Academic Affairs

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2012-2013

Appendix 8.2.

FUND #:

COLLEGE: Academic Affairs
DEPARTMENT: Office of the Provost

ACTIVITY: Mentoring, Tutoring and Writing Support
PREPARED BY: Cheryl Ney

Use the form below to detail projected expenses for Student Success Fee Activities
For requests for new fulltime permanent positions add in benefits costs of 47%.

Salaries	
Tutoring: Undergrad	$40,000.00
Writing: Graduate/U	$12,000.00
Take 5 student assis	$ 1,140.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Supplies	
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Services	
Hospitality	$ 4,354.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Travel	
	$ -
	$ -
	$ -
	$ -
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Equipment	
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$ -
Supplies

$ 53,140.00	$ 4,354.00	$ -	$ -
Salaries Total	Services	Travel Total	Equipment Total

SSF REQUEST TOTAL: $ 57,494.00

7/3/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
FISCAL YEAR 2012 - 2013
(Responses Limited to Space Provided)

NEW _____
FUND # _____
DIV RANK _____

COLLEGE/UNIT: **Academic Affairs** ACTIVITY: **Mentoring, Tutoring and Writing Sup**

DEPARTMENT: **Undergraduate Studies**

PREPARED BY: **S. Jones and C. Ney**

1. **Description of activity, including specific program objectives:**

This enhancement activity will support the following:
1. "Take 5" Mentoring: pilot activities in the previous years have demonstrated the effectiveness of focusing on incoming transfer students. Pairing with a mentor, engages transfer students new to campus in connecting not only to their mentor, but to the institution within weeks of their first quarter. Funding allocation supports receptions for current and previous mentees and a part-time undergraduate assistant to assist with receptions and communications. ($5494)
2. Tutoring: this enhancement will provide for additional peer tutoring and peer supplemental instruction for undergraduate students. Funding supports undergraduate peer tutors and supplemental instruction tutors. ($40,000)
3. Writing Support: this enhancement will provide additional support for graduate student writing support needs at both the master's level and the doctoral level. Funding supports graduate assistant who serve as writing tutors. ($13,000)

2. **How many matriculated students will be served by this activity?**

Take 5: 100 new transfer students, 75 mentees already in the program.
Tutoring: 6000 students/year are served. This enhancement will increase the number of students served by 50%.
Writing: Available to all graduate students (4000) . Writing Center offers 4500 one on one appointments/quarter. to undergraduates and graduate students. This allocation will increase their offerings by 15%

3. **To which SSF program activity is this proposal related, and how will this activity further student success?**

Retention and graduation of undergraduates and graduate students.

4. **What assessment tools will be used to determine whether the activity will meet the objectives outlined in #1 above?**

Surveys on satisfaction and effectiveness of services. Focus groups may also be used.

5. **If this activity has been previously funded, detail how the program objectives were met.**

The writing center is undergoing a program review this summer. The self study document details how program objectives are met.
The tutoring center prepared an exhaustive effectiveness report for the WASC visit which can be found here:
http://www.calstatela.edu/wasc/eer/LinksinEERReport/The%20impact%20of%20tutoring%20on%20student%20success.%208-19-09.pdf
Review of second pilot of Take 5 has not yet been completed, attached please find review of first pilot of Take 5.

6. **If this activity has been previously funded, provide justification for increased funding.**

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2012-2013

Appendix 8.2.

FUND #:

COLLEGE: Academic Affairs
DEPARTMENT: Graduate Studies and Research

ACTIVITY: RSCA Support for Undergraduate and Gradu
PREPARED BY: L. Fritz/C.Ney

Use the form below to detail projected expenses for Student Success Fee Activities
For requests for new fulltime permanent positions add in benefits costs of 47%.

