



REQUESTOR(S):	
DATE SUBMITTED:	FUNDING YEAR:
DIVISION:	DIVISION DEAN:

REQUESTED AMOUNT FROM BASIC SKILLS:

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

# OF STUDENTS SERVED: # OF FACULTY AND/OR STAFF SERVED:

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).

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

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)?

Please cite any research or evidence relevant to your proposal.

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

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

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](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)