



CARES Act Guidance

The CARES Act funds may be used to cover **any costs associated with significant changes to the delivery of instruction due to the Coronavirus** with the exception of payment to contractors for pre-enrollment recruitment activities; endowments; or capital outlay for athletic facilities, sectarian instruction, or religious worship.

CARES Act Fund Application

Applications must be typed. Use this electronic version for easy completion.

Applicant Name	Supervising Manager Signature
Maritez Apigo (and the DE Committee)	<i>Jason Berner</i>
Date of Request	Amount Requested
12/15/2020	\$83,500

Brief Description/Justification of Request.

Item	Description	Amount
POCR Program	Mentorships for experienced online faculty to align their courses to the CVC-OEI Course Design Rubric <ul style="list-style-type: none"> • POCR Lead at 20% release time is already approved. • Mentors: \$1,000 (up to 16 OAS hours) x 10 • Mentees: \$2,000 (up to 32 OAS hours) x 10 • Districtwide Reviewers: \$1,500 (24 OAS hours) 	\$31,500
DE Mentor Program	Mentorships for novice online faculty to have regular support on course design and teaching. <ul style="list-style-type: none"> • Mentors: \$1,200 (up to 20 hours) x 20 • Mentees: flex credit 	\$22,000
External Accessibility Specialist Position	Instructional Designer Accessibility Specialist Liesl Madrona from the CCC Accessibility Center to train faculty to ensure all online materials are ADA and Section 508 compliant. <ul style="list-style-type: none"> • Lead 4 accessibility training workshops • Develop campus accessibility resources • Conduct accessibility course evaluations (for up to 10 courses participating in POCR) • Provide one-on-one support for faculty who have accessibility questions and those participating in our local POCR program • Attend and participate in the DE Team and DE Committee meetings 	\$6,000
Pronto (Technology)	Student engagement tool that allows for text messaging, live video meetings, file sharing, reminders, announcements, etc. for student-to-student and instructor-to-student interaction required for Title V compliance. The Students Services Division is also using Pronto to communicate with students. <ul style="list-style-type: none"> • We paid \$5,316 for this AY. 	\$10,000 for 2 years
Hypothesis (Technology)	Social, digital annotation tool with readings for student-to-student and instructor-to-student interaction required for Title V compliance. <ul style="list-style-type: none"> • Our year-long free pilot expires this month. • Current adoption is among English, Journalism, and Nursing Departments, but looking towards expansion. • DVC is purchasing, LMC is considering. Can become adopted districtwide. 	\$14,000 for SP '21 + 2 AYs
	TOTAL	\$83,500

List the college strategic goal(s) this project supports. (See attached for description of goals.)

Goals 1.1, 1.4, 2.3, 2.4, 3.1, 3.2, 3.3, and 3.4

Other considerations

DE positions, PD programs, and instructional technologies (software) have been grant funded over the last 1.5 years, which is expiring this month. If approved for CARES, these will again be one-time funded, which will expire in June 2021. There is a dire need for long-term institutionalized funding of these DE positions, PD programs, and instructional technologies beginning next academic year. Currently, the only DE-related allocation is a DE Coordinator position at 40% release time. DE, including online teaching and learning and online support services, are not going away even post-COVID. In fact, it is growing exponentially.

Strategic Plan Goals

Topic Area 1. Institutional Capacity and College Community Cohesion

- Goal 1.1. Strengthen connection and representation of college community in decision making process and participatory governance
- Goal 1.2. Steward College Resources in alignment with Strategic Plan utilizing a Clear, Transparent, Data-Based Decision-making processes for the College Budget
- Goal 1.3. Develop a Strategic Enrollment Management (SEM) Strategy
- Goal 1.4. Increase faculty, staff, and student morale, and build a strong sense of community cohesion so that the CCC community works well together
- Goal 1.5. Provide a campus that furthers and celebrates learning and the rich culture of our community.

Topic Area 2. Academics and Student Support

- Goal 1.1. Implement Guided Pathways in order to ensure student-focused academic Programs
- Goal 2.2. Ensure that program review is strongly beneficial to each program by tying program review more explicitly to the everyday work of the college
- Goal 2.3. Improve the effectiveness of campus-wide instructional and student support
- Goal 2.4. Increase institutional efficiency of student support through technology, communication and professional development

Topic Area 3. Student Success

- Goal 3.1. Increase the number of community members who see Contra Costa College as their top choice for higher education
- Goal 3.2. Increase the number of students annually who complete their educational and career goals in a timely way
- Goal 3.3. Improve the educational experience for students with particular emphasis on activities proven to support completion goal
- Goal 3.4. Respond equitably to the unique needs of our diverse students in order to provide the support they need to achieve their full academic and career potential