

2018 Innovation Mini-Grant – FINAL REPORTING



This form is required for your Innovation Mini-Grant. Please feel free to add any attachments regarding your project. Photos and videos are especially welcome. If you have any questions, or need any help completing this form, please contact Amy Schutter, Director of Grant Development, at 242-7713 or aschutter@shastacollege.edu. Please submit this completed form to the Office of Grant Development no later than **March 31, 2020**.

Thank you for your support and dedication to innovation at Shasta College!

Project:	Computer Literacy Faculty Inquiry Group	Grant No.:	
Grantee(s):	Tom Martin & Susan Westler		

Section 1: Narrative

1. What were the key activities of this grant?

Review the Computer Literacy Graduation Requirement for need, currency and improved implementation.

2. What aspects of the activities and/or grant were successful?

Please see the attached progress summary of activities

3. How was/is this grant beneficial to Shasta College students?

This effort began an study of the level of computer literacy of our students and the effectiveness of our attempt at teaching these skills to our students. This effort will continue.

4. What aspects of the activities/and/or grant were challenging?

See the attached report.

5. What, if anything, would you do differently if you could do this over again?

I would request a larger group of faculty from diverse programs and backgrounds and I would include students using the same criteria. I would request that the Academic Senate approve our process and respect the decision of the group that had done the research and not let the loudest voice drown out research based finding and sound decision making.

6. Please provide any data you have obtained regarding this project, whether reflecting success or otherwise. (Consult the Research Office if you need assistance with data collection.)

I have included links to some of the research in my Midterm Report. I will include a link to the survey when it goes live as well as an update when we have enough data to draw conclusions.

7. If this project is scalable, please describe the method by which scaling up could take place, and which areas might benefit from lessons learned through this project.

I think this question will be better answered after we have actionable information from the survey

Section 2: Demographics

Please complete the following table which tells Shasta College about who you served with this grant.

Category	Unduplicated Number Directly Served	Unduplicated Number Indirectly Served (estimated)	Notes
SC Faculty	Four Faculty in the group and four faculty in the CIS Department		CIS Department Faculty have committed to act on the data from the survey.
SC Students	Unknown at this time		Unknown at this time
SC Campus (in General)			Unknown at this time
Other Constituents			Unknown at this time

Section 3: Project Expenditures

Attach a copy of the completed 2018 Approved Innovation Mini-Grant Budget & Worksheet

Computer Literacy Innovation Mini-grant
Final Report
Tom Martin
Susan Westler

3. What aspects of the activities and/or grant were successful?

Our success were starting a continuous improvement process regarding the teaching of computer literacy skills. We have created an instrument and will begin collecting data soon. The data will be another success and will help improve our efforts. The instrument is an interactive survey/quiz that is designed after a nationwide study completed in 2018. The exam has been created and we were ready to start collecting data when COVID delayed this effort. We have adapted the survey to be taken online using a collection of Virtual Machines or cloud-based computers that run a simulator. These cloud-based computers make it possible to complete the Computer Literacy Survey online with any device, may it be a PC, MAC or Tablet. We are currently designing a series of social media ads that I personally will pay for. The adds will be placed following a social media marketing plan created by a local firm to attract those from any age and demographic. We will also invite local high school students and teachers from our three counties to take the surveys as well as current Shasta College students. When social distancing guidelines permit, we will collect results in person using Windows Tablets. After we collect five-hundred responses we will begin to analyze the results following standard statistical processes to determine significance.

Those results will be published publicly for our community to see and will also be used to measure the effectiveness of the several courses taught on campus that are specifically aimed at teaching Computer Literacy skills.

While the interim result is not ideal for our students, we will collect enough data to show that our community is no different than the rest of our nation when it comes to a widening gap of computer literacy and access to technology for underrepresented groups.

4. What aspects of the activities/and/or grant were challenging?

It was most challenging to focus our group on research findings and scientific data when making decisions. Members of our small group and individuals in the Senate indicated that they had already made up their mind before we first met as a group. Even when the group made a decision via overwhelming majority votes and consensus there was a deviation from facts and a return previously held position. It was one step forward three steps back.

COVID also was challenging. We had planned on using CIS students to collect the data but COVID pushed all of our classes online. We tried to hire student workers but were not able to do so in time. We will still move forward with the project and will share the data collected and use it to improve instruction.

