



Student Equity & Achievement (SEA) Request Form

AY 2024-25

DIRECTIONS: Answer the questions below as thoroughly as possible. Should you have any questions relative to the completion of this form, please contact Vice President Lisa Neeley at lisa.neeley@solano.edu

PLEASE NOTE: VP Neeley will be available to assist those who would like support in completing the request form.

I. Problem statement

- a. What is the problem you are trying to solve?

- b. What is the quantitative and/or qualitative data to support your problem statement?

II. Problem Description

- c. Describe the nature of the project/program and show how it will lead to improving student performance/learning outcomes and equity gaps.



- d. Briefly describe alignment with SCC's student equity plan?
 - i. Goals/objectives

III. What is your timeline for implementation activities?

- f. AY 2024 – 2025

IV. Project Implementation

- g. What activities, instructional methods, and materials are essential to implement the project/program?



V. Personnel

h. Identify each person of the project/program and describe their duties and responsibilities.

i. Estimate the amount of time each person will devote to the project/program.

VI. Budget/Justification

j. Create a detailed budget.

VII. Sustainability

k. Describe resources needed to continue project/program services.

