



MJC Student Equity Project Application Instructions

The MJC Student Equity Plan includes funding for individual or group projects that reduce gaps for disproportionately impacted students at MJC:

- Hispanic Students Foster Youth
- African American Students Students with Disabilities

Eligible Applicants: All MJC employees who have been employed for a minimum of 12 months are eligible to apply. Adjunct faculty who have taught at least 3 consecutive semesters are eligible. Faculty applicants must have completed the following professional requirements:

Has your program completed program review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you assessed all the scheduled courses for 2018-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

These are one-time monies for projects that address gaps in the following areas:

- Access
- Course Completion
- ESL and Basic Skills Progression
- Degree and Certificate Completion
- Transfer

Projects with ongoing funding needs will not be approved. Logic Models developed at the Great Teachers Retreat may be used as a foundation for this funding. Individuals or groups may apply for up to **\$2,500** for equity projects in one of the following areas (Compelling projects over \$2,500 will be considered with strong measures of success):

Funding from the California Community Colleges Chancellor's Office for student equity has the following guidelines (which apply to all expenditures in the MJC Student Equity Budget):

Allowable Expenditures	Unallowable Expenditures
Mentoring activities for disproportionately impacted students	Construction or maintenance of buildings
Research and evaluation related to student equity	Gifts (tee shirts, calculators, etc.)
Food and beverages for equity-related planning meetings, student gatherings or professional development	Stipends for students
Computers and related peripherals to be used primarily by students	Computers or related technology used primarily by faculty or staff
Providing embedded tutoring, counseling support for learning communities and other instructional support services that do not generate FTES	Cost of course delivery (including tutoring or SI)
Professional development, including in-state travel in support of student equity	Professional dues or memberships
Other direct student support (books, miscellaneous supplies and materials)	Furniture
Typical projects may include workshops, trainings, and conferences, speakers who come to campus, research, mentoring activities, and other activities. Projects involving computers or technology may require additional review by District ITS.	

CONTACT and INFORMATION

Name:	Email:
Division/Area:	Phone:
Position:	Supervisor:
Amount Requested:	<input type="checkbox"/> I have shared this project with my supervisor

DESCRIPTION OF PROJECT

- 1) **Name** of Project, Conference/Training or Professional Development Activity. (If a conference is involved, please provide a copy of brochure or literature.)

- 2) **Specific population** to be served: _____
(E.g. Hispanic & African American males)

- 3) **How many students** will be impacted? _____

- 4) **Abstract** of the Project: - (Write a brief abstract or summary of the purpose and contents of your proposal in 150 words or less.)

- 5) **Please provide details** of your proposed project including any data you have gathered (200 to 600 words) Discuss:

- The issue you are addressing
- The background leading to your proposed project (include any data you may have)
- Why this opportunity is the best way to address the issues you have outlined

All projects must be completed by March 1, 2019 or sooner (if project(s) is ongoing, please indicate). SSEC will request regular updates on the project (every semester)

- 6) Anticipated Beginning Date: _____

- 7) Anticipated Ending Date: _____

- 8) How does your project align with **MJC's [Student Equity Plan](#)** and your Area Program Review (250 words or less)?

9) Are there others working with you on this project? If so, please name all collaborators. How does each collaborator contribute?

10) **Measurable Outcomes.** (What do you anticipate will occur because of this project? How will you measure the effectiveness of your efforts?) Please be specific.

11) List estimated **expenses.** Please provide detailed information. (Stipends, travel, conference fees, technology, consultant, direct services to students)

Budget Item	# of Items (if applicable)	Cost/Item	Total Cost	Details
TOTAL				

Thank you for supporting student equity efforts at MJC. We look forward to hearing about your work. **A short presentation of all projects will be given at the April 2019 Student Success and Equity Committee Meetings.**