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Respondent		42:29
26	Jorge Morales	Time to complete

Program Information

1. Program or DASG Account Name: *

> First Year Experience Program

2. Is this a new DASG account? *

⦿ Yes

◯ No

Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.).
Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner.
The available Line Items and their Object Codes for this request are as follows:

- 2310 - Student Salary
- 3200 - Hourly Benefits (Required for Student Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5510 - Conference & Travel
- 5520 - Field Trips

3. What is the first Line Item you need to request funding for? *

○ 2310 Student Salary

○ 4010 Supplies

○ 4013 Promotional Items

○ 4015 Food

○ 4060 Printing

○ 5214 Professional Services

○ 5510 Conference and Travel

○ 5520 Field Trips

2310 Student Salary

Must also request 3200 Hourly Benefits if requesting Student Salary. Ensure that the requested amount and description align with FHDA's Student Pay Levels and other applicable guidelines. Must adhere to FHDA Student Pay Levels as stated at
https://www.deanza.edu/financialaid/types/studentjobs.html

4. 2310 Student Salary Amount *

Please round up to the nearest whole number.

20000

Please enter a whole number

5. 2310 Student Salary Description *

FYE Student Mentor for FYE Program

3200 Hourly Benefits

Required if Student Salary has been requested. Ensure that the requested amount and description align with FHDA's Student Pay Levels and other applicable guidelines.

Use a rate of 1.52% of Student Salary for Student Employee Benefits.

6. 3200 Hourly Benefits Amount *

Please round up to the nearest whole number.

250

Please enter a whole number

7. 3200 Hourly Benefits Description *

Benefits for FYE Peer Mentors

8. What is the next Line Item you need to request funding for? *

○ 4010 Supplies

○ 4013 Promotional Items

○ 4015 Food

○ 4060 Printing

○ 5214 Professional Services

○ 5510 Conference and Travel

○ 5520 Field Trips

◉ None

Request For Information (RFI)

Description:
Please provide comprehensive details about your program.
Public Disclosure:
Be advised that all documents and information submitted will be accessible publicly online.
Please redact any Personally Identifiable Information (PII).

9. Please provide a thorough description of your program. *

> FYE is a learning community cohort program that serves first generation, underrepresented, and low-income students. The goal of the program is to increase success, graduation, retention, and transfer rates for these students in hopes of closing the equity gap that exists between these student groups and those that have traditionally been more successful. Our program is unique compared to other learning communities in that it serves two cohorts as opposed to one, thus serving more students. While there are other learning communities at De Anza, FYE serves different students because students can not be in more than one cohort program, thus all of our students are unique.

10. What new services or features have been added since your last DASG RFI submission? *

Enter N/A if you have not submitted a DASG RFI before.

> Lastly, the reason this funding is so important is because we have recently implemented a new strategy to have imbedded tutors in our classes to increase retention, success, graduation, and transfer rates. We estimate that we will need 2 tutors per cohort, so 4 total at 10 hours per week to adequately serve all of our first year students.

11. Enrollment Overview *

- Provide the total number of active students and newly enrolled students for each of the past three years.
- Indicate how many of these students were retained for more than a quarter.
- Clarify whether your program is designed for a specific demographic or serves the entire De Anza population.
- If available, include a breakdown of racial demographics.

> There are a total of about 180 FYE students currently, 60 new students have enrolled each of the past three years. Of the 60 new students enrolled each year we retain about 90-95% for more than a quarter.

12. Attach any relevant enrolment documents

Attachment Guidelines:
For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.
Public Disclosure:
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Please redact any Personally Identifiable Information (PII).

No answer provided.

13. Program Marketing and Promotion *

- How does your program currently promote itself to the entire student body? What strategies and channels are used for outreach and advertising?
- Have you implemented specific efforts to engage and reach underserved student populations? If so, describe the methods and strategies used.
- If outreach to underserved students has been challenging, what obstacles does your program face in addressing this issue?
- Provide a detailed marketing plan for the current academic year, including any promotional materials you have used or plan to use.

> We participate in various campus tabling events throughout the year.

