General Discussion from Perkins/SWP RFP Workshop – January 25, 2018

- Though the tech sign off deadline has passed, email Jay Field as soon as possible (copy John Halpin) – he may be able to work with you to get your technology request signed off.
- Note the presentation and formatting guidelines when completing your proposal
- Question – It was challenging before to fit all of the requests in one application, now there are two sources we are requesting from and the space available is the same – there is no space to justify why you need each item
  - Response – provide the big picture in the appropriate narrative section, and prioritize your requests in the budget
- Question - What about maintaining enrollment that has already increased – what if it can’t go higher?
  - Response – enrollment is not the only metric
- Comment - Last year, we filled out a workplan, but now there isn’t one. For some programs (e.g. ARCH) that was helpful because of three distinct programs within department
- Question – Is the Allocation Subcommittee looking at content in program review?
  - Response - Deans look at that but not faculty. Assumed that all requests are included in program review
- Comment – LMI has been completed for faculty and is not part of the proposal at all
- Comment - remember that this application is created with faculty feedback, please continue to provide that feedback so this process can continue to improve
- Question – what if multiple programs within a department have different requests?
  - Response - Separate proposals may be submitted from BUS, HCT, ENGR (per the CTE Steering Committee’s previous discussions). Otherwise, only one proposal may be submitted from a department even if multiple programs are within that department
- Comment – The graphic representation for collaborative proposals is similar to an organizational chart – demonstrate who is responsible for what aspects of the project
- Question – What is meant by additional sources of support (question 6). Additionally, one main reason faculty request from Perkins/SWP is because Ufund not awarded - how do we institutionalize these programs? Finally, what about one time purchases (equipment) that doesn’t need to be institutionalized
  - Response – you are not penalized if you request and are not granted Ufund money, you just need to show that you’ve asked. Typically, Perkins should not be funding the same project for more than 3 years. SWP does not have the same strict guidelines, but it is not intended to support general program operations over time.
- Question – Would you report non-monetary support (e.g. training from a union) as an additional source of support to report for question 6 (answer – yes)
- Question – What about projects that will continue for multiple years – will they require an application for each year?
  - Response – great question, this is something the CTE Steering Committee should discuss
- Question – If you are awarded funds, when can you start spending?
  - Response – You should be able to begin spending as soon as you receive your tentative award letter. While new Perkins funding is not available until the beginning of the next FY, they typically have some leftover to allow for early spending. SWP also has money in their accounts to allow spending before July 1, 2018.
- Question – For some departments, collaborative programs involve partnerships outside of the college. With lots of moving parts, do they need all of those folks to sign off on the application?
  - Response – No, only the college department needs to sign off, but do include your partners when discussing how you will solve the problem presented
• Question – How does the committee view programs that aren't linked to existing program (e.g. a proposed program that is part of a cluster that has not been defined)?
  o Response – the committee would treat that as a new program and review accordingly
• Comment – You can use shorthand for Perkins core indicators (e.g. 1, 3, etc)
• Comment – If your project/program is using a new TOP code, you don’t need to worry about historical Perkins TOP code data, since you will not be required to fill out that part of the application (new programs will not have received Perkins funding in the past).

If you have questions or comments about this application, please contact John Halpin (jhalpin@ccsf.edu) or Carmen Lamha (clamha@ccsf.edu). If you have any corrections to this document please contact Katie Mills (kmills@ccsf.edu).