

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

11555 Old Oregon Trail, Redding, CA 96003

P.O. Box 496006, Redding, CA 96049-6006

Telephone (530) 242-7500



2025 Innovation Mini-Grant Agreement

This 2025 Innovation Mini-Grant Agreement (hereinafter referred to as "AGREEMENT") is entered into by and between the **Shasta-Tehama-Trinity Joint Community College District** (hereinafter referred to as "DISTRICT") on behalf of the sponsored grant program Innovation Mini-Grants, and the **Shasta College Office of Learning Services, Educational Technology, and Research** (hereinafter referred to as "GRANTEE"), to perform the work which is more particularly set forth in this AGREEMENT and in the Attachments attached hereto and incorporated into this AGREEMENT by this reference.

RECITALS

WHEREAS, the District has awarded a grant for the purpose of implementing the project, **AI Literacy Course**, (hereinafter referred to as "Project");

WHEREAS, the DISTRICT and the GRANTEE desire to enter into an agreement calling for management of this innovative Project;

NOW, THEREFORE, the parties mutually agree as follows:

1. STATEMENT OF WORK. The GRANTEE shall perform the work stated in Attachment A, 2025 Innovation Mini-Grant Application (hereinafter referred to as "Work").
2. TERM. The term of this AGREEMENT shall commence on **July 1, 2025**, and shall expire **December 31, 2026**.
3. ALLOWABLE COSTS. The total amount of funds made available to GRANTEE under this AGREEMENT shall not exceed **\$10,906**, as specified in Attachment B, 2025 Approved Budget Worksheet. The DISTRICT shall establish budget codes on behalf of the GRANTEE. In no event shall funding be made available prior to the TERM of this AGREEMENT. Allowable costs under this AGREEMENT shall be determined in accordance with the DISTRICTS established policies and procedures and in conjunction with Attachment B, 2025 Approved Budget Worksheet.
4. SEPARATE ACCOUNTING. The DISTRICT will establish separate accounts for all funds specified in this AGREEMENT. The GRANTEE will use the funds to perform the Work specified in Attachment A, Mini Grant Proposal. As applicable, the GRANTEE and/or their Department authorized representative shall complete District required forms including, but not limited to, Authorizations for Hire, Purchase Requisitions, and Travel Requests. Authorizations required to process forms or transactions shall be obtained through the GRANTEES department. In addition, the GRANTEE agrees to establish and maintain such accounting and documentation of expenditures to satisfy the requirements of the DISTRICT.
5. BUDGET. The Budget, Attachment B, lists costs and categories of costs approved to fund the GRANTEES performance of the Work. In no event shall the GRANTEE expend a single line item by 15% or more of the approved budget without prior written approval from the DISTRICT. In no event shall the GRANTEE exceed the approved budget. In the event the approved budget is exceeded the GRANTEES division/department will be responsible to pay those costs. Any budgeted funds not

expended by the end of the grant will be returned to the DISTRICT.

6. REPORTING. GRANTEE agrees to provide written and/or verbal reports during and after the term of this AGREEMENT. Reports shall be submitted to the Office of Grant Development, with a Mid-Cycle report due March 30, 2026, and a Final Report due January 31, 2027. Mid-Cycle and Final Reporting shall be completed using Attachment B, 2025 Approved Budget Worksheet; Attachment C, Mid-Cycle Report; and Attachment D, Final Report.

7. AUTHORIZED REPRESENTATIVES. For the purpose of this AGREEMENT, the individuals signatures at the end of this document are hereby designated representatives of the respective parties.

8. ASSIGNMENT. The GRANTEE may not assign, transfer or sub-award any part of this AGREEMENT, any interest herein or claims hereunder, without the prior, written approval of the DISTRICT.

9. CHANGES. By mutual written consent, the GRANTEE and the DISTRICT may make changes to the Work and to the terms of this AGREEMENT. Any such changes shall be in the form of a written amendment signed by authorized representatives of the GRANTEE and the DISTRICT.

10. EQUIPMENT. Upon termination of this AGREEMENT, equipment furnished or purchased by the GRANTEE for the project shall be retained by the DISTRICT.

11. CONTACTS. For all matters concerning the terms or changes to this Agreement, the GRANTEE shall contact:

Amy Schutter
Director of Grant Development
aschutter@shastacollege.edu
530-242-7613

12. ENTIRE AGREEMENT. This AGREEMENT is the complete agreement of the GRANTEE and the DISTRICT and supersedes all prior understandings regarding the Work.

