



College of the Redwoods Basic Skill Initiative Request for Funds

BSC Mission Statement

Our Mission is to improve the retention, persistence, and success of basic skills students.

Funds requested from the Basic Skills Initiative should include one or more of the following:

- 1. Promote the use of effective practices in developmental education for administrative, student services, and instructional programs.*
- 2. Provide professional development regarding effective practices in developmental education.*
- 3. Work with Institutional Research in tracking basic skills students from entry to completion.*
- 4. Assess and evaluate the programs designed to improve student success.*

The Basic Skills Committee may be targeting specific projects in a given year, based on the current year Certification Report and action plan submitted to the Chancellor's Office. Preference will be given to requests connected to this plan, available on the Basic Skills web pages: <http://inside.redwoods.edu/basicskills/other.asp>.

Note: Basic Skills funds are not eligible to supplant existing staff or operational funding. Basic skills funding will not exceed three years and project proposals/planning must include how future funding will be institutionalized.

- Your proposal's costs must include taxes, shipping and benefits (actual quotes should be included where possible; benefits can be estimated at 10% of total salary).
- An itemized cost for each funding request must be included.

Upon approval from the Basic Skills Committee, the next step is to complete the correct documents(s) needed to encumber your approved funds. Please work with Crislyn Parker to complete and finalize these documents.

Complete the form on the page below, and email the completed request packet as an attachment to bsc@redwoods.edu.

Note: Funding requests are due one week (by Friday) prior to Basic Skills Meetings, in order to be included on the agenda. Basic Skills Committee meets on the first and third Friday's of the month, excepting holidays. Please check the inside.redwoods [google calendar](#) for meeting changes or cancellations.



College of the Redwoods Basic Skill Initiative Request for Funds

Summary Title: Acceleration Across California 2019 Statewide Conference

Funding Year: ____2019____

Semester(s): Fall Spring Both _____ Other

For Committee Use Only:

Submitted:

Date Approved:

Report to BSC:

1. Author: Amber Buntin

2. Date: 11/9/18 **3. Email:** amber-buntin@redwoods.edu

4. Briefly describe how your proposal supports the Basic Skills Mission Statement and/or the Basic Skills annual plan:

This conference supports items 1, 2, and 4 of the basic skills mission statement above. At College of the Redwoods, math support courses have gone through curriculum and are on the path to being taught for the first time Fall 2019. This conference teaches best practices and data driven effective pedagogy to implement in support courses so that instruction is effective (especially teachers new to support course practices). One component of the conference is that each college is to bring student success data in remedial/transfer courses to analyze effectiveness of the accelerated/support course(s) vs the traditional path. This directly addresses goal 4 of the basic skills mission statement.

5. Intended Outcomes (should be specific, measurable targets tied to the [basic skills plan](#) and/or the basic skills sections of [the CR annual plan](#)):

Intended Outcome (measurable)	Relationship to Institutional Plans
Gain info about how other colleges are implementing and supporting co-requisite courses/accelerated pathways to improve our CR accelerated courses. Gain information to guide changes at CR to be AB 705 compliant.	Education Master Plan Goal 1.d. ("Promote pedagogical innovation") in striving to "provide accessible, affordable, high-quality education."
Gain insight into practices at the college as well as course level that help to close equity gaps in student success.	Education Master Plan Goal 5.a: ("Enhance support of basic skills students") to "eliminate achievement gaps across student groups".

6. Action and Assessment Plan Timeline (specify exactly what you will measure, when and how it will be measured):

Action	How Assessing	When Assessing



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7. Anticipated expenses (attach another page if necessary. Itemize each request and include all related expenses such as taxes, shipping, benefits estimated at 10%). From the dropdown box, select the Chancellor's Office category that best matches your need:

Request (e.g. staff, materials, tutor, travel)	Purpose of Request (e.g. tutoring, counseling, supplies for ESL classes). Itemize travel needs; e.g. transportation, meals, conference fee, etc. Include the number of people travel is intended for).	Category (choose from dropdown)	Estimated Cost (include taxes, benefits, shipping). Total should match request total.
<i>Example: Travel, 2 people</i>	<i>Air fare: \$660; Meals: \$150; Hotel: 3 nights @ 150 each; taxi: \$30 x 2</i>	<i>G.3 Professional Development</i>	<i>\$2580.00</i>
Travel, 3 people	Fuel for District vehicle: \$250; Meals: \$280; Hotel: 3 Nights/3 people @160/night: \$1440 Parking \$10/day: \$30	G.3 Professional Development	\$2000.00
Travel, 1 person	Fuel for District vehicle: \$250; Meals \$95; Hotel: 2 Nights@160 each: \$320 Parking \$10/day: \$20	G.3 Professional Development	\$675.00
Conference registration fee, 4 people	Main Conference: \$270x4 = \$1080	G.3 Professional Development	\$1080.00
Pre-conference registration fee, 3 people	Pre-conference: \$82x3 = \$246	G.3 Professional Development	\$246.00
Total			\$4001.00

8. a. Have you previously received Basic Skills funding for this project? Yes No
If yes, indicate what the request was for, and a brief assessment of the results and why you need further funding.

Request	Results	Justification for further funding
CAP Statewide Conference 2018	Learned about AB 705 and MMAP data. Learned about co-requisite support and topics such as automating student placement.	There are a lot of changes to make in light of AB 705. The research keeps evolving and we are trying to learn about what other colleges are doing to be compliant with AB 705 and how to support student success with co-requisite support courses. There are new developments almost daily with recommended best placement practices and recommended support options. This conference will keep us up to date with what is being done statewide!



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b. Will this request require ongoing funding? Yes No

If yes, how long*: [Click here to enter text.](#) Please explain: [Click here to enter text.](#)

c. *Projects that are intended to continue for an indefinite time need to be institutionalized within three (3) years. Define your plan for institutionalization:

[Click here to enter text.](#)

d. Are you receiving or applying for funding from other sources: Yes No

If yes, what source(s): [Click here to enter text.](#)

9. a. List all faculty and/or staff involved and/or who are responsible for the project. Amber Buntin, Levi Gill, Dave Bazard, Bernadette Johnson

b. If the request is for temporary staffing, and you know the person's name, please include it here: [Click here to enter text.](#)

10. Was this request/will this request be included in your most recent Program Review?

Yes No

10a. If no, why not? Registration for the conference is timely as the conference always sells out.

11. Is technology involved in your proposal? Yes No

If yes, please document the response from tech support. [Click here to enter text.](#)

(Requests for new technology, facilities, or equipment require consultation with area providing services; contact Steven Roper or Angelina Hill for assistance.)

12. I understand that if granted, basic skill funds are to be expended in a manner that predominantly benefits basic skills students. By accepting funding for this project, I agree to provide a written or oral report describing how well intended outcomes were met, the results of the assessment and how this information can be used in the future. Projects funded for two semesters will require a mid-year update as well as a report upon completion. Please note: This is a one-time allotment of funds. Any future funding is contingent upon the submissions and granting of a new request and availability of funding.

Amber Buntin

Author Signature (*electronic signature may be affixed*)

Date 11/9/18