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| REQUESTOR(S): Eric Reed | |
| DATE SUBMITTED: March 16 th , 2017 | FUNDING YEAR: 2016-2017 |
| DIVISION: PSME | DIVISION DEAN: Lori Silverman |

REQUESTED AMOUNT FROM BASIC SKILLS: \$4763.99

ARE YOU REQUESTING FUNDING FROM OTHER SOURCES? YES NO **IF YES, PLEASE SPECIFY:**

OF STUDENTS SERVED: 2,000 per qtr **# OF FACULTY AND/OR STAFF SERVED:** n/a

Please provide a summary of the request and details on how this activity will directly serve the College’s Basic Skills goals. Be sure to include a description of which students this activity addresses, which specific student success indicators it supports, how this request addresses those groups and indicator(s).

We will install iPad displays outside workshop rooms and small study rooms (interior doors only) with information about individual reservations, study groups, and workshops taking place in each room. This will allow rooms to be used more equitably and efficiently by student groups, and also create excitement around study groups and workshops. We anticipate that use of these rooms for group study or workshops will increase course success.

Please indicate the criteria used to select the students and/or faculty/staff participating in this activity.

N/A

What outcomes are you predicting for this activity (or for those who participate) and what metric(s) will be used to evaluate if the activity is supporting increased outcomes for those students on the indicators (as described above)?

More optimal use of small study rooms by groups instead of individuals. Better attendance at workshops. Less frustration due to room scheduling conflicts. Metrics will be number and size of groups reserving the rooms, as well as attendance at workshops

Please cite any research or evidence relevant to your proposal.

Please describe plans for sustaining the activity (if possible) without Basic Skills funding.

Equipment expense is one-time with ongoing benefits. Subscription cost of \$340 per year could be division funds if basic skills funding is not available in the future.

Please provide a breakdown of expenses, a timeline for implementation and a schedule of planned activities.

Eight iPad mini tablets: \$2152.00
Eight locking wall brackets: \$1112.00
One iPad Air 2: \$399
One locking wall bracket and conversion kit: \$150.99
Shipping & Tax (approx) \$610
LibCal subscription (one year) \$340

Per the **State Chancellor's Office**, Foothill College’s **Basic Skills** initiatives are intended to improve outcomes of students who enter college academically under-prepared, needing at least one course in **English as a Second Language (ESL)** or **basic skills** (English and/or mathematics).

Each funding request must be consistent with program goals and activities related to Basic Skills and English as a Second Language and fall within the State’s expenditure guidelines. Please note which of the following guidelines pertain to your funding request (check all that apply):

PROGRAM PLANNING & DEVELOPMENT

CURRICULUM PLANNING & DEVELOPMENT

STUDENT ASSESSMENT

ADVISEMENT & COUNSELING SERVICES

SUPPLEMENTAL INSTRUCTION & TUTORING

ARTICULATION

INSTRUCTIONAL MATERIALS & EQUIPMENT

COORDINATION

RESEARCH

PROFESSIONAL DEVELOPMENT

INSTRUCTIONS FOR SUBMISSION

Please submit your completed request via email to the Basic Skills Workgroup Tri-Chairs:

Victor Tam (tamvictor@fhda.edu)

Teresa Zwack (zwackteresa@fhda.edu)

Maureen McCarthy (mccarthymaureen@fhda.edu)

FOR ADDITIONAL INFORMATION, PLEASE REFERENCE THE FOLLOWING LINKS

Foothill College Basic Skills Workgroup:

<http://www.foothill.edu/president/basicskills.php>

Basic Skills Expenditure Guidelines:

http://extranet.cccco.edu/Portals/1/AA/BasicSkills/2015/BSI_Expend_Guide_May2015.pdf