IN WITNESS WHEREOF, the respective parties have executed this AGREEMENT on the dates indicated below.

DISTRICT / GRANTEE

By: *Amy Schutter*
Amy Schutter, Director of Grant Development Date

By: *Kate Mahar*
Kate Mahar (06/10/2025 08:37 PDT)
Dr. Kate Mahar, Assoc. Vice President, Strategic Initiatives/SCAILE Date

By: *Tina Duenas*
Tina Duenas, Assoc. Dean of Library, Learning, & Special Programs Date

By: *Cheryl Cruse*
Cheryl Cruse, Librarian Date

2025 Approved Innovation Mini-Grant Budget Worksheet

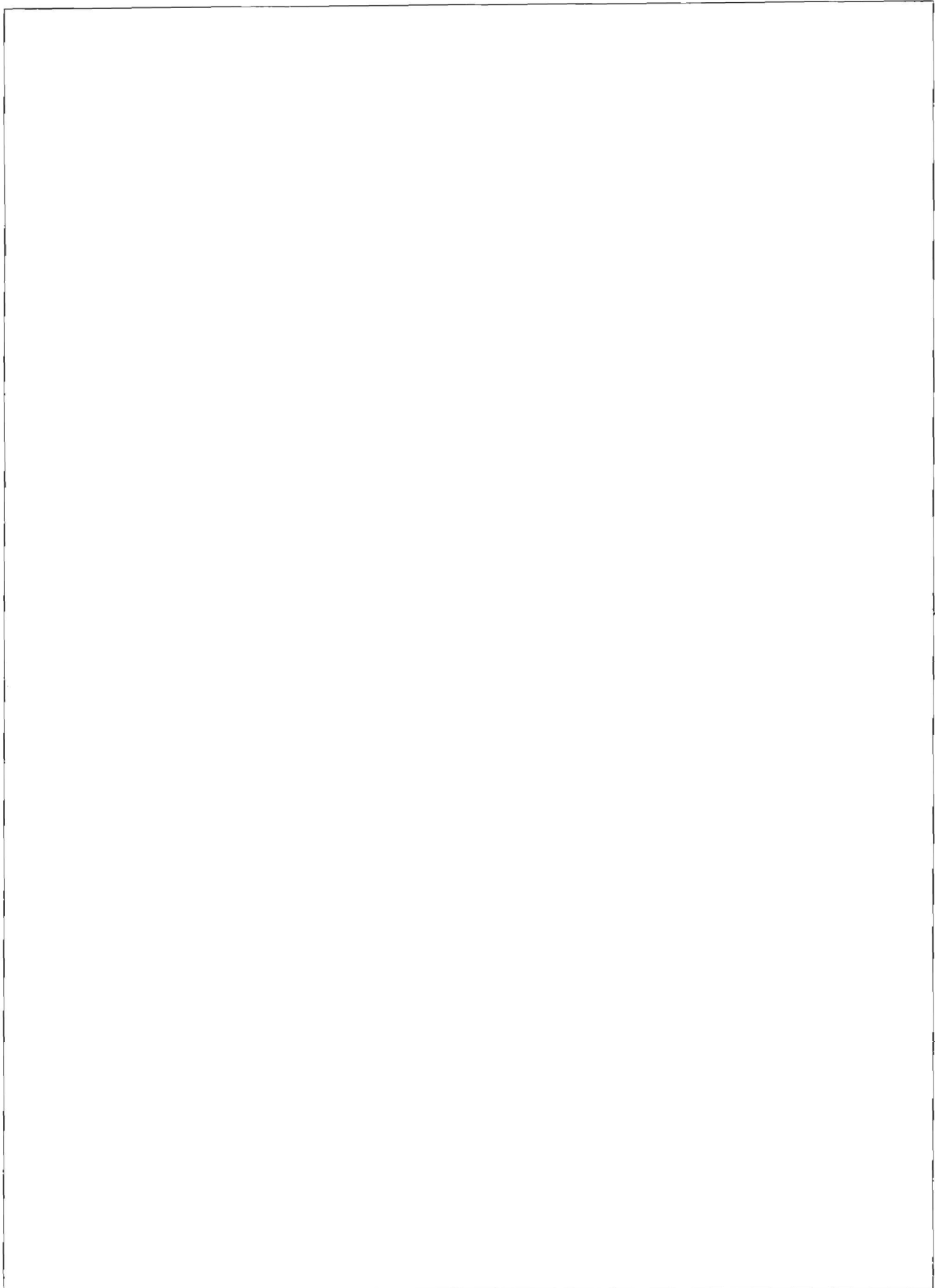
Attachment B

Project Name: MG11 AI Literacy Course		Department	Academic Senate			
BUDGET ITEM	QUANTITY & DESCRIPTION	BUDGET	Costs 7/1/25-6/30/26		Costs 7/1/27-12/31/27	TOTALS
EMPLOYEE COSTS						
Faculty Stipend \$50/per hour ████████████████████	Stipends at \$50/hr for a total of 157 hours.	7850.00	0.00		0	7850
Student Worker ████████████████████	50hrs at \$16.50/hr (current minimum wage)	825.00	0.00		0	825
ESTIMATED BENEFIT COSTS, automatically calculated using the percentages listed						
Faculty Stipend Total multiplied by	22.40%	Estimated Benefits Total Cost	1777.00	0.00	0	1777
Student Worker Total multiplied by	1.75%	Estimated Benefits Total Cost	155.00	0.00	0	155
SUPPLIES						
Event refreshments, testing materials, SWAG etc. Object Codes: 1-430000/ NI-439900		0.00	0		0	0
STUDENT AID:						
Must be reported to Financial Aid Educational fees, meals, transportation /bookstore vouchers. Object Code: 761xxx		0.00	0.00		0	0
EQUIPMENT/FACILITIES						
RENTALS Object Codes: 5200001 5211 00		0.00	0.00		0	0
EQUIPMENT						
(\$0-\$4,999.99 Not Tagged) (Refer to the Business Office "Fixed Asset (Equipment) Purchases") Object Code: 640000		0.00	0.00		0	0
EQUIPMENT (\$5,000 or greater Tagged) (Refer to the Business Office "Fixed Asset (Equipment) Purchases") Object Code: 649000		0.00	0.00		0	0
POSTAGE/ADVERTISING						
Postage costs or to place a newspaper, radio or web-based ad.Object codes: 508000/590400		0.00	0.00		0	0
PRINTING						
Purchases including posters, flyers, brochures & classroom materials. Object Code: 590500		0.00	0.00		0	0
SERVICE FEES/OTHER CHARGES						
Contracted work including speakers, trainers & other professional srvs. Object Codes: 530000/573000		0.00	0.00		0	0
SOFTWARE						
████████████████████	AI Tool approved by IT for 5 faculty for 3 months, \$20/mo	300.00	0		0	300
TRAVEL/OTHER TRAVEL						
