

**BlendFlex Professional Development Stipend Disbursement Requirements:**

**Instructor Name:** \_\_\_\_\_ **Course:** \_\_\_\_\_ **Term:** \_\_\_\_\_

The BlendFlex Professional Development Stipend is intended for faculty who will be teaching a BlendFlex course and transitioning that course to a BlendFlex format. In order for a faculty member to be approved for a one time stipend of \$500, they must meet all of the following criteria.

- a) Instructor must successfully complete BlendFlex Professional Development Course.
- b) Instructor must create Master syllabus in the BlendFlex format for the course(s) they instruct.
- c) Instructor must revise course shell in the BlendFlex format for the course(s) they instruct.
- d) Instructor must develop reusable course materials suitable to the BlendFlex format.

Once the above requirements have been successfully met, deliverables must be presented to the CGHWA Project Manager. Upon verification and approval by the CGHWA Project Manager, the Dean and Assistant Vice President of Academic Affairs will be notified of stipend eligibility. The Dean will then create an MOA for disbursement of stipend from the TAACCCT grant funds. Stipends are contingent upon availability of funds during the grant period.

Approval Process	Appropriate Authority's Signature *
1. Faculty obtains signature showing successful completion of BlendFlex Professional Development Course.	_____ Professional Dev. Trainer
2. Faculty obtains approval of Master syllabus and reusable course materials in the BlendFlex format.	_____ Dean
3. Faculty obtains verification course shell revised into the BlendFlex format.	_____ Dean/ Distance Education Dean
4. Faculty submits required items A-D above to the Project Manager for approval.	_____ Project Manager
5. Project Manager, in conjunction with the Director of IE, confirms stipend requirements are met.	_____ Director of IE
6. Project Manager, in conjunction with the VP of IE, confirms availability of funds.	_____ VP of IE
7. Project Manager notifies Dean and AVPAA by email of stipend eligibility.	_____ AVPAA
8. Dean creates MOA for stipend disbursement.	_____ Dean
9. Project Manager notifies Human Resources of approval for stipend disbursement.	_____ Human Resources
10. Project Manager notifies Business Office of approval for stipend disbursement.	_____ Business Office

**\* In lieu of an approval signature on this form, an email confirmation can be submitted to the Project Manager by the designated authority.**



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