APPLICATION FAQ

Q. Can we/should we include [specific person] on our application?
A. We cannot tell you who you should include on your application. Each college should identify their college team based on their needs and the goals of the Institute. If you believe an explanation is needed, use the space provided on the Application.

Q. If my President, VP or Dean of Student Services are unable to attend, can I nominate another person?
A. You should nominate three people based on the situation at your college and the goals of the Institute. If you must propose a different person than that requested by the Institute, explain why the new person is appropriate and why the other senior people are not available or appropriate.

Q: Can we bring a fourth person if we cover the costs?
A: To keep the Institute within a manageable size, we are limiting college teams to three people per college. However, if you believe that a fourth person is critical to your campus' sustainability and long-term growth, please identify that person in your application and explain why that person is necessary.

Q: Can we apply if we aren’t a community college?
A: No. The institute is limited to teams from California Community Colleges.

Q: How strict is the requirement for the student to be enrolled until June 2020?
A: If your student doesn’t meet the criteria, tell us why and how you are meeting the goals of long-term sustainability and student involvement.

Q: Can we nominate a student who is graduating before spring 2020?
A: If one of your participants cannot meet the criteria, you may nominate a different participant so long as you explain how your alternate choice meets the goals set out in the application and announcement, including long-term sustainability and developing student leaders for the work on campus.

Q: Can we submit one application from all the colleges in our district?
A: Due to space and capacity concerns, each application should have no more than three participants. However, the application could come from either a college or a district and, if it comes from a district, the participants do not need to be in the same college.

Q: If a person works at more than one college, can both colleges submit an application that includes that person?
A: Yes, assuming the nominated participant meets the other criteria in the application.

Q: We are still trying to secure our student participant. Can we submit the student’s name after October 22?
A: No. Due to the short turnaround and the need for reviewers to adequately evaluate all applications, all participants must be identified when the proposal is submitted.