

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: Guided Pathways
2. Is this a new DASG account? Yes No DASG Account Number: 41-56380
3. Amount requested for 2022-2023 \$71957.26
4. Total amount allocated for 2022-2023 \$ 600.00
5. How long has this program existed? Approximately 14 months
6. Number of students directly served in this program: **over 18,000**

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 only students added to the Village Canvas shells are enrolled students. This supposes that they have paid their fees and are now benefiting from those fees. We will request that students show their school ID card to utilize the Village Spaces.

8. What would be the impact if DASG did not completely fund this request?

The Village Centers will be open fewer hours. The student contact and support provided by the Student Employees will be an integral part of the success of the Village Spaces. The direct peer to peer contact is important in building community for our students. Without DASG funding, we will have limited funding to employ students for these spaces which will include a study area, hy-flex workshop/event space and computer lab for our participants.

9. Total amount being requested for 2023-2024 (from page 3) **\$35,457.26**

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.	Admin Asst II-GP Villages _____	6 X \$19.87 X 8/hrs X 36 wks	\$34,335.36
		TOTAL:	\$34,335.36 _____

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.	Admin Asst-GP Villages _____	34,335.36 X 1.52%	\$521.90 _____
		TOTAL:	\$521.90 _____

Supplies (4010)

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

	Item	Intended Use	
Cost			
1.	Various supplies for Marketing _____	Encourage student participation _____	\$600.00 _____
		TOTAL:	\$600.00 _____

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

\$35,457.26 _____

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

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>We are weaving Guided Pathways into the campus framework including a seat on the College Planning committee. We have added over 18,000 students to their respective Village. We added counselors to the support teams within each Village. We are continuing to provide students opportunities to explore prospective majors and careers while still making progress towards their academic goals as we keep equity at the core of our decision-making while understanding that improving academic and support services for underserved populations will also benefit all students. We are proactively and holistically addressing students and their needs by offering wrap-around services, that helps students to gain self-efficacy in navigating their educational journeys. Guided Pathways integrates all existing programs on campus to work collaboratively especially in our Villages. All of us contribute to the success of our students and with Guided Pathways we have established an unprecedented college integration with collaborations across the campus with College Planning, Student Services, the Office of Equity and College Life to name a few.</p> <p>De Anza identified the Village Spaces and decorations, and design components are student driven. These spaces are for studying, events and socializing and will allow for connections to programs, information, and equity-based wrap-around services. The spaces will house hy-flex events and workshops and will include outdoor patios.</p>
2.	<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<p>We have begun to integrate Guided Pathways and the Villages into the fabric of the college. We created 6 meta-majors and have created support teams within each village. Guided Pathways and the Villages have created clear pathways that are accessible to all students by creating program and transfer maps in collaboration with instructional divisions and counselors. These collaborations will help with onboarding for all students by providing wrap around services including career and transfer workshops. Guided Pathways will continue to create physical and virtual spaces to build community. We are inviting student feedback throughout our process. And lastly, we are using statewide metrics to measure and evaluate our learning outcomes to ensure we continue to grow and have a positive impact on everyone campus wide.</p>

	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 Guiding Principles are available at www.deanza.edu/dasg/budget</p>	<ul style="list-style-type: none"> • Guided Pathways including the Villages and the Village spaces are created to help students succeed and achieve their goals by providing them easier access to resources, removing bureaucratic obstacles, and creating a safe space for learning. We created clear curricular pathways to degrees, certificates, and other goals. We are currently working on automatic awarding of degrees and certificates. • We are promoting leadership, civic engagement, and student advocacy by including our students in the creation and implementation of Guided Pathways which will impact all current and future De Anza students. We will continue to actively engage students to participate and facilitate student focus groups with a focus on underrepresented communities, activities, and events. • We continue to hire a diverse group of students and promote equity and inclusion in all our events, activities, and workshops. • We are asking for funding for positions that have never existed on this campus. The Village Spaces are a new concept that we hope students and staff will embrace as a permanent resource and institutional change for the campus. These spaces will provide connection to programs, information, and equity-based wrap-around services. • Guided Pathways created these spaces for campus-wide use and students will primarily staff the spaces. Funding the student employees benefits all DASG constituents. • We will continue to promote student retention by providing online resources and physical spaces that will enhance a student’s educational journey at De Anza. We were instrumental in creating on campus zoom spaces during the height of the pandemic to address the needs of our students and promote their success.