14. Reflection and Feedback *

- How does your program collect and utilize student feedback for improvement (e.g., pre-/post-surveys, focus groups)?
- Can you provide examples of feedback received?
- What actions have you taken to address these areas?

> We do student survey's every year and many students suggestion a campus tour to UC Davis. Thus, last year we took our FYE students to UC Davis and plan to do so again this year.

15. Attach any relevant student feedback forms, surveys, etc.

Attachment Guidelines:
For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.
Public Disclosure:
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Please redact any Personally Identifiable Information (PII).

No answer provided.

16. Does your program offer any online services? *

(⦿) Yes

(◯) No

17. Online Services *

- How has your program adjusted to offering services online?
- What strategies or tools have you implemented to ensure the quality of services remains high in a virtual environment?
- If your program hasn't yet transitioned online, what specific plans or steps are in place to provide online services in the future if necessary?

> Counseling and appointments and information sessions.

18. Sources of Funding *

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

> Campus funds, B Budget

Request For Information (RFI) - continued

Description:
This section ensures adherence to the DASG Budget Guiding Principles, which can be found at **www.deanza.edu/dasg/budget**
Public Disclosure:
Be advised that all documents and information submitted will be accessible publicly online.
Please redact any Personally Identifiable Information (PII).

19. How does your program provide resources or support to help students achieve their academic and personal goals? (IMPACT) *

> We provide cultural and academic field trips, as well as a program orientation to prepare our students adequately for the transition to college. We also have linked courses to help students comprehension and connections between courses.

20. What opportunities does your program offer for students to develop leadership skills and engage in civic activities or advocacy? (IMPACT) *

> We provide various leadership and volunteer opportunities for both our first year and continuing FYE students. Some examples include the De Anza high school empowerment conferences where our students are encouraged to volunteer and lead workshops for high school students.

21. How does your program support and promote student participation in co-curricular or extracurricular activities to enhance their overall college experience? (IMPACT) *

> Our students are given information on various campus events and are constantly provided community building activities for our students. They also attend college related events off campus like Teatro Vision in the Mexican Heritage Plaza

22. How does your program contribute to improving student retention by enhancing the quality of education and student engagement at De Anza College? (IMPACT) *

> Instructors in our program use culturally relevant curriculum so our students can connect to the readings and assignments on a personal level. When our students learn about experiences that are similar to theirs, they are more likely to do well in their classes.

23. How does your program promote and ensure accessibility, equity, and inclusion for students from diverse backgrounds? (DEI) *

> Our program is centered around equity and we are constantly working on how we can continue to improve while serving our most vulnerable students. We also participated in various on campus events so we can continue to inform the De Anza community about our programs best practices of serving first generation and underrepresented students.

24. What steps does your program take to incorporate environmentally sustainable practices in its operations or events? (ES) *

> We have included Introduction to Environmental Science to part of our course list that our cohort takes. In this class all of our students learning about sustainability and the importance that it plays in our community.

25. Attach any other relevant documents

Attachment Guidelines:
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Public Disclosure:
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Please redact any Personally Identifiable Information (PII).

No answer provided.

Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.
The Budgeter and Administrator cannot be the same person.

Signatures that are Required for Utilizing Funds
All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as an appropriate expenditure of DASG funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.
The Budgeter and Administrator cannot be the same person.

26. Are the Requester and Budgeter the same person? *

🔘 Yes

◯ No

27. **Budgeter's Name** *

Jorge Morales

28. Budgeter's Email Address *

moralesjorge@fhda.edu

29. Budgeter's Phone Number *

6506191726

30. Budgeter's Relationship to Project *

I am the Counselor/Coordinator of the FYE Program

31. Budgeter's Position on Campus *

FYE Counselor/Coordinator

32. **Administrator's Name** *

Dean Michelle Hernandez

33. Administrator's Email Address *

hernandezmichelle@fhda.edu

34. Administrator's Phone Number *

661-992-4764

35. Administrator's Relationship to Project *

Dean of the Learning Communities

36. Administrator's Position on Campus *

Dean of Equity and Student Engagement