Salaries	
Student Assistant to	$ 7,660.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Supplies	
RSCA Supplies	$33,670.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Services	
RSCA Services	$ 5,000.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Travel	
Conference travel, re	$33,670.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
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Equipment	
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	$ -
	$ -

$ 33,670.00
Supplies

$ 7,660.00
Salaries Total

$ 5,000.00
Services

$ 33,670.00
Travel Total

$ -
Equipment Total

SSF REQUEST TOTAL: $ 80,000.00

7/3/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
FISCAL YEAR 2012 - 2013

(Responses Limited to Space Provided)

NEW _____
FUND # _____
DIV RANK _____

COLLEGE/UNIT: **Academic Affairs** ACTIVITY: **RSCA Support for Undergraduate and Gr**

DEPARTMENT: **Graduate Studies and Research**

PREPARED BY: **L. Fritz/C. Ney**

1. **Description of activity, including specific program objectives:**

The specific objective of this activity is to provide supplemental support to between 200-250 undergraduate or graduate students who are participating in a research, scholarship, or creative activity (RSCA). Students outside of the science and engineering disciplines often do not have access to support for RSCA. This project will target students in disciplines other than science and engineering, although students from all disciplines will be eligible. Support will be provided for costs of RSCA and travel required for participation in RSCA activities (undergraduate students) or completion of theses or projects (graduate students). Participation in RSCA is a requirement for graduate education, and the research literature in undergraduate education reports a strong correlation between RSCA participation and student success. Students will request support (between $350 to $750 per student) by submitting an application to the Office of Graduate Studies and Research. A subcommittee of the Graduate Policy

2. **How many matriculated students will be served by this activity?**

Between 200-300 undergraduate and graduate students

3. **To which SSF program activity is this proposal related, and how will this activity further student success?**

This activity is primarily related to "increase retention and graduation of students". Personal and career development are additional outcomes for students participating in RSCA.

4. **What assessment tools will be used to determine whether the activity will meet the objectives outlined in #1 above?**

Recipients will complete a survey which provides results for an "impact analysis". Students submitting an application but not receiving an award will also be surveyed. Finally, academic departments will be surveyed to gauge satisfaction and effectiveness of this program.

5. **If this activity has been previously funded, detail how the program objectives were met.**

Lottery funding in AY 11-12 supported Research, Scholarship or Creative Activity (RSCA) and met its objective by funding 65 students, representing 15 departments, culminating projects for their master's degree. Culminating projects varied by department and included topics such as: the effects of stress in the workplace and delinquency, documentation and surveying of archaeological features in Central American, Maya ruins, theatrical stage productions, the investigation of social work students and their knowledge of forensic policy and practices to provide quality service, research on the use of educational drama to create lessons for elementary classrooms, analysis of water isotopes to determine sea water intrusion of a Huntington Beach drinking water well in California, and the production of safety videos for the operation of machines within metal shops for Hollister, CA High School.

6. **If this activity has been previously funded, provide justification for increased funding.**

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2012-2013

Appendix 8.2.

FUND #:

COLLEGE: Academic Affairs

DEPARTMENT: Office of the Provost

ACTIVITY: Student Engagement Activities with Academic Departments/Colleges

PREPARED BY: Cheryl Ney

Use the form below to detail projected expenses for Student Success Fee Activities
For requests for new fulltime permanent positions add in benefits costs of 47%.

Salaries	
GA Web or Social M	$20,000.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
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Supplies	
Printed Materials	$ 20,000.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Services	
College Forums	$ 60,000.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Travel	
	$ -
	$ -
	$ -
	$ -
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	$ -

$ 20,000.00
Supplies

$ 20,000.00
Salaries Total

$ 60,000.00
Services

$ -
Travel Total

$ -
Equipment Total

SSF REQUEST TOTAL: $ 100,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
FISCAL YEAR 2012 - 2013
(Responses Limited to Space Provided)

NEW X
FUND #
DIV RANK

COLLEGE/UNIT: **Academic Affairs** ACTIVITY: **Student Engagement Activities with Academic Departments/Colleges**

DEPARTMENT: **Office of the Provost**

PREPARED BY: **Cheryl Ney**

1. **Description of activity, including specific program objectives:**

All eight colleges of the university (A&L, CBE, CCOE, ECST, HHS, NSS, Honors and CESIP-for international students) will be given an allocation (prorated by new student numbers) to which academic departments can submit proposals to the Office of the Dean for "Student Engagement" activities targeted to incoming first year, transfer or graduate students. The purpose of these activities are to engage new students in receiving an introduction to their academic home department or peer cohort (in the case of honors and international students). These sessions will introduce students to people and peers that will support them on their path to graduation as well as important features of their academic program and campus services. Face to face meetings/events as well as websites or use of social media will be encouraged.