	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>De Anza advertises Guided Pathways on their home page, we have our own dedicated page with information, and we also advertise our activities and events within each Village Canvas shell. We also work directly with special programs including those that serve our underserved students. We continue to work with DASG, and the De Anza Discord channel posts our information. Our student employees manage our Instagram communication. We collaborate with the Office of Communications, and they provide items to give to students to introduce and advertise Guided Pathways and the Villages. We collaborated with the previous bookstore, and they donated items that we gave away to students as prizes to introduce them to Villages and encourage them to engage in activities and participate in events. We tabled at the 2022 Enrollment Day and played a significant role in the 2021 and 2022 Welcome Day for students. We also staffed a table at orientations over the summer for Undocumented Students, and incoming International Students from the International Students Program. We presented at the new student orientation for Student Success and Retention Services which includes Puente, Umoja, L.E.A.D., Impact AAPI and FYE. We plan to participate in the 2023 Enrollment Day and continue our Village events and activities to engage all students. Our campus collaborations are key in continuing to provide marketing materials that highlight Guided Pathways and the Villages.</p>

	Question / Inquiry	Program Response
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>We embrace our core equity values to ensure equity-focused, institutional change that will clarify pathways for students, help them enter and stay on the path, and ensure learning.</p> <p>In the 2021-22 academic year, we hired approximately thirty students to work with various aspects of Guided Pathways including programming for our Villages and to facilitate student focus groups. We provided extensive equity training for all our students. We advertised our job openings across the campus and collaborated with programs and services who work directly with underrepresented communities on our campus. In 2022-23, we hired students again from various backgrounds. They have been instrumental in promoting Villages and assisting with the creation of events and activities.</p> <p>Guided Pathways drives equity for everyone on campus. Guided Pathways encourages people to speak up, enhancing access to opportunities and responsibilities to all employees, empowering employees to claim both conviction and agency, extending invitations for active participation, speaking, and listening to each other with respect, benefitting from the knowledge and abilities we have as a diverse body, supporting one another in personal growth and confidence building and valuing shared decision-making and the resulting outcomes.</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>Guided Pathways and our Villages created Canvas shells to provide a supportive community of students, faculty and staff members who have shared interests and goals in 2021-22. We will continue to monitor these Canvas shells and provide an events calendar, post relevant information and services including program maps. We continue to utilize social media including Discord and Instagram to provide information. We also work closely with the Office of Communications to update our website and to update the program maps for every certificate and degree offered by the college.</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>2310, 3200</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>ENROLLMENT</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>We implemented Guided Pathways in 2021-22. We currently have over 18,000 students enrolled in our Village Canvas shells. This is an increase from last year's approximate 14,000 students. Guided Pathways serves the entire De Anza population. We aim to reproduce the success of our cohort programs but on a larger scale. We are creating a campus culture that promotes student success, systemic change, and advocacy.</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>Guided Pathways' Villages launched on September 20, 2021, on Welcome Day. We have feedback, which is posted on the De Anza's website, https://www.deanza.edu/guided-pathways/documents/WelcomeDay-2021-Student-Survey.pdf</p> <p>Guided Pathways' Villages also had a key role in this year's Welcome Day 2022. The student and staff feedback has been mostly positive and should be available on our De Anza site soon. Check out this year's Welcome Day 2022 video: https://youtu.be/SPMjzpfWkFk</p> <p>You can view the student survey results here: https://www.surveymonkey.com/results/SM-2F6AfOVPrICos91HgE3TIDw_3D_3D/</p> <p>One request from students, and employees, was to create an accessible and user-friendly process to update the Villages. We are currently working on a process to make it easier for students, and staff, to join a village or change their village and remove themselves from a village.</p>

	Question / Inquiry	Document Name / Additional Response
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">• We currently have a finite amount of funding from the state Guided Pathways Initiative. FOAP number is 2G0034,121205,232044,631000.• 2021-22 Board of Governors' Award: \$4,000.• We are currently searching for other sources to pay the employees that must occupy the Village Spaces.

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:	Patricia Guitron
Phone Number:	408 864 8731
Email:	guitronpatty@fhda.edu
Relationship to Project:	Co-Coordinator
Position on Campus:	Counselor
Administrator’s Name:	Thomas Ray
Phone Number:	408 864 8985
Email:	raythomas@fhda.edu
Relationship to Project:	Administrator
Position on Campus:	Interim AVP of Instruction