

DASG Budget Request 2022-2023

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021
Applications and attachments must be typed and submitted via email to Dennis Shannakian at
ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"

For Example: "DASG Budget Request - DASG Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: Guided Pathways
2. Is this a new DASG account? Yes No DASG Account Number: _____
3. Amount requested for 2021-2022 \$ 0
4. Total amount allocated for 2021-2022 \$ 0
5. How long has this program existed? Less than one year
6. Number of students directly served in this program: approximately 16,000

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.

1. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? *We require that all Village Participants show their DASB card in order to utilize our Villages' services. Their cards are verified by the staff when they check in to a village.*
2. What would be the impact if DASG did not completely fund this request? *The student contact, tutorial support and academic follow-up provided by the Student Employees is responsible, in a large part, for keeping our program participants academically successful and actively engaged with our program's support and services. Without DASB funding, these services would not be provided to our students including staffing of each Village which provides a study area and computer lab for our participants.*
3. **Total amount being requested for 2022-2023 (from page 3)** **\$71957.26** _____

Delete the Object Codes and lines within Object Codes you do not need.

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

Must adhere to FHDA Student Pay Levels as stated at

<https://www.deanza.edu/financialaid/types/studentjobs.html>

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	Admin Asst II-GP Villages _____	6 X \$19.87 X 8/hrs X 36 wks _____	\$34,335.36 _____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$34,335.36 _____

Hourly Benefits (3200)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 10.4 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	Admin Asst-GP Villages_____	34,335.36 X 1.52%_____	\$521.90_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$521.90_____

Printing (4060)

(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.	Signage for each Village_____	ad & for student space	\$1500.00_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$1500.00_____

Capital (6420)

(Any durable item whose value exceeds \$200 and has usable life of one (1) year or more;

NO general office equipment)

	Item	Intended Use	Cost
1.	100 iPads_____	Student Loan Program	\$35000_____
2.	Computer Cart_____	Secure iPads/computers	\$600_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$35600.00_____

Total amount being requested for 2022-2023 (also complete line 9 at bottom of first page)

\$71957.26_____

Delete the Object Codes and lines within Object Codes you do not need.

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services?	The De Anza College Guided Pathways Initiative provides students opportunities to explore prospective majors and careers while still making progress towards their academic goals; it keeps equity at the core of our decision-making while understanding that improving academic and support services for underserved populations will also benefit all students; it proactively and holistically addresses students and their needs by offering wrap-around services, and it helps students to gain self-efficacy in navigating their educational journeys. Guided Pathways will integrate all existing programs on campus to work collaboratively especially in our Villages.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Community colleges offer many services, classes, activities but not all students graduate or transfer or achieve their academic goals. We continue to have an equity gap with transfer and graduation rates. Guided Pathways and the Villages will provide clear pathways that are accessible to all students. Assist students with support services, facilitate workshops that will introduce possible careers and assist with academic planning to reach their goals. We will provide early alert systems in case students get off track and remove institutional barriers to their academic success. And lastly ensure that our learning outcomes lead to improved teaching.
3.	Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget	Guided Pathways is creating clear curricular pathways to degrees, certificates, and other goals. Provide engaging applied learning experiences. Help students stay on their academic path with active and ongoing advising. Integrate academic and nonacademic supports. Ensure learning with effective instructional practices. Guided Pathways' Villages will provide activities, events and information for all De Anza students. We will actively engage students to participate in student advocacy by participating and facilitating student focus groups, activities and events. Guided Pathways and the Villages were launched fall 2021 and will continue as an institutional change for the campus.

	Question / Inquiry	Program Response
4.	Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used.	Guided Pathways has advertised on De Anza's home page, we have our own dedicated page with information and we also advertise our activities and events within each Village Canvas shell. We are also reaching out to all special programs including those that serve our underserved students.
5.	Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.	<p>In order to ensure equity-focused, institutional change that will clarify pathways for students, help them enter and stay on the path, and ensure learning, we embrace the following core values:</p> <ul style="list-style-type: none"> • We embrace the institutional responsibility to be student-ready and to proactively assist students in obtaining necessary resources. • We are dedicated to providing clear and direct information to students to “stop the bounce.” • We acknowledge and advocate for the multiple access points and varying educational goals that exist for students. • We are committed to both listening to and hearing students' stories, counting them as valuable experiences that must be considered both quantitatively and qualitatively in supporting student success. • We aspire to create a culture of engagement, mutual respect, and meaningful interaction that will benefit our entire campus community. • We pledge to eliminate any unnecessary bureaucratic barriers that are within local control. • We endorse and support our larger community, including our intersegmental partners, our local communities, and local businesses, upon whom we depend to help our students.
6.	How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.	Guided Pathways and our Villages created Canvas shells to provide a supportive community of students, faculty and staff members who have shared interests and goals. We will continue to monitor these Canvas shells in the future and provide an events calendar, post relevant information and services including program maps.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	6420: We will loan these to students and hope to have enough for each village. We also will need a computer cart so that we can keep them safe. We will use them year after year until they are outdated.

Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly. Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

	Question / Inquiry	Document Name / Additional Response
1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible) 	<ul style="list-style-type: none"> • Approximately 16,000 students. • All students will continue to be added to a village as they apply to the college because we will serve the entire De Anza population.
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? 	<p>Guided Pathways' Villages were launched on September 20, 2021 on Welcome Day. We have some feedback which is posted on the De Anza's website, https://www.deanza.edu/guided-pathways/documents/WelcomeDay-2021-Student-Survey.pdf</p>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> • List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) • Attach account reports of all sources of funding 	<p>We currently have a finite amount of funding from the state Guided Pathways Initiative. FOAP number is 2G0034,121205,232044,631000.</p>

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

Budgeter and Administrator Information

Budgeter’s Name:	Patricia Guitron
Phone Number:	864-8731
Email:	guitronpatty@fhda.edu
Relationship to Project:	Co-coordinator
Position on Campus:	Counseling Faculty, General Counseling Division
Administrator’s Name:	Lydia Hearn
Phone Number:	864-8510
Email:	hearnlydia@fhda.edu
Relationship to Project:	Administrator
Position on Campus:	AVP, Instruction

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 9/27/2021)