



Basic Skills Initiative Committee REQUEST FOR PROPOSALS

The College of San Mateo Basic Skills Initiative Committee (BSI) provides CSM counselors, 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 closely related areas of developmental or pre-transfer education.

Please review CSM's BSI Planning Matrix, CSM's Strategic Plan, and/or the Basic Skills Handbook (a.k.a. *The Poppy Copy*) prior to drafting a proposal. Successful proposals will be reviewed and funded according to CSM's planned objectives. There are two categories and four (4) funding levels:

Internal Projects		
Tier	Amount	Scope of Project
A	\$10,000.00	On campus interdisciplinary/divisional projects which integrate instruction and student services in support of basic skills students.
B	\$5,000.00	On campus divisional collaborative projects which explore and/or enhance the pedagogy and methodology of instructing basic skills students.
C	\$3,000.00	On campus projects which focus on departmental training of faculty, staff and/or administrators in support of basic skills students.
D	\$1,500.00	On campus individual or small group, short-term projects in support of basic skills students.

External Projects	
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 students.

Visit the BSI website to review reference documents:
<http://www.collegeofsanmateo.edu/bsi/index.asp>

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 the campus community.

Contact CSM's BSI Co-chairs, Danita Scott-Taylor (X6155, scott@smccd.edu) and James Carranza* (X6568, carranza@smccd.edu) with questions.

Please submit proposals by the second Monday of each month. Allow two weeks for review and approval after scheduled BSI meeting. It is strongly recommended that a representative for the proposed project attend the BSI meeting.

Future BSI Meeting Dates will be posted on our website under “Agendas & Minutes”.

Guidelines for Proposals

Describe the proposed project, using this sheet as a guide to formatting (1-3 pages). Please submit a copy in print or electronically to BSI Co-chairs, Danita Scott-Taylor and James Carranza.*

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 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 as well as the CSM Strategic and Educational Master Plans.

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, for the benefit of colleagues, 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, *CSM Internal*.

***Please note: James Carranza is on leave and will return Spring Semester, 2010.**