

2018 CPEC Innovators Exemplary Practice Award

Call for Applications

Award \$400.00



AFC CAREER AND PROFESSIONAL EMPLOYEES COMMISSION
2018 INNOVATORS EXEMPLARY PRACTICE AWARD

REQUEST FOR APPLICATIONS

The CPEC Innovators Exemplary Practice Award recognizes exemplary practices of **career and professional employees** whose innovations have saved the college money and time, have helped the career and professional employees at their college to better perform their jobs, and/or enhanced the college's image. This award focuses on "innovative" practices...something new, not tried before, or a revision and improvement of an old practice. The practice should be a better, more efficient way of completing a task that would have implications for all other career and professional employees throughout the great 28.

The CPEC Innovators Exemplary Practice Award offers a three tier award structure. All applicants **must submit the enclosed application form** no later than October 5, 2018 and be prepared to present at the Annual Conference in Orlando, if chosen as one of the top three applicants. At annual conference, judges will award the best presentation winner(s). In the event that the any of the top three presenters cannot attend the AFC Convention, that presentation will be disqualified and the next entry with the highest score will take that finalists place.

Judging for the awards is done at the time of presentation. A panel of judges will be present using a point system to determine the winner.

The deadline for submissions is October 5, 2018. The guidelines and other information for this award are in the Application Packet attached.

Please feel free to if you have any questions regarding this award. The awards chair, Kimberly Baker can be reached at kbaker17@hccfl.edu . I hope to hear from you soon!

Association of Florida Colleges
Career and Professional Employees Commission
Innovators Exemplary Practice Award 2018

Application Packet

Submit video presentation and verification form electronically for distribution to the judges. Electronic copies of any supplementary material submitted with application are also required.

DEADLINE: Submission must be received no later than October 5, 2018.

SEND TO: Kimberly Baker, Awards Chair
Kbaker17@hccfl.edu

PRELIMINARY WRITTEN PRESENTATION:

Each applicant is required to submit a presentation describing and explaining their innovators exemplary practice. Judging will take place and the top three winning presentations will be selected by a panel of Judges.

FINAL PRESENTATION:

The top three presentations selected will be required to present at the Career and Professional Employees Commission's Innovative Practice Award Presentation, a fifteen minute Innovator's presentation at the 2018 AFC Annual Conference in Orlando. A question and answer period for judges and/or audience questions will also be included. Presenters can use a combination of video, PowerPoint, or any medium that will help describe and inform the judges about their innovative practice.

APPLICANTS MUST BE:

In the Career and Professional Employee category at a Florida community college (note CPEC does not have to be your primary commission). If submitting an innovative practice that was a collaborative or committee effort, the one presenting the innovative practice must be in the Career and Professional Employee category. Applicants must also be a member in good standing of AFC. In submitting an application for the Career and Professional Employee Commission's Innovators Exemplary Practice Award **you are committing to present at the Annual AFC Conference.**

Association of Florida Colleges
Career and Professional Employees Commission
Innovators Exemplary Practice Award 2018
Guidelines for Submission

In submitting your application, please answer the following questions. There is no page limit for questions 1-16. For question #17 there is a one page limit of 500 words.

1. Name of the college and campus.
2. Name and title of innovative practice
3. Name(s) and title(s) of individuals directly responsible and involved in this innovative practice.
If this is a group submission, the chair of the committee must be a career and professional employee and the committee must consist of 50% career and professional employees.
4. What date did the program originally begin?
5. Briefly describe the program. Explain its uniqueness and the innovative aspect of this practice.
6. What need did this practice meet that was not being met?
7. Number effected: what areas and how many categories of people were served by this practice. Does it include career and professional employees; does it affect students, faculty or community?
8. What is the objective of this practice and how are the objectives met?
9. What is the cost of this practice and what is the funding source if any?
10. Was this practice cost effective? Did it save the College money? What are the financial benefits? Are there benefits other than financial? Was morale of career and professional employees or other staff and students affected?
11. Was the creation of this innovation a part of your written job duties?
12. Does the innovation make your job easier or affect the job performance of other faculty or staff?
13. Have there been commendations, awards, or evaluations in association with this innovative practice? Include copies of any newspaper articles or letters of commendation or support from employees, supervisors, deans, provosts, or President of the college.
14. Has this innovative practice been changed, revised, modified or improved in any way since it's inception and why?
15. What materials are available for other colleges/individuals to implement this innovative practice at other institutions—how it could be applied to other colleges in Florida.
16. Where can interested colleagues write/and/or call you to inquire about your innovative practice to apply it to their colleges?
17. **Please include a 500-word abstract describing your innovative practice. The abstract should be no longer than one typed page. It should include the background of the innovative practice. It should also include what problems or needs were addressed in your innovative practice. Show the outcome, result or effect of the innovative practice may have had on staff, faculty, students, or community. This abstract is in addition to the answers to the questions above. This abstract may be printed as part of the agenda for the workshop.**
18. **Please attach the College Verification Form signed by the President of your college. This form also verifies that this innovators practice was not submitted to any other commission for an exemplary practice award.**

In submitting this innovative practice you are agreeing to present at the annual AFC Conference running 10/7/2018 – 11/9/2018. If you cannot attend the convention, your application will be disqualified. If, after the judging, you are one of the three winners selected to present at the Convention, your presentation may be modified from the original presentation if you feel that the modification would enhance or better explain the innovative practice. However, you cannot submit an entirely different innovative practice in place of the original one. You may enlist help from your college's Media Technology Department or any other college department or personnel to help you better present your innovative practice presentation.

**AFC CAREER AND PROFESSIONAL EMPLOYEES COMMISSION
2018 EXEMPLARY PRACTICE AWARD VERIFICATION FORM**

(Please Type or Print)

Name or Title of Innovative Practice

Person(s) Responsible for Innovative Practice

Name(s)

Title(s)

Approval Signature of the Applicant's College President

Name

Signature

The approval signature of the applicant's college president is required. This is only to assure that the College President is aware that a career and professional employee is going to compete for an exemplary practice award.

College Address: _____

Signature(s) of CPEC Innovators Exemplary Practice Award Applicant(s)

Signature

Date

Signature

Date

By signing above the applicant indicates that this exemplary practice has not won an exemplary practice award from any other AFC Commission. If a practice has previously won an award from any other AFC commission, it cannot be considered for competition for the CPEC Innovators Exemplary Practice Award 2018.