**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.
   This request is for a Professional Resource Matter Expert for ESL

2. Describe how your proposal supports that Basic Skills Mission Statement.
   The Basic Skills mission is to improve the retention, persistence, and success of basic skills students which includes ESL students. While the College has developed some ESL courses, both in credit and non-credit, there is still a lot of work that needs to be done to adequately serve these students from the application and placement process to articulating the ESL course sequence through to ENGL-1A.

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 (940 hours @ $20/hr)</td>
<td>$18,800</td>
</tr>
<tr>
<td>Total</td>
<td>$18,800</td>
</tr>
</tbody>
</table>

4. Will any of this request require ongoing funding? If yes, please explain.
   Right now the request is for the 2013-2014 academic year. Based on the outcome of 2013-2014 work there may be an additional request of basic skills funds for future ESOL development.

5a. List lead faculty and/or staff involved and/or responsible for the project
   Erin Wall

5b. List faculty and staff involved and/or responsible for the project.
   Basic Skills Committee

6. Intended Outcomes (include specific, measurable targets):
   The Professional Resource Matter Expert would work with the Associate Dean of Humanities to do the following:

   1. Translate college application materials for credit courses into Spanish
   2. Make sure the college application process includes a way for ESOL students to be identified so that the college can track enrollment, success, retention, and persistence data on ESOL students.
   3. Review the current ESOL placement process and revise it to improve ESOL placement.
   4. Conduct outreach to local high schools, Hmong, and Latino communities in the Eureka area in coordination with Julia Peterson (non-credit ESOL facilitator) to determine the needs of the community and promote existing ESOL credit and non-credit courses.
   5. Work with English faculty to determine the articulation process between the existing ESOL courses and the English course sequence with particular attention to the articulation from ESL-102 to ENGL-1A.
   6. Work with ESL non-credit faculty to determine appropriate assessment for ESOL students
moving from non-credit ESOL to credit ESOL.

5. Assist with the recruitment of additional ESOL faculty.

6. Create a liaison network with HSU to create learning communities that support a culture of transfer.

7. Assessment Plan (specify exactly what you will measure and how you will measure it):
   1. The number of ESOL students applying to CR, taking the ESOL placement and their placement, along with their success and retention will be reviewed by the BSC Jan-Feb 2015.
   2. Persistence data on ESOL identified students will be reviewed March 2015.
   3. A list of outreach activities will be presented to the BSC with needs expressed by the community in May 2014.

8. Proposed Timeline (provide timeline details for activities including assessment schedule):
   1. The number of ESOL students applying to CR, taking the ESOL placement and their placement, along with their success and retention will be reviewed by the BSC Jan-Feb 2015.
   2. Persistence data on ESOL identified students will be reviewed March 2015.
   3. A list of outreach activities will be presented to the BSC with needs expressed by the community in May 2014.

9. Is this included on your most recent Program Review Needs Addendum? Yes

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.

12. Contact Person: Erin Wall

13. Date Submitted: 11/5/13