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.

Preference will be given to requests connected to the Basic Skills current year action plan submitted to the Chancellor’s Office annually (available on the Basic Skills web pages: http://inside.redwoods.edu/basicskills/other.asp).

Note: Basic Skills funds are not eligible to supplant existing staff or operations funding. Basic skills funding will not exceed three years and project proposals/planning should include how future funding will be institutionalized.

Your proposal’s estimated costs should include taxes, shipping and benefits.

Upon approval from the Basic Skills Committee, the next step is to complete the correct form(s) needed to encumber your approved funds. Please work with your area secretary or Crislyn Parker to complete these forms. They must be submitted to Crislyn Parker for finalization.

Complete the form on the page below, and email the complete request packet as an attachment to bsc@redwoods.edu.
College of the Redwoods
Basic Skills Committee

Request for Funds

1. Author: Leslie R. Leach

2. Date: October 13, 2014

3. Contact Information (phone, email): X4586, leslie-leach@redwoods.edu

4. Describe how your proposal supports the Basic Skills Mission Statement and/or the Basic Skills annual plan: By having more trained peer tutors available to tutor students in the Writing Center, basic skills students will get help with their coursework in a timely manner, which will help them to succeed in their courses, resulting in retention and persistence.

5. Intended Outcomes (include specific, measurable targets, which must be tied to the Colleges mission and educational goals, the basic skills mission and the annual plan.) The intended outcome is to increase the number of basic skills students who succeed in their coursework by having more trained peer tutors available in the Writing Center to help and encourage basic skills students with their coursework.

6. Assessment Plan Timeline (specify exactly what you will measure, when and how you will measure it): The number of basic skills students who receive tutoring conferences from trained peer tutors will be tracked using sign-up sheets. At the end of the semester, the basic skill students will be tracked to see if they succeeded in their coursework by checking to see if they are eligible to move to the next level of English.

7. Anticipated expenses (attach another page if necessary): The cost of two level-three trained peer tutors working ten hours per week each for 15 weeks is $2,895.75. (20 X $9.50 per hour + the benefit rate of 1.608% each is $193.05 X 15 (weeks)).

(Multiple expense requests must be itemize in detail, and include anticipated other related expenses such as taxes, shipping and estimated benefits. A copy of your requisition(s) must accompany this proposal.)

8. Will this request require ongoing funding? ☒ Yes ☐ No

8a. If yes, please explain: After three years, it is hoped that the college finances will include enough district funding to pay for trained peer tutors in the Writing Center (those ineligible for Federal Work-study funds). Note: Ongoing expenses should not require basic skills funding beyond three (3) years, and should include a plan to be institutionalized by the college within that time.

9. List all faculty and/or staff involved and/or who are responsible for the project. Pam Kessler and Leslie Leach

10. Is this request/will this request be included in your most recent Program Review? ☒ Yes ☐ No

10a. If no, why not? ☒ Click here to enter text.

11. Is technology involved in your proposal? ☐ Yes ☒ No (Requests for new technology, facilities, or equipment require consultation with area providing services. Contact Steven Roper or Angelina Hill for assistance.)

If yes, please document the response from tech support. Click here to enter text.

12. 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.