

# DASG Budget Request 2024-2025

## For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023  
Applications and attachments must be typed and submitted via email to Dennis Shannakian at  
[ShannakianDennis@fhda.edu](mailto: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 Email Subject must be in the following format:

“DASG Budget Request - Your DASG Account/Program Name - Your 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: Honors Program
2. Is this a new DASG account? Yes  No  DASG Account Number: 56425
3. Amount requested for 2023-2024 \$0.00
4. Total amount allocated for 2023-2024 \$0.00
5. How long has this program existed? 30+ years
6. Number of students directly served in this program: 600+ unduplicated student headcount in from AY 2019-20 to 2021-22.
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)? Our students should be DASB cardholders.
8. What would be the impact if DASG did not completely fund this request? Honors is a student-centered program, relying mostly on volunteer support from faculty and student leaders, and without funding such services would hardly be possible. In particular, we require multiple administrators to operate effectively and likewise, a dedicated student assistant helps with programming events to support goals related to campus engagement, student outreach and course completion rates.
9. Total amount being requested for 2023-2024 (from page 3) \$7,286.64  
**Delete the Object Codes and lines within Object Codes you do not need.**

### Student Payroll (2310)

MUST ALSO COMPLETE THE HOURLY 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.	Student assistant	1 x19x10x30	\$5,700
			<b>TOTAL: \$5,700</b>

### 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.	student assistant	5,700 * 1.52%	\$86.64
			<b>TOTAL: \$86.64</b>

### Printing (4060)

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

	Item	Intended Use	Cost
1.	<u>flyer and printing</u>	<u>Student outreach</u>	<u>\$500</u>

### Domestic Conference and Travel (5510)

(Must adhere to district travel policies,

<http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>,

and DASG Limitation and Requirements from the DASG Finance Code)

	Item	Intended Use	Cost
1.	<u>Bay Area Honors Symposium</u>	<u>Student registration fees (\$35/ticket)</u>	<u>\$1000</u>
		<b>TOTAL:</b>	<b><u>\$1000</u></b>

Total amount being requested for 2024-2025 (also complete line 9 at bottom of first page)

**\$7,286.64**

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

## Request For Information (RFI)

*Everything submitted will be publicly available online.*

	Question / Inquiry	Program Response
1.	Please provide a <b>thorough</b> 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?	Our program is unique because we provide outreach, student support, and coordination among students, faculty and staff with respect to honors courses. Additionally, through Canvas updates, workshops, and the Bay Area Honors Symposium our program seeks to provide students with greater awareness of campus resources, scholarships, and internships to inspire students to dream big and embrace a rigorous academic curriculum.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	We offer multiple pathways for completing our honors requirements including completion of honors courses, community service, and capstone project.
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 Guiding Principles are available at <a href="http://www.deanza.edu/dasg/budget">www.deanza.edu/dasg/budget</a>	The honors program helps students to succeed and enables them to achieve their academic and personal goals; promotes leadership, civic engagement, and student advocacy among all students; promotes diversity, equity, and including among all students; supports student activities and enhances the student cocurricular experience.
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.	In addition to our website and social media footprint, we rely mostly on faculty and staff referrals. Our program is housed under Student Success and Retention Services, and we work directly with the Dean of Equity and Engagement, as well as the various learning communities i.e., Puente, FYE, Umoja, and Impact AAPI to recruit students from diverse and underserved communities. This academic year, our goal is to market our program through new channels like the high school outreach conferences.
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.	Among our goals, we are working to offer more honors courses, which would support transfer goals among underserved student populations, along with introducing our students to pursue highly competitive scholarships, summer enrichment, and internship programs.
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.	We work primarily online i.e., website, social media, and email. But many of our students have expressed their desire in having more on-campus events for community building and academic engagement.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	#2310 Student payroll is critical to help the program meet student needs, along with #4060 Printing to defray the costs of producing promotional materials to recruit underserved students through high school outreach conferences.

## 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.

**Everything submitted will be publicly available online.**

	Question / Inquiry	Document Name / Additional Response
1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> <li>• Number of total AND new active students over the past 3 years</li> <li>• Number of enrolments retained (stayed for more than a quarter)</li> <li>• Number of students enrolled in online services</li> <li>• Does your program serve a certain demographic or the whole De Anza population?</li> <li>• Racial demographics (if possible)</li> </ul>	<ul style="list-style-type: none"> <li>• More than 600 students (unduplicated student headcount) have participated in honors program courses between AY 2019-20 to 2021-22.</li> <li>• 88% course completion rates in 2021-22.</li> <li>• No data on student persistence rates and/or online services.</li> <li>• Our program serves every student at De Anza College.</li> <li>• Racial demographics (2021-22 data): African American 3%; Asian 44%; Filipinx 4%; Latinx 14%; Native American 0%; Pacific Islander 0%; White 14%; and Declined to state/unknown 21%.</li> </ul>
	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> <li>• Attach student feedback forms, surveys, etc.</li> <li>• How has your program responded to suggestions made by students in the previous year?</li> </ul>	<ul style="list-style-type: none"> <li>• Surveys collected Spring 2023 have indicated student interest campus events for community building, as well as workshops that support transfer and student success.</li> <li>• We have begun offering workshops on the Jack Kent Cooke Transfer Scholarships, and UC application workshops so far this year with more to come.</li> </ul>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Attach account reports of all sources of funding</li> </ul>	<ul style="list-style-type: none"> <li>• Budget B \$3,000</li> </ul>

**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**

For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.

Budgeter’s Name:	<u>Tom Nguyen</u>
Phone Number:	408-864-8971
Email Address:	nguyentom@fhda.edu
Relationship to Project:	Honors Program Coordinator
Position on Campus:	BHES Division Counselor & Honors Program Coordinator
Administrator’s Name:	Michelle Hernandez
Phone Number:	408-864-8365
Email Address:	hernandezmichelle@fhda.edu
Relationship to Project:	Honors Program housed under SSRS
Position on Campus:	Dean of Equity and Engagement