Request for Instructional Student Equity & Achievement and Guided Pathways Funds

Purpose of the Student Equity & Achievement Program:

The Student Equity and Achievement Program (SEA) merges funding for three initiatives: the Student Success and Support Program; the Basic Skills Initiative; and Student Equity. Integrating these efforts into a single SEA Program advances our goal of demolishing, once and for all, the achievement gaps for students from traditionally underrepresented populations.

The SEA Program requires colleges to implement the Guided Pathways framework, designing clear paths to stated educational goals, providing all students with an education plan based on those goals, and eliminating outdated and inaccurate placement policies that keep many students from completing their goals in a timely manner.

As outlined in Educational Code 78222, SEA funding must:

1. Support activities and practices pursuant to the college's implementation of Guided Pathways
2. Ensure that students complete their educational goals and courses of study, and
3. Provide curriculum, instruction, and support services to ensure that students deficient in English and mathematics complete a course of study in a timely manner

The Guided Pathways Committee may be targeting specific projects in a given year based on the current Guided Pathway plan submitted to the Chancellor's Office. Preference will be given to requests connected to this plan, available on CR's Planning Website:
https://internal.redwoods.edu/Portals/25/Guided%20Pathways%20Plan%202018-2022.pdf

Note: Instructional SEA funds are not eligible to supplant existing staff or operational funding.

- 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 Stephanie Burres to complete and finalize these documents.

Complete the form on the page below, and email the completed request packet as an attachment to Stephanie-Burres@redwoods.edu.

Summary Title:

Funding Year

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

1. Author: .

2. Date: 3. Email:

4. Briefly describe how your proposal supports the SEA program and funding requirements 1-3 listed on the first page:

5. Intended Outcomes (should be specific, measurable targets tied to the Guided Pathways and SEA programs**:**

Intended Outcome (measureable)	Relationship to Institutional Plans

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

Action	How Assessing	When Assessing

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*
			$9450
		.	
		.	
Total			

8. 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

—>		

a) Will this request require ongoing funding?   ☐ Yes ☐ No

If yes, how long*: Click here to enter text.   Please explain: Click here to enter text.
Ongoing support is necessary to provide this service to students.
b) *Projects that are intended to continue for an indefinite time need to be institutionalized within three (3) years. Define your plan for institutionalization:
Include this in the Coprehensmive Program Review plans.
Click here to enter text.

c) Are you receiving or applying for funding from other sources: ☐ Yes ☐ No

If yes, what source(s): Click here to enter text.

9. List all faculty and/or staff involved and/or who are responsible for the project.
Mike Haley, Interim Dean M&S
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

If no, why not? Click or tap here to enter text.

11. Is technology involved in your proposal?   ☐ Yes   ☐ No

If yes, please document the response from tech support.

(Requests for new technology, facilities, or equipment require consultation with area providing services; contact paul-chown@redwoods.eduor Steven-McKenzie@redwoods.edu for assistance.)

12. *I understand that if granted, SEA funds are to be expended in a manner consistent with the SEA program. 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. 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.*

August 25, 2020

_____ _____

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