



DATE: February 15, 2023
TO: Career Education Deans, Counseling Deans, Chief Student Services Officers, Institutional Research Deans, and Chief Instructional Officers San Diego and Imperial Counties Community Colleges
CC: CEOs
FROM: Regional Consortium for San Diego and Imperial Counties Community Colleges

Regional Strong Workforce Program (SWP) Request for Applications (RFA): Strong Workforce Counselor Institute

Please review this RFA carefully before completing the RFA Response Form below. If your college is interested in participating in the inaugural Strong Workforce Counselor Institute, please submit a completed RFA Response Form to Sue Fisher (Sue.Fisher@gcccd.edu) by March 15, 2023. The RFA Response Form will be used to develop the contract scope of work with your college and populate the SWP workplan in the statewide system NOVA.

If you have questions about the scope of this RFA, please contact Tina Ngo Bartel at tngobartel@miracosta.edu (Center of Excellence) or Danene Brown at Danene.Brown@gcccd.edu (Regional Consortium).

Contents

Introduction and RFA Purpose 2
Funding Allocation Overview..... 2
Requirements for Stipends..... 2
Requirements for Project Management and Institutional Research Support..... 4
Regional Timeline..... 6
RFA Response Form 7

Introduction and RFA Purpose

The purpose of this RFA is to provide support to the region's community colleges as they implement the Strong Workforce Counselor Institute at their institutions. The Counselor Institute is a SWP-funded professional learning opportunity for counseling faculty employed at the San Diego and Imperial Counties Community Colleges.

The goals of the Counselor Institute are to:

1. Foster understanding and awareness of Career Technical Education/Career Education (CTE/CE)
2. Learn how to use labor market information (LMI) and career exploration in advising students
3. Use inquiry, evidence-based decision-making, and continuous improvement to examine services provided to students
4. Support counseling faculty in building relationships and collaborating with CTE/CE instructional faculty and institutional researchers
5. Inspire counseling from a culturally inclusive perspective

Funding Allocation Overview

Each community college may request up to \$175,000 from the Regional Consortium for the Counselor Institute: \$50,000 is available for counselor stipends and \$125,000 is available for project management and institutional research support.

Requirements for Stipends

Each college must recruit a minimum of 7 (but no more than 25) full-time or part-time counselors to participate in the Counselor Institute as a cohort. Each participating counselor may receive up to \$2,000 in stipends: \$250 for attending the kickoff event and \$1,750 for completing all other objectives (listed on the following page). **A college must recruit 25 counselors to request the full \$50,000 for stipends; if a college recruits less than 25 counselors, then the remaining stipend balance will be returned to the Regional Consortium.** Colleges may create a waitlist if more than 25 counselors are interested in participating.

To receive a \$2,000 stipend, counselors must complete the following tasks with their college cohort:

1. Submit the letter of commitment in Canvas, which outlines the participants' responsibilities
2. Complete assignments in Canvas
3. Participate in monthly meetings to complete the assignments
4. Attend two in-person regional professional learning events
 - Kickoff event: October TBD, 2023
 - Wrap-up event: May TBD, 2024
5. Implement the Action Plan

The assignments will be due May 5, 2024, and will cover the following topics:

1. Examining Student Data
2. Exploring Student Interests and Career Aspirations
3. Managing Day-to-Day Workflows
4. Developing Cross-Campus Relationships
5. Creating an Action Plan

At the first (kickoff) in-person professional learning event in October 2023, counselors will:

- Learn from keynote speakers as they share promising practices (e.g., interventions supported by research that contribute to Counselor Institute goals)
- Meet their college cohort of counselors and the Counselor Institute project team
- Understand what is expected of them as Counselor Institute participants

The second (wrap-up) in-person professional learning event will be held in May 2024. Exact date and location TBD. At the wrap-up event, counselors will:

- Share lessons learned from participating in the Counselor Institute with other college cohorts
- Explore promising practices and learn how to operationalize their ideas

Requirements for Project Management and Institutional Research Support

Colleges may request up to \$125,000 for project management and institutional research support. The funding must be used to support a project team for the Counselor Institute. Each project team must consist of at least:

- One project lead from the counseling department
- One institutional researcher
- One CTE/CE dean or associate dean
- One counseling dean
- One institutional research dean

The project lead from the counseling department will be responsible for:

- Working with the counseling dean to recruit 7 to 25 counselors
- Submitting a list of the participating counselors to the Counselor Institute Canvas shell by September 1, 2023
- Having counselors submit their letters of commitment to the Counselor Institute Canvas shell by September 1, 2023
- Working with the counseling dean and institutional researcher to determine what student data will be analyzed in the Counselor Institute assignments
- Familiarizing themselves with the assignments in Canvas and tracking counselors' progress
- Scheduling, planning, and facilitating the monthly meetings
- Preparing counselors and project team members for the monthly meetings
- Attending both in-person professional learning events
- Providing progress reports about the Counselor Institute to the counseling dean and CE/CTE dean

The institutional researcher will be responsible for:

- Working with the project lead to plan and facilitate the monthly meetings
- Working with the project lead and counseling dean to determine what student data will be analyzed in the Counselor Institute assignments
- Compiling data dashboards and reports to assist counselors with completing the Counselor Institute assignments
- Attending both in-person professional learning events
- Attending the regional Data and Research Committee meetings
- Serving as the backup member for the Counselor Institute's regional community of practice

The CTE/CE dean will be responsible for:

- Supporting the project lead and institutional researcher in the monthly meetings
- Encouraging CTE/CE faculty to collaborate with counseling faculty
- Attending both in-person professional learning events
- Working with the institutional research dean to determine how the funding will be spent to operationalize/sustain the collaboration between researchers and counselors beyond May 2024

The counseling dean will be responsible for:

- Working with the project lead to recruit 7 to 25 counselors
- Working with the project lead and institutional researcher to determine what student data will be analyzed in the Counselor Institute assignments
- Encouraging counseling faculty to collaborate with CTE/CE faculty
- Attending both in-person professional learning events
- Guiding the project lead in implementing the Counselor Institute

The institutional research dean will be responsible for:

- Assigning one researcher (0.5 FTE for two years) to support the Counselor Institute
- Working with the CTE/CE dean or associate dean to determine how the funding will be spent to operationalize/sustain the collaboration between researchers and counselors beyond May 2024
- Attending a quarterly strategic meeting for institutional research administrators with the Regional Consortium and Center of Excellence for the San Diego and Imperial Counties Community Colleges
- Providing guidance to institutional researchers on data and reports for the counselors

Regional Timeline

RFA release date	Feb 13, 2023
RFA Response Form due to Sue Fisher (Sue.Fisher@gccd.edu)	Mar 15, 2023
Letters of commitment and participant list due in Canvas	Sep 1, 2023
Kickoff professional learning event	Oct TBD, 2023
Counselor Institute assignments due in Canvas	May 5, 2024
Wrap-up professional learning event	May TBD 2024
Counselors implement their action plans	May 2024 - June 30, 2025

RFA Response Form

Fill in the fields below with the appropriate information. This form will be used for the SWP workplan in **NOVA** and the contract scope of work with the Regional Consortium. Please submit your RFA Response Form to Sue Fisher (Sue.Fisher@gcccd.edu) by March 15, 2023.

A. Project Team Contact Information:

Please provide contact information for your project team below. The Regional Consortium and Center of Excellence will use this information to provide your project team with updates. Colleges may have more than one researcher assigned to the Counselor Institute, but only one is required.

Institution Name	
Counseling Project Lead (First & Last Names)	
Counseling Project Lead Email	
CE/CTE Dean (First & Last Names)	
CE/CTE Dean Email	
Counseling Dean (First & Last Names)	
Counseling Dean Email	
IR Dean (First & Last Names)	
IR Dean Email	
Researcher 1 (First & Last Names)	
Researcher 1 Email	
Researcher 2 (First & Last Names)	
Researcher 2 Email	
Estimated # of part-time and full-time counselors who will participate (no fewer than 7, but no more than 25)	

B. Recruitment Strategy: How will your college recruit counseling faculty (full time and part time) for the Counselor Institute?

C. SWP Metrics: How will the Counselor Institute impact course retention and course success at your college? Provide the actuals and targets for your college below.

	Course Retention	Course Success
2018-19 Actuals		
2019-20 Actuals		
2020-21 Actuals		
2021-22 Target		
2022-23 Target		
2023-24 Target		

D. Investment Plan: How will you use the funding from this RFA? How will you leverage additional resources to support the Counselor Institute goals? (For example, “The college will use local SWP funds to support the Counselor Institute.”) Refer to the itemized list of budgeted expenses on page 9, when necessary, to describe your investment plan.

E. Budget: A total of \$175,000 is available for this RFA. Colleges may request up to \$50,000 for counselor stipends (\$2,000 for each counselor who completes the Counselor Institute). Colleges may also request up to \$125,000 for project management and institutional research support. Colleges may budget funding for this project over two fiscal years, based on their needs. Provide a detailed budget for each phase. Institutional support must be in place by September 1, 2023.

Phase 1 Budget: July 1, 2023 - June 30, 2024

Object	Classification	Itemized List of Budgeted Expenses	Total
1000	Instructional Salaries		
2000	Non-instructional Salaries		
3000	Employee Benefits		
4000	Supplies and Materials		
5000	Other Operating Expenses and Services		
6000	Capital Investment		
Total Program Costs*			

Phase 2 Budget: July 1, 2024 - June 30, 2025

Object	Classification	Itemized List of Budgeted Expenses	Total
1000	Instructional Salaries		
2000	Non-instructional Salaries		
3000	Employee Benefits		
4000	Supplies and Materials		
5000	Other Operating Expenses and Services		
6000	Capital Investment		
Total Program Costs*			

*Indirect is not permitted on this project.

F. Digital Signatures

Include an email chain with approvals from the CTE/CE dean, institutional research dean/administrator, counseling dean/administrator, appropriate CIO or CSSO, and president with your application. An email response that affirms the conditions of this RFA will be counted as a digital signature.