



EQUITY ACTION COUNCIL (EAC) STUDENT EQUITY INITIATIVES MINI-GRANTS 2014-2015

EQUITY ACTION COUNCIL AND EQUITY OFFICE OVERVIEW

The Equity Action Council helps facilitate campus wide development and support, engagement, implementation of programs, evaluations, policies and procedures that are in line with De Anza College's mission and vision of equity, social justice, and multicultural education. The Council helps meet the goals and objectives of equity, social justice, and multicultural education at De Anza and in particular, the Equity Office. Thus, the Equity Office works closely, and is aligned with the larger goals and objectives of the EAC. The Equity Office is charged with monitoring and helping to achieve our Student Equity State Goals and Objectives. The Equity Office has charged the EAC with forming a Student Equity Mini-grant Taskforce, which will help identify programs and services that will help meet our stated institutional equity goals.

The Charge of the Equity Action Council is to:

- Promote a climate of humility, equity, and appreciation for diversity and inclusiveness in all aspects of the college.
- Advise on equity and inclusion issues to the college shared governance groups.
- Assist with the development of a campus wide assessment (Campus Climate Survey) every 3 to 5 years to assess the equity issues on our campus. In the past, the Equity Office has then initiated activities in response to survey findings, such as establishing the position of Curriculum Development Specialist and will continue to do so moving forward with the shared guidance of the Committee.
- Advocate for the development and implementation of policies and procedures that will facilitate the success of our diverse student body, faculty and staff. Specifically, the committee will work to identify existing or emerging equal opportunity and equity issues, advising College leadership in the development of responsive policies, and analyzing and recommending action based on relevant research studies and position papers.
- Advise on and actively promote the development and implementation of policies, procedures, and a staff development plan that will facilitate the transformation of our workforce and environment into a community that is more inclusive, socially just, knowledgeable about the diverse array of cultures which comprise our community, and skilled in facilitating the growth of our entire campus.

EAC STUDENT EQUITY MINI-GRANTS BACKGROUND

The California Community Colleges Chancellor's Office has stated the following: "College student equity plans focus on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students as measured by success indicators linked to the [CCC Student Success Scorecard](#), and other measures developed in consultation with local colleges. "Success indicators" are used to identify and measure areas for which disadvantaged populations may be impacted by issues of equal opportunity. Title 5 regulations specify that colleges must review and address the following populations when looking at disproportionate impact: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women, and persons with disabilities (§54220(d)). The [State Budget trailer bill, SB 860 \(2014\)](#) added requirements to address foster youth, veterans and low-income students. Each college develops specific goals/outcomes and actions to address disparities that are discovered, disaggregating data for indicators by student demographics, preferably in program review. College plans must describe the implementation of each indicator, as well as policies, activities and procedures as they relate to improving equity and success at the college."

In summary, De Anza, as part of the California Community College related student equity work, will target:

- Emphasize closing achievement gaps among the following student populations: African Ancestry, Latino, Filipino, EOPS, Foster Youth, Low-Income, Veterans, Pacific Islanders and students with disabilities
- Align with Student Success and Support Program (3SP). And, require collaboration between Student Services and Instructional areas
- Integrate student equity planning into college and/or district accreditation, educational master planning, program review, and basic skills planning processes.

Thus, the EAC Student Equity Mini-grants Taskforce is one attempt to help us achieve these stated goals by funding projects that will focus on our student achievement gaps, necessitate linkages between our various initiatives, and deepen collaborations between student services and instructional areas.



EAC STUDENT EQUITY INITIATIVES MINI-GRANTS FUNDING INFORMATION AND APPLICATION

The EAC Student Equity Mini-grants Taskforce funds projects designed to support the student equity state goals. Funding for EAC Mini-grants Taskforce approved projects currently comes from the Equity State Report Initiatives allocation. Proposals are reviewed and funding allocated based on project alignment with Student Equity State Report Indicators and desired project alignments. Attached is a copy of the criteria used to review and assess submitted proposals.

