BASIC SKILL INITIATIVE REQUEST FOR FUNDS

BSC Mission Statement

Our mission is to improve the retention, persistence, and success of basic skills students.

Funds used 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.

Complete the form on the page below and email the form as an attachment to bsc@redwoods.edu.
1. Describe clearly and in detail fund request.
Counseling & Advising is requesting funds for a temporary position to provide outreach to local high schools and community groups/events, enrollment assistance, and mentoring for basic skills/ESL students during their first year.

2. Describe how your proposal supports that Basic Skills Mission Statement.
The contact provided by this position will support the success of our at-risk and basic skills students during pre-enrollment services through their first year. This aligns with the Basic Skills Mission Statement of improving the retention, persistence, satisfaction and success of basic skills students. This position will help the college to meet the Chancellor Office’s call to strengthen the support for entering students and incentivizing successful student behaviors. Additionally, this request supports activities in the 2013-2014 Basic Skills Action Plan to provide student mentoring and assist with the development of pathways for basic skills students.

3. Describe anticipated expenses (attach another page if necessary).

<table>
<thead>
<tr>
<th>Items</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Resource Matter Expert (PRME 1A)</td>
<td>$12,000</td>
</tr>
<tr>
<td>Kuder Journey Career Planning System</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total</td>
<td>$13,000</td>
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</tbody>
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4. Will any of this request require ongoing funding? If yes, please explain.
Yes. Depending on assessment results, continued funding may be requested through Basic Skills, Student Success and Support Program, and/or other resources.

5a. List lead faculty and/or staff involved and/or responsible for the project
Sheila Hall

5b. List faculty and staff involved and/or responsible for the project.
Sheila Hall, Angela Winkle, and Jay Dragten.

6. Intended Outcomes (include specific, measurable targets):
The Student Learning Outcomes are as follows:

Students will be able to effectively access the support services and resources needed to be successful.

Students will demonstrate digital literacy with effective navigation of computer resources essential to the enrollment process.

Students will develop a student education plan based on an informed educational goal and career pathway.

7. Assessment Plan (specify exactly what you will measure and how you will measure it):
Work with IR to explore ways of tracking prospective students from outreach activities and through the enrollment process. Potential data collected may include student names, grade level, type of outreach activity, area of interest, etc.

Once students have been identified as Basic Skills/ESL (before or after the math & English placement process, depending on activity), they will be "tracked" through the enrollment process.
which includes admissions application, math & English/ESL placement process, orientation, and class selection. Students will also receive mentoring and assistance through their first year with career exploration and student education plan development. Success, retention, and persistence of this student cohort will be evaluated.

8. Proposed Timeline (provide timeline details for activities including assessment schedule):
If approved, this position would begin in July 2014 and work through the academic year under the regulations for temporary employees.

July - August 2014: assist with outreach, summer bridge programming, Math/English/ESL placement process, orientation & enrollment assistance, and week one welcome activities for fall 2014 start.

August - November 2014: assist basic skills/ESL students through their first semester with mentoring, access to support services, career exploration, development of student education plans, and next semester enrollment.


January - May 2015: repeat above activities for current students enrolled in spring 2015 and prospective students for summer/fall 2015 start.

9. Is this included on your most recent Program Review Needs Addendum?
Not on the needs addendum, but outreach and enrollment support were included in the Counseling & Advising program review.

10. Is technology involved in your proposal? If yes, please explain the response from technology support?
Yes. Kuder Journey Career Planning System is an online career assessment tool and a companion to Kuder Navigator supported by Humboldt County Office of Education and used in our local high schools. Steven Roper responded with the following statement: "Sheila, I do not see anything here that would require any new hardware from my side of things, but I am forwarding this to Angelina Hill to have her team look at it as well." Paul Chown responded with the following statement: "Looks like one of those skills/interests assessment tools that you’d find at the EDD or job placement organizations. It appears to be completely unrelated to anything IS will need to support (students create their own accounts, no data needs to come from Datatel, etc."

11. 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 and 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.

12. Contact Person: Sheila Hall
13. Date Submitted: April 3, 2014