Advising and Retention

STUDENT SUCCESS FEE (SSF) FUNDING PROPOSAL SUMMARY

Fiscal Year: 2015-16

Division: Academic Affairs

New	Activity	Proposer Last Name	FUNDING			RAAC Recommend
			Permanent	One-Time	Total	
			A	B	(A+B)	
✓	Student Services Professional II	Yorker	$ 64,792.00	$	$ 64,792.00	$
✓	Student Services Professional II	Yorker	$ 64,792.00	$	$ 64,792.00	$
✓	Student Services Professional II	Lim	$ 66,150.00	$	$ 66,150.00	$
✓	A&L Advisement Center	McAllister	$	$ 35,000.00	$ 35,000.00	$
✓	Animation Tech Assistants	McAllister	$	$ 13,200.00	$ 13,200.00	$
✓	Pathways to Student Success Workshop	Allen	$	$ 14,560.00	$ 14,560.00	$
✓	Graduate Peer Tutors	Allen	$	$ 39,168.00	$ 39,168.00	$
✓	2 Day Freshman Orientation	Bowman	$	$ 19,300.00	$ 19,300.00	$
✓	Engagement of Student in RSCA-Undergrd	Xing	$	$ 30,000.00	$ 30,000.00	$
✓	Advising and Retention	Xing	$	$ 22,865.00	$ 22,865.00	$
✓	Graduate Student Completion Support	Elliot-Brown/Ney	$	$ 3,500.00	$ 3,500.00	$
✓	Advisement Institute/Training Academy	Mahoney	$	$ 53,854.00	$ 53,854.00	$
			$	$	$ 0.00	$
			$	$	$ 0.00	$
			$	$	$ 0.00	$
			$	$	$ 0.00	$
			$	$	$ 0.00	$
			$	$	$ 0.00	$
			$	$	$ 0.00	$
			$	$	$ 0.00	$
	Grand Total		$ 195,734.00	$ 231,447.00	$ 427,181.00	$ 0.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW X

FUND #

DIV RANK

COLLEGE/UNIT: HEALTH AND HUMAN SERVICES **ACTIVITY:** STUDENT SERVICES PROFESSIONAL II

DEPARTMENT: ACADEMIC ADVISEMENT CENTER

PREPARED BY: YORKER

1. Description of activity, including specific program objectives:

Funding will support funding for one Student Services Professional II for the College of Health and Human Services Academic Advising Center. The SSP will provide general education and major advisement for HHS students. The explosive growth of full-time students necessitates an additional advisor be available for students. Additional SSP service requirements include providing assistance on course selection; development of academic plan; academic probation advisement; disqualification reinstatement; graduation check and application; Financial Aid SAP appeal; Freshman and Transfer summer orientation; Super Senior advisement; review of university policies and procedures; referrals to University Student Support Services; career options for Pre-Majors; and process various university, college and major forms. The services provided by the SSP will facilitate a timely graduation for the students especially considering the expected growth and the change from quarters to semesters which will bring an increase in queries and the need to engage in very specific transition advising along with traditional advising.

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

The number of students that avial themselves of our services varies per year but typically there are at least 1200-1500 students per year, in fact the numbers may be higher.

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

The general advising center focuses on the undeclared, pre-criminal justice, and pre-nursing students. In addition, we provide general advising for students within all of our majors, specifically those in first two years and first year transfer students..

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

- Student surveys.
- Number of student visits.
-Number of Individual Advisement Plans.

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

This particular aspect of the program has been funded but it is understaffed. The need for a specific person to address the growing college population rate.

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

The use of SSF funds for an additional SSP furthers instituitonal goals by promoting student success and graduate rates. Students in the HHS benefitted directly from having SSPs. Our graduation rate increased from 2012-2013 to 2013-2014 by 23.22% with the assistance of SSPs.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: HEALTH AND HUMAN SERVICES
DEPARTMENT: ACADEMIC ADVISEMENT CENTER

ACTIVITY: STUDENT SERVICES PROFESSIONAL II
PREPARED BY: YORKER

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

Salaries	
Salary	$ 44,076.00
BENEFITS	$ 20,716.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 64,792.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 64,792.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW X

FUND #

DIV RANK

COLLEGE/UNIT: HEALTH AND HUMAN SERVICES **ACTIVITY:** STUDENT SERVICES PROFESSIONAL II

DEPARTMENT: NUTRITIONAL SCIENCES

PREPARED BY: YORKER

1. Description of activity, including specific program objectives:

Funding will support funding for one Student Services Professional II for the Department of Nutritional Sciences in the School of Kinesiolgy and Nutrional Sciences. The SSP will provide general education and major advisement for HHS students. The accreditation requirements for ACEND Standard 20 specifically state that an full-time student advisor be available for students in order to continue accreditation. Additional SSP service requirements include providing assistance on course selection; development of academic plan; academic probation advisement; disqualification reinstatement; graduation check and application; Financial Aid SAP appeal; Freshman and Transfer summer orientation; Super Senior advisement; review of university policies and procedures; referrals to University Student Support Services; career options for Pre-Majors; and process various university, college and major forms. The services provided by the SSP will facilitate a timely graduation for the students in the major and keep us in compliance with the accreditation body's standards for acceptable programs.

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

The number of Nutritional Sciences students varies per year but typically there are at least 150-200 students per year are admitted to the program. Students are allowed to change majors within the academic year and that accounts for at least 20-25 more students per year.

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

Maintaining accreditation. We are currently the only accreditated nutritional sciences program in the CSU System and one of only two on the West Coast. It is essential that we comply with the accreditation standards in order to service this particular student body.

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

- Student surveys.
-Number of student visits
-Number of Individual Advisement Plans (IAP)

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

This particular aspect of the program has not been funded and is understaffed in general. The need for a specific person to address the specific needs of the Nutritional Sciences/Dietetics students was determined to be critical to their success. Current standards from ACEND require that there is a full time student advisor available. The presence of such an individual will not only ensure compliance but will have the direct and residual effect reduction in probation and disqualifications rates.

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 2015-16

FUND #:

COLLEGE/UNIT: HEALTH AND HUMAN SERVICES
DEPARTMENT: NUTRITIONAL SCIENCES

ACTIVITY: STUDENT SERVICES PROFESSIONAL II
PREPARED BY: YORKER

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

Salaries	
SSP II SALARY	$ 44,076.00
BENEFITS	$ 20,716.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 64,792.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 64,792.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW	X
FUND #	
DIV RANK	

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** STUDENT SERVICES PROFESSIONAL II

DEPARTMENT: CENTER FOR ENGAGEMENT, SERVICE AND THE PUBLIC GOOD

PREPARED BY: LIM

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

   The SSPII will be responsible for the coordination of the America Reads & Counts program, which currently reaches six elementary schools in East Los Angeles. The SSP II will manage approximately 30 student staff to deliver tutoring, literacy development and college awareness programming to hundreds of elementary school students. The SSPII will be charged with expanding the America Reads & Counts program to at least two additional elementary schools in ELA and to coordinate outreach activities with GO East LA.

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

   The program employs approximately 30 federal work study students to deliver the program over the academic year and hundreds of student volunteers.

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

   The America Reads & Counts program promotes student success by giving them real, hands-on community engagement opportunities that foster critical thinking, independence, resourcefulness, and team work.

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

   The America Reads & Counts program will conduct end-of-the-year evaluations with school principals and teachers. The student staff will participate in a reflective focus group and will be asked to write about the year's experience at the end of the Spring Quarter.

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

   This would be the first time that America Reads & Counts program is funded by the Student Success Fee.

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

   This would be the first time that America Reads & Counts program is funded by the Student Success Fee.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: CENTER FOR ENGAGEMENT, SERVIC
ACTIVITY: STUDENT SERVICES PROFESSIONAL II
PREPARED BY: LIM

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

Salaries	
SSP Salary	$ 45,000.00
Benefits	$ 21,150.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 66,150.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 66,150.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW X
FUND #
DIV RANK

COLLEGE/UNIT: ARTS AND LETTERS **ACTIVITY:** A&L ADVISEMENT CENTER

DEPARTMENT: A&L ADVISEMENT

PREPARED BY: MCALLISTER

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

The College of Arts and Letters is committed to providing a smooth transition for and ensuring the academic success of all matriculated and perspective students. Establishing a centralized advisement center (currently scattered in three locations) will help students quickly identify a location where they can receive the most accurate, relevant and up-to-date information regarding their academic progress. In addition, students will also be able to receive additional resources or leads that pertain specially to their professional goals and post-baccalaureate interests.

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

The center will serve 3,150 matriculated students.

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

With growing enrollment trends and semester conversion on the way, the center will further extend the University's commitment to Student Success and the Graduation Initiative. It will provide a one-stop-shop setting with extended hours to ensure that all Arts and Letters' students are accommodated during the transition.

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

-Number of Individual Advisement Plans (IAP)
-Number of student visits.
-Student surveys.

