**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:** ASC Tutors for student achievement **Funding Year:** \_2019-20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Semester(s):** Fall  Spring  Both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other   
 **1. Author:** Cathy Cox

**2. Date:** September 25, 2019 **3. Email:** Catherine-cox@redwoods.edu

**4. Briefly describe how your proposal supports the Basic Skills Mission Statement and/or the Basic Skills annual plan:** Tutors in the ASC provide essential support to students enrolled in a variety of classes across the curriculum. While AB 705 addresses the need for supplemental support for students in Math and English, and the college has responded by developing supplemental courses in those disciplines to help students succeed, there are students in a wide variety of other classes who need assistance in order to successfully complete key courses in disciplines such as Chemistry, Philosophy, Psychology, Biology, Spanish, etc. Many of these are courses needed for completion of GE patterns or major requirements.

**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** |
| Intended outcome of this funding is to increase student | This outcome directly ties to Vision for Success goals #1 |
|  |  |
|  |  |

**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 one-on-one tutoring in the ASC will achieve high success rate and higher GPA. | Tutors will be assessed with evaluations filled out by students every 3rd or 4th tutoring session. Student success will be assessed by correlating their pass to fail rate to the total tutoring time received for each class. | Student success will be assessed at the end of the semester. |
|  |  |  |

**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* |
| Tutors | Peer tutors and PRE tutors for 30 weeks:  30 hours per week @ $14.00 per hour (rate averaged to reflect increase in Jan. 2020) plus 10% for benefits. **Note**: PRE tutors are more expensive; however, writing tutors are excluded, as they were separately funded through Drop-in Writing Assistance this year. | D. Supplemental Instruction and Tutoring | $13,860 |
| Supplies and training materials | Training workshop for tutors in Spring (jointly with EOPS/TRiO) | D. Supplemental Instruction and Tutoring | $300.00 |
|  |  | Choose an item. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total** |  |  | **$14,160** |

**8. a. 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** |
| Previous BSI funding requests were for mixed funding for EPIC and tutoring. | Results explicitly for tutoring support not available. |  |

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

**If yes, how long\*:** Possibly for two to three years. **Please explain:** Tutoring provides essential academic support to students who are struggling with material needed for their programs of study. However, decreasing financial aid allocations for FWS and minimal General Fund allocations mean that we are dependent on categorical funding for support.

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

**institutionalized within three (3) years. Define your plan for institutionalization:** This will require consultation with administration.

**d. Are you receiving or applying for funding from other sources:**  Ye s ☐ No   
 **If yes, what source(s):** For the current year, ASC has received a $9K allocation from Financial Aid which can be used for either EPIC or Tutoring. We also received $10K from the Strong Workforce grant which was allocated only for EPIC, and does not cover general tutoring.

**9. a. List all faculty and/or staff involved and/or who are responsible for the project**. Harrington, Alex Wright, Cathy Cox, plus faculty in various programs who refer students to the ASC.

**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**. 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.***

Catherine Cox

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_9/25/2019\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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