



College of the Redwoods Basic Skill Initiative Request for Funds

Summary Title: Supplemental Instruction Project

Funding Year: 2016

1. Author: Tina Vaughan

2. Date: November, 2015 **3. Email:** tina-vaughan@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: Having SI Leaders embedded in developmental math and English classes will initiate early contact with students and provide additional study sessions outside of class which will improve student retention, encourage persistence and ensure student success. Supplemental Instruction will be provided to 2 sections of English 350 and 3 sections of Math 380 in the Spring 2016 semester for our pilot program.

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
Better serve students enrolled in remedial/developmental English and math classes by providing daily support in class with an SI leader and study sessions geared specifically to weekly coursework.	Supplemental Instruction will help improve student retention and success.

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

Action	How Assessing	When Assessing
Students utilizing SI study sessions will achieve higher success rate and higher GPA	SI Coordinator/supervisor will observe SI leader in class and at study sessions. Comparison of students participating in SI sessions vs. non participants with pass to fail rate and higher retention rates	Students will be assessed at end of each semester. Participants and non-participants in SI study sessions will be compared.

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
SI leaders	5 SI leaders at \$12.50/hr each average 10 hrs/week for 15 weeks plus training materials	D. Supplemental Instruction and Tutoring	\$10, 000.

Total			\$10,000.
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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*: Ongoing funding is anticipated to support expansion of Supplemental Instruction Program. **Please explain:** Once the program is established, permanent funds will be requested through program review. [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. Tina Vaughan, Su Harrington, Erin Wall, Amber Buntin, Nicole Bryant Lescher, Sean Herrera Thomas, Tami Matsumoto and Miguel Manrique.

- 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.

Author Signature (electronic signature may be affixed)

Date