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

There has been no funding for a Center as of this date.

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

There has been no funding for a Center as of this date.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ARTS AND LETTERS
DEPARTMENT: A&L ADVISEMENT
ACTIVITY: A&L ADVISEMENT CENTER
PREPARED BY: MCALLISTER

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

Salaries	

Supplies	

Services	
Facilities Services	$ 14,000.00

Travel	

Equipment	
Office Furniture	$ 21,000.00

$ 0.00
Supplies

$ 0.00	$ 14,000.00	$ 0.00	$ 21,000.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 35,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW X
FUND #
DIV RANK

COLLEGE/UNIT: ARTS AND LETTERS **ACTIVITY:** ANIMATION TECH ASSISTANT

DEPARTMENT: ART

PREPARED BY: MCALLISTER

1. Description of activity, including specific program objectives:

Animation has a new state-of-the-art facility for the creation of stop-motion animation content. This requires complicated set building and the movement, protection and storage of expensive and sensitive camera equipment and gear. Currently there is only one full-time animation professor manages over 90 animation majors using the room containing dozens of pieces of equipment, cameras, physical set construction, cinema stands, and lights, all while managing security, anti-theft and storage. Employing two animation technical assistants part time for a year of service will allow management of equipment that will allow for students to receive the full technical attention to vital equipment that hey need to complete their projects, while the professor can give the best and focus attention the need to succeed. Having only one professor in the room, the educational service is dismantled as mechanical and equipment issues happen simultaneously. The objective of our animation program is to provide the broadest and most effective education in the very latest techniques of animation. Our goals is to prepare student for the critical and technical rigor of the animation industry of Los Angeles

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

96 matriculated undergraduate animation majors, and 7 graduate students.

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

Art Courses 380, 381, 383, 378, 376, 494, 496, 499, 498, 594 and 598 are directly related to the proposed activity. Funding this activity will allow the stop-motion animation courses to function smoothly with educational focus and enable student achievement. Previously, dozens of pieces of equipment were lost, stolen, or mismanaged. Every other mechanical related art activity in the art department has a technical assistant to help inventory, manage, and local and facilitate all the tools and equipment for students, as the professor focuses on instruction. With stop-motion animation the material, and tolls are overwhelming, and the class will continue to run chaotically, as student success will be impeded in the lab.

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

-Number of students in each course.

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

This activity has not been previously funded.

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

This activity has not been previously funded.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ARTS AND LETTERS
DEPARTMENT: ART
ACTIVITY: ANIMATION TECH ASSISTANT
PREPARED BY: MCALLISTER

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

Salaries	
FALL	$ 4,400.00
Animation Lab	
Tech assistant (2)	
WINTER	$ 4,400.00
Animation Lab	
Tech assistant (2)	
SPRING	$ 4,400.00
Animation Lab	
Tech assistant (2)	

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 13,200.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 13,200.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW X

FUND #

DIV RANK

COLLEGE/UNIT: ECST **ACTIVITY:** PATHWAYS TO STUDENT SUCCESS WORKSHOPS

DEPARTMENT: ECST STUDENT SUCCESS CENTER

PREPARED BY: ALLEN

1. Description of activity, including specific program objectives:

The Pathway to Success Workshops will deliver an array of high quality professional, personal, and career development services crucial for the engineering student's overall development by developing strategic partnerships with industry professionals and university resources. This program will address the following student needs: lack of vision concerning their career goals; unawareness of their strengths and areas of improvement; unawareness of resources available concerning professional development; need to develop marketable skills outside of the classroom to be able to obtain career opportunities; lack of motivation towards their professional development; lack of critical skills necessary to achieve career growth. Objectives: To increase self-awareness in students in order to empower them to take the steps for advancing personal, leadership, and career growth; 2) To build competencies in students that are valuable in industry; 3) To establish a network that will support student professional growth; 4) To connect students with employment opportunities.

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

This program will be extended to lower division students serviced by the ECST Advising Center (Total 2132 students). Based on previous participation in similar programs, we project about 800 students will take part of this opportunity.

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

This activity is directly related to the development advising model offered to students by the ECST Advising Center. According to Terry O'Banion (1972), developmental academic advising is composed of sequential tasks. These tasks are: 1. The exploration of life goals; 2. The exploration of career goals; 3. The choice of program/major; 4. The choice of courses; 5. The scheduling of courses. This activity will further develop the goal of providing students with quality advising, understanding that the primary objective of academic advising is student learning and success. Student learning and success is closely tied to the individual advisor and academic advising programmatic effectiveness.

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

- Number of student's served.
-Number of Individual Advisement Plans (IAP).
-Student surveys.

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

This activity has not been previously funded by SSF. However, the College of ECST has incurred the cost for similar career and professional development activities aiming to supplement the academic advising service delivery model for freshmen, sophomores, and third year students working on their lower division requirements.

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

Not Applicable.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ECST
DEPARTMENT: ECST STUDENT SUCCESS CENTER
ACTIVITY: PATHWAYS TO SUCCESS WORKSHOPS
PREPARED BY: ALLEN

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

Salaries	
Ind. Consultant (2)	$ 14,560.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 14,560.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 14,560.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW X
FUND #
DIV RANK

COLLEGE/UNIT: ECST **ACTIVITY:** GRADUATE PEER MENTORS

DEPARTMENT: ME/CE/CS/EE

PREPARED BY: ALLEN

1. Description of activity, including specific program objectives:

This is a pilot program. The Graduate Peer Mentor Program will consist of two graduate students in each department (CE, ME, EE, and CS) who will provide academic, personal, and professional support for graduate students in their major. The mentor will be familiar with the department expectations, procedures, and practices. In addition, the mentor will assist students with appropriate referrals as needed.
Program Objectives: To improve the retention and academic success of graduate students, most of whom are international students. To help the grad students gain academic, personal, and professional support; promote student success; help students develop skills for successful degree completion; connect students with campus resources; promote students' self-confidence. Specifically the mentors will:

1. Assist at grad student orientation and support new students with schedule planning and preparation
2. Act as an informed resource for all students regarding matters related to registration.
3. Act as a referral source throughout the academic year to support the faculty advisor.
4. Guide students in accessing the many academic resources available in the university

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

This program will serve graduate students in CE, ME, EE, and CS, impacting close to 750 students, most of whom are international.

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

This activity is directly related to improving academic success and program satisfaction for graduate students by connecting them with each other and with college and campus resources.

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

-Number of student's served.
-Number of Individualized Advisement Plans (IAP).
-Student surveys.

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

This request has never been funded.

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

This request has never been funded.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ECST
DEPARTMENT: ME/CE/CS/EE
ACTIVITY: GRADUATE PEER MENTORS
PREPARED BY: ALLEN

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

Salaries	
Graduate Asst.	$ 39,168.00
2 GA's per dept	
for 10hrs/wk	

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 39,168.00	$ 0.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 39,168.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-2016
(Responses Limited to Space Provided)

NEW X
FUND #
DIV RANK

COLLEGE/UNIT: NSS **ACTIVITY:** 2 Day Freshman Orientation

DEPARTMENT: NSS

PREPARED BY: BOWMAN

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

Research shows that students who feel connected to the University have a higher retention rate. During this 2 day orientation, the students will meet with peer mentors who they will interact with throughout the year. They will also interact with College advisors and faculty in their major department. The objective of this program is to facilitate the building of personal connections between the incoming freshman students and peer mentors, staff and faculty in the University. This will help them to successfully transition to University life.

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

We anticipate that there will be approximately 700 incoming freshman with majors in the College of NSS this year

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

This program will improve academic advisement and increase retention and ultimately graduation of students. It will also enhance communications across campus, and expand opportunities for mentoring for freshman students with their peer mentors, advisors and faculty.

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

We will be tracking retention rates in comparison to prior years as well as probation and disqualification rates.

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

This activity has not been previously funded by Student Success Fees.

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

N/A

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-2016

FUND #: New

COLLEGE/UNIT: NSS
DEPARTMENT: NSS

ACTIVITY: 2 Day Freshman Orientation
PREPARED BY: BOWMAN

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

Salaries	

Supplies	
Brown Bag Lunch	$ 7,000.00
for 700 students @	
$10 each	
T-shirts for mentors	$ 300.00

Services	
24 student mentors	
@ $500 each	$ 12,000.00

Travel	

Equipment	

$ 7,300.00
Supplies

$ 0.00	$ 12,000.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 19,300.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW X
FUND #
DIV RANK

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** ENGAGEMENT OF RSCA-UNDERGRADUATE STUDIES

DEPARTMENT: UNDERGRADUATE STUDIES

PREPARED BY: C. PUGH

1. Description of activity, including specific program objectives:

The Undergraduate Student Engagement in Research, Scholarship, and Creative Activity Award is designed to encourage and assist CSULA undergraduate students who wish to incorporate research and other original work into their education. The award provides up to $750 of supplemental support for these activities, including the costs of RSCA and travel required for participation in RSCA activities. This project will target undergraduate students in disciplines other than science and engineering, although students from all disciplines will be eligible. Students are required to secure the support of a faculty mentor to assist them in designing and overseeing the completion of the RSCA project.