Staff/Other & Student Field Trip costs. Object Codes: Staff: 511000/ Other Travel:511100/ Field Trips:591100		0.00	0.00		0	0
TOTALS		Note: The "Balance" and "Totals" columns auto-calculate	10907	0	0	10907

2025 Innovation Mini-Grant Application



Applicant:	Cheryl Cruse on behalf of Academic Senate
Division/Dept. Name:	Academic Senate
Project Title:	AI Literacy Course - Canvas
Focus Area:	<input checked="" type="checkbox"/> Pedagogy <input type="checkbox"/> Closing Achievement Gaps <input type="checkbox"/> Other
Project Overview	<p>Describe how the proposed project aligns with one or more of the following themes. Explain how the project is innovative and addresses challenges or opportunities in these areas.</p> <ul style="list-style-type: none"> • Evidence-based teaching and learning strategies • Meeting course learning outcomes in the age of AI • Increasing non-credit course offerings • Increasing certificate and degree completion • Improving online learning • Increasing success, retention, and persistence • Reducing achievement gaps • Other (please provide rationale if not applicable to above)
<p>Faculty representing multiple disciplines in Academic Senate would like to form a workgroup to create an AI Literacy Course for students. The modality will be Canvas instructional modules.</p> <p>The course objectives may include:</p> <ul style="list-style-type: none"> * Define and explain the basics of AI, including key terms such as machine learning, neural networks, and natural language processing. * Identify and describe major AI tools and technologies currently available * Apply AI tools to support academic work (allow for module development by discipline faculty) * Evaluate AI-generated content for accuracy, credibility, and bias, demonstrating digital literacy and responsible consumption of AI-assisted information * Analyze and evaluate the ethical implications of AI use, including concerns related to privacy, bias, academic integrity, intellectual property, and responsible usage * Demonstrate an understanding of the campus policy on academic honesty and AI use <p>This project promotes the critical evaluation of information, helps to meet course learning outcomes in the age of AI, and helps to promote the ethical use of AI generated content.</p> <p>Included in the project may be evaluation and selection of a campus-wide implemented AI tool.</p>	



