

DASG Budget Request 2022-2023

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021
Applications and attachments must be typed and submitted via email to Dennis Shannakian at
ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"

For Example: "DASG Budget Request - DASG Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: Marine Biology
2. Is this a new DASG account? Yes No DASG Account Number: 41-57535
3. Amount requested for 2021-2022 \$ \$1050
4. Total amount allocated for 2021-2022 \$ \$1050 - will not be using money due to Covid-19. Finance Committee will be informed at 11/1/21 meeting that money will not be needed.
5. How long has this program existed? 7 years
6. Number of students directly served in this program: 130 per year
Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.
7. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? I will make sure that students can only take advantage of these funds if they have paid the DA Student Body Fee and are DASB members. I will also strongly encourage participation of the students in DASB and inform them of the benefits they receive from their DASB.
8. What would be the impact if DASG did not completely fund this request? Students would have to shoulder more of the financial burden of this trip. Before receiving funding, I have personally made up the difference between the cost of the trip and what the students pay. If I needed to do this again, I would have to limit or completely eliminate this opportunity for the students.
9. Total amount being requested for 2022-2023 (from page 3) \$ 1050.00

Delete the Object Codes and lines within Object Codes you do not need.

Supplies (4010)

(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	<u>8-person tent</u>	<u>Camping</u>	<u>\$150</u>
		TOTAL:	\$ <u>150</u>

Food/Refreshments (4015)

(Must adhere to district Administrative Procedure 6331,

<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

	Item	Intended Use	Cost
1.	<u>Meals for Students</u>	<u>Meals while camping</u>	<u>\$400</u>
		TOTAL:	\$ <u>400</u>

Domestic Conference and Travel (5510)

(Must adhere to district travel policies,
<http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>,
and DASG Limitation and Requirements from the DASG Finance Code)

	Item	Intended Use	Cost
1.	Field Trip - 5520	Camping fees	\$500
		TOTAL:	\$ 500

Total amount being requested for 2022-2023 (also complete line 9 at bottom of first page)

\$ 1050

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	<p>Please provide a thorough description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services?</p>	<p>This course provides a hands-on approach to get students up close and personal to marine life. The camping trip (which is what I'm asking funding for) gives students this experience without having to worry about the cost of the trip. The students get to camp at a University of California Natural Reserve (Kenneth Norris Rancho Marino Reserve) in Cambria, California. The reserve is on the central California coast and provides the students access to an intertidal habitat that is not open to the general public. They also get exposed to biological research, as the reserve director lives on-site and he gives a presentation about research done at the reserve. He also leads a hike around various research projects at the reserve. In addition, we explore a nearby sandy beach habitat as well as take some time to see the nearby elephant seals. Your funding allows this trip to happen without any cost to the students, specifically the fees for camping as well as food costs and camping equipment. Pictures of the most recent trip (Nov. 8th – 10th 2019) can be found here:</p> <p>https://photos.app.goo.gl/Wz3NWuyAXinDjfeEA</p> <p>Unfortunately, there hasn't been anything new implemented since the submission last year. I haven't been able to use the generous funding that DASG has provided for the last two years due to the pandemic limiting the opportunity to do this trip. My hope is that by Fall 2022 or Spring 2023, things will have returned to normal enough to where these trips can begin again.</p> <p>This program is unique in that this is the only Biology class and one of the only classes at De Anza that has an overnight camping trip, and is the only class at De Anza that does this at a UC Reserve, where students can get a hands-on introduction to research done by UC students and UC professors.</p>

	Question / Inquiry	Program Response
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	<p>Students of all different backgrounds will encounter marine life from the smallest of invertebrates to marine mammals that weigh tons. They will undoubtedly get to know each other during this trip. There is a bonding that occurs on these trips because we are all in a new place and camping out together. Perspectives are expanded when people are exposed to others. The activities on this trip bring people together. New perspectives and experiences will positively impact these student's lives. Maybe a student is inspired to go into science (as I was) due to this trip. Or maybe knowledge of marine creatures from this trip gives them a broader perspective on life and how we need to protect these habitats for future generations. And just maybe that student can pass that on to others. Or maybe they get to know a fellow De Anza student on this trip that expands their perspectives and provides a positive impact on their life.</p>