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

All undergraduate matriculated students are eligible, and we encourage students from all six colleges to participate. We expect to fund over 100 students.

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

This award is designed to encourage and assist CSULA undergraduate students who wish to incorporate research and other original work into their education. Also, this award facilitates undergraduate thesis research, course 499, and helps prepare undergraduate senior students to graduate on time. In addition, faculty mentor and undergraduate student relationship is strengthened through this award.

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

-Number of supported students in research.

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

1. Applicant must be enrolled in at least one class per quarter of the academic year.
2. Applicant must submit an application with projected costs and outcomes, including a mechanism for verifying successful completion of the project (i.e., what will be the end product and who will evaluate it?). Applications include an abstract of their research, a written Statement of Purpose describing their need for the award, a Faculty Sponsor's Letter of Recommendation as well as a signed commitment from the Faculty to mentor the student, and a detailed Budget Request.
3. Students must write a short summary demonstrating their research success.
4. Students were able to complete travel to professional venues and academic conferences across the nation to present their work and represent CSULA.
5. The student stipends were distributed via the Financial Aid Office once the Office of Undergraduate Studies confirmed the student had met all the criteria.

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

N/A

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: UNDERGRADUATE STUDIES
ACTIVITY: ENGAGEMENT OF STUDENTS IN RSCA-UNDERGRADU
PREPARED BY: C. PUGH

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

Salaries		Supplies		Travel		Equipment	
		Student Stipends	$ 30,000.00				

Services	

$ 30,000.00
Supplies

$ 0.00	$ 0.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 30,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW	X
FUND #	
DIV RANK	

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** ACADEMIC ADVISEMENT

DEPARTMENT: UNIV. ACADEMIC ADVISEMENT CENTER

PREPARED BY: XING

1. Description of activity, including specific program objectives:

This request is for the continued funding for the three UAAC SSPs' salaries. Additional funding is requested for their professional development and training opportunities which are crucial for the SSPs to develop resources and best practices to enhance their role and ability to successfully contribute to students' holistic development, learning, and success in higher education. For 2015-16, the UAAC will experience an expansion of work due to semester conversion advising activities such as: training advisors and faculty across the university on the new GE program, semester advising for continuing/transitional students, and mandatory semester advising for undeclared students up to 45 units, not to mention the growth in enrollment of our FTF. The UAAC SSPs will continue to be responsible for the on-going advisement of the undeclared students as well as providing a wide range of academic advisement services for all undergraduate students in the areas of General Education and University requirements, course selection, transfer credit, University policies and procedures, petitions, and graduation requirements. The SSPs assist students in understanding and adhering to University policies and procedures that impact their ability to make timely progress toward degree completion. Additional responsibilities include: Mandatory quarterly advisement for undeclared students during their first year; helping all 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, staff, faculty or administration academic inquiries; assisting in the resolution of individual academic problems; and conducting quarterly informational in-person or online workshops on the topics of General Education, Transfer, University and Graduation requirements; and Probation or Disqualification workshops for all students and mandatory Probation or Disqualification workshops for the undeclared students.

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

All matriculated undergraduate students will be served by this activity. For 13-14 the UAAC served a total of 32,951 students. For 14-15 (which is only two quarters complete) the UAAC advisors have already served a total of 27,533 students. The current ratio of undergraduate students to SSPs is 480:1. 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 are crucial components in assuring students success. Proper advisement leads to students' proper use of campus resources and timely graduation. The comprehensive vision for academic advising at CSLA was specified in the 2010-11 Advisement Report found here: http://www.calstatela.edu/univ/advise/docs/2011advisementreport.pdf The need to improve advising was affirmed by the site visit team from WASC in October 2011. Their report can be found here: http://www.calstatela.edu/wasc/eer/TmRpt_2010fall_CSULA_EER.pdf

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

The assessment tools used to determine whether the funding activity has met the objectives are: UAAC Student Satisfaction Surveys, performance indicators regarding retention, GPA, graduation rates, and personnel evaluations.

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

The funding for the previous hires for the UAAC met program objectives measured by positive Student Satisfaction Surveys; increased student contact numbers by in-person advisement, workshop attendance, phone calls, and emails; and having fewer students out of compliance with the COM policy.

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

The request for increased funding addresses the need for professional development and training opportunities for the UAAC advisors. Professional development and training opportunities are essential for networking, promoting staff development-to better do their current job, nurturing and retaining talented advisors, providing excellent student services, promoting a range of skills that allow advisors to grow throughout their career, and realizing institutional goals such as improving student retention and graduation rates.
The two "engagement" events will assist in our First-Time Freshmen bonding with their assigned advisor, fellow students, and the university which contributes to student success, the graduation initiatives, and the retention of the undeclared FTF.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: UNIV. ACADEMIC ADVISEMENT CENT

ACTIVITY: ACADEMIC ADVISEMENT
PREPARED BY: XING

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

Salaries	

Supplies	
Supplies	$ 8,315.00

Services	
Conference worksho	$ 4,200.00
3 Student Success	$ 3,000.00
events	

Travel	
Professional Develo	$ 7,350.00

Equipment	

$ 8,315.00
Supplies

$ 0.00	$ 7,200.00	$ 7,350.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 22,865.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW ____
FUND # ____
DIV RANK ____

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** GRADUATE STUDENT COMPLETION SUPPORT

DEPARTMENT: OFFICE OF GRADUATE STUDIES

PREPARED BY: K. BROWN-ELLIOT/C. NEY

1. Description of activity, including specific program objectives:

Under the supervision of the Dean of Graduate Studies, the Graduate Resource Center Coordinator is responsible for advisement and coordination services to graduate students in support of the completion and submission of a culminating thesis, dissertation or project manuscript. The GRC 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) Providing students with guidance on formatting and electronic submission to Proquest through group workshops and individual advisement, (2) training and coordination of the thesis reviewers and writing consultants; (3) presenting Graduate Student Orientation workshops; (4) consultations with graduate faculty advisors; (5) collecting approval forms, documenting completion of culminating projects and keeping statistical records; (6) updating and maintaining GSR website with deadlines for thesis submission, thesis reviewer office hours, information on workshops and instructional materials; and (7) informing and referring students to resources in support of degree completion (e.g., GS sponsored grants, IRB, career center, library-sponsored workshops, etc); and other student success initiatives as needed.

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

All graduate students can benefit from the Grauate Student orientations and other academic and professional development workshops. Approximately 450 Graduate students will submit a thesis, project or dissertation as a requirement for their graduate degree.

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.

First funded in fiscal year 2012-13. The GRC Coordinator has updated all GS forms, manuscript formatting documents, GRC/thesis websites. She provides a full schedule of workshops and supervises thesis reviewers and writing consultants.

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

We are asking for travel funds for the Coordinator to attend professional development workshops and meetings . And, we are requesting a modest operating budget to help run the office.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: OFFICE OF GRADUATE STUDIES

ACTIVITY: GRADUATE STUDENT COMPLETION COORDINATOR
PREPARED BY: K. ELLIOTT-BROWN/C. NEY

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

Salaries		Supplies		Travel		Equipment	
		Supplies	$ 1,500.00	workshops/meetings	$ 2,000.00		

Services

$ 1,500.00
Supplies

$ 0.00	$ 0.00	$ 2,000.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 3,500.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW X

FUND #

DIV RANK

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** ADVISEMENT INSTITUTE/TRAINING ACADEMY

DEPARTMENT: PROVOST

PREPARED BY: L. MAHONEY

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

The funding will serve to fund at least two annual training institutes on campus for Student Service Professionals. The purpose is to provide SSPs with additional knowledge and skills to better advise our students on ways to make progress towards graduation. The intent is to have a number of faculty develop the curriculum and deliver the actual training. There will other additional operational costs in preparation for these academies. In addition, there will be other costs to the actual days of event, including hospitality.

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

We expect that all matriculated students will benefit from training provided to advisers.

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

This is related to advisement and retention of students. We expect to provide our SSP's additional training and knowledge to better advise our students on ways to make progress towards graduation.

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

Attendance logs will be maintained to make sure all campus colleges and areas involved in student advisement participate as part of the training.

Completion of Individualized Advisement Plans at each college.

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

This activity has not been previously funded.

