BASIC SKILLS FUNDING REQUEST
STUDENT SUCCESS COMMITTEE

Requester(s): Elizabeth Atongo and Phyllis Braxton
Department: Student Services
Date: 11/11/08

Name of Activity: 2009-2010 Student Planners
Total requested: $19,688.25

Please review the list of committee funding principles below before filling out this form.
Email the completed form to mccaslin@piercecollege.edu and goodmaii@piercecollege.edu.

Description of the Project: Clearly and concisely describe your project.

The funding granted by this proposal would be used to purchase 5,000 Pierce College Student Planners for
the academic year of 2009-2010. The current planners have been given mostly to first-time freshman students, but
we now see a need to focus on basic skills students as well. The EOP&S program orders its own special version
of these planners each year as well. Surveys of both first-time freshman and EOPS students indicate that students
think these planners are an invaluable resource that they use quite frequently. In fact, we often get requests from
students to sell the handbook in the bookstore, but we are prohibited from doing that because of licensing
regulations.

The planner consists of three main features: A 48-page customizable college handbook, a calendar in
which a college can add important dates for students to remember, and a College Survival Guide. All of these
features are geared to helping students learn important elements involved with student retention such as: the
importance of effective goal setting and time management; campus resources and services; study skills, and
creating and maintaining a budget.

The customizable handbook portion of the planner is one section that we would like to modify to highlight
the activities and accomplishments of the Student Success Committee. Any student success project that faculty
or staff would like featured can go into the handbook. Elizabeth Atongo will be the Project Manager and can work
with interested faculty in content development.

Results: What specific outcomes related to student success do you expect to come out of your project?

Students would be able to use the planners as a resource to help them to set achievable goals, plan and
manage their time, understand the college resources, and have a ready resource on tips for surviving college. In
addition, with the proposed modifications highlighting student success activities, students would get information on
the student success projects that will be available for them for the upcoming year.

Coordination: What other departments/areas, if any, will be involved in this project. Describe how.

Currently our 48 page handbook has mainly served as a resource of information for students, but we would
like to feature other student success activities and programs that could benefit students such as information
pertaining to the learning communities, Summer Bridge, supplemental instruction, the English department’s
speaker series, suggested courses for first-time freshman, library reading projects, student success workshops, and
other student success projects. The planners would be offered to students enrolled in these special projects.
Additionally, the planners will include a diagram of our Math and English course sequences and information about
the importance of taking these classes early in your academic career. Although a website could serve a similar
function as well, those without ready, portable, wireless technology could use the student planners as a handy
resource at any time to learn about the student success projects that could help them and they could have access to a
personal calendar to help them keep track of their time and their goals.

Evaluation: Describe how you will assess the effectiveness of this activity.

We will conduct a student email survey in fall 2009 to evaluate the usefulness of the planners. Emails are
collected of all new students so we can do an email blast in fall 2009.

Funding Breakdown: If appropriate, provide a general breakdown of the total funding request.

We have a quote from the vendor and the cost will be as stated for the number of planners we’d like to
order.
General Principles Regarding Funding of Student Success Projects  
Dec. 2007

- Projects should be piloted first, i.e. carried out on a limited basis with their progress evaluated before continued support is provided and because of the limited amount of committee funds
- Projects should include a built-in assessment component and outcomes to be able to evaluate their performance
- Departmentally focused projects should have been discussed with and have some support from originating departments and the dean
- Projects should reflect alignment with the Basic Skills literature review (Basic Skills as a Foundation for Student Success in California Community Colleges [http://www.cccbsi.org/Websites/basicskills/Images/Lit_Review_Student_Success.pdf])
- The ownership of intellectual property will be governed by Article 41 of the 2005-8 faculty contract. ([http://www.laccd.edu/collective_bargaining_agreements/AFT/aft.htm](http://www.laccd.edu/collective_bargaining_agreements/AFT/aft.htm)).
- Since there are multiple funding sources besides Student Success funds possible for supporting projects, the committee will consider and recommend what the appropriate means for funding will be. Ways of compensating for faculty time could include reassigned time (contingent on President’s approval), hourly pay, a stipend, professional development credit or other sources of funds.