INDIVIDUAL RESEARCH AND DEVELOPMENT PROPOSAL

Please note: If you do not complete all components of the proposal form, your proposal may not be considered.

PROJECT INFORMATION – TITLE: Distance Education Counseling Access Compliance

PROJECT DIRECTOR: Luz O. Moreno

OTHER PARTICIPANTS: Counseling Department, district Web Programmer, Academic Senate, and IT

STUDENTS/STAFF TO BE SERVED: All new, potentially new, and current student population.

Proposed Starting Date: Fall 2010 Completion Date: Spring 2011

CRITERIA FOR ASSESSMENT OF PROPOSALS

(MCCD/UPM CBA 8.3.3)

8.3.3 All requests for assigned time, reassigned time, overloads, stipends or IR&D shall be evaluated using some or all (as explained below) of the following criteria. For the purpose of ranking, points are to be awarded using the scale indicated.

(1) The problem or need addressed has been adequately thought out and described (0-10 points).
(2) The problem or need addressed is in support of one or more of the college’s goals and objectives (0-7 points).
(3) The project activities are likely to contribute to updating curricula or instructional effectiveness (0-10 points).
(4) The project activities are likely to increase student learning and/or retention (0-10 points).
(5) The project activities are likely to encourage the adoption of instructional, learning or technical innovation(s) at the discipline, department and/or instructional levels (0-7 points).
(6) The proposed cost and probable availability of personnel, equipment, supplies and/or operational support will be available (0-5 points).
(7) The project activities will not adversely affect the discipline or department budget, facilities or schedule (0-5 points).
(8) The applicant(s) appears to have adequate experience and/or training to carry out the proposed project (0-5 points).
(9) Number of years since last award to recipient:
   (5 years or never awarded = 5 points; 4 years = 4 points; 3 years = 3 points; 2 years = 2 points; 1 year = 1 point; less than 1 year = 0 points).
REPORTING REQUIREMENTS

At the completion of the project, you will be required to submit an IR&D final report to the Office of Instructional Management. Guidelines for the completion of this report are attached. You are also encouraged to make a flex-time presentation on your project.

1. PROBLEM STATEMENT/NEEDS ASSESSMENT:

Describe the student problem or need your project will solve or meet. Identify the target population, i.e., those who will directly or indirectly benefit from the project.

   With a growing student population taking online courses or needing general academic advising online, the needs to service these students with online advising does not currently exist at College of Marin. The need to develop an online advising tool to the counseling department is critical to meet WASC accreditation standards along with serving the needs of this growing student population.

2. PROPOSED SOLUTION TO THE PROBLEM OR NEED:

   This project would entail researching and implementing an adequate program for online advising to the College of Marin counseling department.

   If this is a curriculum development project, has the College’s Curriculum Committee given its concept approval? (Course preparation is not eligible for special-project funding).

   YES_____  NO____X____
3. **OBJECTIVES:**

Describe the outcomes or desired results, directly related to the problem or need, that you anticipate will occur because of the project. An objective is a statement of desired outcome in carrying out a group of tasks or actions. It is outcome-oriented; stated in measurable terms; focused on a single rather than a multiple outcome; and is of sufficient scope to embrace a series of discrete tasks and major events.

It is the intent that after this program has been enacted to the student service department that distance education will have counseling support through online advising. This project will also help reduce the influx of students during peak enrollment periods to access an alternative option, such as online advising, to assist in answering their academic needs. Online advising could also be accessible for any new or potentially new student that have travel or time limitations to utilize student services for academic advising.

4. **PLAN OF ACTION:**

Describe the steps to achieve the outcomes or desired results. For each step or activity, specify who will carry it out and when will it be done.

<table>
<thead>
<tr>
<th>WHO</th>
<th>WHAT</th>
<th>BY WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luz O. Moreno</td>
<td>Research a Feasible Implementation Plan</td>
<td>Fall 2010</td>
</tr>
<tr>
<td>Luz O. Moreno</td>
<td>Develop a Trial Version for Start in fall 2011</td>
<td>Spring 2011</td>
</tr>
</tbody>
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5. **PLAN FOR EVALUATION:**

How will you know if your objectives were accomplished? How will you know how well? In other words, your plan for evaluation should be **quantitative** (products completed, materials produced, numbers of participants) and **qualitative** (effectiveness of the project or product). Describe any test instruments or surveys that will be used and the process of data analysis.