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

n/a

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: PROVOST
ACTIVITY: ADVISEMENT INSTITUTE/TRAINING ACADEMY
PREPARED BY: L. MAHONEY

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

Salaries	
Faculty time	$ 27,456.00
Fringe for PT -47%	$ 12,904.00
Student Support	$ 8,000.00

Supplies	
Supplies	$ 5,494.00

Services

Travel

Equipment

$ 5,494.00
Supplies

$ 48,360.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 53,854.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING PROPOSAL SUMMARY

Fiscal Year: 2015-16

Division: Academic Affairs

New	Activity	Proposer Last Name	FUNDING			RAAC Recommend
			Permanent	One-Time	Total	
			A	B	(A+B)	
	Academic Advisement	McAllister	$ 290,565.00	$	$ 290,565.00	$
	Academic Advisement	Goodrich	$ 319,609.00	$	$ 319,609.00	$
	Academic Advisement	Hyun	$ 62,875.00	$	$ 62,875.00	$
	Academic Advisement	Allen	$ 132,750.00	$	$ 132,750.00	$
	Academic Advisement	Yorker	$ 285,179.00	$	$ 285,179.00	$
	College of HHS Academic Advisement	Yorker	$ 66,150.00	$	$ 66,150.00	$
	Academic Advisement	Bowman	$ 382,309.00	$	$ 382,309.00	$
	Academic Advisement	Xing	$ 186,060.00	$	$ 186,060.00	$
	Student Scholarship Coordinator	Hawley	$ 80,850.00	$	$ 80,850.00	$
	Graduate Student Completion Coordinator	Elliot-Brown/Ney	$ 80,850.00	$	$ 80,850.00	$
	Engagement of Students in RSCA	Elliot-Brown/Ney	$	$ 75,000.00	$ 75,000.00	$
	Mentoring,Tutoring,Writing Support- Writing	Xing	$ 73,500.00	$ 182,000.00	$ 255,500.00	$
	Peer Mentors for International Students	Elliot-Brown/Ney	$	$ 25,000.00	$ 25,000.00	$
	Technology Enhancements to GSRC	Elliot-Brown/Ney	$	$ 4,000.00	$ 4,000.00	$
	Professional Dev. for Graduate Students	Elliot-Brown/Ney	$	$ 10,000.00	$ 10,000.00	$
	Additional Writing Support	Elliot-Brown/Ney	$	$ 50,000.00	$ 50,000.00	$
	Extended Library Hours	Peppers	$	$ 40,316.00	$ 40,316.00	$
	Mentoring,Tutoring,Writing Support-Tutorial	Xing	$	$ 200,175.00	$ 200,175.00	$
	Community Based Learning	Lim	$	$ 80,000.00	$ 80,000.00	$
			$	$	$ 0.00	$
	Grand Total		$ 1,960,697.00	$ 666,491.00	$ 2,627,188.00	$ 0.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW ____

FUND # ____

DIV RANK ____

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** ACADEMIC ADVISEMENT

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

PREPARED BY: MCALLISTER,GOODRICH. HYUN, ALLEN, YORKER, BOWMAN, XING

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 incumbents are 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?**

   The SSP's bring the ratio of undergraduate and graduate students to SSP's 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 student 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

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.**

   This is a continuing permanent funding request. 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 students to staff advisor ratio is 925:1 exceeds the recommended and national average for four-year public institutions of 300:1. Supporting the SSP's will bring the ratio down to 591:1.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: A&L, B&E, CCOE, ECST, HHS, NSS, U/

ACTIVITY: ACADEMIC ADVISEMENT
PREPARED BY: MCALLISTER, GOODRICH, HYUN, ALLEN, YORKER, BC

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

Salaries	
25 SSP'S	$ 1,659,347.00
+ benefits	

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 1,659,347.00	$ 0.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL:	$ 1,659,347.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW ____
FUND # ____
DIV RANK ____

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** GRADUATE STUDENT COMPLETION SUPPORT

DEPARTMENT: OFFICE OF GRADUATE STUDIES

PREPARED BY: ELLIOT-BROWN/NEY

1. Description of activity, including specific program objectives:

Under the supervision of the Dean of Graduate Studies, the Graduate Resource Center Coordinator is responsible for advisement and coordination services to graduate students in support of the completion and submission of a culminating thesis, dissertation or project manuscript. The GRC 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) Providing students with guidance on formatting and electronic submission to Proquest through group workshops and individual advisement, (2) training and coordination of the thesis reviewers and writing consultants; (3) presenting Graduate Student Orientation workshops; (4) consultations with graduate faculty advisors; (5) collecting approval forms, documenting completion of culminating projects and keeping statistical records; (6) updating and maintaining GSR website with deadlines for thesis submission, thesis reviewer office hours, information on workshops and instructional materials; and (7) informing and referring students to resources in support of degree completion (e.g., GS sponsored grants, IRB, career center, library-sponsored workshops, etc); and other student success initiatives as needed.

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

All graduate students can benefit from the Grauate Student orientations and other academic and professional development workshops. Approximately 450 Graduate students will submit a thesis, project or dissertation as a requirement for their graduate degree.

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.

First funded in fiscal year 2012-13. The GRC Coordinator has updated all GS forms, manuscript formatting documents, GRC/thesis websites. She provides a full schedule of workshops and supervises thesis reviewers and writing consultants.

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

We are asking for travel funds for the Coordinator to attend professional development workshops and meetings . And, we are requesting a modest operating budget to help run the office.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: OFFICE OF GRADUATE STUDIES
ACTIVITY: GRADUATE STUDENT COMPLETION COORDINATOR
PREPARED BY: ELLIOT-BROWN/NEY

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

Salaries	
SSP III	$ 55,000.00
Benefits	$ 25,850.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 80,850.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 80,850.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW ***FUND #*** ***DIV RANK***

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** MENTORING, TUTORING, WRITING SUPPORT-WRITING

DEPARTMENT: UNIVERSITY WRITING CENTER

PREPARED BY: XING

1. Description of activity, including specific program objectives:

A portion of the funds ($50,000) is for a permanent full-time SSP to handle tutor training and student outreach for the UWC. To meet the needs of a growing student body, the SSP will help to ensure that the UWC is fully staffed with trained tutors; conduct orientations for incoming freshman and transfer students; and work with each college to inform their students about the UWC. Another portion of the funds ($182,000) will be used to hire additional tutors to meet the increased demand for writing services. The funds will pay 25 Instructional Student Assistant (ISA) tutors an average of $11.50/hour, 15 hours per week. The tutors are CSULA students who have received credit for English 411 (Practicum in Tutoring Writing). They provide one-to-one writing assistance; facilitate English 100; conduct graduate and senior thesis workshops; and do in-class tutoring and classroom presentations. Tutoring is available to all CSULA students. Students gain confidence and see improvement in their writing as a direct result of UWC tutoring. Tutoring also provides the tutors themselves with perspective and experience that develops and enhances their own writing.

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

By hiring and training the tutors, the SSP will directly and indirectly impact as many as 8,000-10,000 students per year. Each tutor is likely to work one-to-one with up to 30 students per week. These tutors will also be conducting workshops, visiting classrooms, and facilitating group tutoring, so as many as 10,000 students will be directly impacted.

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

Tutors see students from more than 700 courses and 80 majors. Tutors apply tutoring and composition theories and strategies, analyze the effects of tutoring, and improve their own competence as writers and future teachers. Tutors also provide extensive assistance to students taking the WPE and UNIV 401. Seniors and grad students will receive support in collaborative workshops to help them with unfamiliar and challenging new writing projects. The SSP will further student success by assisting with tutor recruitment and training, and by conducting student outreach, enabling a larger number of students to learn about and benefit from the UWC and the services offered.

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

-Service surveys.
-Service log sheets.

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

In 2014-15 we received funding which enabled us to fund 2,000 more tutoring hours and provides at least 4,000 more student contacts over four quarters. We were also able to accommodate more instructor requests for in-class services and presentations and to conduct additional writing workshops. However, the increasing demand for tutoring continued to outstrip our ability to provide writing assistance.

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

In AY 2013-14, we turned away 15% of drop-in students (those without appointments), including 25% in Fall quarter. This is approximately half the total in AY 2012-13, when there were 29% of drop-ins turned away, including 47% in Fall, 2012. However, we continue to turn away hundreds of students.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: UNIVERSITY WRTIING CENTER
ACTIVITY: MENTORING, TUTORING, AND WRITING SUPPORT-WI
PREPARED BY: XING

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

Salaries	
SSP Annual	$ 50,000.00
Benefits	$ 23,500.00
25 Tutors	$ 182,000.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 255,500.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 255,500.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW _____

FUND # _____

DIV RANK _____

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** STUDENT SCHOLARSHIP COORDINATOR

DEPARTMENT: HONORS COLLEGE

PREPARED BY: HAWLEY

1. Description of activity, including specific program objectives:

Under the supervision of the Associate Director for the Honors College, the National and International Scholarships and Fellowships advisor will serve as the advisor and coordinator for national and international fellowships and scholarships at CSULA. These include the Goldwater, Truman, Marshall, Churchill, Gates, Beinecke and others. There is currently no office at CSULA dedicated to helping students learn about and apply for these and other prestigious award (and currently no point-person at CSULA connected with most of these scholarships) that will help them succeed in college, graduate school and in their future careers. The coordinator will serve all students at CSULA interested in applying for these, present workshops and consultations to students and as well as faculty mentors; assist the students in putting together the application, finding an appropriate scholarship, prepping them for the interview; help them gather letters of recommendation; vet application and submit applications on behalf of CSULA; communicate with faculty mentors; update and maintain resource files and student data. In addition to serving all interested CSULA students with national scholarships, this SSP would also assist Honors College students in applying for graduate school and internships.

