



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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Basic Skill Initiative Request for Funds

Summary Title: Funds for California Acceleration Conference

Funding Year: 2016

Semester(s): Fall ☒ Spring ☐ Both _____ Other _____

For Committee Use Only:

Submitted:

Date Approved:

Report to BSC:

1. Author: Levi Gill

2. Date: 4/12/16 **3. Email:** levi-gill@redwoods.edu

4. Briefly describe how your proposal supports the Basic Skills Mission Statement and/or the Basic Skills annual plan: [Click here to enter text.](#) This proposal will allow six mathematics instructors to attend an California Acceleration conference to receive training on instructing Math 102 (Path to Stats). This falls into professional development in effective practices in a developmental education course.

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
Preparation of instructors to teach accelerated math courses.	S.P. 1.6 Support Staff and Faculty development and instructional innovation. E.P.1.3 Improve effectiveness of basic skills education.
Be able to offer more section of accelerated mathematics to meet student need	S.P. 1.3 Students will be able to to complete their desired educational goals.

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

Action	How Assessing	When Assessing
Increase faculty trained to teach accelerated math courses	Review scheduling of accelerated math course staffing.	Review of Fall 2016, Spring 2017 course scheduling.

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>



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Sumer Travel, 6 people	Hotels and Meals: 2 nights @ \$659.00	Choose an item.	\$3954
Winter Travel, 6 people	Hotels and Meals: 2 nights @ \$659.00	Choose an item.	\$3954
Registration (both Summer and Winter)	\$500/ea	Choose an item.	\$3000
		Choose an item.	
Total			\$10,908

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:
[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. Todd Olson and Levi Gill are attending the conference and responsible for the project. Amber Buntin, Michelle Moreno, Jonothan Pace, and Phil Zastrow will be attending.

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:



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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.

A handwritten signature in black ink, appearing to read "L. Gill".

4/14/16

Author Signature (*electronic signature may be affixed*)

Date