The EAC Student Equity Mini-grants Taskforce provides a maximum of \$15,000 per proposal to support student equity initiatives projects through this standard application process. All requests of \$5,001-\$15,000 will be reviewed by the EAC Mini-grants Taskforce and forwarded to Rowena Tomaneng, Associate Vice President of Instruction and Veronica Neal, Director of the Office of Equity with a funding recommendation. The EAC Mini-grants Taskforce reviews requests of \$2,000-\$5,000 for possible approval. Rowena Tomaneng and Veronica Neal reviews funding requests under \$2,000 for possible approval.

Priority Funding will be given to projects that clearly:

- Emphasize closing achievement gaps among one or more of the following student populations: African Ancestry, Latino, Filipino, EOPS, Foster Youth, Low-Income, Veterans, and students with disabilities
- Aligns with the Student Success and Support Program (3SP). And, requires collaboration between Student Services and Instructional areas
- Deepen integration of student equity planning into college and/or district accreditation, educational master planning, program review, and basic skills planning processes.
- Include student engagement and leadership in the project

If you need assistance completing this application, please contact Veronica Neal. The EAC Mini-grant Taskforce and the Equity Office staff are happy to provide assistance with the completion of your application.

FUNDING DEADLINES

Grant Applications are received and reviewed on a rolling basis.

The general 2014-2015 funding deadlines also apply as follows:

- o Deadline for proposals for Summer 2015 quarter: Friday, **July 12, 2015**
- o Deadline for proposals for Fall 2015 quarter: Friday, **December 4, 2015**

ALL EXPENSES MUST BE POSTED BY DECEMBER 31, 2015

Please note that if your proposal is funded, you will be asked to submit a report on your activities within two weeks of the expected completion date. The form for this report is available on the EAC website.

FUNDING PROPOSAL FORM 2014-2015

This form is designed to assist the EAC Student Equity Mini-grants Taskforce in reviewing proposed projects and determining funding allocation based on the following acceptable and unacceptable uses:

1. California Community Colleges Chancellor's Office Student Equity 2014-15 Expenditure Guidelines

<http://extranet.cccco.edu/Portals/1/SSSP/StudentEquity/Student%20Equity%20Expenditure%20Guidelines%202014-15.pdf>

2. De Anza College Mission and Values <http://www.deanza.edu/about/missionandvalues.html>

Please provide complete and detailed responses to the questions below. Additional information may be required prior or after approval. Please see the De Anza College Office of Equity, Social Justice and Multicultural Education website for information about the commitment to Equity on campus and to read about the EAC: <http://deanza.edu/equityoffice/>

Completed forms should be submitted to:

1. Director of the Equity Office, Veronica Neal, nealveronica@fhda.edu
2. Associate Vice President of Instruction, Rowena Tomaneng, tomanengrowena@fhda.edu

A copy of the funding proposal should also be sent to the following:

3. The secondary contact person, if applicable;
4. Chair/Program Coordinator, and
5. Appropriate Division Dean.

2014-2015 APPLICATION PROCESS

To be considered for funding, please complete the following **EAC Funding Proposal** form, available on the EAC website, and submit it via email to nealveronica@fhda.edu and tomanengrowena@fhda.edu by the specified deadline dates (or once completed). Please note that acknowledgment from the Department Chair/Program Coordinator and the Dean is required prior to submission in the form of signature(s). Additional information on proposed projects may be required prior or after approval.

Optional Notes from Chair and Dean:

Please limit any additional written responses to three (3) pages.

If your proposal is directly related to Equity Core Team work, please include a letter from your Dean/Manager stating how they intend to support your project's success.

We are deeply committed to creating an inclusive and accessible process. Please contact Veronica Neal for assistance.



