



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.



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Summary Title: Travel to California Acceleration Project Conference

Funding Year: 2015-16

1. Author: Todd Olsen

2. Date: 10/26/15 **3. Email:** todd-olsen@redwoods.edu

For Committee Use Only:

Submitted:

Date Approved:

Report to BSC:

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

The Math Department now has an accelerated Pathway to Statistics course (Math 102) designed to accelerate basic skills students into and through transfer level mathematics (Math 15). The purpose of this travel to a CAP conference is to help prepare more math faculty for teaching this unique curriculum.

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 (measureable)	Relationship to Institutional Plans
We have more faculty prepared to teach Math 102.	Expansion of accelerated developmental math courses.

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

Action	How Assessing	When Assessing
More sections of Math 102 offered.	Review summer 2016 and fall 2016 course offerings.	Fall 2016.

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:</i> Travel, 2 people	Air fare: \$660; Meals: \$150; Hotel: 3 nights @ 150 each; taxi: \$30 x 2	G.3 Professional Development	\$2580.00
Travel, 6* people	Meals: \$230, Hotel: 1 night @ \$179 each; parking est. \$40; Van gas est. \$120	Choose an item.	\$1285.00
		Choose an item.	
Total			\$1285.00



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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

- 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:
N/A

- 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. Todd Olsen, Mike Haley, Amber Buntin, Kyle Falbo, Levi Gill, Miguel Manrique – Todd Olsen is responsible for the project.

- 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? [Click here to enter text.](#)

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.

____Todd Olsen____ 10/26/15____
Author Signature (electronic signature may be affixed) Date