2. **How many matriculated students will be served by this activity?**

The entire entering cohorts of first time freshmen, transfer students and new graduate students are targeted for this activity.

3. **To which SSF program activity is this proposal related, and how will this activity further student success?**

Advisement and Retention. The research literature on student success indicates that two chief components of student success are the extent to which the institution engages in connecting students to the instituton and the extent to which the student takes ownership for their success. The data that has been collected on entering first year students and transfer students (published on this site: http://ir.calstatela.edu/ir/) indicate that new students place a high value on getting to know their peers, their faculty and staff and the ins and outs of their programs, departments and the institution. These

4. **What assessment tools will be used to determine whether the activity will meet the objectives outlined in #1 above?**

One criteria for selection of proposals in the colleges will be the effectiveness of the evaluation plan for the activity. Student surveys or focus groups will be used.

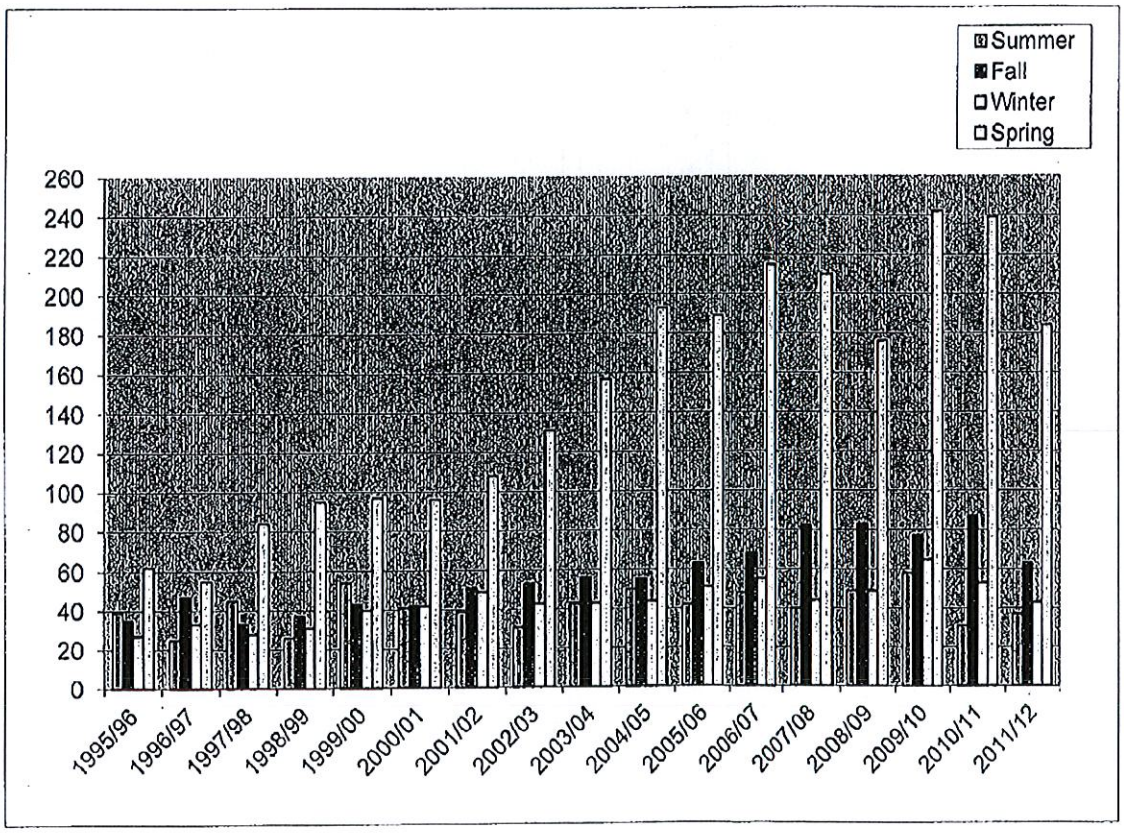
5. **If this activity has been previously funded, detail how the program objectives were met.**

Lottery funds were used in AY 11-12 but only for new transfer student events.