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

This SSP will serve all matriculated students who are interested in applying for scholarships as well as all Honors College students applying to graduate school.

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

2. It improves academic advisement and increases retention and graduation of students.
6 It improves career and graduate school guidance and opportunities.
7. Communication will be enhanced across campus through workshops and individual meetings with faculty, students, and departments.
10 It promotes student development as well as career success.

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

Direct assessment will include tracking the # of students who apply for scholarships, the # of students who successfully receive scholarships; the number of scholarships applied for, and the quality of application. Indirect assessment will include student and faculty satisfaction surveys and as well as focus group discussions.

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

-High service levels.
-Number of referrals.

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

There is no increase in funding.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: HONORS COLLEGE
ACTIVITY: STUDENT SCHOLARSHIP COORDINATOR
PREPARED BY: HAWLEY

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

Salaries	
SSP	$ 55,000.00
Benefits	$ 25,850.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 80,850.00	$ 0.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 80,850.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW ***FUND #*** ***DIV RANK***

COLLEGE/UNIT: HEALTH AND HUMAN SERVICES **ACTIVITY:** COLLEGE OF HHS ACADEMIC ADVISEMENT

DEPARTMENT: CHHS- DEAN

PREPARED BY: YORKER

1. Description of activity, including specific program objectives:

The College of Health and Human Services is requesting funding for 1 Student Service Professionals. The SSP is responsible for providing a wide range of ongoing academic advisement services for incoming freshmen, transfer and continuing students. The SSP assist 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. The SSP helps students become knowledgeable about degree requirements and other University requirements, responds to student academic inquiries, assist students who are experiencing academic problems and provide services such as design intervention, information and student success workshops, career counseling, and design academic plans among many other activities that guide students to succeed. The SSP also assists in organizing, planning and conducting freshman and transfer orientation sessions; participate in outreach events at CSULA, such as career day, preview days and VIP day.

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

The 1 Student Service Professional serves a total of approx. 476 matriculated students.

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

The Student Services Professional is related to the advisement center for each department/school. The Student Services Professional advises students on a appointment or walk-in basis in the department/school. The Student Service Professional works one-on-one or in a group setting with students from their assigned department, school or program to further the matriculation, retention and graduation rates in each assigned area. The SSP educates and advises the students on College and University requirements, deadlines, create road maps and facilitate meetings in order to provide the students with the necessary tools to succeed in their major or program. In addition to salary request, this program also requires O/E funds. This SSP will also assist in lowering the 1 to 94 student to faculty advisement ratio. HHS has the highest ratio at CSULA.

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

The SSP has access to each students records through GET and use the system to check on each student's success. Each SSP also keeps a log sheet of students they have made contact with and followed up throughout their progress. From summer 2012 until spring 2013 to date, SSPs have met one-on-one with 4661 students. This number is higher than the actual matriculated students due to ongoing advisement, which is an indicator that students are returning to their SSP for further advisement. This does not include group meetings/orientations and other information sessions provided to students.

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

- Student surveys.
-Student log sheets.

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

No increased funding.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: HEALTH AND HUMAN SERVICES
DEPARTMENT: CHHS- DEAN
ACTIVITY: COLLEGE OF HHS ACADEMIC ADVISEMENT
PREPARED BY: YORKER

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

Salaries	
SSP	$ 45,000.00
BENEFITS	$ 21,150.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 66,150.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 66,150.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW ____
FUND # ____
DIV RANK ____

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** RSCA SUPPORT FOR GRAD STUDENTS

DEPARTMENT: OFFICE OF GRADUATE STUDIES

PREPARED BY: K. ELLIOT BROWN/C. NEY

1. Description of activity, including specific program objectives:

The specific objective of this activity is to provide supplemental support to between 100-150 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 their RSCA activities. 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 travel required for participation in RSCA activities(e.g., presentations at professional conferences, performances) or completion of theses or projects. Participation in RSCA is a requirement for graduate education and promotes student success. Students will request support by submitting an application to the Office of Graduate Studies (up to $750 per student for culminating project support and up to 70% of travel costs for RSCA participation). Funding will be also used to host the Annual Graduate Student and Faculty Mentor Recognition Reception in Spring Quater. Graduate students who have published, presented at proffesional conferences, participated in other RSCA activities and received special awards will be recognized at this reception. One faculty member from each College will be acknowledged for their research/RSCA mentorship

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

Between 100-150 graduate students will receive funding to support their RSCA involvement and approximately 200 students and faculty mentors attend the recognition reception.

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 outcome's 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.

In AY 14-15 SSF funding supported Research, Scholarship or Creative Activity (RSCA) and met its objective by funding to date 65 graduate students ($5,000 travel funds and $10,000 RSCA Funds still available for Spring dissemination) and 14 undergraduate students ($21,000 remaining funds). RSCA funds, including travel, were distributed to students representing 13 departments.

The Graduate Student and Faculty Mentor Recognition reception is scheduled for May 7th 2015.

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

Funding has been requested to cover the cost of hiring 2 Graduate Assistants who help with processing travel claims, reimbursements and communicating with funded students about their award and requirments for dissemination. Last year GAs were included in the OE account then removed. The overall funding request has been reducing because undergraduate research fsupport is not longer requested by Graduate Studies.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: OFFICE OF GRADUATE STUDIES
ACTIVITY: RSCA AND TRAVEL SUPPORT FOR GRAD STUDENTS
PREPARED BY: K. ELLIOT BROWN/C. NEY

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

Salaries	
Student Assistant	$ 20,000.00

Supplies	
RSCA Supplies	$ 15,000.00

Services	
RSCA Recog. Recep	$ 5,000.00

Travel	
Student travel	$ 35,000.00

Equipment	

$ 15,000.00
Supplies

$ 20,000.00	$ 5,000.00	$ 35,000.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 75,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW ____

FUND # ____

DIV RANK ____

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** PEER MENTORS FOR INTER. STUDENTS

DEPARTMENT: OFFICE OF GRADUATE STUDIES

PREPARED BY: ELLIOT-BROWN/NEY

1. Description of activity, including specific program objectives:

The Office of Graduate Studies seeks continued funding to support a peer mentoring/ambasador program for international graduate students. Domestic students and already matriculated international students are matched with international students seeking a peer mentor/ambasador. A networking and peer support event will be planned for each quarter at the Graduate Student Research Center to bring together international students and their peer ambasadors. Peer mentors will help international students navigate the campus and community to support their transtion to the United States and the CSULA campus. The goal is to connect international students with campus resources and student activities to support their retention and graduation. Training and an orientation are provided to all graduate student volunteer ambasadors Off campus social outings are coordinated by our program assistant but not funded the Unvieristy (e.g., hiking and beach trips,musuem visits, dinners and tours in Los Anageles.)

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

All international graduate students will be invited to participate. Participants will be identified through outreach to graduate programs and collaboration with PAGE and International Programs.

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 and undergraduate studentis involved in RSCA activities.

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

1. Increased retention of participating international students
2. Increaed graduation of participating International Students
3. Increased involvement of International students in campus activities
4. Utilization survey or focus groups to evlauate access and utilization of campus services among participants

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

The program hosted three sponsored events this academic year, one during the beginning of each quarter (Participant numbers: fall=20 , winter= 38, and spring=15). Matched pairs did maintain communication over the academic year. Coordinated but unfunded off-campus events included: Getty Museum: 5; Movie night 1 in the GRC: 11; Movie night 2 in the GRC: 5; Hiking at Ernest E. Debbs Regional Park: 14. Fall included launching this new program with outreach efforts and an orientation for volunteer graduate student ambassadors. An end of the year report is avalable for a more detailed summary of program implementaiton.

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

Continued funding is requested to continue and grow this Graduate Peer Ambassador Program that supports our International Graduate Students.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: OFFICE OF GRADUATE STUDIES
ACTIVITY: PEER MENTORS FOR INTERNATIONAL STUDENTS
PREPARED BY: ELLIOT-BROWN/NEY

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

Salaries	
GA	$ 14,850.00

Supplies	

Services	
3 Peer Events	$ 10,150.00

Travel	

Equipment	

$ 0.00
Supplies

$ 14,850.00	$ 10,150.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 25,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW ***FUND #*** ***DIV RANK***

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** TECHNOLOGY ENHANCEMENTS TO GSRC

DEPARTMENT: OFFICE OF GRADUATE STUDIES

PREPARED BY: ELLIOT-BROWN/NEY

1. Description of activity, including specific program objectives:

The Office of Graduate Studies seeks continued funding to support Technology Enhancements to the Graduate Student Resource Center (GRC) . Specifically, the funds will be used to purchase four (4) laptops. Graduate students meet with thesis reviewers to support their thesis, project or dissertation manuscript submission. They also meet with writing consultants for assistance with other RSCA related projects and writing assignments. Previous funding supported the acquisiton of desk top computers to be used by graduate students in the GRC. However, the recent flood and displacement of thesis and writing consultants limits their ability to assist graduate students without the benefit of a laptop. The proposed 4 laptops will be shared among the writing consultants and thesis reviewers when needed to help graduate students during individual appointments held during evening hours and at alternative locations while the GRC is renovated.