<p>3.</p>	<p>Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget</p>	<p>Fund programs that help students succeed and enable them to achieve their academic and personal goals at De Anza College: Many of my students have gone on to be Biology majors and I attribute some of that to this trip. A trip like this “turned me on” to Marine Biology, and I think it does the same for some of my De Anza students.</p> <p>Fund programs that benefit students during the 2022-2023 fiscal year. Fund programs that benefit DASG Constituents. Fund programs that promote diversity, equity, and inclusion among all students: I make sure that students that attend the trip without cost are DASG members. I also make the students very aware that DASG provides the funds for the trip and how important DASG membership is to De Anza College (see attached picture).</p> <p>I’m biased here, but this trip is equivalent to the experience that CSU and UC marine biology students experience. We camp at a UC reserve, which gives the students exposure to research at a UC facility. So, I feel that for a relatively low cost, students have an experience that they will remember for a long time. One of my favorite things about these trips and what your funding helps to provide is to have this experience be the same for all students, regardless of their financial status. So, to be quite frank, your funding really helps in promoting equity among all students who attend, as cost or a lack of camping gear is no longer a factor in whether a student can attend this trip or not. All students enrolled in my Marine Biology course can go, regardless of their background.</p> <p>In regards to promoting diversity and inclusion among students, these trips tend to do that without much effort needed. When you’re waking up early morning and walking around the intertidal together. When you’re getting sandy and wet as you try to collect and measure sand crabs. When you’re sharing a tent with others and experiencing the sounds of the ocean while sitting around a campfire eating S’mores together, all categories or groups that we put ourselves in tend to go away and we are all just simply a class of students and their professor enjoying an amazing hands-on learning experience together.</p>
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	Question / Inquiry	Program Response
		<p>Fund programs based on the current value and needs of the program rather than solely on historical funding trends. Fund programs that promote student retention by enhancing the quality of education at De Anza College. Fund unique programs that fall outside the purview of what should normally be funded by the college:</p> <p>The needs for this trip are pretty consistent. I tend to ask for the same amount every year. And I'm going to be completely honest why this is the case. If costs go up, and I imagine that when our next trip actually happens, the cost of food and potentially the camping fees might have risen as well. Why I haven't increased my "ask" from DASG is because I will personally cover any shortfalls in funding that may occur. A trip like this changed my life when I was an undergraduate. It helped to lead me to what I'm doing today. I want to help to provide this opportunity to others. Now, I'm unfortunately not in a financial position to fund everything myself, which is why I come back every year to ask for funding. However, I do look at this trip as a team effort where DASG funds most of it, and I take care of anything that isn't covered. I also made sure to go to the Budget Committee meeting last year when I couldn't do the trip and wanted that money to go to a program that could use it. Since I will have to cancel this trip for a 2nd straight year (the plan was to go in Winter 2022, but Covid unfortunately won't allow that), the Budget Committee will see me at one of their meetings in November.</p> <p>These trips do promote student retention by enhancing the quality of education and providing a unique experience at De Anza College. As mentioned in a previous response, this trip is equivalent to the experience that CSU and UC biology students experience at their universities. I've personally been on a trip to this same reserve as a UC student and my goal is to provide that same quality trip that turned me on to marine biology.</p>

	Question / Inquiry	Program Response
4.	<p>Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used.</p>	<p>Marine Biology was dormant and not offered at De Anza when I got here in the fall of 2010. I offered Marine Biology in the Winter quarter of 2011, and it had low enrollment. At this time, budget cuts were also occurring so low enrolled classes were cut.</p> <p>I wanted to revive Marine Biology and did so in the spring quarter of 2014. At that time, I advertised the course around campus using flyers and through consistent Facebook posts on the De Anza Facebook page and that brought enrollment up. Marine Biology has been offered every fall and spring quarter since then (pre-pandemic) and has had full enrollment. At this point, it's mainly through word of mouth, flyers and through less consistent Facebook posts on the De Anza Facebook page. I firmly believe that the camping trip, through word of mouth, has really helped to bring this course back and has allowed it to be successful at De Anza.</p> <p>Now that the Villages have recently launched at De Anza, I can see even more promotion opportunities, and hopefully will reach even a greater number of students, including underserved students, then just Facebook posts and flyers around campus can do, especially with a greater number of our students taking courses online. I do think that with our shift to more online learning at De Anza, how we promote our various programs needs to shift as well.</p> <p>I do see a huge opportunity in marketing/advertising this class as a face-to-face option in an increasingly online learning environment that I see De Anza becoming and remaining, even after the pandemic ends. There will be fewer classes and opportunities for students to see and interact with each other in a face-to-face environment. I see advertising this course and this trip as a way to both "get out of the house" and have an in-person bonding experience that will be harder to find in many courses at De Anza. I've attached one of my future flyers which changes the focus of past flyers to one advertising these benefits in our increasingly online learning world.</p>