2018 APPROVED INNOVATION MINI-GRANT BUDGET WORKSHEET

PROJECT NAME: Computer Literacy Alignment (BAITS)		APPROVED BUDGET	EXPENSES 7/1/18 - 2/28/19	EXPENSES 3/1/19 -2/29/20	BALANCE
BUDGET ITEM	DESCRIPTION	APPROVED BUDGET	EXPENSES 7/1/18 - 2/28/19	EXPENSES 3/1/19 -2/29/20	BALANCE
PERSONNEL /BENEFITS					
Faculty Professional Expert \$50/hr					
Associated Benefits = 9.609% multiplied by Faculty Professional Expert Costs					
Faculty Stipend (STRS applicable work, all other work paid as Faculty Professional Expert)					
Associated Benefits = 26.28% multiplied by Stipend Amount					
Temporary Employee (Non-Bargained Classified Work)					
Associated Benefits = 9.609% multiplied by Temp. Employee Costs					
Student Worker Costs	208 hrs @ \$12 per hrs	1,140.00	0.00	0.00	1,140.00
Associated Benefits = 1.809% multiplied by Student Worker Costs		110.00	0.00	0.00	110.00
Contracted Work	25hrs @ 50/hr unknown but needed work	0.00	0.00	0.00	0.00
SUPPLIES					
Bookstore Vouchers					
Textbooks	4 textbooks needed for research	800.00	0.00	277.28	522.72
Printing	200 copies of Agendas, drafts etc for presentations	50.00	0.00	0.00	50.00
Supplies & Materials					
Event Refreshments					
Capital Outlay					
Equipment (\$0- 4999.99) Not Tagged	2 Required Proctor Hardware, Misc, etc (\$400+2158= \$2,558.00)	2,558.00	0.00	2,557.95	0.05
Equipment (\$5000. or greater) Tagged					
TRAVEL					
Transportation -Student Field Trips					
Field Trip Expenses					
OTHER					
Software	10 Misc. software: standardized test samples	0.00	0.00	0.00	0.00
Software	20 Exam Licenses, etc	1,342.00	0.00	0.00	1,342.00
Service Fees (573000)		1,000.00	0.00	0.00	1,000.00
Feb. 2020, adjust budget as approved by Amy Schutter. Purchase survey equipment & pay student(s) to collect surveys					
TOTALS		\$7,000.00	\$0.00	\$0.00	\$4,164.77

2020 Innovation Mini-Grant Budget Worksheet

Project #:	PROJECT NAME:		Dept.			
BUDGET ITEM		QUANTITY & DESCRIPTION	BUDGET	EXPENSES 7/1/20-12/31/19	NA	BALANCE
EMPLOYEE COSTS						
Faculty Professional Expert \$50/hr <i>None STRS applicable work. Object Code: 233000</i>						
Faculty Stipend <i>STRS applicable work. Object Code: 140000</i>						
Temporary Employee <i>Non-Bargained Classified Work. Object Code: 233000</i>						
Student Worker <i>Object Code: 237000</i>						
ESTIMATED BENEFIT COSTS <i>are automatically calculated using the percentages listed below</i>						
<i>Faculty Professional Expert</i> total multiplied by		10.41%	Estimated Benefits Total Cost			
<i>Faculty Stipend</i> total multiplied by		21.31%	Estimated Benefits Total Cost			
<i>Temporary Employee</i> total multiplied by		10.41%	Estimated Benefits Total Cost			
<i>Student Worker</i> total multiplied by		1.76%	Estimated Benefits Total Cost			
SUPPLIES Examples: Bookstore Vouchers, Textbooks, Event Refreshments, Testing Materials, and SWAG & Shipping, etc. Object Code: 439900						
EQUIPMENT (\$0-4999.99 Not Tagged) (refer to the Business Office "Fixed Asset (Equipment) Purchases" for information). Object Code: 640000						
EQUIPMENT (\$5000 or greater Tagged) (refer to the Business Office "Fixed Asset (Equipment) Purchases" for information). Object Code: 649000						
POSTAGE /ADVERTISING Use for postage costs to mailing post-cards or flyers or place a newspaper or radio ad. Object codes: 508000/590400						
PRINTING Use for all printing related items, such as posters, flyers & brochures. Object Code: 590500						
SERVICE FEES/OTHER CHARGES Use for all contracted work such as speakers, trainers and installation services. Also includes facilities rentals. Object Code: 530000/573000						
SOFTWARE All software related licenses and purchases. Object Code: 578000						
TRAVEL All staff & student travel related expenses. Object Code: 511000						
Note: The "Balance" and "Totals" columns auto-calculate			TOTALS			

End of year rounding "Beginning Balance" \$4,164.77 rounded to \$4,165.00 (.23 cents)