

# Proposal for ELI Funds (Form)

**Title of Proposal:** Flexible Registration

**Date:** 12/2/2008

**Academic Year:** 2008-2009

**Person(s) Requesting Funds:** Tim Hollabaugh

**Division:** Computer Services

12.08.01

PRESS THE F1 KEY FOR CONTEXT HELP WHEN ENTERING INFORMATION IN THE TABLE FORM FIELDS BELOW. COLUMNS WILL EXPAND TO INCLUDE MORE TEXT.

Planned Action (Brief Description of Project)	Effective Practice and Strategy	New, Change, or Expansion	Expected Outcomes	Assessment/Dissemination of Results	Target Date for Completion	Responsible Persons/Dept	ELI Budget Category	Specific Budget Amounts Include Breakdown (or attach)
<p>The Flexible Registration system provides for a one stop admission and registration process for students. This system contains both credit and non-credit basic skills courses. This enables students with limited understanding of complicated admissions and registrations procedures to complete the process easily. The system works by presenting the learner with a menu of courses specifically designed for their needs, be it basic english skills, basic math skills or other basic learning needs. Learners without access to computer terminals will be able to fill out a scannable application that serves as both an admissions form and a registration form. This simplified method will enable district constituents not traditionally "college going" to enter the college world.</p>	<p>A.3 The developmental education program is centralized or highly coordinated Currently the district has an admissions and registration system that is the required method for students to be admitted to COS and register for all courses. By placing the registration system for Basic Skills courses in the same system with the appropriate enhancements the ongoing process for attracting, admitting and registering basic skills students is centrally managed and an integral part of the Districts overall Admissions and registration.</p> <p>A.5 A comprehensive system of support services exists, and is characterized by a high degree of integration among academic and student support services. The admissions and registration system is many times the first "Student Service" that a future student has contact with. This registration system</p>	<p>Expansion The district currently has an admissions and registration system. This additional process will be an integral part of the existing system</p>	<p>Increase in the number of students in the Basic Skills courses. Additional opportunities for students to interact with the college.</p>	<p>Monitor number of students entering basic skills courses. Increased use of both flexible registration electronic system as well as manual application/registration process</p>	<p>2/28/2009</p>	<p>Tim Hollabaugh/ Computer Services</p>	<p>Other Student Needs</p>	<p>Software Cost - \$60,000 Installation Cost - \$21,200  See Attached</p>


enhances the ability of the Basic Skills student to navigate the process of admissions and registration.

Other Required Institutional Resources (e.g. Facilities): None

Other Funding Sources: District

Check here if additional narrative (detailed history, need, rationale) is attached:  Number of pages attached:

Distribution:

1. ELI Faculty Coordinator *Amie Hart*
2. Division Chair/s \_\_\_\_\_
3. Dean *awalk*

For ELI Use Only

Budget Committee Approval  Approved  Approved with Changes Noted  Not Approved  Resubmit with Changes Noted

Comments:

*JVS*  
Jennifer Vega La Serna, Ph.D.

Date

*12/8/08*

Date

*[Signature]*  
Kara Johnson, Ed.D.

*12/8/08*

Date

- would like to research options for reimbursement once the other programs are generating money.

## Summary Section Headings from *Basic Skills as a Foundation for Student Success in California Community Colleges*

Please reference specific sections in Column 2

### Organizational and Administrative Practices

- A.1 Developmental education is a clearly stated institutional priority.
- A.2 A clearly articulated mission based on a shared, overarching philosophy drives the developmental education program. Clearly specified goals and objectives are established for developmental courses and programs.
- A.3 The developmental education program is centralized or highly coordinated.
- A.4 Institutional policies facilitate student completion of necessary developmental coursework as early as possible in the educational sequence.
- A.5 A comprehensive system of support services exists, and is characterized by a high degree of integration among academic and student support services.
- A.6 Faculty who are both knowledgeable and enthusiastic about developmental education are recruited and hired to teach in the program.
- A.7 Institutions manage faculty and student expectations regarding developmental education.

### Program Components

- B.1 Orientation, assessment, and placement are mandatory for all new students.
- B.2 Regular program evaluations are conducted, results are disseminated widely, and data are used to improve practice.
- B.3 Counseling support provided is substantial, accessible, and integrated with academic courses/programs.
- B.4 Financial aid is disseminated to support developmental students. Mechanisms exist to ensure that developmental students are aware of such opportunities and are provided with assistance to apply for and acquire financial aid.

### Staff Development

- C.1 Administrators support and encourage faculty development in basic skills, and the improvement of teaching and learning is connected to the institutional mission.
- C.2 The faculty play a primary role in needs assessment, planning, and implementation of staff development programs and activities in support of basic skills programs.
- C.3 Staff development programs are structured and appropriately supported to sustain them as ongoing efforts related to institutional goals for the improvement of teaching and learning.
- C.4 Staff development opportunities are flexible, varied, and responsive to developmental needs of individual faculty, diverse student populations, and coordinated programs/services.
- C.5 Faculty development is clearly connected to intrinsic and extrinsic faculty reward structures.