What can be anticipated is that students after an online advising session, can be asked to respond to a short satisfaction survey during the first year of implantation for suggestions and feedback of its services. The survey should consist of 5 simple questions such as: Have we answered your question?, Did you find this service helpful?, If need be will you use this service again?, Will you recommend this service to others?, Have you used this service before?
6. **BACKGROUND INFORMATION:**

Describe any special abilities or experiences that qualify you to complete this project.

Last year, when working at Berkeley City College, we had a year as a counseling department district implementing such a program as online advising to our counseling department. I attend the district wide meetings and worked with our campus specific department to look at the implementation phase of such project. Also at Shasta College we had a counselor that I worked with who provided online advising for students, so have also worked at a campus where I saw such program already in place.

7. Have you been awarded an IR&D grant in the past:

   YES_______  NO____ X______ How many years ago? ________

8. **BUDGET:**

Follow the format provided to clearly delineate all project costs. Under Personnel, specify position, number of people, unit cost.

**A. PERSONNEL**

**REQUESTED FUNDING**

1. Certificated Stipends

   You must make your request to the MCCD/UPM Workload Committee on the Request for Stipend form. The stipend rate is $62.66/hour.*

2. Hourly

   Contact Human Resources Office for appropriate hourly rate. Human Resources must initial approval of the appropriate hourly rate on your proposed budget.

3. Independent Contractors

   *

   *Stipend Rate reflects current rate subject to possible change in negotiations
B. NON-PERSONNEL

1. Supplies
   
   Printing/Duplicating for Presentations: $300

2. Equipment Rental

3. Equipment Purchase

4. Contracted Services

5. Travel
   
   Mileage ($300), Parking ($100), Toll Fees ($15): $415

You must make your request to the MCCD/UPM Professional Affairs Committee on the Conference/Honorary/Short Course Request Form.

6. Other

Total Cost of Project

3 Units Fall 2010/3 Units Spring 2011 and $715
(Supplies/Travel)

9. What do you understand the impact would be if the results of your project are implemented:
   
on facilities that we would now be in compliance with accreditation guidelines on access to
   
   student services for distance education students.

   on discipline/department budget assisting with the department everyday expenses, by
   
   having advising online for example, instead of having copies made that could be emailed
   
   and discussed virtually.

   on scheduling that we would increase accessibility to student services through online
   
   advising, decrease the number of students accessing student services throughout the
   
   semester and not just during peak enrollment periods of the semester.

10. In your opinion, will any material produced be of a high enough quality for the college to
    market?

    YES ___X___ NO _____Explain:

Note: See Article 25: Copyright in MCCD/UPM Contract for information about the possibility of a

unit member reimbursing MCCD for direct costs in order to retain the copyright for materials

produced on an IR&D grant.
FINAL PROJECT REPORT

INDIVIDUAL RESEARCH AND DEVELOPMENT
OR
COURSE DEVELOPMENT OR CONVERSION FOR INTERNET

(Use this format when you type or word process your report. Please repeat the questions before you give your answers)

These questions are designed to assist you in completing your final report on your IR&D project. Your report must be a STAND ALONE document; it should not require any attachments. The report is due by 5 p.m. on June 30 for Spring Semester and December 31 for Fall Semester to UDWC via the Office of Instructional Management. Please try to be as specific as possible in completing these questions. Your answers may be used in promotion of our IR&D program.

1. Your name

2. If your project concerned curricular development, title of the course on which you focused

3. What specific student or institutional outcome was your project designed to develop or improve?
   
   ___ Persistence rate
   ___ Retention rate
   ___ Success rate
   ___ Improvement in knowledge. Specifically, knowledge of:
   ___ Improvement in skills. Specifically, skills in:
   ___ Improvement in attitude. Specifically, attitude toward:
   ___ Improvement in behavior. Specifically, behavior in:
   ___ Other improvement(s). Specifically:

4. What did you research and develop (a change in course content, method of teaching, etc.) to try to bring about the improved outcome(s)? Describe in some detail.

5. In your opinion, did your project (or will it be in the future) bring about any change or improvement(s) in outcomes?

6. If you think it did (or will), WHAT EVIDENCE CAN YOU PROVIDE TO SUPPORT YOUR OPINION? Was there measurable change (or will there be in the future) of the outcomes of students in this course as compared to the outcomes in a similar course you taught the previous year?

7. If there was not a measurable change, what other evidence can you provide to support your opinion? (Student opinion surveys, etc.)
8. What, if anything, did you learn about your teaching or your students’ learning as a result of this IR&D project?

9. In your opinion, was your project successful? Why or why not?

10. What could you have done, if anything, to make your project more successful?

11. What could the Staff Development Office have done to be more useful to you in your project?