**Student
Impact**

The primary focus of the Innovation mini-grant program is to positively impact student learning and success. Please describe the following:

- Which course or program learning outcomes (PLOs/SLOs) does your project aim to improve?
- How will your project enhance equity, engagement, or access for students?
- How will it improve student outcomes (e.g., success, retention, persistence)?
- Does your project address achievement gaps? If so, how?
- How will you measure the results of the project? How will results be documented? (Consult with Institutional Research as needed.)

This project will help to close equity gaps by providing students the opportunity to explore AI tools in a variety of disciplines in preparation for use of AI in future occupations.

Students will earn a badge or certificate upon completion of the course that the student can present to future employers.

Since the course will be completed in Canvas, student learning outcomes can be documented along with course completion data.

Collaboration

Collaboration is essential for scaling and sustaining innovative projects.
Please:

- List internal and/or external collaborative partners involved in the project (Across campus? Across academic segments? Community?)
- Confirm that the partners are aware of the project and describe their roles and responsibilities in implementation

Faculty across multiple disciplines will create the Canvas modules – the faculty have not yet been identified.

FACULTY WILL BE WORKING OUTSIDE OF CONTRACT:

The faculty working on the project will have to work additional hours outside of their normal instructional contract hours in order to properly research AI use in their discipline, ethical use of AI in their disciplines, create the Canvas content, and test the modules. The Canvas modules should be able to be adopted by all campus faculty for use and modification to specific disciplines.

Dr. Yun Pu Yang, Office Learning Services, Educational Technology, & Research – is aware of the project and has expressed interest in participating

Librarians - are aware of the project and have expressed interest in participating

Student tutors providing input – none specifically identified but AI in English courses have been discussed by English 1AX tutors regarding their work with students

Future Possibilities

The Shasta College mini-grants initiative provides the testing ground for innovative ideas and pilot projects that may be used on a broader scale. Please address how your proposed project is:

- Replicable (easily shared with other campus programs)
- Scalable
- Cost-Effective (e.g., through number of students served; through District efficiencies increasing service to students; or if scaling up will prove cost-effective)

(Please consult with SCAILE/Innovation Office if needed kmahar@shastacollege.edu.)

This project can be replicated in other courses taught at Shasta College as well as statewide. One of the project members (librarian) is already a member of the California Community College League AI Community of Practice and can bring to this project resources and information obtained from that collaboration. The Canvas modules can be shared in Canvas Commons.

The AI course can be used as a model or frame by Shasta College faculty who would like to tailor it to their discipline content.

The course could be offered as a non-credit course.

**Logistics/
Timeline**

The mini-grant cycle (planning, implementation, and evaluation) is a maximum of 18 months (Fall-Spring-Fall). Ensure that:

- Your project can be completed within 18 months
- If any portion of your project involves Physical Plant or I.T., you consult the identified personnel listed below
- Other funds do not exist to implement your project

Please create an estimated timeline for each of the major components of your proposal.

I.T. approval is required, if your project includes any technology-related needs. Contact Michael Saechao at 530-242-7994 or msaechao@shastacollege.edu to discuss and receive approval.

Physical Plant approval is required, if your project includes changes to facilities. Contact Isabella Greenleaf at 530-242-8617 or igreenleaf@shastacollege.edu to discuss and receive approval.

Logistics/Timeline:

The Canvas modules can be completed in 12-18 months or less.

Early Fall 2025:

Solicit faculty interested in creating course modules. Librarians are already on board with this project. If NO faculty express a willingness to participate in the creation of the modules, the course objectives could be modified and all of the modules could be created by librarians, with modification available by discipline faculty who decide to import it into their own courses.

