**Request for Instructional Student Equity & Achievement 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 offering a clear path to a stated goal, to provide all students with an education plan based on that goal, and to toss aside outdated and inaccurate placement policies that are keeping far too many from completing their goals in a timely manner.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 \_\_\_\_ Oct 28, 2019 to July 30, 2020Other   
 1. Author: David Bazard

2. Date: 10/21/2019 3. Email: dave-bazard@redwoods.edu

4. Briefly describe how your proposal supports the SEA program and funding requirements 1-3 listed on the first page: 1. Continuity of Math Lab support is essential for students to succeed in math courses that are requirements of most academic pathways. 2. Completing educational goals requires that students succeed in math courses. This is particularly important given recent AB705 changes that may place students in a more challenging course where external support for homework and understanding concepts is essential. 3. Math Lab provides instruction, and support services to ensure that students deficient in mathematics complete a course of study in a timely manner.

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

|  |  |
| --- | --- |
| Intended Outcome (measureable) | Relationship to Institutional Plans |
| Continuity of Math Lab Instruction and support services | Proactive student support initiative. |
|  |  |
|  |  |

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

|  |  |  |
| --- | --- | --- |
| Action | How Assessing | When Assessing |
| Evaluate open hours of math lab and if providing substitutes allows for continuous operation during open hours of the semester | Evaluate open hours of the Math Lab during the semester. Did the ability to hire substitutes using stipends allow for continuity. | Evaluate at the end of each semester to determine math lab availability and student use. |
|  |  |  |
|  |  |  |

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* |
| Math Lab Substiutes | $30/hour for a maximum of 60 hours | Choose an item. | $1800.00 |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |
|  |  | Choose an item. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total** |  |  | **$1800.00** |

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 |
| Math Lab Tutors | Funded by SEA | This requests is for faculty to teach in the math lab. The other request was for student tutors. |

b. Will this request require ongoing funding?  Yes  No

If yes, how long\*: Click here to enter text. Please explain: A new SARTCO is submitted each year, and a separate funding request will be submitted for subsequent years, if needed.

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:  Ye s  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.

b. If the request is for temporary staffing, and you know the person’s name, please include  
 it here: Math Lab Coordinator (Emily Change) and Division Dean (Dave Bazard)

10. Was this request/will this request be included in your most recent Program Review?

Yes  No

10a. If no, why not? The need for this came up after submission of last year’s program review. It is also an ongoing expense rather than a specific program review plan.

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 Paul-Chown@redwoods.edu or 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.*

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