Materials, Services, Facilities and Technology Fee
Fiscal Year 2019-2020 Budget Request Form

DUE: Friday, January 25th, 2019

If you have questions about this form, please contact David Daniels at david.daniels@csuci.edu

For additional information please consult the MSFT web page

▾ Application

Project or Activity Title

Chemistry Department Student Assistants

Requestor

Simone Aloisio

Requestor Phone Number

8054378999

Requestor Email

Simone.Aloisio@csuci.edu

Staff Support Member for Activity

Gina Matibag

Staff Support Member Email

gina.dossin@csuci.edu

Amount of MSFT Funding Requested

16500.00

Date Funding Needed By

2019-08-26

Are you a member of the Division of Student Affairs?

● No
○ Yes

Please select your AVP/Dean

Kohli, Vandana - Dean of Arts & Sciences

Require_DSA_AVP_Review

Will you receive funds from any other source(s)?

● No
○ Yes

Has this project or activity previously received MSFT funding?

○ No
● Yes

Please list the 4-digit MSFT sequence and Title

1817 Chemistry Department Student Assistants

Please attach a copy of report

1817 MSFT Report.docx

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

1. **Brief Project Description**

   Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

2. **Project/Activity Budget**

   Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

3. **Project Assessment**

   Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

4. **Sources of Project Support**

   Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

Brief Project Description

Student assistants play an important role in supporting the Chemistry department. We are requesting funding for two types of student assistants: tutors and laboratory assistants. These enhance student education for students who take the classes in our program, as well as for the student assistants themselves. Additionally, they give the student assistants on-campus employment, which helps them stay successful.

In 2017, the department stopped receiving full support for our student assistant and tutors. Our costs were cut in half because of a reorganization of priorities for one-time funding in Academic Affairs. We had to cancel our tutoring program, and drastically reduce the support for our laboratories. A justification for each type of student assistant follows.

Tutors - The chemistry department has had tutors since 2007. By being in the department, our tutors can work closely with faculty and be more effective. They tutor in Aliso Hall, right where are our laboratories are located. We had about 12 hours per week of tutoring, on Monday through Thursday. Anecdotally, the chemistry faculty has noted the decrease in student tutoring support reported by students across all classes, but notably, no support for Physical and Biochemistry courses, since we had to cancel our tutoring program in Fall of 2017. The chemistry department teaches many courses with a high number

of repeatable grade, and so we need a disproportionate amount to tutoring to support students in these courses. Relatively speaking, this is a small amount of money that provides make-or-break support to a number of students utilizing the tutors.

Laboratory Student Assistants - We have more than doubled of the number of laboratory sections offered in the last five years. Despite this, the loss of one-time funding to support our student assistants in 2017 results in our losing 1/2 of our lab student assistant budget. We would like to have a student assistant available in each of our two prep rooms whenever we a laboratory class running in either one of the two labs our student assistants support. This is both for safety, and for support reasons. We rely more disproportionately on student support for routine laboratory prep, leaving our much more expensive laboratory technicians free to do more complicated work students cannot or should not be doing. Comparatively, we have much few laboratory support technicians, even on a per lab basis, than our sister program biology does. In this respect, hiring students assistants to do the routine work actually saves the university money. As it stands, we have higher paid laboratory technicians needing to more routine work, neglecting more complicated tasks, as well as incomplete coverage for laboratories resulting in lower safety.

Brief Project Description Additional Documents

Project/Activity Budget

Tutors $4500
This would provide an average of 12-15 hours per week of tutoring for the academic year.

Laboratory Student Assistants $12000
This would provide an additional 30-40 hours per week of student assistant coverage. We currently have about 30 hours of coverage. Our need is 45 hours (upstairs for organic and general chemistry) and 24 hours (downstairs for nursing and other chemistry labs) this academic semester.

Project/Activity Budget Additional Documents

Project Assessment

The chemistry department will provide a report.

Project Assessment Additional Documents

Sources of Project Support

The chemistry department has an operational budget of $10000 for student assistants in addition to the requested funding. This provides about 30 hours of laboratory student assistant support to the department.

Sources of Project Support Additional Documents

Accounting String to Fund Any Overage Above MSFT Award

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Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases, transfers of funds, and all transactions related to approved projects

Please review MSFT web page for information about the fund and its objectives before submitting your application.

✏ Simone Aloisio   Jan 25 2019

▾ AVP/Dean Review

● I recommend approval of the MSFT Funds Request described on this page
○ I DO NOT recommend approval of the MSFT Funds Request described on this page

Comments

✏ Vandana Kohli   Jan 25 2019

The chemistry department has hired student assistants to help prep the labs.   It is mid-year and we have spent approximately half of the funds allocated for this. We try and give as many student assistants the opportunity to work in the lab as possible. They learn valuable practical skills needed to be a bench chemist, such as making solutions.   An interesting side note is that to date, 100% of the students we have hired as student have assistants have successfully graduated from CI.