FOOTHILL COLLEGE   **BASIC SKILLS**   FUNDING REQUEST

REQUESTOR(S): Voltaire Villanueva	
DATE SUBMITTED: April 25, 2016	**FUNDING YEAR:** 2015-16
DIVISION: Puente/Counseling	**DIVISION DEAN:** Lan Truong

REQUESTED AMOUNT FROM BASIC SKILLS: $750

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).*

Informational brocures/flyers are needed to recruit prospective students into the program. This will also help distinguish the Puente Project from other learning communities at Foothill. Informational items will be distributed to the Testing Center, Counseling Center, Outreach, and Individual faculty to aid students in finding a program with the "right fit." Often times, many students are confused about the different programs and misidentify Puente as a program for only Latino students or for English language learners. In reality, the program is open to all students and does not descriminate based on age, gender, race or ethnic background. Just as long as students qualify for ENGL 1S, students can enroll into the program.

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

New and returning students eligible for ENGL 1S may decide to pick up the brochure/flyer item to make a decision to meet with the program co-coordinator to obtain additional information.

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)?

Students interested in the program are expected to fill the ENGL 1S/T Puente Section on a first-come, first served basis. Anticipated enrollment into the Puente 2016-17 cohort is 25 students.

Please cite any research or evidence relevant to your proposal.

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

Informational items are not time specific and can be sustained in two year cycles. Additional funding can be obtained in the future with the assitance of the Foothill Foundation.

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

March 23, 2016 - Initial consultation with Marketing
April 5, 2016 - Flyer content to Makrketing
May 2, 2016 - First draft of flyer
May 9, 2016 - Flyer finalzed
May 15, 2016 - Flyer delivered

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   ☐ ARTICULATION

☐ CURRICULUM PLANNING & DEVELOPMENT   ☐ INSTRUCTIONAL MATERIALS & EQUIPMENT

☐ STUDENT ASSESSMENT   ☐ COORDINATION

☒ ADVISEMENT & COUNSELING SERVICES   ☐ RESEARCH

☐ SUPPLEMENTAL INSTRUCTION & TUTORING   ☐ 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