

DASG Budget Request 2023-2024

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022
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: Library - Textbooks on Reserve
2. Is this a new DASG account? Yes No DASG Account Number: 41-56561
3. Amount requested for 2022-2023 \$15,000
4. Total amount allocated for 2022-2023 \$10,000
5. How long has this program existed? 14 years
6. Number of students directly served in this program: Potential to serve all students.
Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.
7. 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)? The Library requests that students use their DASG card to check out materials from our collections: patrons with only community library cards are not allowed to access the Reserves collection.
8. What would be the impact if DASG did not completely fund this request? We would have fewer textbooks and other course materials available for student use.
9. Total amount being requested for 2023-2024 (from page 3) \$ 20,000

Supplies (4010)

(Non-capital as specified; NO general office supplies)

| | Item | Intended Use | Cost |
|----|--|----------------------------|------------------|
| 1. | <u>Course required textbooks and materials</u> | <u>Reserves Collection</u> | <u>\$20,000</u> |
| | | TOTAL: | <u>\$ 20,000</u> |

Total amount being requested for 2023-2024 (also complete line 9 at bottom of first page)

\$ 20,000

Request For Information (RFI)

| | Question / Inquiry | Program Response |
|----|---|---|
| 1. | <p>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?</p> | <p>The Course Reserves collection consists of textbooks and other course materials (such as solutions manuals and calculators) required for De Anza College courses. Students who may not be able to afford course materials or need to use them on campus use and greatly appreciate this service.</p> <p>All materials are purchased through the Campus Bookstore, cataloged and processed through the Library, and will feature DASG's sponsorship of the materials prominently on each textbook (DASG stamp).</p> <p>Reserves Collection circulations account for 85% of Library circulations (statistics from 2018-2019 fiscal year).</p> <p>We are circulating textbooks and other course and library materials through a request system for the length of the quarter to increase the benefit of the collection to students using the service while reducing the number of individual visits a student makes to access the materials.</p> <p>While there are other services which provide access to course materials to students, they use the cost of one book to serve one student or have only materials relevant to one program or department. The library checks out a book to a student for the quarter, gets the book back at the end of the quarter, and checks it out to another student, and so on, potentially helping many students for the same expenditure of resources.</p> |
| 2. | <p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p> | <p>Our materials support success within courses which expand student perspectives and positively impact their lives and the community.</p> |

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| <p>3.</p> | <p>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 Guiding Principles are available at www.deanza.edu/dasg/budget</p> | <ul style="list-style-type: none"> • Goal 1: Fund programs that help students succeed and enable them to achieve their academic and personal goals at De Anza College. Answer 1: By providing access to required and recommended textbooks and other course materials. • Goal 2: Fund programs that promote leadership, civic engagement, and student advocacy among all students. Answer 2: N/A • Goal 3: Fund programs that promote diversity, equity, and inclusion among all students. Answer 3: While our collection benefits even students who only need the items briefly, our collection most benefits those students who cannot afford a text at all and those students who need to have print materials because of visual perception or other barriers to use of e-materials. • Goal 4: Fund programs that encourage environmentally sustainable practices. Answer 4: Our items have circulated on average 87 times over the lifetime of the item. Many students borrowing the same textbook over time rather than 87 students using separate textbooks contributes to environmental sustainability. • Goal 5: Fund programs based on the current value and needs of the program rather than solely on historical funding trends. Answer 5: Textbooks and other course materials continue to be as substantial a cost to students as enrollment fees, and so the need to defray those costs continues unabated. • Goal 6: Fund programs that benefit students during the 2023-2024 fiscal year. Answer 6: We purchase materials which benefit students immediately after purchase and which then continue to benefit students for years thereafter. • Goal 7: Fund programs that only benefit DASG members. Answer 7: Community card holders cannot access the Reserves Collection. • Goal 8: Fund programs that would generate DASG Revenue. Answer 8: This program does not generate revenue, although it provides an incentive for students to have their DASG cards. • Goal 9: Fund programs that promote student retention by enhancing the quality of education at De Anza College. Answer 9: Providing access to course materials, especially early in the quarter, promotes student retention, as indicated by the discussion section of "A multi- institutional study of the impact of open textbook adoption on the learning outcomes of post-secondary students" by Fischer, Hilton, Robinson, and Wiley in the Journal of Computing in Higher Education, December 2015 • Goal 10: Fund unique programs that fall outside the purview of what should normally be funded by the college. Answer 10: We are the only lending library on campus which has materials supporting every division. |
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| | Question / Inquiry | Program Response |
|----|---|--|
| 4. | <p>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.</p> | <p>Our program contacts instructors/departments/divisions who then inform their students of the materials which directly benefit them in their courses.</p> <p>Our plan is that a library technician will reach out to each of the relevant learning communities/programs and present information about the Academic Course Reserves Collection.</p> <p>We have also made use of our library system notices and marketing department to promote our services to the student population in general.</p> |
| 5. | <p>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> | <p>Our program, while potentially of benefit to all students, especially benefits students who cannot afford course materials, or who need print copies rather than digital because of visual or other barriers to accessing books through an electronic medium.</p> |
| 6. | <p>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.</p> | <p>We have moved to a hold request based checkout system with quarter-length checkouts for all DASG grant funded items, all donations, and all items in the Reserves which come from other library collections.</p> |
| 7. | <p>Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.</p> | <p>4010 is the only object code in this application.</p> |

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"> • Access to the collection is open to the entire student body of De Anza College. • This program does not enroll students. • This program does not enroll students. • Our program serves every DAC student. • Racial demographics are sadly not accessible to us. |
| 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? | <ul style="list-style-type: none"> • Results of our most recent survey with questions related to the Reserves are also attached. • We have changed our hours to open two hours earlier, have not charged any overdue fees over the last year, and are working to add more quarter-length circulating items to our collection with the funds noted below. |
| 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 | <ul style="list-style-type: none"> • Account number is: Fund 131017 Organization 234501 Program 493000 Account name is: DA Library Materials. <p>The portion of the DA Library Materials fund earmarked for textbooks is \$54,500 (\$10,900 for OER (open educational resources) and \$43,600 for traditionally published course materials).</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

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|--------------------------|--|
| Budgeter’s Name: | <u>Wil Byars</u> |
| Phone Number: | <u>408.864.8759</u> |
| Email: | <u>byarswil@fhda.edu</u> |
| Relationship to Project: | <u>Budgeter</u> |
| Position on Campus: | <u>Library Technician</u> |
| Administrator’s Name: | <u>Thomas P. Ray</u> |
| Phone Number: | <u>408-864-8510</u> |
| Email: | <u>raythomas@fhda.edu</u> |
| Relationship to Project: | <u>Adminstrator for Library Services</u> |
| Position on Campus: | <u>Interim Associate Vice President of Instruction</u> |