College of San Mateo
Institutional Planning and Budget Committee
New Initiatives Proposal Guidelines

Introduction*:*
This section will provide a general introduction to the initiative proposal process.

Proposals will include three sections: Overview, Narrative, and Workplan.

- Due in early Fall
- 5-7 pages, plus workplan
- Summary evaluation reports due twice a year.

For technical assistance: the co-chairs of IBPC and the President of the Academic Senate can provide information about the process; they can also offer assistance with assessing whether a preliminary proposal is consistent with institutional priorities and other college efforts. The Office of Planning, Research, and Institutional Effectiveness can provide technical assistance in developing an evaluation plan for your proposal and collecting data.

Part One: Overview

Type of project. Indicate all that apply:

☐ Exploratory Project
☐ Pilot
☐ "Adopt/adapt" project based an established model program (e.g. Puente)
☐ "Scale up" of Pilot

☐ Institutionalization of Pilot (Provides bridge funding for initiative as it is integrated into ongoing budget processes)
☐ Collaboration or partnership
☐ Other

Abstract. Provide a one-paragraph summary that serves as an introductory overview. Address the "6 Ws": who, what, where, when, why, and with what (How? Or How much?)

Part Two: Narrative

Description of Project: What does the project propose to do? Describe the project's goals and their expected measurable outcomes. How will the project meet its goals? What are the strategies or methodologies and activities you propose?

Other questions to be addressed:
- Who are the departments/services/programs as well as lead faculty, staff, administrators, and students who will implement the project?

- Where will the project be established? Describe, as appropriate, facilities' use and needs and/or use of off-campus or community sites.

- When will activities be conducted? Indicate whether you anticipate that the proposed project will encompass only one year or may be a multi-year initiative. Also indicate timeline for activities in attached workplan.

Target Population: Who will benefit from this proposed initiative? Faculty, staff, students or a combination of them? Address desired <u>measurable outcomes</u> for target population (e.g. 50 students will be trained as tutors in first year.).

Rationale: Why should the college undertake this initiative?

- What is its <u>rationale?</u> What need does it meet or problem does it help solve?

- How does it address *Institutional Priorities* (and their objectives), the college Mission, or other district strategic plans and college reports (e.g. CSM's Diversity In Action Group reports)? Provide evidence that illustrates this need from the *Educational Master Plan*, its *2012 Update*, institutional research, or other information.

- Is there evidence from other similar models that this approach will be successful? If applicable, describe the internal and/or collaborations or partnerships anticipated through this project.

  Example: The Puente Project addresses the student achievement gap among Latino and other student populations. Student success is a college institutional priority, supported by the Mission and a variety of institutional data illustrate the need. It is structured around a statewide model with more than 60 college programs.

Project Evaluation: Provide project evaluation plan.

You will be asked to provide two summative evaluations during the first year: these are your progress reports that will address your initiative's success in meeting its desired outcomes.

The evaluation plan should address how you will evaluate the project's success in meeting its goals.
- The reports will include quantitative data such as the numbers of students and/or faculty and staff served and any measurable impact on student success.

- In your evaluation plan, you should address what assessment tools or methodologies you will employ. Assessments could include, as appropriate, quantitative data and the results from questionnaires, surveys, interviews, observations, and testing.

Technical Assistance: The Office of Planning, Research, and Institutional Effectiveness can provide technical assistance in developing an evaluation plan for your proposal, designing data collection instruments, and/or reporting on student outcomes.

Budget Rationale and Funding Plan: Provide budget detail.

- Provide a rationale to illustrate how budget items are explicitly linked to the strategies you propose.

- Have you sought other funding? Will this require matching funds or serve as a match for other funding sources. If the project is successful, how do you anticipate it can be financially sustained?

<u>**Part Three: Workplan:**</u>
The action plan. See attached form.