annual Early Childhood Education Seminars in Taiwan last year. The event was hosted by HungKaung University, Taiwan. During my stay I met with their staff and students and had an opportunity to introduce them to De Anza College and the courses offered by the Child Development and Education Department.

This professional relationship continues to grow. Professor Li from HungKuang University visited our department and the De Anza College Child Development Center in December 2010. The Department of Early Childhood Care and Education of HungKuang University right away followed up with exploring the possibility of building sister college relationship with De Anza College. HungKuang University is currently planning to send students to practice student teaching at our Child Development Center. Our department is planning the "Study Abroad in Taiwan" program which will be hosted by HungKuang University. The Social Sciences and Humanities Division and the Child Development and Education Department are both excited about the progress of building sister relationship. We are at the stage of exchanging opinions between two colleges regarding "Memorandum of Understanding" agreement.

Please see attached for the draft "Memorandum of Understanding" sent by HungKuang University.

MEMORANDUM OF UNDERSTANDING
BETWEEN
De Anza College, U.S.A.
AND
HUNGKUANG UNIVERSITY, TAIWAN

弘光科技大學與迪安薩學院合作協定書

De Anza College (California, U.S.A.) and HUNGKUANG UNIVERSITY (Taiwan, ROC), wishing to establish a collaborative relations between the two institutions, develop the academic and cultural interchange through mutual assistance in the areas of education and research, agree as follows:

弘光科技大學與迪安薩學院意欲建立兩校合作，尤其是透過彼此在教育與研究方面的互助，發展學術與文化交流，而同意以下諸點：

PART1 SCOPE OF THE COLLABORATION 第一部份：合作範疇

1.1 The areas of collaboration subject to mutual consent, include programs offered at either institution as felt desirable and feasible and which will contribute to the fostering and development of the cooperative relations between the two institutions.

1.1 其於雙方同意，合作範疇包括任何一方提出認定有必要，並且可行之任何計畫，以及雙方皆認為有助於兩校合作關係的成長與發展之計畫。

1.2 The activities to be undertaken may include teaching, research, exchange of faculty and students, and professional development, deemed beneficial by the two institutions.

1.2 雙方所從事的活動將包括有益於兩校的教學、研究、交換師資與學生等方面的進展項。

PART2 GENERAL AREAS OF COLLABORATION 第二部份：合作要項

2.1 The activities to be carried out, subject to availability of funds and the approval of De Anza College and HUNGKUANG UNIVERSITY, may include but not be limited to:

2.1 基於兩校同意與經費許可之下，將執行之活動包括但不受限於：

1. Faculty exchange

The two institutions may encourage and support the exchange of scholars and

faculty members who may serve as lecturers, and researchers in the host university to the extent that available resources allow.

1. 教師交流

兩校鼓勵並支持學者、師資、以及將可能在地主學校擔任教學、研究之人員等各方面之交流。

2. Exchange of students

The two institutions may provide opportunities for students of both institutions to spend a specified period as exchange students on host campuses to benefit academically and professionally.

2. 學生交流

兩校將提供交流學生的機會給雙方學生，有助於其學術與專業能力成長。

3. Joint research and consultation activities

Both institutions may collaborate regarding faculty/student exchange, and other possible activities requiring consultation.

3. 共同性的研究與諮詢活動

兩校將就教師/學生之交換與其他學術相關等做合作。

4. Joint organization of seminars and academic meetings

The two institutions may cooperate in providing other academic and training activities including workshops, seminars and short courses in areas of mutual interest.

4. 共同的討論會與學術會議

兩校將共同提供彼此學術及訓練方面的活動，包括研習會、討論會、彼此皆感興趣的短期課程。

5. Exchange of academic materials and other information

A program may be developed jointly by both institutions for the exchange of books, journals, research reports, teaching guides, audio-visual materials and other publications as far as financial resources allow.

5. 學術資料交流

兩校在經費許可之下，將共同推動書籍、雜誌、研究報告、教學指南、視聽資料以及其他出版品之交流計畫。

6. Special program of studies

Whenever appropriate, the two institutions may design and offer special programs of studies to suit the ever-changing market needs of students. These special programs can be offered jointly by academic staff of both institutions, either

through faculty exchange or via tele-conferencing.

6. 特殊研究計畫

在任何適當的時機，兩校應規劃並提出特殊研究計畫以使畢業生能調適多變市場之需要。或可經由教師之交換或可透過電傳視訊設備，由兩校共同提出此等計畫。

2.2 The terms of such mutual assistance and necessary budget for each program and activity that is implemented under the terms of this Memorandum of Understanding (MOU) will be mutually discussed and agreed upon in writing by both parties prior to the initiation of the particular program or activity, and such program and activity may be negotiated on a periodic basis. Each institution may designate a Liaison Officer to develop and coordinate specific activities or programs.

2.2 本同意書中所載有關各計畫之彼此支援與經費預算等事宜應當以書面形式，在各計畫與活動開始之前，由雙方討論並同意而後行之。
兩校皆應各自指定一位聯絡負責人，從事各活動與計畫之推動與合作事宜。

PART III EXCHANGE OF FACULTY MEMBERS 第三部份：師資交流

3.1 Visiting faculty members participating in the exchange program may be provided with access to offices, laboratories and libraries by the host institution.

3.1 地主學校將提供研究室、實驗室和圖書館給參與交流計畫來自訪問學校之教師。

3.2 Arrangements for visiting scholars may be made in the following manner: (a) a nomination of the visiting scholar by the sending institution to the prospective host institution, (b) approval and acceptance by the host institution, (c) appointment of an official host faculty member/counterpart by the host institution, (d) agreement by both concerning the exact time and duration of the visiting scholar's appointment.

3.2 安排客座學者將以下列方式進行：(A)由派送學校擬定推薦名單給地主學校。(B)由地主學校同意與接受。(C)由地主學校指定一名正式的行政或教職人員協助。(D)由雙方議定該客座學者訪問之確定時間與期限。

PART IV DURATION AND TERMS OF AGREEMENT 第四部份：同意書之期限與時效

4.1 This agreement will become effective upon signature by representatives of the two institutions and will be in effect for three years.

4.1 本同意書將自雙方學校代表簽字後正式生效，有效期限為三年。

4.2 This agreement shall remain in force for a period of three (3) years from the date of the last signature, with the understanding that it may be terminated by either party giving six months written notice to the other party.

4.2 本同意書自簽字日起正式生效，為期三年。自任一方以書面告知另一方後，於六個月後正式終止。

IN WITNESS WHEREOF, the parties hereto have offered their signatures:

For: HUNGKUANG UNIVERSITY

For: De Anza College

Brian Murphy, President

Date :

Date :