



Student Success Equity Council

REQUEST FOR FUNDING FORM

The purpose of the Student Success & Equity Council is to serve as the steering committee that contributes to the development and implementation of the Student Success and Support Program (3SP) and Student Equity plans for the District. In this role, the SSEC will support, monitor and review the College's progress toward meeting the goals and activities listed within each plan.

To this end, the SSEC will support efforts that seek to positively impact the success of students identified as part of the "disproportionate impact" groups within the Student Equity Plan. SSEC workgroups should utilize this form to outline proposed intervention strategies and to request access to Student Equity funding. Additionally, faculty and staff outside of the SSEC who would like to develop and implement intervention strategies for identified "disproportionate impact" groups may also utilize this form to request Student Equity funding.

Process to Request Funds

Prior to submitting a request for funding, requestors must review the Acceptable and Unacceptable Uses of Student Equity Funds for FY 2016 - 2017 as provided by the Chancellor's Office prior to submitting a request for funding support.
<http://extranet.cccco.edu/Portals/1/SSSP/StudentEquity/Student%20Equity%20Expenditure%20Guidelines%202014-15.pdf>

- Step 1: Review Student Equity Plan:
http://www2.palomar.edu/pages/ssec/files/2016/02/PalomarCollege_Student_Equity_Plan_2015-16_FINAL_wSignatures.pdf
- Step 2: Identify research-based intervention strategies that will address identified goals/activities within the Student Equity Plan
- Step 3: Complete the SSEC Funding Request Form
- Step 4: Submit Form to SSEC for Review and Approval

Deadline to Request Funding

SSEC workgroups may submit funding requests at any point throughout the academic year. Once a request is submitted, it will be reviewed at the next scheduled SSEC meeting.

Funding requests submitted by faculty and staff outside of the SSEC workgroups should be submitted in the semester prior to the proposed date of implementation. Funding requests for fall semester implementation will be reviewed at the first SSEC meeting in March. Funding requests for spring implementation will be reviewed at the first SSEC meeting in October. They will need to be submitted to SSEC at least two weeks prior to the respective meetings.

Contact for Questions:

- Olga Diaz, Director of Student Success and Student Equity – odiaz@palomar.edu or x3624
- Michelle LaVigueur, Executive Assistant to the VP of Student Services – mlavigueur@palomar.edu or x2826
- REQUEST FOR FUNDING

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Primary Contact Person(s): _____ Ext.: _____

Program/Workgroup/Department(s): _____

List of Partners/Participants: (please list name and program/workgroup/department)

Name	Program	Workgroup	Department
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1. Project Title:

2. Brief Description of proposed project and issue(s) you plan to address (not to exceed 250 words):

3. Identify the proposed target “disproportionate impact” group(s) to be impacted:

Success Indicator	Disproportionate Impact	Target	3-year Goal
Access	Veterans	<input type="checkbox"/>	+5% Enrollment
Course Completion	Foster Youth	<input type="checkbox"/>	+5% Successful Completion
ESL & Basic Skills Completion	African Americans	<input type="checkbox"/>	+5% Successful Completion
ESL & Basic Skills Completion	Hispanics	<input type="checkbox"/>	+5% Successful Completion
ESL & Basic Skills Completion	Males	<input type="checkbox"/>	+5% Successful Completion
ESL & Basic Skills Completion	Students w/Disabilities	<input type="checkbox"/>	+2% Basic Skills Seq. Comp.
Degree & Cert. Completion	African Americans	<input type="checkbox"/>	+2% Degree Completion
Degree & Cert. Completion	Students w/Disabilities	<input type="checkbox"/>	+2% Completion
Degree & Cert. Completion	Unprepared Age 25-49	<input type="checkbox"/>	+2% Completion
Transfer to 4-year Inst.	Unprepared Age 25-49	<input type="checkbox"/>	+2% Completion

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4. Identify the specific goals/activities from SE Plan that you will address:

http://www2.palomar.edu/pages/ssec/files/2016/02/PalomarCollege_Student_Equity_Plan_2015-16_FINAL_wSignatures.pdf

5. Describe your proposed intervention strategies/activities:

6. Describe your implementation timeline:

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7. Reference and explain the research studies that support your proposed intervention(s):

8. Describe your anticipated outcome(s):

9. Describe how you plan to evaluate progress toward these outcome(s):

10. Identify the evaluation support you anticipate needing from the Institutional Research Office:

Empty response box for question 10.

11. Excluding SE and SSSP, identify the available funding resources (sources and amounts) that you will have access to:

Empty response box for question 11.

Funding Requested from Student Equity:

- I have read the Acceptable and Unacceptable Uses of Student Equity Funds for Fiscal Year 2016 – 2017.

Budget Category	Item Description	Quantity Needed	Total Amount
1. Staff	Identify pay rate/ hours/benefits <small>(link to Fiscal Services benefits worksheet below): http://www.palomar.edu/ fiscal_services/LeftNav/Forms.html</small>		
	Hourly Employees		
	Classified Staff		
	Faculty		
	Consultants		
2. Supplies/Materials			
3. Equipment			
4. Services			
5. Printing			
6. Mailing			
7. Travel			
8. Food			
9. Facilities Needed			
10. Other			
Total Cost of Project:			