EAC STUDENT EQUITY INITIATIVES MINI-GRANTS APPLICATION

Name of Program or Department, if Applicable:	
Name of Project:	
Submission Date:	
Expected Project Completion Date:	
Primary Contact: (Name, e-mail and phone #)	
Secondary Contact: (Name, e-mail and phone #)	
Campus Collaborators/Partners: (Please listed confirmed as well as potential partners)	
Are you available to present your grant proposal ideas at a future EAC meeting? Meetings are held monthly on the 2 nd and 4 th Wed. from 3-5pm in the MCC.	Yes No Maybe
Are you already receiving funding for this project? E.g., from SSPBT, DARE, IMPACT, DASB, other?	Yes No If so, what portion of the request has been funded by another source?
<p>Equity Initiative Funding Category: Circle <u>one</u> of the categories:</p> <ol style="list-style-type: none"> 1. Equity Core team activities 2. Programming or events 3. Program development 4. Professional Development 5. Coordination 6. Assessment 7. Curriculum Transformation 8. Instructional Materials and Equipment (Not Computers, I-Pads, Clickers, Furniture, Etc.) <p>Research needs: We are currently hiring an additional research analyst and DARE is investing in research support tools. If you need additional assistance with connecting to research support, please indicate this in</p>	<p>Examples of Eligible Expenditures and Activities:</p> <ol style="list-style-type: none"> 1. Outreach to potential student groups and communities identified in the equity plan, including targeted publications and outreach materials. 2. Student services and student services categorical programs that directly support improved outcomes on success indicators for target populations prioritized in the Student Equity Plan 3. Other Direct Student Support including books, miscellaneous supplies and materials for students, student transportation, and child care.

<p>section 7.</p>	
<p>Examples of Ineligible Expenditures and Activities:</p> <ol style="list-style-type: none"> 1. Gifts-Public funds, including student equity funds, may not be used for gifts or monetary awards of any kind. 2. Stipends for Students--Funds cannot be used to pay stipends to students for participation in student equity activities 3. Computers, Office Supplies and Furniture--Purchasing computers, office supplies or furniture (desks, chairs, bookcases, etc.) is not allowed. 4. Clothing--Program funds may not be used to purchase clothing such as jackets, sweatshirts, or tee shirts (with the exception of required uniforms for students). 	
<p>1. Briefly describe the project /or activity you want funded. Include purpose and objectives or learning outcomes.</p>	
<p>2. Who will be impacted by your project/activity?</p>	
<p>3. How will you know if you achieved your program outcomes? How will you determine success (i.e., What is your assessment strategy)?</p> <p>If you are a De Anza employee, please share with us the following:</p> <p>Program Outcomes:</p> <p>Student Learning Outcomes:</p> <p>If you are a student, please share with us how you will determine if you achieved you stated goals?</p>	
<p>4. Describe the timeline of your project or activity from start to finish or planning to assessment.</p>	

5. What departments, programs, offices and/or organizations does the project/activity involve? What does this collaboration look like throughout all phases of the project or activity (i.e., who do you intend to work with or partner with on campus and in what ways)?

6. How does this support our work with one or more of the equity indicators below? In what ways is the project tied to the division equity plan? (If you are not familiar with your division equity planning work, please contact your Dean.)

1. Equity Core team activities
2. Programming or events
3. Program development
4. Professional Development
5. Coordination
6. Assessment
7. Research
8. Curriculum Transformation
9. Instructional Materials
10. Other:

6. Are there elements of your project/activity that can be sustained over time? If so, how do you plan to keep this project going?

7. What type of assistance do you want from the Equity Core Team? Select one or more.

- ☐ Grant writing
- ☐ Editing of grant
- ☐ Networking with others who have similar grant proposal ideas
- ☐ Budgeting
- ☐ Support interpreting results
- ☐ Support from institutional research
- ☐ Other, please specify _____

8. A. Provide a budget breakdown of costs of the project and include the following categories: Staffing Needs, Materials and Supplies, Events/Workshops, Speakers, etc. (Please note that food is *not* something that EAC Equity Mini-grants can fund).

Description	Amount
<u>Total:</u>	

9. B. Have you requested funding for this project/activity from another source in the past two years? If so, please explain.

All expenses must post by December 30, 2015

SIGNATURES

Approval from the Department Chair/ Program Coordinator and the Dean is requested prior to submission. Please provide the names of the authorizing individuals below as well as the date approval was granted.

_____ Proposer	_____ Signature	_____ Date
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_____ Dean	_____ Signature	_____ Date
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_____ Department Chair/ Program Coordinator	_____ Signature	_____ Date
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_____ Associate Vice President of Instruction	_____ Signature	_____ Date
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_____ Director of the Office of Equity	_____ Signature	_____ Date
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