

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: SSRS Student Success & Retention Services
 2. Is this a new DASG account? Yes No DASG Account Number: 41-56790
 3. Amount requested for 2021-2022 \$ 0
 4. Total amount allocated for 2021-2022 \$ 0
 5. How long has this program existed? 15 years
 6. Number of students directly served in this program: _____
- 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)? All SSRS students are part of learning community programs at De Anza college. One of the requirements to be in the program is to get their student ID card and check in with the office of student life. In order to get an De Anza ID card the student must first pay their student body fee of \$10. Also all of our students also qualify for the De Anza promise and the De Anza promise will automatically pay for the \$10 fee for full time students and all De Anza students are required to be full time in order to be our programs.
 8. What would be the impact if DASG did not completely fund this request? Last year due we did not receive any funds and our student retention and success rate really suffered in our programs. We depend on this money in order to provided tutoring and peer mentor support for all of our first year students so this money provides a vital part of our retention and success rates among first year and first generation college students.
9. Total amount being requested for 2022-2023 (from page 3) \$30,000

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.	<u>Instructional Assistant - 4 employees x \$19.42x 10hour per week x 36weeks</u>		<u>\$27,964.80</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

	Question / Inquiry	Program Response
3.	<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 Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget</p>	<p>-The SSRS programs were started specifically for the purpose of increasing success rates of transferring and/or graduating first generation college students. We do this by building community among our programs through learning communities, creating a culturally relevant curriculum, and by providing counseling support for our students.</p> <p>-Our programs also specifically promoted leadership and civic engagement through our curriculum for example this year our programs participated in the one book one college De Anza event where we read the Alicia Garza’s “Purpose of power” which directly addresses how to create real change in our communities.</p> <p>-Our programs also specifically target unrepresented students which include but not limited to Latinx, African American, AAPIA, LGBTQ+, and other disenfranchised communities.</p>
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 specific targets underrepresented students, simply put it’s the reason our programs exist.</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 programs are centered around equity and we are constantly working on how we can continue to improve while serving our most vulnerable students. We also participated in various on campus events so we can continue to inform the De Anza community about our programs.</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 many of our event and classroom to zoom class and event meetings. We have also make an effort to give synchronous options to our students since most of them prefer synchronous class options.</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>Hourly Benefits</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) 	<p>500+ new and returning Students 95% enrollments retained 500+ students enrolled in online services Our program demographics are as follows: 50% Latinx 20% African American 20% AAPI 10% Mix race/other</p>
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>After being fully online last year the students wanted to do a hybrid of on campus & online so this year our programs are on campus for two days per week.</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 are funded by Equity and SSSP</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:	Jorge Morales _____
Phone Number:	650-619-1726 _____
Email:	moralesjorge@deanza.edu _____
Relationship to Project:	<u>Most tenured SSRS counselor</u> _____
Position on Campus:	<u>First Year Experience Counselor/Coordinator</u> _____
Administrator’s Name:	<u>Alicia Cortez, Dean of Equity and Engagement</u> _____
Phone Number:	408-836-5385 _____
Email:	cortezalicia@fhda.edu _____
Relationship to Project:	<u>Dean of the SSRS Department</u> _____
Position on Campus:	<u>Dean of Equity and Engagement</u> _____