Proposal Title: MSJC

Originator and Position: David Moss

Area Dean: Dr. Jeremy Brown

Campus: Menifee Valley

Area Vice President: Dr. Rudy Besikof

Budget Account Code: Click here to enter text.

*Total Amount Requested: $14,400

*Please complete all applicable portions of “Section VI - Projected Expense File” now to determine the “Total Amount Requested” above.

Please check:

- One-Time Funding: ☐
- On-Going Funding: ☒
- Safety: ☐

1.) For what are you asking?  2.) Why is the request timely and important?  3.) Where was the need identified? See instructions for further explanation.

1.) Perennial financial support for the Communication Studies center tutoring.  2.) The CSC is in its second year of tutoring. Currently tutors are being payed through an annual fund provided every year by the V.P. of instruction. This RAP is to request this as an ongoing budget item.  3.) Currently the need was stated in the CPR 2015-2016.

Section I – Program Review and Learning Outcomes - 20 points possible

1.) Identify support from your 2014-15 Comprehensive Program Review (CPR) or 2015 – 16 Annual Program Assessment (APA) for this request (8 points). Link to Program Review

One of our goals in the CPR states that “We now have faculty tutoring in the CommCenter at Menifee and have begun coordinating with Ted Blake to keep the tutoring at a high level.” Our short term goal consists of Implementing a Supplemental Instruction section; begin tutoring; continually assess CLOs; specific communication w/ associate faculty about student success in OUR classrooms) In order to reach the goal of keeping tutoring at an effective level whereby student success is reached support by an annual fund needs to be in place.

2.) How will this request help improve student learning in the course and/or program (12 points)? Link to Learning Outcomes
• Recognize and discuss the ways in which communication, both verbal and nonverbal, affects lives in
various social contexts (e.g., intrapersonal, interpersonal, intercultural, group, organizational, mass,
and mediated communication among others).

• Locate, read, and critically evaluate research (traditional and electronic), comparing and contrasting
research methodologies used in the discipline.

• Construct and responsibly present different types of speeches both individually and group,
demonstrating effective communication practices (e.g., active listening, self-presentation).

• Explore, compare and evaluate the basic communication theories of small group, public,
organizational and mass communication, the ways in which technology affects communication, as well
as the rhetorical foundations of the field of Communication studies.

All of these PLOs will be met through CSC tutoring. Tutors assist students in better understanding
concepts related to verbal, nonverbal, and areas of communication including organizational,
interpersonal, intrapersonal, etc. Tutors guide students in conducting research methodologies for their
assignments. One of the main purposes of tutoring is to assist students with speeches and to provide
them with feedback. Finally, tutors will facilitate students in discovering information related to small
group communication, mass communication, technology, and other areas pertinent to communication.

Section II – Alignment with Institutional Priorities via the Strategic Plan - 25 points possible

1.) How is your request aligned to the strategic goals below? Check all (typically 2 – 6 goals total) that
apply. Click here for the 2016-17 Prioritization Allocation Allocation Rubric (PAR) for points-weighting during
scoring.

2014-17 Strategic Plan Goals

☒ 1. Reduce time to completion of student educational goals and increase degree, transfer and
   certificate completion.
☐ 2. Drive institutional decision-making using internal and external data to inform planning and
   prioritize resources.
☐ 3. Refine staffing plan and process
☐ 4. Improve fiscal responsibility that is sustainable for the long term
☐ 5. Identify sustainability strategies to improve efficiencies in processes district-wide
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<td>☒</td>
<td>6. Expand and improve student involvement in campus life</td>
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<td>7. Promote quality of institution through enhanced communication within the community (internal/external)</td>
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<td>8. Enhance the overall campus life experience</td>
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<td>9. In an effort to serve students build bridges between instructional services, student services and administrative services</td>
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<td>10. Increase the College’s visibility, value and recognition in the service area</td>
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2.) Please describe the connections between the goals you checked and your proposal (200 words maximum):

1.) Reduce time to completion of student educational goals and increase degree, transfer and certificate completion. This goal can be reached through the use of continual effective tutoring. Student success is at the heart of tutoring. 6.) Expand and improve student involvement in campus life. Tutoring allows the student to participate and expand their learning through the tutoring program. 8.) Enhance the overall campus life experience. The tutor facilitates the learning experience for students and enhances students success. Currently CSC tutors assist students with assignments relevant to communication. This includes presentation assistance which involves assisting students in the creation, organization, research support of presentation content. Secondly, tutors provide delivery assistance which tutors offer substantive critiques of delivery in an effort to enhance rhetorical success. Third, tutors provide assignment assistance whereby tutors guide student groups working on communication related projects. Fourth, tutors provide group assistance. Tutors oversee/facilitate student groups working on communication related projects. Additionally, tutors will assist with communication-related activities within the discipline and will assist students with communication across discipline activities (helping any student with an oral presentation in any course).

