Innovations in Student Services, part of the Learning Agenda, seeks to promote the development of innovative programs that promote the College’s Strategic Plan and that can be institutionalized if shown to be effective. Through an RFP process, proposals from personnel in Student Services are being solicited which address selected priorities in recruitment and retention.

The intent is to elicit creative and practical ideas from those frequently in the best position to know, namely personnel on the “front lines” of Student Services. In order to be funded, programs must focus on student outcomes consistent with the priorities outlined below. Projects selected for funding must begin no earlier than July 1, 2006 and end no later than June 30, 2007. Up to $200,000 are available. Awards will be granted solely on the merit of each individual project.

Targeted Priorities

**Strategic Plan Theme 1 – Access to the College**

**Strategic Goal 1:** Enhance systems and processes that facilitate orientation, advisement, registration, and financial aid for students.

- Using the web for recruitment and retention
- Providing training to ensure expertise and consistency across campuses
- Making the College’s computerized student system more user-friendly
- Streamlining processes in admissions, registration, advisement and financial aid
- Providing training on recruitment and retention issues
- Developing orientation for new and/or returning students

**Strategic Goal 2:** Improve systems and processes to encourage student enrollment, enhance transfer experiences, and support a variety of educational goals.

- Facilitating the transition from high school graduation to MDC
- Increasing access for non-traditional students
- Improving systems to ease the transition of college students transferring to MDC
- Enhancing the transfer process to other institutions for MDC graduates
- Increasing interactions with high school teachers and staff
- Recruiting academically prepared students
- Recruiting international students
- Increasing interactions between high school students and MDC faculty and staff
- Reducing the number of students transferring without degrees
- Promoting dual enrollment
- Improving entry-level test performance of new students
- Working with business and industry
- Developing pre-admission counseling
Strategic Plan Theme 2 – Student Achievement and Success

**Strategic Goal 1:** Increase student achievement and success by discipline by identifying barriers and implementing strategies to overcome these challenges for our diverse student body, including non-traditional and under prepared students.

- Establishing collaborations between academic and student services personnel to address barriers to success
- Encouraging collaboration between faculty and student services personnel to identify and address high-risk factors
- Increasing student progression through programs and at major transition points (e.g., completion of English as a second language coursework, satisfaction of required college preparatory courses, attainment of GED)
- Improving the retention and performance of students who are first-time-in-college
- Improving the retention and performance of Pre-Select students
- Reducing the number of students in good standing who stop attending
- Improving the retention of international students
- Increasing the number of program completers
- Supporting students in mathematics classes

**Strategic Goal 2:** Document and enhance the quality and consistency of student learning across the spectrum of programs, courses, and student educational goals.

- Identifying methods to monitor student attainment of learning outcomes
- Strengthening resources available to students outside the classroom
- Developing ties among students and between students and MDC faculty and staff
- Improving job placement
- Developing a career plan for students

**Description**

Proposals may be submitted by any individual or group within Student Services. Collaborative proposals across departments and campuses are encouraged. Collaborative projects with areas outside Student Services are also eligible for consideration although the project director must work full-time within Student Services.

Projects will be considered as long as they address one of the identified priorities. Proposals may include pilots to determine the effectiveness of new strategies, consultants to address a specific issue, travel in relation to best practices, or research. Travel is restricted to that which directly supports proposal objectives.

**Eligibility**

All full-time personnel from Student Services are eligible to apply.
Allowable Costs

Allowable costs include part-time personnel, task points (within existing regulations established by Human Resources), overtime for eligible personnel, release time for faculty, hospitality, transportation, travel, educational and office materials, and consultants as well as equipment and software under $5,000. In every instance, costs must be directly related to proposal objectives.

Requests Not Eligible for Awards

Costs not allowed include attending or presenting at professional conferences, purchases of equipment or software in excess of $5,000 per item, or requests for full-time positions.

Application Submission and Deadline

Applications must be submitted via e-mail attachment. Typeface must be no smaller than 12 points, double-spaced with 1.0-inch margins. Any supporting documents must be included with the RFP in a single file, not sent separately.

Completed applications must be e-mailed to Rene Garcia (rgarcia@mdc.edu) at the Wolfson Campus by 4:00 p.m on Monday, May 15, 2006. Proposals received after this deadline will not be considered.

Selection of Proposals

The selection process is competitive. Proposals will be evaluated on the basis of their innovative approach to addressing one of the identified priorities. Proposals will be reviewed by an Advisory Council appointed by the College President which will make recommendations for his consideration. Announcement of proposals funded will be made on or about June 26, 2006.
SOME HELPFUL INFORMATION

PERSONNEL:

1. Rates for part-time clerical and support personnel must be consistent with existing Human Resources policy. General rules and guidelines for hiring part-time personnel are also available online in the Wage and Salary section of www.mdc.edu/hr.

2. Task points to eligible personnel are paid at a flat rate of $100 per point with each point representing five hours of work above and beyond the regular work schedule.

3. For faculty release time, use the adjunct faculty rate of $1,800 per three-credit class (12 points) or $150 per point to calculate replacement costs. One class release time is equivalent to seven hours of work per week for a 16-week term or 17.5 hours of work for a 6-week term.

MATERIALS AND SUPPLIES:

4. Below are some web sites for researching costs: www.officedepot.com www.officemax.com www.apricotos.com

5. Do not include sales tax in estimates since the College is tax-exempt.

EQUIPMENT and SOFTWARE:

6. Acquisition of all equipment and software needs to be consistent with policies and procedures established by the Purchasing Department. Specify how the equipment and/or software relate to proposal objectives. Here are some web sites for researching costs: www.officedepot.com www.officemax.com www.apricotos.com www.bestbuy.com www.officedepot.com

OTHER EXPENSES:

7. In-County travel is calculated at $.29 per mile plus parking and tolls. Consult the College Monthly Mileage Reimbursement Request Form for a chart of mileage between campuses.

8. Out-of-county travel includes expenses for airfare, ground transportation, and hotel as well as $21 per diem ($3 breakfast, $6 lunch, $12 dinner) for overnight stays. Remember to include hotel taxes in the final expenses for lodging since the College is NOT exempt from hotel taxes. Here are some web sites for researching costs: www.expedia.com www.travelocity.com

9. Honoraria and travel expenses for consultants are usually handled via a contract for services. Ensure there is sufficient lead-time to process such a contract.