COLLEGE OF MARIN

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: _CoM Diversity Internship Program

PROJECT DIRECTOR: Alicia Pasquel/Academic Senate

OTHER PARTICIPANTS: Kristin Perrone, Patricia France, Paul Cheney

STUDENTS/STAFF TO BE SERVED: Entire campus will benefit as this is a move towards greater diversification, representation and an anti-racist culture.

 Proposed Starting Date:1 1/23/2021_____Completion Date: _5/28/2021_____

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.

The problem this project hopes to address is our seeming inability to recruit faculty who are representational of our student body. Though various efforts have been designed and implemented towards this goal, we have not succeeded in adequately moving the needle in the right direction. This lack of diversification amongst our candidates ensures that the faculty we hire merely replicate what we have, and this is detrimental to our students, our campus culture, and our pedagogical approach. There is a clear need for more diverse faculty at College of Marin. Many of our students come from different racial backgrounds and studies have shown that students persist when they see instructors that look like them.

2. PROPOSED SOLUTION TO THE PROBLEM OR NEED:

The solution herein proposed is that we create our own Diversity Internship program in order to provide diverse graduate students with experience in the California Community Colleges, and an opportunity to develop their pedagogical approach through faculty mentorship. Furthermore, we plan on designing the program so that our mentees will be a natural part of the recruitment pipeline and hiring process.

This project will incorporate efforts already begun in Counseling/SAS, but will further its scope and outreach to include more disciplines, thereby offering even more opportunities for faculty diversification.

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:

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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.

Should all go according to the plan below, we hope to have our pilot cohort begin in Fall 2021. Though many details need to be worked out (see action plan), we envision a cohort of ten graduate students across multiple disciplines joining our community for a year-long internship. This, in turn, will help us diversify the hiring pipeline.

4. <u>PLAN OF ACTION</u>:

Describe the steps to achieve the outcomes or desired results. For each step or activity, specify <u>who</u> will carry it out and when will it be done. Please be specific and number the steps for the plan of action.

    <u>WHO</u>   <u>WHAT</u>   <u>BY WHEN</u>

Research into existing programs: All

Designing for CoM: All to be completed by January 2021
- **Meetings with necessary constituents to ensure program viability. (Union/Admin/Legal/HR/Faculty) (All)**
- **Training for Mentors (All)**
- **External/ Interns recruitment processes developed (Patty & Paul)**
- **Internal/ Mentor Recruitment process developed (Paul)**
- **Internal processes for program (All)**
- **Position descriptions for Mentors and Interns (Kristin)**
- **Application process (All)**
- **Web presence (All)**
- **Exploring institutionalization of program (Patty)**
- **Investigating faculty recruitment, i.e. calls, stipends, volunteers, workshop facilitators**
- **In charge of scheduling, deadlines and delivery for project (Patty)**

5. <u>PLAN FOR EVALUATION</u>:

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

Since we will spend time researching and developing a plan, this is the plan for assessing the effectiveness.
- **Complete instructions for internal/external application process**

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- **Clear guidelines and process published online and distributed to the COM community via email.**
- **Training manual**
- **Clear written process/policy between (Union/Admin/Legal/HR/Faculty)**
- **List of possible places to recruitment applicants**
- **Marketing material to possible places to recruit diverse faculty**
- **Create feedback, evaluation and survey for improvements and recommendations.**

6. <u>BACKGROUND INFORMATION:</u>

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

Kristin Perrone: As a counselor Kristin has had the advantage of already mentoring grad students for their practicum requirement, so she is uniquely poised to not only help expand this nascent effort, but also to contribute greatly to the design of our mentorship training for faculty.

Patty France: As a grad student herself, Patty was able to participate in a similar program at Peralta and this opportunity led directly to her work in community colleges. Thus, she is in the perfect position to help us design the experience for our mentees.

Paul Cheney: He is an advocate for more diversity in hiring at the College and is passionate about bringing about change to make this happen. In his career he has worked as an intern as well as a TA, and as a fully-fledged instructor has much experience creating collaboration in the classroom. He sees his role as helping with outreach and support in the process of creating a strong Faculty Diversity Internship program.

7. Have you been awarded an IR&D grant in the past:
   Patty France: Yes, Summer/Fall 2020
   Kristin Perrone: No
   Paul Cheney: Yes, I did apply and get one in the fall of 2012, completed spring 2013.

8. <u>BUDGET:</u>

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

Patty France: 3 units; $4500 = 13,500
Kristin Perrone: 2 units; $4500 = 9,000
Paul Cheney: 1 unit; $4500 = 4,500

Total = 27,000.00

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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 $63.61/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   REQUESTED FUNDING

    1. Supplies   _____

    2. Equipment Rental   _____

    3. Equipment Purchase   _____

    4. Contracted Services   _____

    5. Travel   _____

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   _____

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9. What do you understand the impact would be if the results of your project are implemented:

on facilities _____

on discipline/department budget_____

on scheduling _____

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

YES _____ 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

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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 OPINON? 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?

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