



Basic Skills Initiative Committee
REQUEST FOR PROPOSALS

The College of San Mateo Basic Skills Initiative Committee (BSI) provides CSM counselors, 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 students 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 needs in these areas and/or in a closely related area at the basic skills or developmental (pre-transfer) levels.

Please review the *Institutional Planning Priorities*, the *5 in 5 Strategies*, and the *BSI Action Plan, 2011-2012*, prior to drafting a proposal. Proposals will be reviewed and funded according to CSM's planned objectives. There are two categories and four funding levels:

Internal, On-Campus Projects (Open to Adjunct and Full-Time Faculty)		
Tier	Amount*	Scope of Project
A	\$10,000.00	Divisional collaborative projects which explore and/or enhance the pedagogy and methodology of instructing basic skills students in basic skills classes or disciplines serving numerous concurrently enrolled basic skills students
B	\$10,000.00	Interdisciplinary/divisional projects which integrate instruction and student services in support of basic skills students
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 students

*Projects exceeding “guideline” amounts will be considered.

External, Off-Campus Projects (Open to Adjunct and Full-Time Faculty)	
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. Priority to faculty working primarily with basic skills students—Math, English, ESL, Reading and those teaching in the top twenty basic skills/developmental concurrently enrolled transfer disciplines—see attached.

Visit the BSI or PRIE websites to review reference documents:

<http://www.collegeofsanmateo.edu/bsi/index.asp>

http://collegeofsanmateo.edu/prie/institutional_documents.php

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 CSM's BSI Co-Chairs, Henry Villareal (X6590, villarealh@smccd.edu) or James Carranza (X6568, carranza@smccd.edu) with questions.

Proposals may be submitted anytime before the deadline. Allow two weeks for review and notification.

- **Thursday, December 1, 2011: Spring 2012**
Short-term or Long-term (semester) projects
- **Monday, March 5, 2012: Fall 2012**
Short-term or Long-term (semester) projects

Describe the proposed project, using this sheet as a guide (1-3 pages). Please submit two copies of the proposal to the Office of Instruction, 10-482.

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, 5 in 5 Strategies* or related 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.