

GUIDED PATHWAYS INITIATIVE PROPOSAL FORM

Complete this form for initiative and funding approval decisions on Guided Pathways proposals. Submit the completed form and accompanying documentation to Kim Palmore and Lydia Hearn with a request for a briefing meeting **at least seven days in advance of the planned Core Team Presentation date.**

2021-22 submission deadlines vary per team; Core Team presentation opportunities are available the first and third Tuesdays of each month from 2:00 -3:30pm.

Team Name	Villages Launch Team
Date	8/11/21
Team Specialty	Enter Subgroup Name (if applicable)
Initiative Name	Welcome Day Plan
Team Leads	Anu Khanna & Brian Malone
Initiative Lead	Anu Khanna & Brian Malone
Contact Information	KhannaAnu@fhda.edu MaloneBrian@fhda.edu
Resources / Initiative Team Members	See attached team names on project description

Associated Initiatives / Prior Decisions

Meta-majors were determined in order to create the six Village Teams.

Alignment to Objectives

Welcome Day initiative is aligned with the following core equity values as explained in our purpose and solution statement.

-We embrace the institutional responsibility to be student-ready and to proactively assist students in obtaining necessary resources.

-We aspire to create a culture of engagement, mutual respect, and meaningful interaction that will benefit our entire campus community.

Purpose and Solution

Problem: Villages are a solution to a larger problem involving how we implement our Guided Pathways initiative and provide more comprehensive, clear and robust services and opportunities for students to earn their degrees and certificates. However, initially, before Villages can encompass the entire vision we have mapped out as part of our Guided Pathways initiative, students and employees need to be informed about and integrated into the Villages as we launch them as part of our college community.

Solution: Welcome Day programming in Villages is an opportunity to introduce this initiative to our campus community.

Purpose of Welcome Day Villages programming:

A) To introduce the Villages and meta-majors concepts to students and to start building community within each Village.

B) To introduce returning and new students to De Anza College and provide awareness of various student services available to them, along with an opportunity to get to know faculty and staff in their majors.

The Welcome Day programming will serve to inform, connect, and build community within each of the Villages (meta-majors).

Key Activities, Timeline and Outputs

Activities	Start Date	End Date	Deliverable/Metric of Success
List key activities and steps required to achieve the project goal.	Enter start date for each key activity/step.	Enter end date for each key activity/step.	List anticipated outcomes to result from this activity when successfully completed.
See attached.			

Assumptions

1. Office of Communications will align and coordinate messaging, PR, and invitations/RSVP from students for Welcome Day.
2. Deans, department chairs, and student services areas will coordinate with Villages Launch Team to ensure faculty and staff participation in Village Welcome Day activities and programming.
3. Office of Communications and Online Education will coordinate to provide clear and easy access by students to the Canvas shells and Village homerooms in order to participate in Welcome Day activities.

Campus Consultation and Impact Assessment

Success of Welcome Day depends on coordination and consultation with the college’s Office of Communications. Welcome Day messaging and PR to students and employees must be aligned between Office of Communications and the Villages Launch Team. This consultation and creation of a timeline has been initiated and is ongoing as of August 2021 and will continue leading up to Welcome Day on September 17th.

The Village Launch teams are connecting with the Online Education Office in order to develop the necessary Canvas shells and blueprints needed for conducting the Welcome Day activities.

Deans will be involved in communicating Welcome Day activities to department chairs and faculty and encouraging department-level programming and participation.

Index of Supporting Documentation

N/A

Resources	Explanation
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External Resources	N/A
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Project Funds – One-Time Funds						
<p>In this section, break out expenses by line item for new/additional <u>one-time</u> project costs.</p> <ul style="list-style-type: none"> List estimated one-time costs for implementing project, for example: recruitment or training costs, new technology, software upgrades, and one-time meeting or travel costs. Do not include existing staff compensation or costs already incurred. 						
Expense Description	Y 21-22					Total
vouchers/swag gifts	\$ 1200.00					\$ 1200.00
Describe expense.	\$ 0.00					\$ 0.00
Describe expense.	\$ 0.00					\$ 0.00
Describe expense.	\$ 0.00					\$ 0.00
Describe expense.	\$ 0.00					\$ 0.00
Total	\$ 1200.00					\$ 1200.00
Explain Expenses	<p>We would like to provide each of the six Village teams with \$200 to go towards prizes/vouchers/swag for them to use as incentives and prizes with their Welcome Day activities.</p>					

Project Sustainability	
Project Costs after Y2021-22	Anticipated ongoing project costs will be \$1200 minimum as there will need to be prizes/swag every year as part of the community-building activities of Welcome Day (whether virtual or in-person).
Sustainability after Y2021-22	By creating standard sets of activities and templates for messaging, we are creating systems that can be replicable and built upon to offer a similar structure of Welcome Day in the future (whether virtual or in-person).

Please do not complete the below sections during the submission process. These sections are reserved for ongoing information gathering between reviewers and project team, as needed.

Stakeholder Review	Reviewed?	Details
Guided Pathways Leadership Team	Yes or No	Detail engagement including dates, participants, and feedback. Enter N/A if not applicable.
Guided Pathways Core Team	Yes or No	Detail engagement including dates, participants, and feedback. Enter N/A if not applicable.

Other Reviews	Yes, No, or N/A	Detail any others groups who have been engaged or consulted, including dates, participants, and their feedback. Enter N/A if not applicable.
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Final Determination on Initiative

Summary Recommendation from Review Committee:

Include proposal name, brief description, costs, funding source and division.

___ Approved

___ Not Approved

___ Approved with the following modifications:

Additional comments:

Final Approval Body

Date