**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.

The non-credit offerings at CR have many characteristics which make them distinct from credit courses offered largely on the CR campus and its Instructional Centers. The non-credit offerings have grown considerably during SY 2013-14. As "Adult Education" increasingly becomes more of a responsibility of community colleges in general (AB86), and of CR specifically, these programs will continue to grow, most especially in off-campus, community-based settings.

This funding request is for training, materials and start-up costs for several non-credit Adult Basic Education (ABE), GED Preparation, and ESL programs, taught at on and off-campus and satellite campuses and Instructional Centers throughout the District.

GED Prep and ABE Education is currently offered, or proposed, at the following sites:
- Community Education in Eureka
- KT Instructional Site, Hoopa
- Humboldt County Correctional Facility, Eureka
- Del Norte County
- Fortuna - Loleta
- Garberville

ESL Instruction is currently offered, or proposed, in the following locations:
- Eureka Main Campus
- Loleta Union Elementary School
- Multigenerational Center, Fortuna
- South Fortuna Elementary School
- Pacific Union School, Arcata
- Zane Middle School, Eureka
- Alice Birney Elementary School, Eureka
- Rio Dell Community Service Center
- Garberville
- Del Norte County

The GED Testing Protocol has undergone, is continues to undergo, significant change as the GED is aligned with Common Core Curriculum. These changes, in content and administration, result in the need for purchase of new instructional materials, for installation of hardware and purchase of software for GED testing centers, and for robust teacher training in the new standards and procedures. GED and ABE Instructors in non-CR class settings lack most of the technological support and capacity that instructors on-campus enjoy; this Grant Request is to address some of these gaps. These changes in the GED testing also carry ramifications for ABE instruction (essentially pre-GED level education), which, along with the evolving GED standards, involve need for teacher training and development.

The Non-credit ESL Sequence has grown from fewer than 10 students in September of 2013 to around 200 students currently enrolled. As can be seen from the list of teaching sites, these classes are primarily offered to students in off-campus community sites which offer various environments for this instruction. Community sites lack virtually all of the technological amenities and academic support enjoyed by instructors and students working on principal CR sites and this Grant Request aims at addressing some of these deficiencies. Additionally, professional development activities and materials contemplated by this Grant Request are crucial for Associate ESL Faculty members working (often in isolation) at disparate sites around the huge College District.
2. Describe how your proposal supports that Basic Skills Mission Statement.

- Professional Development activities and Instructional Materials shall promote the use of effective and best practices in these areas non credit offerings: GED, ABE, and ESL.

- Enhanced technology access for instructors on Community Sites will promote the use of effective and efficient practices in instruction.

- The availability of GED Testing Centers and GED instruction, as well as of ESL and ABE instruction in community-based settings close to homes and workplaces (often with childcare provided) will improve student access to the Basic Education services.

- Improved coördination and professional development for GED, ABE and ESL teachers working alone in disparate community education sites will foster better assessment of student success.

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

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| Total                                      |      |

4. Will any of this request require ongoing funding? If yes, please explain.

YES and NO. Start-up costs and capital outlay for GED Test Centers and for classroom tech support for community sites are one-time expenses. Purchase of most GED, ABE and ESL Professional Development materials is non-recurring; nevertheless, GED-ABE Program Guidelines are a “work in progress” and additional purchases may be necessary as Program Goals and Objectives develop in future years. Professional Development Activities may be the subject of funding requests in future years as Programs evolve and subsequent training needs become evident. Known recurring costs include: $445/year for VRI CareerScope Licence, $230/year for GED testing "seats."

5a. List lead faculty and/or staff involved and/or responsible for the project
Kate McKinnon, Michal Clark, Jason Wheeler, Julia Morrison

5b. List faculty and staff involved and/or responsible for the project.
ESL, GED, ABE Faculty Members.

6. Intended Outcomes (include specific, measurable targets):

- GED, ABE and ESL Instructors will participate in at least of one (1) Professional Development Activity during the one-year course of this Grant.

- GED Testing Sites shall be installed and operational at two sites in the District: Eureka Community Education and Del Norte Instructional Center. These facilities will make GED Testing Services available to students in areas where currently there is NO testing available under new GED Guidelines.

