

DASB Budget Request 2021-2022

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

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: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB 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 DASB account? Yes No DASB Account Number: 41-57535
3. Amount requested for 2020-2021 \$ 1050
4. Total amount allocated for 2020-2021 \$ 1050 – didn't use money due to Covid-19 – Finance Committee was informed that money would not be needed.
5. How long has this program existed? 6 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. List ALL other accounts and/or sources of income (list ALL **Account Numbers**, **Account Names**, **Account Balances**, and **Account Purposes/Restrictions**) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.

Failure to disclose ANY and ALL non-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.

B Budget Accounts: _____

Trust Accounts: _____

Fund 15 Accounts: _____

FHDA Foundation Accounts: _____

Grant Funded Accounts: _____

Other District Accounts: _____

Off-Campus/Off-District Accounts: _____

On-Campus Co-Sponsorships: _____

Off-Campus Co-Sponsorships: _____

8. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB 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.
9. What would be the impact if DASB 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.

10. Total amount being requested for 2021-2022 (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.	8-person tent	Camping	\$150

TOTAL: \$150

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.	Meals for Students	Meals while camping	\$400

TOTAL: \$400

Domestic Conference and Travel (5510)

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

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

TOTAL: \$500

Total amount requested (also complete line 10 at bottom of first page) \$1050.00

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

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program (250 words max)	<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>
2.	Please provide how many students are actively engaged in your program. Backing it up with data will help.	<p>I have 130 Marine Biology students every year (the course has been offered fall and spring quarters). The trip is open to all of them. I usually have around 25-30 students go on each trip (50 total). 33 students attended the last trip. To be completely transparent with you, the next 2 spring quarters I will be on Professional Development Leave so this funding request reflects only having one trip per year (fall quarter).</p>

	Question / Inquiry	Program Response
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	<p>This trip provides a hands-on opportunity for students that most classes don't offer. I do this because I had a similar opportunity as an undergraduate, and I think these types of trips helped me discover this field as a career. I want to provide this same opportunity to others. It also affords the opportunity for students to work together and get to know each other in a way that is not normally found in an academic environment. So, the importance of this program and trip is to provide an experience that these students would never get to experience otherwise. Some of the students that come on this trip have never camped before. All of them have never camped at a University of California research facility before and very few of them have experienced the marine habitats in the way that we are able to experience them as a class together. My hope is that this experience provides a spark to them to potentially go into science as a career, which I feel is very important. And if not, my hope is for them to appreciate marine creatures and their habitats more than they did and pass on what they have learned to others. And even if they don't, if they had an experience where they had fun and got to bond with other De Anza students, I still consider that a success!</p>
4.	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. As I mentioned in the previous response, 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>

	Question / Inquiry	Program Response
5.	How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.	I'm always modifying the trip based on student feedback from previous years. At the end of every trip, I ask the campers what they liked and what they didn't like about the trip and I make modifications. For example, the students thought the schedule was too packed, especially with an aquarium visit scheduled on the way back from the camping trip. Due to student responses, I now have the aquarium visit on a different weekend. For future trips, I will implement a more formal survey with written responses. I do like doing it in a discussion format, but I do see the value of having a more formal format in the future.
6.	What are all your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	The only other funding comes from the Bank of Jason Bram (me). Due to DASB support in the past, the trip has occurred at no cost for students and less of a personal cost for me. If support is lost or lessened, I will provide more personal funds and will probably pass on some of the cost to students. All that being said, I honestly do appreciate so much how much support I've received from the DASB the past few years. I always brag to my students that this trip is made possible by YOUR student government! Even if DASB funding dries up for this trip, I will always appreciate the support that you have given me and this program. I have asked my dean in the past for funding for these trips, and I have been told that there isn't funding available. I am more than happy to find other sources, but outside of DASB and my division, I'm honestly not sure what those would be though De Anza.

	Question / Inquiry	Program Response
7.	<p>Go through the most recent DASB Budget Goals/DASB Budget Guiding Principles and explain how your program fits each of them or as many as possible. (250 words max) The DASB Budget Goals/DASB Budget Guiding Principles are available at www.deanza.edu/dasb/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 fiscal year of the budget. Fund programs that only benefit DASB members. Fund programs that serve students efficiently while maintaining quality: I make sure that students that attend the trip without cost are DASB members. 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 price, students have an experience that they will remember for a long time.</p> <p>Fund programs that have demonstrated efficient and effective use of the previously allocated funds. 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: I think my past utilizing of funds illustrates my responsibility to be efficient and effective in spending the funds given. This opportunity enhances education at De Anza and provides a unique experience for De Anza students.</p>
8.	<p>Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)</p>	<p>I am the only Biology instructor that takes students on an overnight camping trip that is part of an academic course at De Anza. There is only one Marine Biology class and I’m the only instructor, so it’s a pretty unique program. There are Environmental Science/Studies overnight camping trips, but their subject matter tends to be more land-based and focuses on the environmental side of things. This course is purely focused on marine creatures and the habitats that they live in.</p>

	Question / Inquiry	Program Response
9.	<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. (250 words max)</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 (I've attached one of those to the e-mail) 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 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>
10.	<p>Explain how your program promotes equity on campus. (250 words max)</p>	<p>This trip promotes equity in that it allows any student who wants this experience, but can't go due to the cost of the trip or a lack of camping gear, the ability to go on this trip. All students enrolled in my Marine Biology course can go, regardless of their background. Everyone is welcome. So, this trip promotes equity, but unfortunately that's only for my enrolled students.</p> <p>That being said, I would be more than happy to provide my services and experience to other groups on-campus if they wanted to have a similar experience. I would happily lead any group of De Anza students on a trip like this. Right now, I'm only asking for funding for my students. If DASB ever wants me to organize other trips, I'm down! How cool would it be to have a De Anza camping trip to a UC Reserve??? That would probably take a little more money than what I'm asking for however. :)</p> <p>Thank you very much for your time and please know that I am very appreciative of the funding that I have received in the past from DASB.</p>
11.	<p>Please indicate which object codes are critical for DASB to fund this year.</p>	<p>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.</p>

	Question / Inquiry	Program Response
12.	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.	This is a great question and I wish I had a better answer. Due to Covid-19, I can't offer this course online. The experience of Marine Biology is a hands-on one, highlighted by this camping trip. There's a sense of community learning that occurs on this trip that can't be replicated online. My course has 3 other day trips and hands-on lab activities that would make it very difficult to offer online because the experience would be greatly lessened in my opinion. If, for some reason, De Anza went online on an either permanent or long-term basis, I would offer this course online, but without any of the hands-on labs and field trips.

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 DASB 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 _____
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 DASB Chair of Finance

(Produced by the Office of College Life - 10/27/2020)