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.
BASIC SKILL INITIATIVE REQUEST FOR FUNDS

1. Describe clearly and in detail fund request.
ESL Associate Faculty, Elizabeth Carlyle, would benefit from attending the TESOL Convention in Portland on March 27th and 28th for professional development and learn best practices to provide for a more effective non-credit and credit ESL program.

2. Describe how your proposal supports that Basic Skills Mission Statement.
Attending the TESOL Convention will provide professional development regarding best practices in ESL instruction and help identify effective ways to support L2 basic skills students in mainstream classes, in particular through tutoring in the Writing Center.

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

<table>
<thead>
<tr>
<th>Items</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel - 3 nights in Portland</td>
<td>270</td>
</tr>
<tr>
<td>Meals - per diem for three days</td>
<td>144</td>
</tr>
<tr>
<td>Mileage - one person in rental car for four days</td>
<td>350</td>
</tr>
<tr>
<td>Conference Registration</td>
<td>275</td>
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</tbody>
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Total 1039

4. Will any of this request require ongoing funding? If yes, please explain.
No.

5a. List lead faculty and/or staff involved and/or responsible for the project
Faculty: Elizabeth Carlyle

5b. List faculty and staff involved and/or responsible for the project.
See above.

6. Intended Outcomes (include specific, measurable targets):
Explore resources and identify best practices and materials to adopt for a more effective ESL program. Identify best practices in ESL tutoring in the Writing Center.

7. Assessment Plan (specify exactly what you will measure and how you will measure it):
Gather materials and identify best practices that fit student needs for both the non-credit and credit ESL program. Identify best practices and gather resources based on current research to improve tutor feedback for ESL students in the Writing Center.

8. Proposed Timeline (provide timeline details for activities including assessment schedule):

9. Is this included on your most recent Program Review Needs Addendum?
No, but professional development is consistent with Accreditation Standard III.5: The institution provides all personnel with appropriate opportunities for continued professional development...

10. Is technology involved in your proposal? If yes, please explain the response from technology support?
No.

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.

<table>
<thead>
<tr>
<th>12. Contact Person:</th>
<th>Elizabeth Carlyle</th>
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<tbody>
<tr>
<td>13. Date Submitted:</td>
<td>3/17/14</td>
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