



Trustees' Fund for Program Improvement

TRUSTEES' FUND COMMITTEE:	Ray Lapuz (Chair) Frank Young, Karen Olesen, Carolyn Jung
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:	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. After it is signed by Dean, faculty will submit Four copies of the original signed application to the Committee Chair's mailbox by February 15, 2014. All requests approved by the Committee will be forwarded to the President.
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 by February 28, 2014.
EVALUATION REPORT:	A final 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. A final report may constitute a written document or a poster that includes the problem statement, the learning outcomes addressed, the work completed, and the results may be included to share with the college. 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 dean when the final report is submitted to the president upon completion of the project.

Detailed Information

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 Cañada College. Specific objectives to achieve this goal include:

1. To support projects aimed at carrying out stated college mission, goals, and institutional and program learning outcomes.
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, technology-related delivery systems, 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.

C. Allowable Expenditures

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 computer 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. Guidelines for Developing a Proposal

A well-written proposal must be student centered and should clearly indicate the nature of the problem, the need to remedy it, the intended work and timeline, specific outcomes, expected results and evaluation, and budget. Below is a framework for writing a proposal.

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.
- Include in this section a statement of your overall goal and how your project would address the institutional and/or program learning outcomes.

2. Proposed Work and Time Line

- Discuss specific activities you will undertake to complete your project. If your proposed work involves development of instructional materials, you should begin this section by stating whether or not such materials already exist; if they do, indicate why you feel that the work you want to do is necessary.
- Describe the amount of time you will take to complete your work.

3. Project Outcomes

- Describe tangible products that the project will produce. For example, if you intend to develop instructional modules, describe each module as to its title, content, pre-test, post-test, etc.
- Indicate the intent to produce a written report or a poster that includes the problem statement, the learning outcomes addressed, the work completed, and the results. (You may be asked to present your work during a flex day or a CIETL workshop)

4. Evaluation

- Describe how you might assess the ILO's or PLO's addressed in your project.
- Describe, in detail, how you will evaluate your project outcomes.

5. Budget - Provide both a detailed budget breakdown which explains each major expenditure and a completed Project Budget Request Form (by category).

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

E. Criteria for Evaluating Proposals

Proposals submitted under the Trustees' Fund for Program Improvement are evaluated on the basis of their responsiveness to each of the five (or six) criteria listed above. Other factors may be considered. An overall 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



Trustees Fund for Program Improvement

Cover Sheet

Name: _____

Application Date: _____

Division: _____

Amount Requested: _____

Project Title: _____

Brief Statement Regarding Proposal:

I understand that if this request is approved, I must submit a written evaluation of the completed project to the approving committee chair within one month after the completion date assigned to the project.

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

Trustees Fund Application

Name: _____

Application Date: _____

Division: _____

Amount Requested: _____

Project Title: _____

1. What are the goals of your project? Include discussion on the need and the connection to the learning outcomes.

2. What is the procedure to accomplish your goals? Include a timeline.

3. What are some tangible outcomes of your project?

4. How will you evaluate your project?

5. *Project Budget Request Form*

Name: _____

Application Date: _____

Division: _____

Amount Requested: _____

Project Title: _____

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

<u>Account</u>	<u>Account Description</u>	
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 \$ _____



Trustees Approval Form

Name: _____ Application Date: _____

Division: _____ Amount Requested: _____

Project Title: _____

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: _____

Trustees Rubric for the Committee

Name: _____

Application Date: _____

Division: _____

Amount Requested: _____

Project Title: _____

1. Problem Statement or Needs Assessment

Problem statement or needs assessment is well defined. Learning outcomes are addressed.

Comments: _____ Yes

_____ No

2. Proposed Work and Time Line

Proposed work is reasonable and will work according to the timeline.

Comments: _____ Yes

_____ No

3. Project Outcomes

Project outcomes are clearly stated. There is a commitment to include a written report or a poster.

Comments: _____ Yes

_____ No

4. Evaluation

There is an identified evaluation process for the project.

Comments: _____ Yes

_____ No

5. Budget

Budget is approved by the financial officer.

Comments: _____ Yes

_____ No

Overall Score: _____

- 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

Final Comments: