

# 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: Guided Pathways--Villages\_\_\_\_\_
2. Is this a new DASG account? Yes  No  DASG Account Number:\_\_\_41-56380\_\_\_\_\_
3. Amount requested for 2023-2024        \$ \_\_\_\_\_ 0 \_\_\_\_\_
4. Total amount allocated for 2023-2024    \$ \_\_\_\_\_ 0 \_\_\_\_\_
5. How long has this program existed? \_\_\_\_\_ Approximately 2 and a half years \_\_\_\_\_
6. Number of students directly served in this program: Approximately 16,000 \_\_\_\_\_
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)?  
  
**We require that all Participants check in using their Student ID Number to utilize Villages’ services. We have installed computers with the SARS software so that we can track who uses the Village Centers and why.** \_\_\_\_\_
8. What would be the impact if DASG did not completely fund this request? **One of our goals is to build community for our students and not having the funding to advertise or provide refreshments makes it harder to increase student involvement. The Village Centers provide programming during the academic year. The funding allows us to advertise across the campus especially to those who are taking classes on campus. We also understand that providing refreshments for some of our events can play a pivotal role in bringing everyone together. In addition, not having funding to hire students has been difficult. We have managed to use other resources but those have limitations which then limits who we can hire to work for Guided Pathways and the Villages.**
9. Total amount being requested for 2023-2024 (from page 3)                                **\$36357.26** \_\_\_\_\_

**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 II – GP Villages _____	34,335.36 X 1.52% _____	\$521.90 _____

TOTAL: \$521.90 \_\_\_\_\_

**Food/Refreshments (4015)**

(Must adhere to district Administrative Procedure 6331,

<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

	Item	Intended Use	Cost
1.	Refreshments _____	College events to foster Community, college events With invited guests from Outside campus _____	\$1000.00 _____

TOTAL: \$1000.00 \_\_\_\_\_

**Printing (4060)**

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

	Item	Intended Use	Cost
1.	Signs for Village Centers _____	Signs for six Village Centers for academic year.	\$500.00 _____

TOTAL: \$500.00 \_\_\_\_\_

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

**\$36,357.26 \_\_\_\_\_**

**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.	<p>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?</p>	<p>The De Anza College Guided Pathways Initiative provides students opportunities to explore prospective majors and careers while still making progress towards their academic goals; it keeps equity at the core of our decision-making while understanding that improving academic and support services for underserved populations will also benefit all students; it proactively and holistically addresses students and their needs by offering wrap-around services, and it helps students to gain self-efficacy in navigating their educational journeys.</p> <p>The De Anza Guided Pathways Villages are designed to provide students with a sense of belonging, connection, and support. The Villages are organized around focused academic areas of interest called meta-majors, and each Village has a dedicated team of faculty, staff, and student leaders who are committed to helping students succeed.</p> <p>The six Village Centers were opened on February 14, 2023. Guided Pathways is integrating all existing programs on campus to work collaboratively, especially in our Village Centers. There are instructors, counselors, financial aid advisors and deans who are staffing the Village Centers along with Student Ambassadors.</p> <p>There are no other spaces like these on campus where all are welcome to study, hangout, meet with De Anza employees, hold club meetings with their advisors, host events, or have a cup of coffee.</p>
2.	<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<p>Community colleges offer many services, classes, and activities but not all students graduate, transfer, or achieve their academic goals. We continue to have an equity gap with transfer and graduation rates. Guided Pathways and the Villages provide clear pathways that are accessible to all students. Assist students with support services, facilitate workshops that introduce careers and assist with academic planning to reach their goals. We provide early alert systems in case students get off track and remove institutional barriers to their academic success. And lastly ensure that our learning outcomes lead to improved teaching.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
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 <a href="http://www.deanza.edu/dasg/budget">www.deanza.edu/dasg/budget</a></p>	<p>Guided Pathways created clear curricular pathways to degrees, certificates, and other goals in collaboration with instructional faculty, classified professionals, administrators, and counseling faculty.</p> <p>Create and facilitate programming to provide engaging applied learning experiences in all the six villages.</p> <p>Help students stay on their academic path with active and ongoing advising. Several counselors and academic advisors provide services in the Village Centers.</p> <p>Integrate academic and nonacademic support.</p> <p>Ensure learning with effective instructional practices.</p> <p>Guided Pathways' Villages provide activities, events, and information for all De Anza students.</p> <p>We actively engage students to participate in student advocacy by participating in and facilitating student focus groups, activities, and events.</p> <p>Guided Pathways and the Villages were launched fall 2021 and continue as an institutional change for the campus. The Village Centers opened on February 14, 2023.</p>
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>Guided Pathways and the Villages advertise on De Anza's home page, we have our own dedicated pages with information, and we also advertise our activities and events within each Village Canvas shell. We have collaborated with the Office of Communications, and they have provided swag to hand out to all students to promote the Villages.</p> <p>We present information about Guided Pathways Villages to different student programs such as the new student orientations for Learning Communities such as Puente, UMOJA, and the Pride Center. We've also been asked to participate in new student orientations for the International Students Program and we present over the summer and throughout the academic year to all groups including departments and divisions.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
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.	<p>In 2022-23 and again in 2023-24 we are collaborating and co-hosting with the Title III SIP Grant, the Equity and Engagement Division, and the Office of Professional Development to provide two-quarter-long training, designed around a series of conversations and reflections with students and the service providers that work with them.</p> <p>In addition, we embrace the following core 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> <ul style="list-style-type: none"> <li>• We embrace the institutional responsibility to be student-ready and to proactively assist students in obtaining necessary resources.</li> <li>• We are dedicated to providing clear and direct information to students to “stop the bounce.”</li> <li>• We acknowledge and advocate for the multiple access points and varying educational goals that exist for students.</li> <li>• We are committed to both listening to and hearing students’ stories, counting them as valuable experiences that must be considered both quantitatively and qualitatively in supporting student success.</li> <li>• We aspire to create a culture of engagement, mutual respect, and meaningful interaction that will benefit our entire campus community.</li> <li>• We pledge to eliminate any unnecessary bureaucratic barriers that are within local control.</li> <li>• We endorse and support our larger community, including our intersegmental partners, our local communities, and local businesses, upon whom we depend on to help our students.</li> </ul>
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.	Guided Pathways and our Villages created six Canvas shells to provide a supportive community of students, faculty and staff members who have shared interests and goals. We continue to add students and monitor these Canvas shells throughout the year. Each shell provides an events calendar, posts relevant information and services including program maps.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	4015

## 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>	<p>Guided Pathways adds all students enrolled at De Anza to a village.</p> <p>We currently serve approximately 16,000 students.</p> <p>We serve the entire student population at De Anza.</p>
2.	<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>	<p>Guided Pathways' Villages were launched on September 20, 2021, on Welcome Day. We have feedback, which is posted on the De Anza's website, <a href="https://www.deanza.edu/guided-pathways/documents/WelcomeDay-2021-Student-Survey.pdf">https://www.deanza.edu/guided-pathways/documents/WelcomeDay-2021-Student-Survey.pdf</a></p> <p>We were asked to provide more transfer workshops and this year our Transfer Center staff has dedicated hours to provide transfer counseling and information in the Village Centers. In addition, we advertise all Transfer Center workshops on our Canvas shells and send announcements to all students.</p> <p>Students also asked if we could give away more prizes for increased participation, so we continue to collaborate with the Office of Communications in providing prizes such as cameras and wireless earphones. They also suggested that we consider giving extra credit in the classroom. Although Guided Pathways cannot do this, there have been faculty members who created classroom activities which included the Village Centers. Students who participated in the activities were given points in their respective courses.</p>

	<b>Question / Inquiry</b>	<b>Document Name / Additional Response</b>
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>	<p>We currently have a finite amount of funding from the state Guided Pathways Initiative. FOAP number is 2G0034,121205,232044,631000.</p>

**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:	Patricia Guitron_____
Phone Number:	408 864 8731_____
Email Address:	guitronpatty@deanza.edu_____
Relationship to Project:	co-coordinator_____
Position on Campus:	Counselor_____
Administrator’s Name:	Thomas Ray_____
Phone Number:	408 864 8510_____
Email Address:	raythomas@deanza.edu_____
Relationship to Project:	Administrator_____
Position on Campus:	Associate Vice President of Instruction_____