OXNARD COLLEGE ACADEMIC SENATE
FACULTY PROJECTS FUND

1. **Name of Item/Program/Service:** _____

    Date of proposal: _____

2. **Contact Person's Name:** _____

    Phone number: _____

    Email address: _____

3. **Total amount being requested:** $ _____ *(max award is $250.00)*

4. **Please summarize the item, program, or service proposal.**

5. **Please explain how the funds would support students, faculty, and/or staff at Oxnard College.**

6. **Describe any efforts to obtain funding outside of Academic Senate.**

7. a. The estimated number of students that will benefit from this proposal: _____

    b. The estimated number of faculty that will benefit from this proposal: _____

    c. The estimated number of staff that will benefit from this proposal: _____

8. Please provide a complete breakdown of cost. _____

Quantity	Item	COST

9. Please attach any other relevant documents and materials to this form.

    Add other comments here if necessary:

✓ **PLEASE EMAIL THE COMPLETED APPLICATION TO THE ACADEMIC SENATE TREASURER FOR REVIEW.**
✓ **PLEASE SEE PAGE 3 FOR THE REVIEW PROCESS AND TIMELINE.**
✓ **PLEASE MAKE SURE TO KEEP A COPY FOR YOURSELF. THANK YOU!**

OFFICE USE ONLY

ACTION TAKEN:

NOTES:

PROCESS FOR PROJECT APPROVAL AT THE ACADEMIC SENATE

Fall Submissions Dates and Process

- ❖ Applications are due on or before the first Monday of October, (October 2, 2023.)

- ❖ All applications will be presented and discussed at the first AS October meeting. This will be first reading of the applications. (October 9, 2023.)

- ❖ Then some or all applications (depending on funding availability) will be approved at the second October AS meeting. (October 23, 2023.)

- ❖ Then faculty will be notified within the next three days by the AS Treasurer if the application was approved. At this time, faculty will then be asked to work with the AS Treasurer to fill out money paperwork to receive their funds.

- ❖ Faculty will complete the project and then present their work to the Senate by the end of the academic year. Request (via email to the AS President) to be added to the agenda.

- ❖ If the project is not completed, the money will need to be returned to the Academic Senate.

Spring Submissions Dates and Process

- ❖ Applications are due on or before the first Monday of March. (March 4, 2024.)

- ❖ All applications will be presented and discussed at the first AS March meeting. This will be first reading of the applications. (March 11, 2024.)

- ❖ Then some or all applications (depending on funding availability) will be approved at the second March AS meeting. (March 25, 2024.)

- ❖ Then faculty will be notified within the next three days by the AS Treasurer if the application was approved. At this time, faculty will then be asked to work with the AS Treasurer to fill out money paperwork to receive their funds.

- ❖ Faculty will complete the project and then present their work to the Senate by the end of the academic year. Request (via email to the AS President) to be added to the agenda.

- ❖ If the project is not completed, the money will need to be returned to the Academic Senate.