

Request for Instructional Student Equity & Achievement and Guided Pathways Funds

Purpose of the Student Equity & Achievement Program:

The Student Equity and Achievement Program (SEA) merges funding for three initiatives: the Student Success and Support Program; the Basic Skills Initiative; and Student Equity. Integrating these efforts into a single SEA Program advances our goal of demolishing, once and for all, the achievement gaps for students from traditionally underrepresented populations.

The SEA Program requires colleges to implement the Guided Pathways framework, designing clear paths to stated educational goals, providing all students with an education plan based on those goals, and eliminating outdated and inaccurate placement policies that keep many students from completing their goals in a timely manner.

As outlined in Educational Code 78222, SEA funding must:

1. Support activities and practices pursuant to the college's implementation of Guided Pathways
2. Ensure that students complete their educational goals and courses of study, and
3. Provide curriculum, instruction, and support services to ensure that students deficient in English and mathematics complete a course of study in a timely manner

The Guided Pathways Committee may be targeting specific projects in a given year based on the current Guided Pathway plan submitted to the Chancellor's Office. Preference will be given to requests connected to this plan, available on CR's Planning Website:

<https://internal.redwoods.edu/Portals/25/Guided%20Pathways%20Plan%202018-2022.pdf>

Note: Instructional SEA funds are not eligible to supplant existing staff or operational funding.

- 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 Stephanie Burres to complete and finalize these documents.

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

Summary Title: Reallocate Already Awarded Funds from Writing Assistance to Peer Tutoring

Funding Year: 2020-21

Semester(s): Fall Spring Both _____ Other

1. Author: Cathy Cox

2. Date: 12/16/2020 3. Email: catherine-cox@redwoods.edu

4. Briefly describe how your proposal supports the SEA program and funding requirements 1-3 listed on the first page:

Peer tutoring is a proven strategy to help improve student success and retention when provided by trained and properly supervised peer tutors. Tutoring facilitates the college’s equity achievement across a variety of target groups by helping students succeed in their courses of study. There is a strong demand from faculty for tutors to assist their students in Math, Science, and Foreign Languages as well as English and other subjects. However, we need funds to enable us to hire students for the program as it is extremely difficult to find students qualified in the subjects needed who also have financial aid awards. We have had less success with the Drop-in Writing Assistance model than anticipated, and we wish to reallocate some of those previously-allocated funds to support Peer Tutoring for Spring 2021.

5. Intended Outcomes (should be specific, measurable targets tied to the Guided Pathways and SEA programs):

Intended Outcome (measureable)	Relationship to Institutional Plans
Improved student success in courses for which the student receives tutoring.	EMP Goal 3, Individual support for students – and 5a, Enhance support of Basic Skills students
Improved student persistence and completion rates	

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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Track student use of tutoring services	Collection of student ID information and having IR run a report at the end of the term.	Data collection – ongoing; report - EOT
Student self-report	Short surveys of tutees to assess the impact of tutoring on their attitudes and ability to learn the course material.	EOT

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>	G.3 Professional Development	\$2580.00
6 Peer Tutors	5 hours/week each x 16 weeks = 80 hours, @ \$14.50/hour plus taxes	D. Supplemental Instruction & Tutoring	\$7,750
		Choose an item.	
		Choose an item.	
		Choose an item.	

Total			\$7,750
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8. Have you previously received SEA 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
Funding for faculty Writing Assistance	Drop-in writing assistance from interdisciplinary faculty has been offered for three terms now, with much lower use than anticipated. It will be continue to be offered in Spring 21, but on a greatly reduced schedule.	The funds allocated for Writing Assistance for 2020-21 will only be partly expended due to the reduced number of hours we will offer in Spring 21. We want to take the unused funding previously allocated to Writing Assistance, and repurpose it to fund the hiring of peer student tutors.

a) Will this request require ongoing funding? Yes No

If yes, how long*: Uncertain. Please explain: Depends on College allocation of ongoing funds

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

The college needs to provide ongoing funding for tutoring services. Hourly funding for peer student tutors is much less expensive than the former TLU-based structures of the Math Lab and the Writing Center, both of which have now been discontinued. Savings from those programs should allow the District to create a much less expensive but ongoing line item to support the hiring of hourly tutors – both student peer tutors and a small number of hourly faculty tutors – in the ASC.

c) Are you receiving or applying for funding from other sources: Yes No

If yes, what source(s) The ASC has an allocation from Financial Aid for FWS; however, it is not always possible to identify students with Financial Aid who also qualify to tutor the disciplines needed.

9. List all faculty and/or staff involved and/or who are responsible for the project.
Catherine Cox; Emily Chang

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

If no, why not? Due to the pandemic and to staffing changes in the ASC and the Math Dept., there was some confusion as to what funds had already been requested/approved. However, the plans submitted in PR address the need to hire and properly train students as tutors.

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 paul-chown@redwoods.edu or Steven-McKenzie@redwoods.edu for assistance.)

12. I understand that if granted, SEA funds are to be expended in a manner consistent with the SEA program. 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. 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.

Author Signature (*electronic signature may be affixed*)

Date