	Question / Inquiry	Program Response
5.	Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.	I mentioned in a previous response how the camping trip promotes equity by having no cost to the students thanks to your funding. The program as a whole consists of other trips (3 non-overnight field trips) which are also no cost for the students. One of those trips is to the Monterey Bay Aquarium. Through a program they offer, Marine Biology students in a college course can get in for free, which I have taken full advantage of. Keeping the trips at no cost to the students is very important to me, as I don't want the financial status of students to affect their ability to attend. Additionally, all of the course trips are not mandatory as I don't want to have a student worry about their grade if they cannot attend these trips for any reason. In addition, I provide the labs in the course at no cost to the students. I've written the labs and allow them to access them online without needing to purchase it. In short, I try very hard to keep as much cost out of this class as I can for all students, so everyone can have the same experience.
6.	How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.	<p>Since the pandemic began, this course has not been offered (it normally was offered in the fall and spring quarters). In addition, I have been on PDL the last two spring (Spring 2020/2021) quarters and will be again this spring quarter, which is why there has been a delay in adapting this course to an online format. Fall 2020 was at a terrible time pandemic-wise, and this current quarter would also have been too soon to offer it, given the situation we find ourselves in. Without being able to do the trips associated with the course, I simply don't think the experience for the student would be even close to what it is with the trips. In addition, this course has not yet been approved curriculum-wise to be taught online.</p> <p>And to be quite frank, I really had no idea that this pandemic and its effects would have lasted as long as it would. I thought that when De Anza shut down near the end of the winter quarter of 2020 that things would be fine by Fall 2020. I was so wrong.</p> <p>I will be getting Marine Biology approved through curriculum for Fall 2022 for online lectures. So, the course would then be able to be taught in either a completely face-to-face format like it has been in the past, OR with online lectures and face-to-face labs and field trips. I recognize the shift to online learning, and want to be ready to offer this course in both of these formats.</p>
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	The area that is most critical are the camping/UC Reserve fees (5510/5520). This is the most expensive component of the trip, and the exact cost is not known until after the trip is over. We are billed by the UC Reserve system after the trip.

Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly.

Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

	Question / Inquiry	Document Name / Additional Response
1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible) 	<p>Fall 2018/Spring 2019: 111 students (53 students attended camping trip)</p> <p>Fall 2019: 63 students (30 students attended camping trip)</p> <p>Spring 2020: Course not offered</p> <p>Fall 2020/Spring 2021: Course not offered</p> <p>The Marine Biology course serves all the students that take the course.</p>
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? 	<p>I have begun doing course surveys since I moved to online teaching. I have not yet taught Marine Biology since the pandemic began, so I have not yet done these surveys. I did it more informally by talking to the students at the end of each camping trip and finding out what they liked and what they didn't like about the trip. It was always 100% positive comments, but I do recognize the value of making these surveys more anonymous and more formal in order to better gauge the students' feelings regarding the trip. As the course comes back, along with the camping trip, Canvas is a great tool for conducting surveys and will do so at that time.</p>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> • List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) • Attach account reports of all sources of funding 	<p>None</p>

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is 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.**

Budgeter and Administrator Information

Budgeter’s Name:	_____ Jason Bram _____
Phone Number:	_____ x8654 _____
Email:	_____ bramjason@deanza.edu _____
Relationship to Project:	_____ Marine Biology Instructor _____
Position on Campus:	_____ Faculty member/Biology Department Chair _____
Administrator’s Name:	_____ Dr. Anita Muthyala-Kandula _____
Phone Number:	_____ x8773 _____
Email:	_____ kandulaanita@deanza.edu _____
Relationship to Project:	_____ BHES division dean _____
Position on Campus:	_____ Administration/Dean _____

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 9/27/2021)