Mid Fall 2025 - Spring 2026:

Curriculum planning & SLO alignment = 30 hours (multiple faculty)

Create course modules: writing lessons/content/scripts = 200 hours (multiple faculty)

Creating or selecting videos/media = 30 hours

Design activities: discussions, exercises, quizzes = 60 hours

LMS setup & accessibility check = 10 hours

Testing, review, revisions = 20 hours

Student input and testing = 50 hours

Total faculty hours = 320

Total student hours = 50

Testing of campus AI tools - proposed - if a campus AI tool is selected by faculty, I.T. will have to be involved. Currently no tool has been evaluated or selected by faculty.

Summer 2026:

Pilot of the AI Literacy course

Fall 2026:

Offer AI Canvas course to all faculty's courses

**Signatures are required prior to submitting the application to the Office of Grant Development.
 Electronic signatures are acceptable
 Due by April 1, 2025 at 5:00 p.m.**

Applicant(s) Signature	Cheryl Cruse	Digitally signed by Cheryl Cruse Date: 2025.03.31 13:26:52 -07'00'
Dean or Supervisor's Signature (required)	Tina Duenas	Digitally signed by Tina Duenas Date: 2025.03.31 14:22:00 -07'00'
I.T. Consulted (if needed) (Signature)		
Physical Plant Consulted (if needed) (Signature)		

Rev. 2.25.2025

2025 Innovation Mini-Grant Application Budget

This form is the proposed budget for your project. Please itemize all costs necessary to complete your project during the 18-month grant term.

Allowable Costs:

- ✓ Faculty may receive a stipend for project-related work above and beyond their normal duties as a faculty member. Stipends are calculated at the professional expert rate and timecards must be kept and submitted for payment. Estimate the total hours you estimate it will take to complete the project. See "example calculation" to determine the total stipend for each person working on the project.
Example calculation: 50 hours of work multiplied by \$50. /hour = \$2,500 total stipend (enter this in the "TOTALS" line)
- ✓ Classified employees & Administrators are not eligible for additional compensation. Any work performed must be included in the regular workday/schedule.
- ✓ Student Workers will be paid at the current minimum wage.
- ✓ You may hire temporary contractors if your project requires this type of work. List these services under "Service Fees/Other Charges."
- ✓ Student gift cards or incentives are allowable but must follow Business Office guidelines and be reported to Financial Aid.

Unallowable Costs:

- ❖ Hiring new staff.
- ❖ Release time will not be approved to complete the work related to this project.

Project Title:	
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BUDGET ITEM	QUANTITY & DESCRIPTION	TOTALS
EMPLOYEE COSTS		
Faculty Stipend: STRS-applicable work. Estimate the number of hours needed x \$50 per hour. Stipends are subject to taxes and benefit deductions.	320 est. faculty hours	16,000.00
Student Worker:	4 student testers of modules 50 hours	800.00
ESTIMATED BENEFIT COSTS - This section will automatically calculate the total based on the total listed in the Employee Costs section		
Faculty Stipend Total multiplied by	22.40%	Totals Automatically Calculated
Student Worker Total multiplied by	1.75%	
		3,584.00
		14.00

BUDGET ITEM	QUANTITY & DESCRIPTION	TOTALS
SUPPLIES: Event refreshments, testing materials, promotional items, etc.		
STUDENT AID: Must be reported to Financial Aid. Educational fees, meals, transportation/bookstore vouchers, and other gift cards/incentives with a monetary value.		
FACILITY RENTALS:		
EQUIPMENT (\$0-\$4,999.99 Not Tagged): (Refer to the Business Office "Fixed Asset (Equipment) Purchases" for info.).		
EQUIPMENT (\$5,000 or greater Tagged): (Refer to the Business Office "Fixed Asset (Equipment) Purchases" for info).		
POSTAGE/ADVERTISING: Postage, costs to place a printed, radio or web-based ad.		
PRINTING: Printing-related items, such as posters, flyers, brochures, and classroom materials/manuals.		
SERVICE FEES/OTHER CHARGES: Contracted work such as speakers, trainers, and other professional services.		
SOFTWARE: Software-related licenses and purchases.	Subscription cost for ChatGPT or other AI tool approx. \$20 per month for all faculty – 5 faculty for 3 months	300.00
TRAVEL/OTHER TRAVEL: Staff/Other & Student Field Trip costs.		
BUDGET TOTAL		20,698.00

If you have questions, please contact: Amy Schutter, Director of Grant Development at aschutter@shastacollege.edu or 530.242.7613.