



TO: All Faculty and Staff

FROM: Regina Stanback-Stroud - Vice President of Instruction
Arthur Takayama, Chair

DATE: January 22, 2010

SUBJECT: Request for Proposals -Trustees' Fund for Program Improvement

Each year the San Mateo Community College District Board of Trustees funds small grants to support faculty and staff professional development and the development, implementation and evaluation of instructional materials for existing and emerging programs and services. The Board of Trustees recently voted to modify the allocation formulas, which resulted in a reduction of the 2009-2010 college allocation to \$9,323.23. The remaining available balance is \$4,213.23. Additionally, the Board of Trustees voted to provide NO additional monies for the 2010-2011 academic year.

The Professional Personnel Committee will be evaluating grant proposals this semester for **Trustees' Fund for Program Improvement proposals.**

This packet includes the guidelines, instructions and application forms for faculty and staff to submit proposals.

The attached pages contain important information about the following items:

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Proposals must be submitted by 4:00 p.m. on Friday, March 19, 2010

- Proposals are submitted to the Office of the Vice President of Instruction.
- One (1) original hard copy to be sent to the Office of the Vice President of Instruction plus an electronic WORD (doc.) file to be emailed to tentes@smccd.edu. Please be sure to ***only*** submit the signature page, the proposal, and the budget information.

SOURCE & AMOUNT OF FUNDS:

Trustees' Fund: Each year, the SMCCCD Board of Trustees sets aside an amount for meritorious projects. The amount allocated each year varies. Currently, there is \$4213.23 available for Trustees' Funds Projects. A maximum of **\$3,500 PER PROJECT** may be requested. The approved funds will be available to use for three years, beginning with the fiscal year in which they are approved. The deadline to use the funds approved this fiscal year is June 30, 2012.

BASIC PURPOSES:

Trustees' Funds were established in 1974 to encourage and support the development, implementation, and evaluation of instructional materials for new and existing programs. Funds also support staff development and applied research aimed at the discovery and evaluation of the effectiveness of instructional strategies and support services. Interdisciplinary proposals are encouraged.

ELIGIBILITY: All full-time personnel (faculty and classified staff) and hourly faculty are eligible to submit proposals. However projects involving hourly faculty must be co-sponsored by a full-time faculty member.

ALLOWABLE EXPENDITURES:

Trustees Fund: A maximum of **\$3,500 PER PROJECT** may be requested, which may be expended in any budget categories except those for full-time salaries. There is a maximum of \$500 for individual equipment items except for microcomputers and/or peripheral equipment. Cost of computer equipment may exceed the \$500 limitation provided that the equipment is related to the project's objectives and that there is a separate narrative giving specific illustrations of how the equipment will be used during and after the project.

REVIEW PROCEDURES:

Trustees Fund: Proposals are reviewed by the Professional Personnel Committee of the Academic Senate. Recommendations for funding are made to the Vice President of Instruction and the College President. Final approval is by the Board of Trustees. The College President will notify applicants of the funding received.

APPLICATION PERIODS: The deadline for applications this semester is Friday, March 19, 2010. Proposals must be submitted by **4:00 p.m.** to the Office of the Vice President of Instruction.

One (1) original hard copy to be sent to the Office of the Vice President of Instruction plus an electronic WORD (.doc) file to be emailed to tentes@smccd.edu. Please be sure to **only** submit the signature page, the proposal, and the budget information

Successful Trustees' Proposals

Project Title: Discovery Activities for Anthropology 125

Discovery activities will be developed to round out the presentation of concepts in Anthropology 125 - Physical Anthropology at Skyline College. By providing a variety of means of inquiry, lab and field activities will be designed to increase student comprehension of the scientific method and Physical Anthropology's unique approach to understanding evolution.

Project Title: Placing a Chemistry Related Computer Workstation in the Chemistry Laboratory

The Skyline College Chemistry Laboratory will have a platform for immediate, in place, student usage of the supplemental CD-ROM available with the chemistry text, a chemical structure drawing program and a scientific graphing program.

Project Title: Discovery Activities Electronics 110

New instructional materials will be developed for introductory electronics classes. The instructional materials presently being used in the Electronics 110 class will be modified and portions of them will be used in the new sequence of learning activities.