6. **If this activity has been previously funded, provide justification for increased funding.**

Number of Theses by Quarter

	Summer	Fall	Winter	Spring	Total
1995/96	39	35	27	62	163
1996/97	25	47	33	55	160
1997/98	45	33	28	84	190
1998/99	26	37	31	95	189
1999/00	54	43	40	97	234
2000/01	41	42	42	96	221
2001/02	39	51	49	108	247
2002/03	31	53	43	131	258
2003/04	43	56	43	157	299
2004/05	50	55	44	193	342
2005/06	42	63	51	189	345
2006/07	48	68	55	215	386
2007/08	40	82	44	210	376
2008/09	49	83	49	176	357
2009/10	58	77	65	242	442
2010/11	31	87	53	239	410
2011/12	37	63	43	184	327



STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAILFiscal Year 2012-2013 Appendix 8.2.

FUND #:

COLLEGE: Academic Affairs

DEPARTMENT: Graduate Studies and Research

ACTIVITY: Graduate Student Completion Support

PREPARED BY:

Use the form below to detail projected expenses for Student Success Fee Activities
For requests for new fulltime permanent positions add in benefits costs of 47%.

Salaries	
SSP III	$55,000.00
47.5% Fringe	$26,125.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Supplies	
	$ -
	$ -
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Services	
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Travel	
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Equipment	
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$ -
Supplies

$ 81,125.00	$ -	$ -	$ -
Salaries Total	Services	Travel Total	Equipment Total

SSF REQUEST TOTAL: $ 81,125.00

7/3/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
FISCAL YEAR 2012 - 2013
(Responses Limited to Space Provided)

NEW X
FUND # _____
DIV RANK _____

COLLEGE/UNIT: **Academic Affairs** ACTIVITY: **Graduate Student Completion Support**

DEPARTMENT: **Graduate Studies and Research**

PREPARED BY: **L. Fritz**

1. **Description of activity, including specific program objectives:**

Under the supervision of the Assoc. Dean of Graduate Studies & Research, a Graduate Student Completion Coordinator is responsible for advisement and coordination services to graduate students in support of the completion and submission of a culminating thesis/manuscript/project and other issues related to degree completion. The Coordinator assists graduate students in understanding and adhering to University policies and procedures that directly or indirectly impact their ability to make timely progress toward degree completion. Duties include, but are not limited to: (1) Direct Graduate Student Team (funded by Lottery Funds) who review thesis, dissertation and project documents submitted for completion of the culminating experience. This team provides students with guidance on formatting and electronic submission to Proquest through group workshops and individual sessions, (2) trains, coordinates and oversees thesis reviewers; (3) presents workshops and consultations to graduate students and their faculty advisors on issues pertaining to graduate student success and completion; (4) develops and administers surveys to graduate students that assess their retention and completion needs, and measures educational effectiveness of the programs addressing student needs; (5) updating and maintaining GSR website for information related to degree completion such as workshops and instructional materials on thesis completion; (6) informing and refering students to resources in support of degree completion (e.g., , GSR sponsored grants, IRB, writing center, library-sponsored workshops, etc); and other student success initiatives as needed (*i.e.* web support documents, workshops and individual training).

2. **How many matriculated students will be served by this activity?**

All graduate students are required to submit a thesis, project or dissertation as a requirement for their gradute degree. Over the past 5 years, the number of theses/projects have averaged 394 per year, a 32% increase over the previous 5 year period.

3. **To which SSF program activity is this proposal related, and how will this activity further student success?**

#2: The proposed activity improves academic advisement, timely completion of degree and increases the retention and graduation rate of graduate students.
4: The Thesis/Dissertation Coordinator and Advisor will expand access to infrastructure and applications technologies by educating and assisting graduate students and graduate faculty with the electronic submission process and accessing support resources to complete the culminating project.
#7 Communication will be enhanced across campus through workshops, individual consultation and web-based communication including U-tube instructional videos.

4. **What assessment tools will be used to determine whether the activity will meet the objectives outlined in #1 above?**

Surveys of student satisfaction ; Surveys of graduate faculty satisfaction, performance indicators regarding time to degree and graduate completion rates.

5. **If this activity has been previously funded, detail how the program objectives were met.**

This activity has not been previously funded. Lottery funds support the graduate assistant team that reviews theses, dissertations and culminating project documents.

6. **If this activity has been previously funded, provide justification for increased funding.**

Not previously funded

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2012-2013

Appendix 8.2.