- Existing gaps in availability of technological resources for Instructors teaching at community
sites shall be improved.

7. Assessment Plan (specify exactly what you will measure and how you will measure it):
   • Two GED Testing sites (Eureka and Del Norte) will be set up and functioning before July 1, 2014.
   • SmartBoard equipment will be installed in Downtown Eureka GED Center.
   • Document Camera (ELMO) equipment will be located in existing community classrooms (GED, ABE, ESL), and as additional classrooms are opened. Equipment will be stored in secure areas, in locking cabinets.
   • Professional and classroom libraries will be located in existing and future community classrooms (locking cabinets) as needed.
   • At least 60% of non-credit Instructors utilizing materials and/or equipment from this Grant will participate in a before- and after-installation survey to assess the impact of the materials/equipment on teaching effectiveness.
   • At least one (1) class of students in classrooms utilizing materials/equipment from this grant will participate in a survey to assess the impact of the new materials/equipment on learning effectiveness.
   • All instructors in non credit classes utilizing materials/equipment from this grant will participate in a minimum of one professional inservice during the one-year term of this grant.

8. Proposed Timeline (provide timeline details for activities including assessment schedule):
   GED Testing Centers: up and running by 1 July 2014.
   GED Test Prep Materials: to be put into use upon receipt after purchase.
   ABE teaching materials: to be put into use upon receipt after purchase.
   ESL/GED document camera equipment: to be put into use as needed after purchase and confirmation of adequate security on site.
   ESL/GED classroom/professional libraries: to be built over course of Grant.
   ESL realia: to be built over course of Grant.
   Career Exploration & Guidance (Career Scope): to be put into use upon receipt after purchase.
   Professional Development: Inservice and webinars to be available throughout term of Grant.

9. Is this included on your most recent Program Review Needs Addendum?
   At the time the Program Review Needs Addendum was written, much of the current growth in non credit ESL, GED, and ABE instruction was non foreseen. Therefore, much of the content of this request is not included in the Program Review Needs Addendum.

10. Is technology involved in your proposal? If yes, please explain the response from technology support?
    YES. Staff from Non-Credit Education has received approval from IT for purchase of GED Test Site hardware. IT has approved (and endorsed) the purchase of document camera (ELMO) equipment, the purchase of SmartBoard equipment for Eureka Downtown, and locking cabinets for security of same. Additional classroom technology included in this Grant Request does not require "installation" or "configuration" to existing CR systems.

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.

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3. Non-Credit Basic Skills Initiative Grant Funding Request

ANTICIPATED EXPENSES

GED/ABE/ESL/CAREER Training AND Testing

TOTAL ::: $56,780.16 (+$4604.00 tax*)

• GED Testing Centers (Eureka, Del Norte, Mendocino) Start-up $851.16
  For each of three (3) Centers:
  Logitech HD Webcam C615 – (2 @ $69.99)
  Interlink Electronics ePad Signature Pad – Model VP9801 – (1 @ $112.00)
  Subtotal $251.98
  Tax $20.79
  Shipping Est. $10.95 (Signature Pad only, free shipping for Webcams)
  Total $283.72/center

• GED Testing Center Administration and Maintenance $2200.00
  To date, the solicitation, research, purchase, in-servicing, and accounting services for the transition to 2014 GED Test Administration has been handled by Community Education staff, given the lack of clerical support for the non-credit program. This item would rectify that shortcoming going forward.