Project Title: Skyline College Library Website

Skyline College Library faculty and staff will create a website with descriptions and links to all of our library databases, an overview of the steps involved in a basic undergraduate research project, and links to important websites most relevant to specific Skyline courses. In addition, basic information on the Skyline Library's policies, hours, etc., will be provided.

Project Title: Database Curriculum Development for Filing and Records Management Students

Faculty in Skyline's Office Administration Program will develop curriculum to enable students enrolled in Filing and Records Management classes (OFAD 412) to become effective learners and efficient users of the Microsoft Access database program.

SUGGESTIONS:

1. If you have an idea which you think is suitable for a project, share it with your colleagues and supervisor. Division Deans, in particular, have been very helpful in giving people encouragement, focus, and constructive suggestions.
2. If you are not experienced in writing proposals, you may want to look at examples of successful proposals, which are kept on file in the Office of the Vice President of Instruction.
3. Proposals that have outcomes consistent with divisional, college, and district goals tend to be well received. Whenever possible, make the effort to show linkages.
4. The value of a well-written proposal cannot be overemphasized. Remember that your proposal will be evaluated by your colleagues. Prepare your proposal so that someone from any academic area will understand exactly what you want to do, why you want to do it, and how the college will benefit from project outcomes. In addition, it may be helpful to have letters of support from colleagues and/or your supervisor.
5. Do not fail to discuss your proposal with your division representative on the Professional Personnel Committee. His/her ability to speak for you during the review process is very important.
6. When developing the budget, estimate the cost of specific salaries and items. Use the attachments to accurately propose expenditures.
7. Obtain a letter of support from your division dean or responsible administrator.
8. Proposals that are not recommended for funding may be resubmitted in a subsequent application period. You may wish to seek guidance on how to strengthen your proposal from members of the Professional Personnel Committee. They are:

Arthur Takayama, Chair
Donna Bestock
Don Biederman
Chip Chandler
Norman del Prado
Nancy Kaplan-Biegel
Guillermo Ortiz

Helpful Guidelines When Developing the Budget

	Object Code														
Faculty Salaries															
<p><i>Counselor Salary</i> This object code should be used when you expect to hire a (regular contract) counseling faculty member to carry out counseling duties as part of the project. The amount will depend upon the amount of reassigned time. Approximately 54 hours of work plus 54 hours</p>	1251														
<p><i>Substitute Teacher Professional Development</i> This object code should be used if you are asking for funds to cover substitutes for the faculty member carrying out the professional development project</p>	1329														
<p><i>Reassigned or Release Time:</i> This object code should be used when you expect to hire a part-time faculty member to cover the assignment of the person being given reassigned time. The amount will depend upon the amount of reassigned time. Approximately 54 hours of work plus 54 hours of prep (108 hours) equals 20% or 3 flc. As a general guide, if the assignment will take 108 hours of work, the person would be given 20% release or reassigned time. The cost of 1 flc or 10% on average is approximately 1,300.00</p>	1310														
<p><i>Other Certificated Professional Development Counselor</i> This object code should be used when you expect to hire a full-time counselor to do non-counseling work as part of the project.</p>	1429														
<p><i>Counselor Salary</i> This object code should be used when you expect to hire a part-time counseling faculty member to carry out counseling duties as part of the project. The amount will depend upon the amount of reassigned time. Approximately 54 hours of work plus 54 hours</p>	1451														
<p><i>Special Rate – Faculty</i> This object code should be used to pay faculty at the special rate to perform non-teaching assignments, non-counseling assignments, use for coordinating, developing curriculum, etc. This would be used when the faculty member is receiving extra pay but is not receiving overload or reassigned time.</p>	1495														
Classified Staff Salaries															
<p><i>Classified Non-Instructional (Non-Position Control) – Short-Term</i> This object code should be used to pay for classified support in the professional development project.</p>	2394														
Benefits	3000														
<p>All salaries should be summed and multiplied by the appropriate percentage. This should be done regardless of whether the person receives benefits. These costs cover the required benefits and taxes required regardless of whether the person is full or part-time.</p> <p><u>Benefits Percentages:</u></p> <table style="margin-left: 40px;"> <tr> <td>Part-Time Faculty – STRS</td> <td style="text-align: right;">13%</td> </tr> <tr> <td>Part-Time Faculty – PERS</td> <td style="text-align: right;">20.5%</td> </tr> <tr> <td>Regular Full-Time Faculty – STRS</td> <td style="text-align: right;">24%</td> </tr> <tr> <td>Regular Full-Time Faculty – PERS</td> <td style="text-align: right;">32%</td> </tr> <tr> <td>Regular Faculty with overload</td> <td style="text-align: right;">13%</td> </tr> <tr> <td>Regular Classified</td> <td style="text-align: right;">40.5%</td> </tr> <tr> <td>Classified Short-Term</td> <td style="text-align: right;">11%</td> </tr> </table>	Part-Time Faculty – STRS	13%	Part-Time Faculty – PERS	20.5%	Regular Full-Time Faculty – STRS	24%	Regular Full-Time Faculty – PERS	32%	Regular Faculty with overload	13%	Regular Classified	40.5%	Classified Short-Term	11%	
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**San Mateo County CC District
Regular Faculty Overload Salary Schedule (OL)
Effective: 20-Aug-2007
Revised 8/30/07**