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

The entire graduate student body will be invited to make use of the tutorial/writing consultation services. At minimum we expect to have direct contact with candidates completing their culminating project (approximately 450 graduate students).

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 and undergraduate studentis involved in RSCA activities.

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

1. maintain record of computer usage
2. Student utilization and satisfaction survey
3. Track graduation rates of graduate students seeking support from writing consultants and will collect CIN #s for analysis of graduation completion rates and utilization data.

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

Previous funds were used to purchase 4 desk top computers housed in the GRC now closed for renovation. Two computers were damaged in the flood and eventually will be replaced by insurance. Two desk top computers were not damaged but will not be relocated to temporary space.

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

Funding request in $1,000 less than funds requested last academic year

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: OFFICE OF GRADUATE STUDIES
ACTIVITY: TECHNOLOGY ENHANCEMENTS TO GSRC
PREPARED BY: ELLIOT-BROWN/NEY

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

Salaries		Supplies		Travel		Equipment	
						Comp Equipment	$ 4,000.00

Services	

$ 0.00
Supplies

$ 0.00	$ 0.00	$ 0.00	$ 4,000.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 4,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW
FUND # SF 008
DIV RANK

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Professional Development for Graduate Students

DEPARTMENT: Office of Graduate Studies

PREPARED BY: ELLIOT-BROWN/NEY

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

The Office of Graduate Studies is requesting continued funding to support professional development opportunities such as attending conferences and seminars for graduate students related to their field of study. Some graduate students, when they are beginning their graduate education, are not ready to present research or RSCA projects at professional venues. However, attendance at professional conferences, industry conventions or festivals where they will eventually share their scholarship and creative work will be beneficial to their professional development.

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

The pool of funding will be available for application by all graduate students.

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

The funding will provide increased professional development opportunities and enrich out-of the classroom learning experiences for graduate students. Increase learning experience, graduation, and eligibility for admission to a doctoral program will be demonstrations of student success.

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

Evidence of increased participation in professional activities within the discipline. Increased involvement in RSCA. Increased applications by participating students to doctoral programs will be an indicator that student success objectives have been met by the program

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

To date, 15 graduate students received funding for professional development representing the following 7 graduate programs: Speech Language Pathology, Music Theatre and Dance, Communication Studies, TVFT, Chemistry, Biology and Interdisciplinary Studies (Psych. &Soc.) $1,100 remains for dissemination in Spring quarter.

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

Continued funding is requested, no increase

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #: SF 008

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: Office of Graduate Studies

ACTIVITY: Professional Development for Graduate Students
PREPARED BY: ELLIOT-BROWN/NEY

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

Salaries		Supplies		Travel		Equipment	
				Professional Develo	$ 10,000.00		

Services	

$ 0.00
Supplies

$ 0.00	$ 0.00	$ 10,000.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 10,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW ***FUND #*** ***DIV RANK***

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** ADDITIONAL WRITING SUPPORT

DEPARTMENT: OFFICE OF GRADUATE STUDIES

PREPARED BY: ELLIOT-BROWN/NEY

1. Description of activity, including specific program objectives:

The Office of Graduate Studies seeks continued funding to support the hiring of three Instructional Student Assistants who provide writing support for graduate students in the Graduate Resource Center. Specifically, the ISAs assist graduate students in tackling the many unique challenges of researching, organizing, and writing and submitting papers, articles, and culminating projects, such as the thesis and dissertation. This would include one-on-one appointments with students, as well as the development and delivery of workshops and seminars.
The aim of the proposal is to provide a much needed and requested service to graduate students, wherein the unique needs of this population can be met and continuously supported through a dedicated writing tutor/consultant. This service will better support graduate students in preparing their reports, articles, papers, and manuscripts for professional publication or other public audiences, which will reflect on Cal State L.A.'s growing stature as a respected research institution.

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

The entire graduate student body will be invited to make use of tthe tutorial/writing consultation services. At minimum we expect to have direct contact with candidates completing their culminating project (approximately 450 graduate students).

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 and undergraduate studentis involved in RSCA activities.

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

1. maintain record of number of students served
2. number of papers submitted for publication among students reciving services
3. number of papers and presentations accepted for publication or conference presentation

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

In fall 2014, three writing conultants were hired and trainined. They held 75 individual appointments; serving a total of 38 students with 18 receiving multiple appointments. In Winter 2015, the writng consultants held 123 individual appointments; serving a total of 42 students with 19 receiving multiple appointments. We anticipatethat an increased number of students will be seeking writing support as they complete thesis and project manuscript in Spring 2015. The writing consultants also facilitated workshops on preparing porofessional publications and making professional presentations. We also co-hosted Grad Study Fest (5 study days) with ASI Grad Reps.

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

Continuous, not increased, funding is requested.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: OFFICE OF GRADUATE STUDIES
ACTIVITY: ADDITIONAL WRITING SUPPORT
PREPARED BY: K. ELLIOTT-BROWN/C. NEY

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

Salaries	
ISA	$ 44,550.00
PT GA after hours	$ 5,450.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 50,000.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 50,000.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW

FUND # SF008

DIV RANK

COLLEGE/UNIT: UNIVERSITY LIBRARY **ACTIVITY:** EXTENDED LIBRARY HOURS

DEPARTMENT: UNIVERSITY LIBRARY

PREPARED BY: PEPPERS

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

The Library will be open Mondays through Fridays, 8 am to 2 am, Saturdays, 10 am to 6 pm, and Sundays, 12 noon to 6 pm during the Fall, Winter and Spring quarters to provide students with expanded access to vital infrastructure and technologies. As the Library is open to the public, student and others in the campus community will have study spaces, access to research materials in Cal State LA and to computers and software applications.

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

The Library will be open to the entire Cal State LA student/faculty/staff population and off-campus community.

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

With the Library open extended hours and on Sundays, students will have additional access not previously available: access to library materials (books, periodicals, audiovisual, electronic databases, etc.) and equipment (computers, scanners), quiet study space, and a place to meet for group study and/or work on class projects.

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

-Number of visitors during extended hours.

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

Students were able to have quiet study spaces, place to meet for group study and/or work on class projects. Students were also able to access library materials (books, periodicals, audiovisuals, and electronic databases.

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

In 2014-15, the Library was open until midnight M-Th. Increased funding is requested to allow the Library to be open until 2 am on M-Th.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: UNIVERSITY LIBRARY
DEPARTMENT: UNIVERSITY LIBRARY
ACTIVITY: EXTENDED LIBRARY HOURS
PREPARED BY: PEPPERS

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

Salaries	
Staff	$ 19,418.00
Student Assistants	$ 19,684.00
Shift Differential	$ 1,214.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 40,316.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 40,316.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW _____

FUND # _____

DIV RANK _____

COLLEGE/UNIT: ACADEMIC AFFAIRS **ACTIVITY:** MENTORING, TUTORING, WRITING SUPPORT- TUTORIAL

DEPARTMENT: UNIVERSITY TUTORIAL CENTER

PREPARED BY: XING

1. Description of activity, including specific program objectives:

To help Cal State L.A. students better prepare, improve their knowledge and understanding, and develop skills required for a successful college career. Services: (1) Tutoring by Colllege Reading and Learning Association (CRLA)-certified tutors in mathematics, the natural sciences, business, the social sciences, and the humanities; (2) Evening online tutoring; (3) In-Center and classroom presentations on time management, note-taking, and test-taking; (4) In-Center and online collection of printed study skills materials and website links. Primary Program Objective: To improve student course grades and thereby increase student retention and graduation rates through effective peer tutoring. Student Learning Outcomes: Based upon written evaluations, students will indicate that being tutored and participating in presentations helped them to (1) better prepare for completing course assignments and taking quizzes and exams; (2) Improve their knowledge and understanding of course material; and (3) Develop their study, critical thinking, and problem-solving skills. At least 90% of the students will rate as excellent, the tutoring services received. In addition, based upon course grades, at least 70% of the students will pass their classes as a result of effective peer tutoring.
Programs In Development: Plans are to further develop online tutoring, online student staff training, and online study skills using best practices, where available.

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

In the 2013-2014 academic year, 4,486 students during 12,060 visits were assisted. surpassing previous five- year average of 3,000 students and 5,500 visits. In addition, 16,457 service contacts (students provided assistance or information separate from tutoring) were also recorded. Note: We are using 2013-2014 numbers to provide a complete year of data.