### Instructional Practices

- D.1 Sound principles of learning theory are applied in the design/delivery of courses in the developmental program.
- D.2 Curricula and practices that have proven to be effective within specific disciplines are employed.
- D.3 The developmental education program addresses holistic development of all aspects of the student. Attention is paid to the social and emotional development of the students as well as to their cognitive growth.
- D.4 Culturally Responsive Teaching theory and practices are applied to all aspects of the developmental instructional programs and services.
- D.5 A high degree of structure is provided in developmental education courses.
- D.6 Developmental education faculty employ a variety of instructional methods to accommodate student diversity.
- D.7 Programs align entry/exit skills among levels and link course content to college-level performance requirements.
- D.8 Developmental faculty routinely share instructional strategies.
- D.9 Faculty and advisors closely monitor student performance.
- D.10 Programs provide comprehensive academic support mechanisms, including the use of trained tutors.

## Request for Essential Learning Initiative Funding

This form must accompany all requests for ELI funding. Supplements and detailed rationales may be attached to the form, but cannot be accepted in lieu of the form.

**Instructions:**

- Please fill in all columns as clearly as possible. Columns will expand downward to accept input.
- Column 1 expects a summary of your proposed project. If your project has several components, please list them separately. Please feel free to include more detail in an attached supplement.
- Column 2, "Effective Practice and Strategy," expects a reference to specific sections in the CCCSBI document *Basic Skills as a Foundation for Student Success in California Community Colleges*. This document is available on the ELI website at [www.cos.edu/ELI/data.asp](http://www.cos.edu/ELI/data.asp) and a summary list of section headings is on page 2 of this form.
- Column 3 is a dropdown list: indicate whether this is a new project, or a change or expansion of a current project. If a change or expansion, please list the current project that you wish to modify. Note: ELI monies may not be used to replace funding for ongoing programs already funded by another source.
- In Column 4, please be specific as to the outcomes you expect to achieve with your project.
- Column 5 expects a summary of the method(s) of assessing your outcomes and the manner in which you expect to disseminate your results.
- Column 6 is for a target completion date for your project.
- In Column 7, list all parties responsible for the project or components of the project.
- Column 8, "ELI Budget Category," expects a specific reference to the ELI Budget Categories listed below.
- Finally, in Column 9, list the specific budget amounts requested. Please be detailed or list a total amount and attach a detailed breakdown.

**Essential Learning Initiative Budget Categories**  
Please reference specific categories in Column 8

Note: some related categories are listed as subsets in this list, but actually all of them are separate budget categories.

Program and Curriculum Planning and Development Research Curriculum Development Professional Development  Articulation Course Articulation  Student Assessment Student Academic Assessment  Advisement and Counseling Services	Student Counseling  Supplemental Instruction and Tutoring Basic Skills/ESL Tutoring  Instructional Equipment and Materials Instructional Materials  Other Purposes directly related to the enhancement of basic skills, ESL instruction, and related student programs. Other Student Needs Other Activities for the Enhancement of Basic Skills
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## Flexible Registration Cost Breakdown

### Installation:

Flexible Registration Software	\$60,000
Installation (50 hrs @ \$180/hr)	\$ 9,000
Training (40 hrs @ \$180/hr)	\$ 7,200
Travel (1 person 2 trips)	\$ 5,000
<b>Total startup -</b>	<b><u>\$81,200</u></b>

### Ongoing:

Annual Maintenance/Enhancement -	\$25,000
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### *Sources of budget:*

District – Ongoing 5 year cost - \$125,000

Essential Learning Initiative – First Year Costs – \$81,200

The Flexible Registration system from SunGard Higher Education enables College of the Sequoias to implement an easier registration and application system for non-credit and not-for-credit courses. This system includes the following functionality:

- Flexible Registration Catalogs:
  - Flexible Registration Course catalogs are maintained in the current Course Catalog feature of Banner.
  - Allow creation of multiple Flexible Registration schedules.
  - Allow for secured catalogs that require a password to access (used for Community Education courses only offered to a select audience)
  - Flexible Registration Catalogs(schedules) allow for addition/removal of courses and different open and close dates.
- Course Search and Display
  - Basic search across course name, or number or subject code.
  - Advanced search capabilities including dates and time of course
  - Detailed information about the course is displayed for any returned searched course including: Instructor, Dates, Location, Description, Fees
- Shopping Cart System
  - Users will be able to select courses prior to check-out
  - Detail reviews of shopping cart available
  - Fees are displayed on the summary page
- Deferred Registration/Login
  - Users will be allowed to search available courses prior to login
  - Users that are current students will login using the established Banner UserID and PIN
  - New users will complete a personal profile as part of their checkout/registration including all data required for reporting purposes (for those courses that will be reported to the state)
- User Profiles
  - New learners will be required to complete a profile before purchasing courses for the first time.
  - Required profile information as well as additional information is determined by the district
  - Users can update their profiles as well as change their PIN
- Fee Assessment
  - Allow for discount rules based on several factors like "early bird registration" and "buy one get one free", etc
  - Baseline Fee assessment rules out of current Banner tables will be used to calculate fees.
- Other
  - Allow learners to pay their fees by credit card or purchase order
  - Display the learner's course schedule, cost and payment information for printing.
  - Allow user to view prior invoices and transactions processed.