FUND #:

COLLEGE: A&L, CBE, CCOE, ECST, NSS, UAAC
ACTIVITY: SSP Academic Advisors
DEPARTMENT: Academic Affairs
PREPARED BY: Cheryl Ney

Use the form below to detail projected expenses for Student Success Fee Activities
For requests for new fulltime permanent positions add in benefits costs of 47%.

Salaries		Supplies		Travel		Equipment	
			$ -		$ -		$ -
25 SSP II (including 47.5% fringe and a salary of 45,000 for yet to be hired 14 SSPs)	$ 1,650,100.94		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -				$ -		$ -
	$ -	Services			$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -
	$ -		$ -		$ -		$ -

$ - Supplies			
$ 1,650,100.94 Salaries Total	$ - Services	$ - Travel Total	$ - Equipment Total

SSF REQUEST TOTAL: $ 1,650,100.94

7/6/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
FISCAL YEAR 2012 - 2013

(Responses Limited to Space Provided)

NEW X
FUND #
DIV RANK

COLLEGE/UNIT: **Academic Affairs** ACTIVITY: **Academic Advisement**

DEPARTMENT: **A&L, B&E, ED, ECST, HHS, NSS, UAAC**

PREPARED BY: **S. Jones and C. Ney**

1. **Description of activity, including specific program objectives:**

Under the supervision of the Associate Dean of the College , Dept. Chair or Director of the UAAC, the incumbent is responsible for providing a wide range of academic advisement services for students in the areas of the academic major, General Education, and University graduation requirements. The advisor assists students in understanding and adhering to University policies and procedures that may directly or indirectly impact their ability to make timely progress toward degree completion. Duties include but are not limited to: Helping students become knowledgeable about their degree requirements, developing a timeline with a quarter by quarter plan for completing all degree requirements; advising on academic program changes; responding to student academic inquiries; assisting in the resolution of individual academic problems; performing graduation checks and assisting in entering approved course substitutions in GET.

2. **How many matriculated students will be served by this activity?**

Hiring 25 SSPs brings the ratio of undergraduate and graduate students to SSPs to 591:1. The national benchmark we are striving for is 285:1.

3. **To which SSF program activity is this proposal related, and how will this activity further student success?**

The proposed activity is related to advising and retention services, which is a crucial component in assuring students success. The comprehensive vision for academic advising at CSULA is specified in the 2010-11 Advisement report found here: http://www.calstatela.edu/univ/advise/docs/2011advisementreport.pdf

The need to improve advising is affirmed by the site visit team from WASC in October 2011. Their report can be found

4. **What assessment tools will be used to determine whether the activity will meet the objectives outlined in #1 above?**

Advising effectiveness will be evaluated with: surveys of student satisfaction; performance indicators regarding retention, GPA, graduation rates; and personnel evaluation of SSP staff advisors.

5. **If this activity has been previously funded, detail how the program objectives were met.**

Ten SSP staff advisors were hired for 2012. Reports from the supervising authorities have confirmed the usefulness and effectiveness of having additional staff advisors available to meet with students. Tracking of students in large programs such as Nursing, Child Development , Criminal Justice, and Psychology has been significantly improved.

6. **If this activity has been previously funded, provide justification for increased funding.**

The current campus student to staff advisor ratio of 925:1 exceeds the recommended and national average for four-year public institutions of 300:1. Supporting the 25 SSP advisors will bring the ratio down to 591:1.

STUDENT SUCCESS FEE (SSF) FUNDING PROPOSAL SUMMARY
Fiscal Year 2012-2013

Division: Academic Affairs

VP Ranking	NEW	Fund #	Dept ID	College / Unit	Dept	ACTIVITY	PROPOSER LAST NAME	FY 11/12 ALLOC	FY 12/13 Requests	RAAC Recommend
1	X			AA	Colleges; UAAC	Academic Advisement	Vaidya		$1,650,101	
1	X		200305	AA	GSR	Graduate Student Completion Support	Vaidya		$81,125	
1	X		200105	AA	Provost	Student Engagement Activities with Academic Departments/Colleges	Vaidya		$100,000	
1	X		200300	AA	GSR	RSCA Support for Students	Vaidya		$80,000	
1	X		200400	AA	UGS	Mentoring, Tutoring, and Writing Support	Vaidya		$57,494	
TOTAL								$ -	$1,968,720	$ -