| Section III – Alignment with Institutional Plans - 15 points possible |

Explain how your proposal is supported by the following plans: 2009-16 Educational Master Plan (4 points), Distance Education Plan (4 points), Technology Plan (4 points) and/or Facilities Master Plan (3 points). [Link to Plans]

The mission of MSJC states: “Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic, and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.” At the
heart of the mission statement is student success. We will be able increase retention rates and increase enrollment through successful tutoring.

Section IV – Goals and Measurable Outcomes – 30 points possible

1.) Describe your goal(s) for this project (10 points). How will this improve student learning or enhance institutional services? For a review of goals, see pp. 18 – 20 of a presentation via this link.

Tutoring will enhance and support towards institutional services by providing one on one instruction to students who needs assistance with learning. Learning goals are attained by students who would extended counseling beyond the classroom.

2.) What are the measurable outcomes for this RAP (10 points)? That is, how will progress toward meeting your goal(s) be identified and/or measured? Click here for learning outcome reference materials.

Measurable outcome: Students coming for tutoring will complete a simple pre-assessment and a post-assessment after each tutoring visit. These will be reviewed at the end of the semester by the department chairs. Contents/trends will be shared with faculty tutors.

3.) Explain how your outcomes are tied to your CLOs/PLOs/AUOs/SLOs (10 points).

All of these outcomes are evaluated and assessed in an effort to see how successful tutoring has been each semester. Continual modifications will be made in an effort to improve the success of tutoring in the CSC.

Section V – Implementation Plan – 10 points possible

What are the steps that you will take or need to be taken to implement this proposal?

1.) Who is in charge of implementing the project (2 points)? Suzanne Uhl and David Moss

2.) What are the projected start and end dates (2 points)? Start dates will begin as funds are provided for tutoring.

3.) What other departments will need to assist to assist with the acquisition/implementation of the project (2 points)?

The learning resource center will assist in providing insight and guidance in helping the tutoring program at the CSC to be successful.
4.) When will the outcomes be measured (2 points)? At the end of each semester.

5.) How will you measure the desired outcomes (2 points)? Through surveys and comments.

Section VI - Projected Expense Profile

For the object codes and titles below, please indicate the monetary amounts requested.

Object Code 4XXX
Supply and Materials: Click here to enter text. Amount requested: Click here to enter text.
Supply and Materials: Click here to enter text. Amount requested: Click here to enter text.
Supply and Materials: Click here to enter text. Amount requested: Click here to enter text.

Object Code 5XXX
Services: Click here to enter text. Amount requested: Click here to enter text.
Services: Click here to enter text. Amount requested: Click here to enter text.
Services: Click here to enter text. Amount requested: Click here to enter text.

Object Code 6XXX
New Equipment/Building or Site Improvements: Click here to enter text. Amount requested: Click here to enter text.
New Equipment/Building or Site Improvements: Click here to enter text. Amount requested: Click here to enter text.
New Equipment/Building or Site Improvements: Click here to enter text. Amount requested: Click here to enter text.

(S2) Subtotal from Non-Personnel Requests: Click here to enter text.

Total Proposed Budget (sum subtotals (S1) and (S2) above): Click here to enter text.

3. Secondary Effects (if this proposal is approved)

If a Classified/Administrative Personnel Prioritization Request is being submitted in tandem with this RAP, what additional space, if any, is needed to accommodate this position: Click here to enter text.
For equipment and technology requests, will additional space be needed to accommodate the requested equipment? If so, where is the proposed location? Click here to enter text.

Will requested equipment require maintenance agreements or support personnel? If so, what the projected costs? Click here to enter text.

Please list future year anticipated needs and estimated financial needs. NOTE: This section refers to any anticipated funding not addressed by this RAP but required in the future. This will not be automatically funded. A new RAP must be completed in the future.

Fiscal Year: Click here to enter text. Anticipated need: Click here to enter text. Estimated amount: Click here to enter text.
Fiscal Year: Click here to enter text. Anticipated need: Click here to enter text. Estimated amount: Click here to enter text.
Fiscal Year: Click here to enter text. Anticipated need: Click here to enter text. Estimated amount: Click here to enter text.