Trustees' Fund for Program Improvement

Distinguishing Characteristics

Trustees' Fund for Program Improvement Committee Chair – Ron Trugman

ELIGIBILITY: Full-time Faculty and Classified Staff, Administrators, Coordinators, Certificated Supervisors, and Part-time Hourly Faculty. Part-time Hourly Faculty and Classified Staff personnel must be co-sponsored by a Full-time Faculty member.

ACTIVITIES: Projects which are beyond the normal professional duties and responsibilities and have specific and applicable outcomes to enrich student learning and improve student services. Projects in support of District mission, goals, and objectives, new course and program planning, development, implementation, and evaluation, development and evaluation of materials to complement new methods of instruction, retention, research aimed at enhancing student access and success and cooperative efforts with others in the District.

ALLOWABLE EXPENDITURES: Single-college projects are restricted to a maximum of $3500. Examples of allowable expenditures are as follows: hourly fee to faculty involved at the Special Rate, Classified and/or Student Assistant salaries, supplies, travel & mileage, printing, equipment (software or other items not to exceed $500).

APPLICATION PROCEDURE: Application packet is available online at "Inside Cañada", in the [Faculty Professional Development Resources](#) webpage. Submit a complete application to your Division Dean for approval. Four copies of the original application are due in Committee Chair's mailbox by deadline date. All requests approved by the Committee will be forwarded to the President. (Note: Applications are considered in two separate cycles: October 15 and March 15.)

NOTIFICATION: The Committee Chair will notify all applicants of acceptance/denial upon the Committee's review of the application. The Chair will send the appropriate Dean and Faculty /Staff a copy of the notification letter.

EVALUATION REPORT: A written report must be submitted to the President verifying that salient features of the project have been carried out. When appropriate, transcripts, certificates, and other materials must be attached. **Deadline date for submitting the report is one month from completion date assigned to the project.**

PAY & REIMBURSEMENT: District's reimbursement and/or timesheet forms should be submitted to the Fund's Committee Chair after the completion date assigned to the project.

The Trustees' Fund for Program Improvement seeks projects with specific and applicable outcomes to enrich student learning and improve student services. Projects must be beyond the professional duties and responsibilities of instructors, counselors, librarians and classified staff specified in the collectively bargained agreements between the San Mateo County Community College District Board of Trustees and the bargaining agents of the San Mateo County Community College District.

A. Goals and Objectives
The overall goal of this fund is to support the sustained effort of improving the educational programs and services of the San Mateo County Community College District. Specific objectives to achieve this goal include:

1. To support projects aimed at carrying out stated District mission, goals, and directives.
2. To support efforts in the planning, development, implementation, and evaluation of new courses and programs.
3. To support the development and evaluation of instructional materials which will facilitate the implementation of new methods of instruction exemplified by but not restricted to: individualized instruction, computer-related delivery systems, interactive video, podcasting, etc.
4. To support projects whose aim is to improve retention support services for students.
5. To support applied educational research aimed at enhancing student access and success.
6. To support cooperative staff development efforts at both college and district-wide levels.

B. Eligibility Criteria and Responsibilities
Proposals may be submitted by the following:

1. Contract or regular faculty members.
2. Librarians, counselors, and other regular support services personnel.
3. Administrators, coordinators, and certificated supervisors.
4. Day and evening hourly personnel. Proposals developed by these individuals must be co-sponsored by a full-time faculty member.
5. Classified personnel, when supported by regular members of the staff.

C. Allowable Expenditures
Single-college projects supported by this fund are normally restricted in total budget amounts (maximum $3,500). Normally expenditures shall not include the purchase of major equipment except as specified below. Examples of allowable expenditures are:

1. Certificated salaries (hourly fee to faculty involved in the project - at the special rate.)
2. Classified and/or student assistant salaries.
3. Supplies, printing, travel and/or mileage.
4. Equipment (e.g., software or other items not to exceed $500; computers and/or peripheral equipment, provided that the computer is related to the project's objectives and that there is a separate narrative giving specific illustrations of how the staff member will use the computer. If the microcomputer is to be used beyond the project, a description of that use should be included in the proposal). NOTE: Any equipment purchased will be inventoried as District property.

D. Procedure for Evaluating Proposals

1. Single-College Proposals:
   Procedures for evaluating proposals and standards of evaluation may be somewhat different at each college. The President or his/her designate and the Academic Senate will jointly determine the review process.

2. Multi-College Proposals:
   May be made for two or three-college projects. All multi-college projects must have administrative co-sponsors and provide a method for inter-college coordination. These projects will be subject to the same review process as the single-college projects.

All college-approved proposals under the Trustees' Fund for Program Improvement will be forwarded to the Chancellor for Board approval and funding. The deadlines for application shall be October 15 and March 15 of the fiscal year in which the total allocation is made. The duration of individual grants will normally not exceed June 30 of the succeeding fiscal year. Thereafter, specific authorization from the appropriate campus Vice President of Instruction will be required.

E. Criteria for Evaluating Proposals
Proposals submitted under the Trustees' Fund for Program Improvement are evaluated on the basis of their responsiveness to the goals and objectives of the fund. The rating system to be used is as follows:

- Rated as 4: highly desirable project
- Rated as 3: desirable project
- Rated as 2: meets minimum standards
- Rated as 0: project does not meet the college's needs

In rating the projects, participants in the review process will attempt to answer questions such as the ones given below. Projects which collect affirmative responses to most of these questions are likely to get rated as highly desirable. The list of questions below should not be considered as exhaustive.

