



# Hartnell College - Office of Institutional Advancement

## Grant Concept Form

March 2020

### 1. New/Renewal Grant Project - What do you want to do?

**Title:** National Endowment for the Humanities CARES Grant

**Website:** <https://www.neh.gov/program/neh-cares-cultural-organizations>

**Abstract:**

The NEH requests proposals that respond to COVID-19 and focus on retaining/hiring humanities staff. The proposed project will support adjunct positions and provide humanities faculty with training and techniques for building strong virtual relationships. Select faculty will also research online educational resources and create discipline-specific trainings that include best practices in humanities-based online teaching. Lastly, faculty will launch and mentor learning communities that consider a specific topic related to the impact of the coronavirus each month, with a focus on inquiry into historical and current issues from a humanistic perspective.

### 2. Alignment with the College Strategic Plan and Feasibility

[Link to Hartnell College Strategic Plan](#)

50 \_\_\_\_\_ % **Goal 1** - Increase Student Completion

25 \_\_\_\_\_ % **Goal 2** - Increase Student Completion Efficiency

25 \_\_\_\_\_ % **Goal 3** - Increase Student Transfer to 4 Year Institute

0 \_\_\_\_\_ % **Goal 4** - Improve Student Employment Subsequent to Training or Completion

100 \_\_\_\_\_ % **Total (should equal 100)**

**Please provide a list of the Hartnell values that this grant fulfills:** [Hartnell College's Values](#)  
 Vision, Mission, Values: Students First, Academic Excellence, Innovation, and Stewardship of Resources

Be prepared to provide data to support scoring below such as Labor Market Data.

**\* Scoring Criteria (1-5 WEAK to STRONG)**

- |   |         |
|---|---------|
| 1) Staff expertise/experience in similar projects   | 4 _____ |
| 2) Compelling need in college or community          | 5 _____ |
| 3) Strong business/community/education partnerships | 4 _____ |
| 4) Aligns with new funding formula                  | 5 _____ |
| 5) Low demand on resources (space, equipment, etc.) | 5 _____ |
| 6) Capable of sustaining project after grant ends   | 4 _____ |

**Total:** <sup>27</sup> \_\_\_\_\_ (Total should not exceed 30)

**List Accreditation Standards (i.e.; II.A.):**

IIA, IIB, IIC, IIIC

[Link to Accreditation Standards](#)

**3. If the project is for broad institutional capacity building, what are the plans for institution-wide development & implementation of proposed activities?**

Faculty training will focus first on technical skills training and techniques for developing strong virtual relationships. A smaller group of select lead faculty will also research online educational resources and create discipline-specific trainings that include best practices in humanities-based online teaching. These trainings, and any resources procured (such as a subscription to the virtual collection of a museum or video hosting software), will be available to all humanities faculty to incorporate into their courses.

As the lead group of faculty work to develop discipline-specific trainings and resources, they will also work to launch and mentor learning communities that will consider a specific topic related to the impact of the coronavirus each month, with a focus on inquiry into historical and current issues from a humanistic experience. Topics may include probing questions, such as "how do we understand the human experience in the face of global tragedy?" or "how do we nurture the imaginations of people who are isolated physically from one another?" Short videos that document the students' perspective and response to these questions will be produced. These videos, in turn, will be posted in online course platforms to serve as a launching pad for generating discussion across all of the humanities disciplines, as well as across the entire college.

**4. Does the project align with or overlap with current activities or events? If yes, please provide information about activities and how current directors and program staff are involved in developing this new project/grant proposal.**

Humanities faculty are currently offering their courses via online platforms. This grant will enhance their capacity to offer quality instructions. Dean Joy Cowden will oversee the project and Faculty Instructors from the Humanities, including Peter Grey, Andrew Soto and Sam Pacheco, will take lead coordinating roles in the implementation of the project.



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5. Grant Type		Due Date
<input checked="" type="checkbox"/> New		05/12/2020
<input type="checkbox"/> Continuation		
Funding Source		Agency/Organization
<b>Public:</b> State <input checked="" type="checkbox"/> Federal		National Endowment for the Humanities
<b>Private:</b> Foundation    Corporation Individual		
6. Fiscal Information - Fiscal Agent		
<input checked="" type="checkbox"/> College	<input type="checkbox"/> Foundation	Indirect Cost Rate: <sup>30</sup> Grant Amount: <sup>262,551</sup>
7. Does the proposed project require matching funds or in-kind contributions?		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, explain: <sup>N/A</sup>
8. Intellectual Property		
<i>Will the proposed project include the development of intellectual property?</i>		
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, explain: <sup>N/A</sup>
9. Grant Timeline		
Grant Start Date: <u>06/15/2020</u>	Grant Ending Date: <u>12/15/2020</u>	
10. Proposal Lead		
• Proposal Lead:	<u>Joy Cowden</u>	
• Title:	<u>Interim Dean of Academic Affairs</u>	
• College Department:	<u>Academic Affairs</u>	
• Phone:	<u>8317556764</u>	
• Email:	<u>jcowden@hartnell.edu</u>	



**11. Additional Partners**

*Will this project include other agencies?*

No       Yes      If yes, explain: <sup>N/A</sup>

**12a. Human Resources - Staffing Positions to Support the Grant**

*What new/continuing positions will be created to meet the proposed project objectives?*

