**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](file:///C:\Users\crislyn-parker\AppData\Roaming\Microsoft\Word\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*](http://inside.redwoods.edu/calendar.asp) *for meeting changes or cancellations*.

***For Committee Use Only:***

Submitted:   
Date Approved:

Report to BSC:

**Summary Title:** Accessibility Software for Canvas **Funding Year:** \_\_\_2019-21\_\_\_\_\_\_\_\_\_\_\_\_\_

**Semester(s):** Fall  Spring  Both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other   
 **1. Author:** Mark Winter

**2. Date:** April 23, 2019 **3. Email:** mark-winter@redwoods.edu

**4. Briefly describe how your proposal supports the Basic Skills Mission Statement and/or the Basic Skills annual plan:** We propose to improve the success of basic skills students by adopting an institution-wide, and fully Canvas-integrated software tool called Ally. Ally installs in all Canvas class shells giving instructors the tools to identify written and video assignments and activities that are not easily accessible to underprepared or basic skill students and students with learning disabilities, sensory deficits, or language problems. Ally will modify some material and coach faculty to modify other assignments – providing faculty with step-by-step instructions to modify class material accessibility. Importantly, Ally converts instructors’ materials to alternate formats and languages providing a variety of pathways for students to access class content. For example, an assigned document can be converted into an audio file allowing students to listen to as well as read posted class content. These alternate formats are portable and not limited to online access. Here is the link to the [Ally Demo Video](https://cccconfer.zoom.us/recording/play/GHAom_csEgNghW_X63Otx0l_Kc63uFtMlb8WYoB0HcaxLX5vQYXM6OYMnrJeTMMT?startTime=1553891596000) presented to CR Distance Education staff.

**5. Intended Outcomes (should be specific, measurable targets tied to the** [**basic skills plan**](http://inside.redwoods.edu/basicskills/other.asp) **and/or the basic skills sections of [the CR annual plan](http://inside.redwoods.edu/IPM/documents/2014-15annualplan.pdf)):**

|  |  |
| --- | --- |
| **Intended Outcome (measureable)** | **Relationship to Institutional Plans** |
| Professional development employing effective accessibility practices in developmental and transfer/CE education. | The outcome is based on the 2017-22 Education Master Plan goals to “Increase professional development opportunities for  Faculty and staff” and “Promote pedagogical innovation.” |
| Increase the retention, success, and persistence of basic skills students using Canvas, especially with online students who rely solely on the LMS for instruction. | This outcome is based on the BSI goal in the 2017-19 integrated plan but is not limited to English and math. |
| Decrease achievement gaps across student groups including basic skills students | The outcome is based on the 2017-22 Education Master Plan goals to “Student Success, Access, and Equity” as well as “Engage all Students”. |

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

|  |  |  |
| --- | --- | --- |
| **Action** | **How Assessing** | **When Assessing** |
| Implement Ally to Canvas | Report basic skills student enrollment, success, retention, and persistence and compare across student groups. | Following each semester for next 2 years. |
| Implement Ally to Canvas | Measure through self-report instructor usage of Ally and implementation of accessibility practices. | Following each semester for next 2 years. |
|  |  |  |

**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.** |
| *Example:* *Travel, 2 people* | *Air fare: $660; Meals: $150; Hotel: 3 nights @ 150 each; taxi: $30 x 2* | *G.3 Professional Development* | *$2580.00* |
| Software license | Ally full-implementation support $2000; Ally software institutional license est. $16,000/year (vender’s quote to follow) | A. Program, Curriculum Planning and Development | $34,000 |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total** |  |  | **$34,000** |

**8. a. Have you previously received Basic Skills funding for this project?**   Yes X 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** |
|  |  |  |

**b. Will this request require ongoing funding?**  **Yes**   **No**

**If yes, how long\*:**   **Please explain:**

**c. \*Projects that are intended to continue for an indefinite time need to be**

**institutionalized within three (3) years. Define your plan for institutionalization:** We intend to assess effectiveness of Ally in meeting the stated goals. If Ally appears effective, we will propose continued funding through DE and Technology budgets similar to the institutionalization of the software Turnitin.com an anti-plagiarism tool fully integrated in Canvas.

**d. Are you receiving or applying for funding from other sources:**  Ye s X 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**. Mark Winter, Lisa Sayles, Wendy Riggs, and Reno Giovennetti

**b. If the request is for temporary staffing, and you know the person’s name, please include  
 it here:** N/A

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

Yes  No

**10a. If no, why not?** Click here to enter text.

**11. Is technology involved in your proposal?**  Yes  No   
 **If yes, please document the response from tech support**. Reno Giovannetti (Instructional Technologist) writes:  “I have evaluated this software and so far it looks like the impact on IT would be very minimal. The Ally software we are looking at is a cloud based solution requiring no hardware and uses an LTI integration with Canvas. Ally provides instructors a report of possible ADA issues in their canvas shells and will automatically provide alternate accessible formats for HTML, MS Office and PDF documents.  I will work with James in IT to make sure that this integration is secure and that the administration of the software will not be over burdensome.” Paul Chown and James Hays have been informed. 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.***

\_\_Mark Winter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_4/23/19\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author Signature (*electronic signature may be affixed)* Date