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

Retention and graduation of undergraduate and graduate students. The Center's programs will directly support any students who require assistance with increasing their knowledge, understanding, and skills for the courses they are taking, complementing the instruction they are receiving in class. Currently, instructors are faced with providing this support for their students during office hours. This is problematic when a student needs help and the instructor is not available. Besides in-Center tutoring for STEM, business, and social science courses, tutoring for these subject areas is also available through our online tutoring program. Besides assistance with course content, students also face issues with managing time, taking and using lecture notes, and preparing for and taking exams. The Center is the primary provider on campus for providing study skills assistance.

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

- Service log sheets.

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

The primary program objective "to improve student course grades and thereby increase student retention through effective peer tutoring" was assessed using course grades (to measure class performance) and written evaluations (to measure tutor performance). An examination of course grades of students who were tutored in 2013-2014 indicated that at least 80% of all students tutored earned passing grades (A, B, C, CR) in their tutored courses. In STEM courses such as Mathematics, the pass rate was 80%, for Chemistry 88% and for Physics 86%. For business courses such as Accounting, the pass rate was 86%. We understand that these results do not prove a causal relationship between tutoring and grade earned but a 75% pass rate has been consistently achieved for the last nine years. An examination of written student evaluations for walk-in tutoring indicated an excellent rating of 93.2% or 4.9 on a 1-5 scale (5 = Excellent). Students using our Center are very satisfied with our tutoring services. Our primary program objective was met.

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

Increased funding is necessary to keep pace with contractual obligations for pay rate increases for Unit 11 ISAs. ISA pay rates have increased 15% over the past few years. The original starting $10.00 per hour pay rate is now $11.50 per hour. The cost for a single tutor is $9,200 per year. Increased funding is also necessary to meet the needs of the larger number of students being admitted by hiring additional tutors in key heavily-requested subject areas.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: ACADEMIC AFFAIRS
DEPARTMENT: UNIVERSITY TUTORIAL CENTER
ACTIVITY: MENTORING, TUTORING, WRITING SUPPORT-TUTOR
PREPARED BY: XING

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

Salaries	
ISA	
10 ISA	$ 90,487.50
10 ISA (returning)	$ 90,487.50

Supplies	
Supplies	$ 11,025.00

Services	
Worldwide Whiteboa	$ 6,000.00
for online tutoring	
Net Tutor	$ 2,175.00

Travel	

Equipment	

$ 11,025.00
Supplies

$ 180,975.00	$ 8,175.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 200,175.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015 - 2016

(Responses Limited to Space Provided)

NEW

FUND # SF008

DIV RANK

COLLEGE/UNIT: Community Based Learning/Service Learning **ACTIVITY:** Community Based Learning

DEPARTMENT: Academic Affairs

PREPARED BY: LIM

1. Description of activity, including specific program objectives:

Community based learning/service learning is a high impact practice indicating that student engagement with their learning increases in this type of educational setting. Community based learning/service learning frequently involves project activities in the community. These may range from efforts such as data collection activities to educational presentations. Often projects conducted by students in these courses involve presentations at the end of the quarter to the community with which the class worked with. Some faculty engage students in several courses over a period of time with an extended project, hence there is a need to archive, preserve and present the impact of student work in the community from previous quarters. These projects and presentations about them can be strengthened through the use of fiscal resources dedicated to this activity.

These funds will support the materials needed for community based/service learning projects. Criteria and guidelines for their use will be developed by the Faculty Coordinator for Service Learning and administered through their office.

These funds will also support student assistants who will assist with facilitating and supporting service learning projects

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

Approximately 900 in total, including CSLA students conducting community based projects and the student assistants providing support.

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

Community based learning/service learning is a high impact practice and thus engages students more deeply in their learning for improved retention and increased success as a student. (http://www.aacu.org/leap/hip.cfm) (Aligns with guidelines 2,5 and 6)

As course curriculum is being modified to include service learning projects, support is required from student staff to faciliate partnership sites, coordinate requisites for students enrolled in class projects, process and maintain documentation for enrolled students and provide additional support as needed, on an ongoing basis.

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

1. Impact analysis of utilization of funds to support service learning projects will be conducted through a required post activity survey. Questions will include CSULA student reflections on conducting the project.
2. Increased level of response to community engagement questions on the National Survey of Student Engagement survey (administered approximately every 2 years).
3. Tracking will include number of community members impacted by the project, type of project, use of funds, etc.

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

* Supply stipends were offered to students who applied for a community based research project. Stipends could range in size from $50 to $750 depending upon the project needs. In 2014-2015, more than 60 students are involved in community based projects and student assistants are collectively offering roughly 3,500 hours to help support and coordinate the projects. Additionally, at the end of the Spring 2015 term, community projects will be put on exhibit, reaching more service learning classes and several hundred students and faculty.

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

There is no increase in funding requested from 2014-2015.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-2016

FUND #: SF008

COLLEGE/UNIT: Community Based Learning/Service Lea
DEPARTMENT: Academic Affairs

ACTIVITY: Community Based Learning
PREPARED BY: LIM

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

Salaries	
Student Assistant	$ 35,000.00

Supplies	
Operational supplies	
for community based	
service projects,	
project implementati	
printing, digitizing,	
poster presentations	
etc.	$ 45,000.00

Services	

Travel	

Equipment	

$ 45,000.00
Supplies

$ 35,000.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 80,000.00

ACADEMIC AFFAIRS FY 2015-16 SECOND SSF REQUESTS SUMMARY PAGE

ONE TIME COSTS

NEW	REPORTING UNIT	FUND	DEPT ID	PROGRAM	COLLEGE/DEPT	ACTIVITY	FY 15/16 REQUEST	FY 15/16 PROVOST RECOMMEND
		SF011	200400		TUTORIAL CENTER	ADDITIONAL SUPPORT FOR TUTORS	$ 19,147.00	$ 19,147.00
		SF011	200120		HONORS COLLEGE	HONORS COLLEGE ORIENTATION AND EVENTS	$ 15,000.00	$ 15,000.00
		SF011	200410		ACADEMIC ADVISEMENT	SPECIAL ASSISTANT TO THE PRESIDENT FOR ACADEMIC ADVISEMENT	$ 72,500.00	$ 72,500.00
		SF011	200410		ACADEMIC ADVISEMENT	ADDITIONAL ACADEMIC ADVISEMENT	$ 20,764.00	$ 20,764.00
		SF011	200103		CENTER FOR ENGAGEMENT, SERVICE AND THE PUBLIC GOOD	SERVICE LEARNING	$ 75,000.00	$ 75,000.00
		SF011	200516		CETL	STUDENT SUPPLEMENTAL INSTRUCTION PILOT	$ 24,000.00	$ 24,000.00
		SF011	200400		UNDERGRADUATE STUDIES	STUDENT ENGAGEMENT ACTIVITIES	$ 15,000.00	$ 15,000.00
		SF011	200700		LIBRARY	STUDENT ENGAGEMENT ACTIVITIES	$ 15,000.00	$ 15,000.00
		SF011	201000		A&L	STUDENT ENGAGEMENT ACTIVITIES	$ 15,000.00	$ 15,000.00
		SF011	201200		B&E	STUDENT ENGAGEMENT ACTIVITIES	$ 15,000.00	$ 15,000.00
		SF011	201400		CCOE	STUDENT ENGAGEMENT ACTIVITIES	$ 15,000.00	$ 15,000.00
		SF011	201500		ECST	STUDENT ENGAGEMENT ACTIVITIES	$ 15,000.00	$ 15,000.00
		SF011	201600		HHS	STUDENT ENGAGEMENT ACTIVITIES	$ 15,000.00	$ 15,000.00
		SF011	201700		NSS	STUDENT ENGAGEMENT ACTIVITIES	$ 15,000.00	$ 15,000.00
						NEW ONE- TIME FUNDING REQUESTS TOTAL:	$ 346,411.00	$ 346,411.00

ACADEMIC AFFAIRS STUDENT SUCCESS FEE TOTAL:	$	346,411.00
BUDGET AVAILABLE:	$	346,411.00
DIFFERENCE:	$	-

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW ***FUND #*** ***DIV RANK***

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Additional Support for Tutors

DEPARTMENT: University Tutorial Center

PREPARED BY: M. Hawley

1. Description of activity, including specific program objectives:

To help Cal State L.A. students better prepare, improve their knowledge and understanding, and develop skills required for a successful college career. Services: (1) Tutoring by College Reading and Learning Association (CRLA)-certified tutors in mathematics, the natural sciences, business, the social sciences, and the humanities; (2) Evening online tutoring; (3) In-Center and classroom presentations on time management, note-taking, and test-taking; (4) In-Center and online collection of printed study skills materials and website links. Primary Program Objective: To improve student course grades and thereby increase student retention and graduation rates through effective peer tutoring. Student Learning Outcomes: Based upon written evaluations, students will indicate that being tutored and participating in presentations helped them to (1) better prepare for completing course assignments and taking quizzes and exams; (2) Improve their knowledge and understanding of course material; and (3) Develop their study, critical thinking, and problem-solving skills. At least 90% of the students will rate as excellent, the tutoring services received. In addition, based upon course grades, at least 70% of the students will pass their classes as a result of effective peer tutoring.
Programs In Development: Plans are to further develop online tutoring, online student staff training, and online study skills using best practices, where available.