1. Does the project meet all or most of the objectives of the fund? Alternatively, does the project contribute to the total effect of all funded projects to meet each of the fund's goals?
2. Did the author state explicitly what the problem is and provide support to substantiate it?
3. Are the project objectives reasonable and do they address the problem?
4. Is the proposed work reasonable in scope and can it be accomplished within the indicated time line?
5. Is a valid means of evaluation proposed? Is there a measurable, tangible outcome?
6. Is the project interdisciplinary in nature and is it undertaken by more than one individual as a joint effort?

Please remember that this list is not exhaustive and other considerations may be used to evaluate proposals.

F. Suggested Guidelines for Developing a Proposal

A well-written proposal has a better chance to be approved at a first reading. Such a proposal should clearly indicate among other things the nature of the problem, the need to remedy it, the intended work, specific outcomes, evaluation, and budget. An attempt has been made below to provide a framework for writing a proposal. To be sure, this is only a suggestion. Not all sections will be relevant to your proposal. You may delete some and/or add others as you see fit.

1. **Problem Statement or Needs Assessment** - Discuss and define in some detail the need you wish to address. Identify its major attributes. Provide evidence (reports, statistics, surveys, etc.) that support your argument that a need exists. Don't just assume that everybody knows this is a problem. If your colleagues perceive the problem as you do, statements to this effect would strengthen the proposal. Also include in this section a statement of your overall goal.

2. **Objectives and Their Significance** - Indicate what your specific objectives are (not what you will do but what observable results you expect your work will produce). Examples of specific objectives from recently funded projects are: "Students will be able to undertake independent scientific investigations in the laboratory." "The attrition rate of students in the course may be reduced by ten percent." "The participants will develop their own individualized instructional modules." "A higher percentage of students than before is expected to attain mastery of motor skills taught in the laboratory." "Faculty time in managing the course will be reduced by fifteen percent." Indicate who the beneficiaries will be and provide a discussion of the significance (educational, social, etc.) of your project (for example, multiplier effect, connection with other projects, etc.)

3. **Proposed Work and Time Line** - Discuss specific activities you will undertake. Describe in detail the work you will complete. If applicable, include the methodology you will follow to accomplish your objectives. If your proposed work involves development of instructional materials, you should begin this section by stating to the best of your knowledge whether or not such materials already exist in the District, at colleges outside the District, or in the commercial market. If they do, indicate why you feel that the work you want to do is necessary. You may request payment for the hours you think will be necessary for you to spend in researching and reviewing existing materials with a view towards assessing their utility for your students.

4. **Special Outcomes** - What will be the outcome of your work? Enumerate and describe. For example, if you intend to develop instructional modules, describe each module as to its title, content, pre-test, post-test, etc.

5. **Evaluation** - Describe how you will evaluate your project outcomes (formative and/or summative evaluation).

6. **Budget** - Provide both a detailed budget breakdown which explains each major expenditure and a completed Administrative Services budget sheet (by category).

7. **Appendices** - Attach any relevant materials which will assist the committee in evaluating the proposal.

Cañada College

<u>Application Form and Project Budget Request</u>

Project Title: _____

Project Director: _____

Division: _____

Approved by:

    _____   _____

    Division Dean   Date

Approved by:

    _____   _____

    Committee Chair, Trustees Fund for Program Improvement Committee   Date

Approved by:

    _____   _____

    College President   Date

Applicant Notified Date: _____

Final Report Submitted Date: _____

Project Budget Request

Project Title: _____ Date: _____

The budget for this project must be designated in the following appropriate categories:

Account	Account Description	
1451	Counseling Hourly Salary	_____
1495	Other Certificated Hourly Salary (Non Instruction Hours)	_____
2392	Student Assistant	_____
2394	Short Term Hourly (Clerical Assistant)	_____
3xxx	Benefits (estimate 10% or 12% each for categories 1451, 1495, 2394)	_____
4420	Instructional Media Supplies	_____
4510	Office Expenses/Equipment	_____
4580	Central Duplicating Charge	_____
5110	Consultant Services, Independent Contractors (Consultants)	_____
5120	Lecturer Services, Independent Contractors (Instructors)	_____
5211	In State Conference Expense	_____
5212	Out of State Conference Expense	_____
5220	Mileage	_____
5690	Contracted Services (Services from Companies, not Individuals)	_____
5694	Contracted Printing Services (ex: Kinko's)	_____
5820	Postage (USPS, UPS, FedEx)	_____

TOTAL _____

Review of Project Proposal

Project Title: _____

College Contact Person: _____

E-mail: _____ Telephone: _____

Proposed Grant Funding Source: _____

Abstract for Board Report

a) What are the goals and objectives?

b) What is the need?

c) What is the procedure to accomplish goals and objectives?

d) Starting and completion dates:

e) Budget amounts from funding source and from local College funds encumbered:

_____ _____
College President Signature   Date

DISTRICT OFFICE USE ONLY

Trustees Fund for Program Improvement

Cover Sheet

All applicants must complete this cover sheet. Please attach to fund application form.

Name: _____

Project Title: _____

Division: _____   Application Date: _____

Amount Requested: $ _____

Brief Statement Regarding Proposal:

I understand that if this request is approved, I must submit a written evaluation of that accomplished to the approving committee chair within one month upon completion.

_____   _____
Signature   Date

Dean's Recommendation: (please fill out)

☐ I recommend approval of this proposal.   ☐ I **do not** recommend approval of this proposal.

_____   _____
Division Dean Signature   Date

_____   _____
College President Signature   Date