ANTELOPE VALLEY COLLEGE

Basic Skills

Basic Skills Committee (BSC) Mission Statement: "To increase student retention and success, this committee provides holistic structure and support to:

    1) students
    2) instructors
    3) support services, and
    4) the community

This support is based on data, theory, planning, dialogue, and collaboration, resulting in effective practices."

PART 1: REQUEST FOR BASIC SKILLS INITIATIVE FUNDS - ACTIVITY PROPOSAL
You may attach additional pages if necessary.

Requestor: _____

Discipline/Department: _____

Activity Timeline/Date _____

$ Total Funds Requested: _____
(must match the calculations on Page 2)

Activity Name/Title: _____

1. Supports which major category of the Basic Skills Initiative? (please check all that apply)

☐ A. Organizational and Administrative Practices   ☐ C. Staff Development

☐ B. Program Components   ☐ D. Instructional Practices

2. Identify the Effective Practices/Strategies which this request is linked to:

3. Briefly describe your activity including purpose, and list the names of personnel who will be involved.

4. Describe what strategies you will use to implement your activity to improve student success in terms of pass rate, retention and persistence rates. *Please include innovative ways and methods your activity will help to support students' academic success.*

5. If funded, describe how you will evaluate the effectiveness of your activity to improve student success.

PART 2: REQUEST FOR BASIC SKILLS INITIATIVE FUNDS - PROPOSED EXPENDITURES

The Basic Skills budget is divided into seven categories. Please identify the category and other information related to your funding request on the following form. Please make additional copies of form as needed.

Funding Categories: Check one ONE only

☐ a) Program and Curriculum Planning and Development

☐ b) Student Assessment

☐ c) Advisement and Counseling Services

☐ d) Supplemental Instruction and Tutoring

☐ e) Articulation

☐ f) Instructional Materials and Equipment

☐ g) Other: Coordination, Research & Professional Devt

Planned expenditures (attach relevant quotes/supporting documents)

Category:			
Personnel Costs (tutoring, SI, etc.)	Salary Rate:	Number of Hours	Total Requested:
Supplies/Software	Item Description:	Cost:	Total Requested:
Equipment	Item Description:	Cost:	Total Requested:
Professional Dev. (travel, consultants, etc)	Item Description:	Cost:	Total Requested:
Other	Item Description:	Cost:	Total Requested:
Category:			
Personnel Costs (tutoring, SI, etc.)	Salary Rate:	Number of Hours	Total Requested:
Supplies/Software	Item Description:	Cost:	Total Requested:
Equipment	Item Description:	Cost:	Total Requested:
Professional Dev. (travel, consultants, etc)	Item Description:	Cost:	Total Requested:
Other	Item Description:	Cost:	Total Requested:

*Appropriate College forms will need to be attached (ex: sign-up sheets for retreats, trip requests, travel forms, etc.)

Signatures:

_____ _____   _____ _____
Person submitting request   Date   Administrator   Date

For Basic Skills Director Use Only

Reviewed by Basic Skills Committee on _____   Reviewed by VP of Academic Affairs on _____

Action: _____ Approved OR Denied   Reason for Denial of Funds: _____

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