

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	Student Ready Rapid Response Team
Date	August 11, 2021
Team Specialty	
Initiative Name	Zooming from On Campus
Team Leads	Walter Gonzalez, Mary Pape
Initiative Lead	Walter Gonzalez, Kim Palmore, Mary Pape
Contact Information	papemary@fhda.edu , 408-864-8877
Resources / Initiative Team Members	Jovanah Arrington, Sal Breiter, Karen Chow, Claudia Guzman, Lydia Hearn, Julie Keiffer-Lewis, Jesus Ruelas, Nina Van

Associated Initiatives / Prior Decisions

N/A

Alignment to Objectives

We embrace the institutional responsibility to be student-ready and to proactively assist students in obtaining necessary resources. [Seven Core Equity Values of Guided Pathways.](#)

Purpose and Solution

Purpose: We assume that students will be enrolled in online classes in addition to their face-to-face class. Time constraints will mean they will need to join class/office hour on Zoom while still on campus.

Provide students with a place to join Zoom meetings while on campus

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.
Investigate headphones/headset to purchase	7/29/2021	ASAP after initiative approval	Will begin by ordering 100 of headsets with 3.5 mm input/output jack.
Find rooms that can accommodate students on Zoom meeting	8/19/2021	9/10/2021	Hinson center for those with devices; ATC rooms where there are Macs for students needing computers
Investigate procurement of computers preferably with built-in microphones.	Next step	6/30/2022	Ultimate goal is to have room off of Village space

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Assumptions

Finding rooms will be most challenging followed by the computers. Headphone/headsets will be straight forward purchase. Power strips and cords are dependent on room configuration.

Campus Consultation and Impact Assessment

Deans must be consulted in areas where open labs could accommodate student Zooming

Index of Supporting Documentation

List any supporting documentation accompanying this proposal to support the review process, such as the strategic plan goal, project assessment, project review, or campus materials. Enter N/A if not applicable.

Resources	Explanation
External Resources	Provide rationale for seeking external resources over current internal resources. Enter N/A if not applicable.

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
Logitech Stereo Headset H111	\$ 14.99 /each					\$ ~1500.00 For 100
Sony ZX Series Wired On-Ear Headphones, BI L-shaped stereo mini plug 3.5mmack MDR-ZX110	\$ 9.99 /each					\$ ~999.00 For 100
15 ft Extension Cord Flat Plug Surge Protector Power Strip with USB, NTONPOWER 12 Outlets Surge Protector Wall Mount, 2100 Joules, 1875W, 15A Circuit Breaker for Home Office Dorm Essentials, Black	\$ 36.69					\$ 73.38
Ace Indoor 20 ft. L White Extension Cord	\$ 8.99					\$ 89.90
Total	\$ 0.00					\$ 0.00
Explain Expenses	Headsets are for students to hear what is going on in Zoom meeting and to be able to engage in the conversation verbally.					

	Power strip and extension cords are for students to be able to charge their devices. Considering desire to social distance, power strip with several power cords might be best solution.
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Project Sustainability	
Project Costs after Y2021-22	Ongoing expense of headphones/headsets
Sustainability after Y2021-22	<p>Since this is likely to be an immediate demand beginning at the start of Fall quarter, computers, headphones, mics need to be on hand for September 20th</p> <p>Make use of existing open labs such as ATC Computer Science Lab, English lab, . . .</p> <p>Track students who have been provided headphones/headsets.</p>

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.

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