*Please list the proposed titles and one-sentence job description below; include cost detail and a source of funding.*

Salaries and benefits for four full-time equivalent adjunct faculty. \$4,000/class x 20 classes = \$80,000

**12b. Will the proposed project require HCCD to eventually absorb the cost of staffing for the project?**

No       Yes      If yes, explain below and complete 16a and 16b:

N/A



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### 13a. Facilities, Furniture and Equipment Resources to Support the Grant

*What new and/or remodeled space will be needed? (e.g. offices, lab and activity space, etc.)*

*What furniture will be needed? (e.g. workstations for staff, tables, and chairs, etc.)*

*What equipment will be needed? (e.g. computers/laptops for staff, phones, etc.)*

Please describe below and include estimated cost and source of funding:

N/A

### 13b. Will proposed facilities, furniture and equipment needs continue after grant?

No       Yes      If yes, explain below and complete 16a and 16b:

N/A

### 14a. Impact on Student Affairs and its resources?

*What current resources will be used to implement this grant?*

*What new resources will be needed?*

N/A



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### 14b. Impact on Institutional Resource and Information Technology resources?

*What new institutional research will be needed? (e.g. evaluation, new data sets, new reports.)*

*What new informational technology will be needed? (e.g. new or additional software.)*

Covered by the grant:

Software to host videos online in a manner more accessible to students that do not have reasonable broadband speeds in their rural communities. For instance, Ethnic Studies offers a Chicano Cinema class that has struggled to transition online since the college does not have a service that captions and hosts the movies in a cloud. As a result, instructors currently have to load the films into an e-learning platform for students to then download, consequently straining the bandwidth on both ends.

Video captioning service = \$10,000

Video hosting software = \$10,000

### 14c. Will proposed institutional research and IT needs continue after grant?

No  Yes  If yes, explain below and complete 16a and 16b:

If successful, IT support for use of the software may be needed.

### 15. Budget Plan – over the term of the grant

	Grant	HCCD Match	Match Other
Personnel Instructional	80,000		
Personnel Non-Instructional	56,962		
Operating	65,000		
Equipment	0		
Indirect	60,589		
<b>Total</b>	<b>262,551</b>		

#### Budget Notes:

Personnel instruction includes adjunct faculty salaries and benefits for the equivalent of four full-time adjunct positions. Faculty stipends for training and leading learning communities are included in personnel non-instructional. Operating includes software, supplies and materials. Indirect is calculated at 30%.



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### 16a. If proposed activities will continue after grant funding ends, what are the plans for sustainability?

Indicate years and activities that will be included in Program Planning and Assessment (PPA) and Resource Requests.

N/A

The impact of the project will be sustained via the training of faculty and the increased capacity to deliver online instruction.

### 16b. Budget Plan – HCCD institutional commitment – after grant term ends

Fiscal Year:			
Personnel Instructional			
Personnel Non-Instructional			
Operating			
Other			
<b>Total</b>			

#### Budget Notes:

### 17. Academic Senate - New Programs, Curriculum and/or Faculty

Does the proposal include new programs, curriculum, or faculty?

No       Yes      Proposed date to present to the Academic Senate: \_\_\_\_\_

#### List faculty members involved in development:

Andrew Soto- Philosophy  
Peter Grey- English  
Sam Pacheco- History

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### 18. The proposed project supports the goals and objectives of Hartnell College

The following signatures are the responsibility of the Proposal Lead:

<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Joy Cowden - See Below</i> 05E3B95A6C4F480...	06/16/2020
		<b>Proposal Lead</b>	<b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Joy Cowden</i> CB55CAD987A840A...	06/16/2020
		<b>Dean</b>	<b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Cathryn Wilkinson</i> 8F9552DDC3964E1...	06/16/2020
		<b>VP</b>	<b>Date</b>

### 19. The proposed project supports the goals and objectives of Hartnell College

The following signatures are the responsibility of the Office of Institutional Advancement:

<b>Support</b>	<b>Do Not Support</b>	DocuSigned by: <i>Lisa Storm</i> BEA0AE20C7224E3...	06/17/2020
		<b>Academic Senate</b>	<b>Date</b>
<b>Support</b>	<b>Do Not Support</b>	DocuSigned by: <i>Jackie Cruz</i> 8DADC543DB574EE...	06/18/2020
		<b>Vice President of Advancement and Development</b>	<b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Paul Luciano</i> B893C55827EE41B...	06/17/2020
		<b>Accounting Manager</b>	<b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Don Wilkerson</i> EB5ED6340A7C4DC...	06/17/2020
		<b>Vice President of Administrative Services</b>	<b>Date</b>
<b>Support</b>	<b>Do Not Support</b>	DocuSigned by: <i>N/A</i> 05E3B95A6C4F480...	06/18/2020
		<b>Director/Vice President (as required)</b>	<b>Date</b>

### 20. Approval

The proposed project is approved and supports the goals and objectives of Hartnell College.

<b>Support</b>	<b>Do Not Support</b>	<i>Ronnie Juliano</i>	6/22/20
		<b>Superintendent/President</b>	<b>Date</b>