

Resource Request from Plan Review, 2012-2013

Complete a resource request form for each item or group of related items needed to meet the goals of the plan.

Type of Resource Request:

Facilities/Maint. Classroom Upgrades New space Conference/Travel
 Instructional Equip. Non-Instructional Equip Training Other
 Computer/Hardware Software/Licenses Supplies

Mandatory: Is this request for one-time funding? OR Does this request require ongoing funding?

If this is a repeat request, please list the Resource ID code or year requested: _____

Mark if the following apply to this request: Health & Safety Issue Legal Mandate
 Accreditation Requirement Contractual Requirement

1. Plan Name:

2. Describe the resource request.

Funds to cover translating Welcome Packet documents into a. Priority Request - Armenian, Spanish, Farsi, and Korean (flyers); b. Arabic, Chinese, and Russian (full packets, with flyers)

3. Identify the plan goals, strategies, or action items that this resource request addresses.

IA1 - Continue updating and evaluating the Welcome Packets with orientation materials (including flyers and colored inserts), in appropriate languages and at the appropriate reading level, to be given to noncredit students.

4. Identify any Educational Master Plan (EMP) goals that this resource request addresses.

1.2.5.c. – Provide Student Services from Financial Aid, EOPS, Assessment, the Center for Students with Disabilities, the Library, and Counseling for noncredit students at the Garfield Campus.

5. Identify any Institutional Learning Outcomes (ILOs), Program Learning Outcomes (PLOs), or course-level Student Learning Outcomes (SLOs) that this resource request addresses. Will the request lead to improved ILOs, PLOs, or SLOs?

PLO / SLO – Knowledge Programs/Services – Students will gain knowledge of Noncredit Programs & Services available to them through GCC Continuing & Community Education of which they were not previously aware.
ILO – Personal Responsibility – Learners demonstrate an understanding of the consequences, both positive and negative of their own actions; set personal, academic, and career goals; and seek and utilize the appropriate resources to reach such goals.

6. What measures of student achievement will filling this resource request improve? Will the request lead to improved achievement in areas such as transfer rate, job placement rate, basic skills completion rate, etc.?

When students receive Student Services materials in their native language they are more likely to take advantage of those services and be successful in their career path which may increase transition to credit, increase job placement, and basic skills completion rates.

7. Are there any other factors or criteria to support the need for this resource request?

Noncredit is the largest feeder to the credit programs based on Campus Profile 2012 enrollment data and we must be able to provide Student Services materials in various languages for students to be successful in noncredit based on Campus Profile 2012 data on origin and language of noncredit students prior to transitioning to credit programs.
Accreditation Standard II.B.1.: The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution.

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8. What resources are needed to fill this request?

Type of Resource	Amount Requested	Description/ Details	Justification
Personnel			
Facilities			
Equipment			
Supplies	b. \$4,400	Production costs for Welcome Packets	Provide Student Services materials in various languages for student success.
Software			
Training			
Other	a. \$2,000 b. \$16,600	a. Translate flyers into Armenian, Spanish, Farsi, and Korean b. Translate complete Welcome Packet materials into Arabic, Chinese, and Russian, plus flyers	Provide Student Services materials in various languages for student success.
Total	\$23,000		