• GED/ABE Classroom Supplies and Equipment (4 centers) $29,030.00*
  The transition to GED2014 involves considerable investment in new instructional materials. Additionally, community-based classrooms are often bare of technology, basic instructional supplies or support, storage, access to copy or internet service, and lacking in access to reading or learning center materials. Downtown Eureka Center, heavily used, lacks “smartBoard” technology available in most CR classrooms. This item would rectify these deficits going forward.
  For each of two (2) Centers: (@$1844.00/center) $3688.00*
    ELOM TT12 Document Camera @ $719.50/ea
    Locking Cart with Wheels and Electrical @ $700.00/ea
    INFocus 114 Projector @ $379.50/ea
    CTG 50216 25ft VGA M/M Cable @ $ 45.00/ea
  For the Downtown Eureka Center (@$9092.00) $9742.00*
    Sharp-Aquos Interactive Whiteboard PN-L702B @ $5500.00
    Epson 475i Interactive Projector @ $1792.00
    Associated cables, wiring and CR Installation @ $1400.00
    Networked printer for classroom @ $ 900.00
    Printer supplies @ $ 150.00
  For each of four (4) Centers: (@$2650.00/center) $10,600.00*
    Classroom set of 20 calculators @ $250.00/center
    Classroom supplies (pens, pencils, notebooks, markers, clips, etc.) @$400.00/center
    Classroom/Professional library (dictionaries; readable literature and practical skills books for ABE students; readable GED preparation supplemental texts and pre-tests; Resource, reproducible, and reference material for ABE-GED Instructors); rolling cabinet for
storage security @ $2000.00/center.

For District-wide GED Program: $ 5266.00*

- GED Test Preparation Software (Spanish-English) $5000.00*

GED Test Preparation materials which reflect the new 2014 GED Common Core Standards are being made available for release on a continuing basis. Some publishers have parallel editions in Spanish “in the works” and some publishers have vague plans for this translation job. Searching for the best materials in Spanish and English continues with a decision expected to be made before 1 July 2014. The budgeted amount above is an estimate, based on prices of materials currently available.

- 2014 GED® Exercise Book 5-copy value set [1 @ $266.00]. $ 266.00*

- ESL Classroom Supplies and Equipment (5 centers) $17,307.00*

ESL non credit instruction in community centers from Fortuna to Arcata has increased significantly and considerable investment in new instructional materials and technology is needed at "start-up." Additionally, community-based classrooms are often bare of technology, basic instructional supplies or support, storage, access to copy or internet service, and lacking in access to reading or learning center materials. This item would rectify these deficits going forward.

For each of three (3) Centers: (@$1844.00/center) $ 5532.00*

- ELMO TT12 Document Camera @ $719.50/ea
- Locking Cart with Wheels and Electrical @ $700.00/ea
- INFocus 114 Projector @ $379.50/ea
- CTG 50216 25ft VGA M/M Cable @ $ 45.00/ea

For each of five (5) Centers: (@$2000.00/center) $ 10,000.00*

Classroom/Professional library (dictionaries; readable literature and practical skills books for ESL students; readable GED preparation supplemental texts and pre-tests; Resource and reference material for ABE and GED Instructors); locking cabinet for security @ $2000.00/center.

For preparation of five (5) “Rolling Realia” Sets (@$125.00/set) $ 625.00*

ESL Instruction, especially at lower levels, relies on a constantly changing collection of objects, “stuff,” “realia” in the jargon of ESL. This grant would fund the preparation of at least five Realia Sets in rolling suitcases for easy transport by all ESL teachers.

For purchase of two (2) “Rolling Whiteboards” (@$575.00/set) $ 1150.00*

Several community classrooms offer no instructional board space whatsoever.

- Career Exploration Testing and Guidance Services $ 4,398.00*

CareerScope v10 / On-line. CareerScope measures both interest and aptitude through valid and reliable career assessment tasks. CareerScope Online identifies the user's attraction to careers as they relate to the U.S. Department of Labor's Interest Areas and measures aptitudes that are most critical for today's high growth and high replacement occupations.

For CareerScope Services at all Centers: $ 4398.00

- Two One-year licenses on-line access (@$449.00) $ 898.00
- (VRI maintains records; audio assist and spanish translation)
- 500 Pre-paid CareerScope assessments (@ $ 7.00/ea) $ 3500.00
• **GED/ABE and ESL Instructor In-service** $3,000.00

    All GED, ABE, ESL, and Career Instructors are Associate Faculty members. Community Education sites, by their very nature, are very isolated and greatly diminish the opportunity for instructors to collaborate with others in similar assignments. GED and ABE education and testing are undergoing fundamental changes in 2014 which require instructor inservice. This request would fund stipends and costs for Inservice opportunities, both individual and group (webinar, speakers, etc.) for this group of Associate Faculty $3000.00