



**Basic Skills Initiative Committee**  
**REQUEST FOR PROPOSALS**

The Basic Skills Initiative Committee (BSI) provides CSM counseling and instructional faculty, administrators, and staff a unique opportunity to galvanize our talents in the service of a common purpose—to enhance the retention and success rates of underprepared students, especially those at the basic skills levels. To this end, the BSI Committee is seeking to fund innovative, collaborative projects that strengthen our instructional and student support services. Proposals should address the needs of underprepared students.

Please review the [2013-2014 BSI Goals and Action Plan](#), [Educational Master Plan: Informational Update, 2012](#), [Institutional Priorities](#), and [5 in 5 College Strategies](#), student outcomes data prior to drafting a proposal. Proposals will be reviewed and funded according to CSM's planned objectives and student need. Visit the BSI or PRIE websites to review reference documents:

<http://collegeofsanmateo.edu/bsi/goals.asp>

<http://collegeofsanmateo.edu/prie/planningdocs.asp>

<http://collegeofsanmateo.edu/institutionalresearch/studentoutcomes.asp>

There are two categories and four funding levels:

<b>Internal, On-Campus Projects (Open to Adjunct and Full-Time Faculty)</b>		
Tier	Amount*	Scope of Project
A	\$10,000.00	Divisional collaborative projects which explore and/or enhance the pedagogy and methodology of instructing students in basic skills classes or in disciplines serving numerous concurrently enrolled basic skills students
B	\$10,000.00	Interdisciplinary/divisional projects which integrate instruction and student services in support of students in basic skills courses
C	\$5,000.00	Projects which focus on departmental training of faculty, staff and/or administrators in support of basic skills students
D	\$2,500.00	Individual or small group, short-term projects in support of basic skills or other underprepared students

\*Projects exceeding “guideline” amounts will be considered.

<b>External, Off-Campus Projects (Open to Adjunct and Full-Time Faculty)</b>	
Amount	Scope of Project
\$1,000.00	Off-campus conferences, workshops, and trainings that focus on the delivery of instruction or support services to basic skills/developmental (pre-transfer level) students

Upon completion of the project, applicants will submit a Project Summary Report with related project materials to the BSI Committee for archiving. Applicants may be invited to share their report with colleagues or the campus community at campus events.

**Contact** BSI Coordinator Kristi Ridgway (X6686, [ridgwayk@smccd.edu](mailto:ridgwayk@smccd.edu)) with questions.

***Proposals may be submitted at anytime!***

The dates below reflect scheduling deadlines in the event a project requires reassigned time for the following semester.

- **Monday, February 18, 2014**    Fall 2014: Long-term (semester) projects
- **Monday, November 18, 2014**    Spring 2015: Long-term (semester) projects

Describe the proposed project using this sheet as a guide (1-3 pages). Please email the proposal to the Vice President of Instruction and BSI Coordinator. Allow two weeks for review and notification.

**Title of Proposal:**

**Division:**

**Department:**

\_\_\_\_\_  
**Name (and ext. or e-mail) of Contact**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Division Dean Signature**

\_\_\_\_\_  
**Date**

**Rationale:** Identify and explain department, division, and/or college-wide need for the proposed basic skills/developmental education project.

(Projects which promote student-centered teaching methodology and promote the interdisciplinary exchange of expertise or integrate Instruction and Student Services will be given special consideration.)

**Short Description:** Please describe the project's objectives, timeline, number of participants, or other pertinent, logistical information. Delineate the objectives with department, division, and/or college SLO's or planning as well as the CSM *Strategic and Educational Master Plans*, *Institutional Priorities*, *5 in 5 Strategies*, or relevant college initiatives.

**Assessment:** Please explain how the effectiveness of the project will be assessed. This will be included in the culminating Project Summary Report.

**Requested funds:** Funds may be requested as stipends or reassigned time, or for the purchase of project related materials. Assistance for conference travel and lodging expenses will be considered.

**Dissemination:** Please explain how the results of the project will be shared with departments, divisions, or the campus community. This may include a variety of methods—department or division meetings, department or college websites, flex day activities.