



<b>REQUESTOR(S):</b> Eric Reed	
<b>DATE SUBMITTED:</b> March 16 <sup>th</sup> , 2017	<b>FUNDING YEAR:</b> 2016-2017
<b>DIVISION:</b> PSME	<b>DIVISION DEAN:</b> Lori Silverman

**REQUESTED AMOUNT FROM BASIC SKILLS:** \$8928 Or Less

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

**# OF STUDENTS SERVED:** 600 **# 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).**

The Foundations Lab serves basic skills students in math and English courses. Attendance in the lab is growing over 100% as compared to last year. Student workers will assist students with lab procedures (signing in/out, printing, queing for assistance from tutors). As some students have expressed discomfort using the lab when they do not understand the procedures, we anticipate that student workers will increase the comfort level of basic skills students using the lab, which will in turn increase student use of the lab, and finally impact course success.

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

The overwhelming majority of Foundations Lab students are or have been basic skills students.

**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)?**

Use of foundations lab by more basic skills students

**Please cite any research or evidence relevant to your proposal.**

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

This funding is for spring only. At this point there is not an alternative funding source for future quarters. A scaled-back plan would staff the lab during peak hours only for \$6336 per quarter.

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

Option A - Staff the lab with student workers during open hours - 62 hours per week x \$12 per hour x 12 weeks = \$8928  
Option B - Staff the lab with student workers during peak hours only - 44 hours per week x \$12 per hour x 12 weeks = \$6336

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

COORDINATION

ARTICULATION

RESEARCH

INSTRUCTIONAL MATERIALS & EQUIPMENT

PROFESSIONAL DEVELOPMENT

#### INSTRUCTIONS FOR SUBMISSION

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

Victor Tam ([tamvictor@fhda.edu](mailto:tamvictor@fhda.edu))

Teresa Zwack ([zwackteresa@fhda.edu](mailto:zwackteresa@fhda.edu))

Maureen McCarthy ([mccarthymaureen@fhda.edu](mailto: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](http://extranet.cccco.edu/Portals/1/AA/BasicSkills/2015/BSI_Expend_Guide_May2015.pdf)