<u>Step</u>	<u>Lecture</u>	<u>Laboratory</u>	<u>Special</u>
1	52.79	45.22	32.72
2	55.99	48.10	34.74
3	59.24	51.22	36.86
4	62.56	54.31	39.08
5	65.93	57.10	41.28
6	69.02	59.85	43.48
7	72.53	62.68	45.38
8	75.72	65.64	47.32
9	78.92	68.65	49.20
10	82.18	71.47	51.20

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.

**San Mateo County CC District
Adjunct Faculty Salary Schedule (HI – Instructional)
Effective: 20-Aug-2007
Revised 8/30/07**

<u>Step</u>	<u>Lecture</u>	<u>Laboratory</u>	<u>Special</u>
1 (Inactive as of 9/1999 per AFT Contract)	53.15	45.55	32.94
2	56.37	48.43	34.99
3	59.67	51.58	37.13
4	63.01	54.71	39.36
5	66.38	57.51	41.57
6	69.53	60.28	43.77
7	73.06	63.10	45.69
8	76.26	66.11	47.65
9	79.49	69.14	49.55
10	82.75	71.96	51.57

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.

**San Mateo County CC District
Adjunct Faculty Salary Schedule (AJ –Non-Instructional)
Effective: 20-Aug-2007
Revised 8/30/07**

<u>Step</u>	<u>Laboratory</u>	<u>Special</u>
1 (Inactive as of 9/1999 per AFT Contract)	48.20	34.87
2	51.26	37.03
3	54.58	39.29
4	57.89	41.66
5	60.87	43.99
6	63.80	46.33
7	66.78	48.35
8	69.97	50.43
9	73.16	52.45
10	76.16	54.57

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.



Skyline College Strategic Directions

Vision, Mission, Values, Goals and Strategies

Vision: Knowledge, leadership, and community...Skyline College opens doors!

Mission: Skyline College is a comprehensive community college that provides learner-centered education in a culturally rich and socially responsible environment. The College is proud of its tradition of open access and its climate of innovation. Technology, community partnerships, and economic development are hallmarks of the College. Skyline offers an array of services and instructional programs to support students in achieving their educational goals and to prepare them for a rapidly changing world.

Values: Education is the foundation of our civilized democratic society. Thus:

- **Campus Climate.** We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.
- **Open Access.** We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and services that enable them to advance steadily toward their goals.
- **Academic Excellence.** We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through vocational programs and certificates, Associate of Arts and Associate of Science degrees, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to providing education in a climate that values innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas for all.
- **Community Connection.** We value a deep engagement with the community we serve and our role as an academic and cultural center for business, industry, labor, non-profits, government and the arts.
- **Shared Governance.** We value just, fair, inclusive, and well-understood governance processes based upon open and honest communication.

Goals and Strategies

GOAL 1: Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs, and services.

Strategy 1.1. INNOVATIVE PROGRAMS, SERVICES & MODES OF DELIVERY: An innovative and comprehensive balance of programs, courses, services and modes of delivery that meet student and community needs.

Strategy 1.2. STUDENT ACCESS & SUCCESS: Student access and success through availability, quality and assessment of support services and student learning outcomes.

Strategy 1.3. OUTREACH & RESPONSIVENESS TO COMMUNITY NEEDS: Broad outreach efforts that build partnerships and respond to educational community needs.

GOAL 2: Enhance institutional effectiveness in the planning and decision-making processes through cooperative leadership, effective communication, and shared governance.

Strategy 2.1. INTEGRATED PLANNING & INSTITUTIONAL PERFORMANCE MEASUREMENT: An integrated planning system that responds to all stakeholders and tracks and measures college-wide performance indicators.

Strategy 2.2 EFFECTIVE COMMUNICATION: Widespread, continuous and reliable communication that informs decision-making processes and ensures institutional effectiveness.

Strategy 2.3 SAFE & SECURE CAMPUS: A safe and secure environment that includes staff trained in emergency procedures.

GOAL 3: Fulfill the college's role as a leading academic and cultural center for the community through partnerships with business, the community, and non-profit organizations.

Strategy 3.1 CULTURAL CENTER FOR THE COMMUNITY: A position and presence in the community as a major cultural center.

Strategy 3.2 MARKETING, OUTREACH & CONNECTIONS TO ACADEMIC & BUSINESS COMMUNITIES: Broad outreach and marketing efforts that incorporate continuous evaluation of community needs for comprehensive planning to build public awareness.

GOAL 4: Provide adequate human, physical, technological and financial resources to successfully implement educational programs and student services in order to improve student learning outcomes.

Strategy 4.1 INTEGRATED & EVIDENCE-BASED RESOURCE PLANNING SYSTEM: A comprehensive, integrated and evidence-based resource planning system that responds to all stakeholders and is tied to budget, program and services decisions.

Strategy 4.2 UPDATED FACILITIES: Updated facilities that include timely replacement of equipment.

GOAL 5: Offer faculty and staff opportunities for professional growth and advancement.

Strategy 5.1 COMPREHENSIVE STAFF DEVELOPMENT PROGRAM: Unified and coordinated staff development programs that are dynamic, comprehensive and rich.



***TRUSTEES' FUNDS FOR PROGRAM IMPROVEMENT
PROPOSALS***

PROJECT TITLE: _____

PROJECT DIRECTOR: _____

APPROVED BY:

Division Dean

Vice President of Instruction

President

Project Proposal

Trustees' Fund for Program Improvement

The following information should be included in your Trustees grant application:

1. **Project Title:**
2. **Project Director:**
3. **Phone extension:**
4. **Abstract:** Please briefly summarize the work you will be doing and the goals you wish to achieve. (This summary will be used to describe the program when approval for funding recommendations is sought from the SMCCD Board of Trustees.)
5. **What are the goals and objectives of this Project?**
6. **What is the need?**
7. **What is the procedure to accomplish the goals and objectives?**
8. **How will performance out comes be measured?**
9. **What is the basic timeline of the project?**
10. **What is the total amount of the funds you are requesting?**

Budget

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

1251	Counseling Salaries (FT – counseling)	\$ _____
1310	Teaching Salaries (Hourly)	\$ _____
1329	Substitute Teaching Salaries (Hourly)	\$ _____
1429	Prof Dev Counselor (FT-non-counseling work)	\$ _____
1451	Counseling Salaries (pt-counseling)	\$ _____
1495	Other Certificated Salaries (Faculty at Special Rate)	\$ _____
2392	Student Assistant Salaries (Hourly)	\$ _____
2394	Short-Term Hourly-Classified (Hourly)	\$ _____
3000	Benefits	\$ _____
4510	Supplies (\$500 or less)	\$ _____
4580	Central Duplicating	\$ _____
5110	Consultant Services (Independent Contractors)	\$ _____
5120	Lecturer Services (Independent Contractors)	\$ _____
5211	Conference Expense - In State	\$ _____
5212	Conference Expense – Out of State	\$ _____
5220	Mileage	\$ _____
5621	Software License	\$ _____
5670	Film Rental	\$ _____
5690	Other Contracted Services	\$ _____
5694	Contracted Printing Services	\$ _____
5820	Postage	\$ _____
6450	Inventoried Equipment (Over \$5,000)	\$ _____
6451	Non-Inventoried Equipment (at least \$500 and up to \$5,000)	\$ _____
6459	Software	\$ _____
	TOTAL	\$ _____

Please indicate amount designated for each of the above categories.