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

In the 2013-2014 academic year, 4,486 students during 12,060 visits were assisted. surpassing previous five- year average of 3,000 students and 5,500 visits. In addition, 16,457 service contacts (students provided assistance or information separate from tutoring) were also recorded. Note: We are using 2013-2014 numbers to provide a complete year of data.

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

Retention and graduation of undergraduate and graduate students. The Center's programs will directly support any students who require assistance with increasing their knowledge, understanding, and skills for the courses they are taking, complementing the instruction they are receiving in class. Currently, instructors are faced with providing this support for their students during office hours. This is problematic when a student needs help and the instructor is not available. Besides in-Center tutoring for STEM, business, and social science courses, tutoring for these subject areas is also available through our online tutoring program. Besides assistance with course content, students also face issues with managing time, taking and using lecture notes, and preparing for and taking exams. The Center is the primary provider on campus for providing study skills assistance.

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

Student surveys.

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

The primary program objective "to improve student course grades and thereby increase student retention through effective peer tutoring" was assessed using course grades (to measure class performance) and written evaluations (to measure tutor performance). An examination of course grades of students who were tutored in 2013-2014 indicated that at least 80% of all students tutored earned passing grades (A, B, C, CR) in their tutored courses. In STEM courses such as Mathematics, the pass rate was 80%, for Chemistry 88% and for Physics 86%. For business courses such as Accounting, the pass rate was 86%. We understand that these results do not prove a causal relationship between tutoring and grade earned but a 75% pass rate has been consistently achieved for the last nine years. An examination of written student evaluations for walk-in tutoring indicated an excellent rating of 93.2% or 4.9 on a 1-5 scale (5 = Excellent). Students using our Center are very satisfied with our tutoring services. Our primary program objective was met.

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

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: University Tutorial Center
ACTIVITY: Additional Support for Tutors
PREPARED BY: M. Hawley

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

Salaries	

Supplies	
Whiteboards	$ 5,000.00
Mobile Screens	$ 750.00
Board Surface	$ 500.00

Services	
Net Tutors	$ 7,897.00
Forums	$ 5,000.00

Travel	

Equipment	

$ 6,250.00
Supplies

$ 0.00	$ 12,897.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL:	$ 19,147.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-2016

(Responses Limited to Space Provided)

NEW X

FUND #

DIV RANK

COLLEGE/UNIT: Honors College **ACTIVITY:** Honors College Orientation and Events

DEPARTMENT: 200120

PREPARED BY: Trinh Pham

1. Description of activity, including specific program objectives:

VIP Day- Honors College VIP Day educates prospective students and their parents about the goals, curriculum, and benefits of the Honors College and Cal State LA. The day includes a meet-and-greet breakfast, introduction to the Honors College, and small group interviews; prospective students participate in workshops with Honors Faculty and discussions with Honors students. Parents participate in workshops on how to provide effective support to high-achieving students.

Honors Orientation consists of special summer advisement workshops and a day-long event that introduces students to the leadership, research, and civic engagement outcomes in the Honors College. It includes a city-based field trip, breakfast, and lunch during which students interact and collaborate with their peer group and with current students and faculty.

Seniors Dinner- This event recognizes the accomplishments of graduating seniors and gives them an opportunity to share and celebrate their achievements. It plays an important role in advancing the overall educational goals of the Honors College and it comprises an important part of their educational experience. This is the culminating event of students' participation in the Honors College and gives students an opportunity to demonstrate their achievements in the areas of leadership, civic engagement, and knowledge creation.

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

VIP Day- 25 Honors Ambassadors + 40-50 prospective freshmen;
Orientation -25 Honors Ambassadors + 70-80 Freshmen/Transfers; Seniors Dinner- About 50-60 Honors and EEP students

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

VIP Day: Current Honors College students develop their leadership skills during VIP Day by developing their ability to work in groups, to take initiative, to facilitate discussion, and to present to a public audience. Prospective students, a significant portion of whom apply to and are accepted into the Honors College, interact with and listen to presentations by Honors College students, staff and faculty about what is required for high-achieving students to be successful in the Honors College and at Cal State L.A. VIP Day also allows students to better understand the Honors College and Cal State L.A. community and to determine fit before they join, increasing the likelihood that students will remain at Cal State L.A. if they do choose to join the Honors College.
Honors Orientation: Newly accepted students are introduced to knowledge, skills and dispositions needed to succeed in Honors, and start to build relationships with current Honors College students and faculty as well as with each other. This event contributes to student retention by facilitating the development of academic and social communities with motivated and like-minded peers very early in their educational careers at Cal State L.A.
Senior Dinner: Attendance of this event reinforces the positive experiences the students have had both in the Honors College and at Cal State L.A. and increases the likelihood that our alumni will return and share their experiences, advice and support with incoming and current Honors College students.

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

Surveys and focus groups.

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

Previously funded through community relations.

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

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-2016

FUND #: NEW

COLLEGE/UNIT: Honors College
DEPARTMENT: 200120

ACTIVITY: Honors College Orientation and Events
PREPARED BY: Trinh Pham

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

Salaries	

Supplies	

Services	
Preview Day	$ 6,000.00
Orientation	$ 3,000.00
Seniors Dinner	$ 6,000.00

Travel	

Equipment	

$ 0.00
Supplies

$ 0.00	$ 15,000.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL:	$ 15,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW X
FUND #
DIV RANK

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Assess and Improve Advisement Infrastructure

DEPARTMENT: UAAC

PREPARED BY: Michelle Hawley

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

   Hire an SSP/ Special Assistant to the President to research best practices in University Advisement; review current advising infrastructure and processes, prepare a report and set of recommendations; work with Deans and advisors to implement an campus-wide advisement plan and advisor trainings.

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

   This is designed improve advisement for all undergraduate students on campus (20,000)

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

   Advisement. This will improve student success by improving how advisors use advisement tools and by ensuring that advisors as as effective as possible.

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

   Focus group discussions, surveys,

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

   It has not been funded.

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

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Undergraduate Studies
DEPARTMENT: UAAC

ACTIVITY: Assess and Improve Advisement Infrastructure
PREPARED BY: Michelle Hawley

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

Salaries	
Salary	$ 49,320.00
Benefits	$ 23,180.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 72,500.00	$ 0.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 72,500.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW X

FUND #

DIV RANK

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

DEPARTMENT: UAAC

PREPARED BY: M. Hawley

1. Description of activity, including specific program objectives:

This request is for the student assistants in the UAAC to support advisement. For 2015-16, the UAAC will experience an expansion of work due to semester conversion advising activities such as: training advisors and faculty across the university on the new GE program, semester advising for continuing/transitional students, and mandatory semester advising for undeclared students up to 45 units, not to mention the growth in enrollment of our FTF. The UAAC SSPs will continue to be responsible for the on-going advisement of the undeclared students as well as providing a wide range of academic advisement services for all undergraduate students in the areas of General Education and University requirements, course selection, transfer credit, University policies and procedures, petitions, and graduation requirements. The UAAC assist students in understanding and adhering to University policies and procedures that impact their ability to make timely progress toward degree completion. Additional responsibilities include: Mandatory quarterly advisement for undeclared students during their first year; helping all 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, staff, faculty or administration academic inquiries; assisting in the resolution of individual academic problems; and conducting quarterly informational in-person or online workshops on the topics of General Education, Transfer, University and Graduation requirements; and Probation or Disqualification workshops for all students and mandatory Probation or Disqualification workshops for the undeclared students.

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

All matriculated undergraduate students will be served by this activity. For 13-14 the UAAC served a total of 32,951 students. For 14-15 (which is only two quarters complete) the UAAC advisors have already served a total of 27,533 students. The current ratio of undergraduate students to SSPs is 480:1. 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 are crucial components in assuring students success. Proper advisement leads to students' proper use of campus resources and timely graduation. The comprehensive vision for academic advising at CSLA was specified in the 2010-11 Advisement Report found here: http://www.calstatela.edu/univ/advise/docs/2011advisementreport.pdf The need to improve advising was affirmed by the site visit team from WASC in October 2011. Their report can be found here: http://www.calstatela.edu/wasc/eer/TmRpt_2010fall_CSULA_EER.pdf

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

The assessment tools used to determine whether the funding activity has met the objectives are: UAAC Student Satisfaction Surveys, performance indicators regarding retention, GPA, graduation rates, and personnel evaluations.

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

The funding for the previous hires for the UAAC met program objectives measured by positive Student Satisfaction Surveys; increased student contact numbers by in-person advisement, workshop attendance, phone calls, and emails; and having fewer students out of compliance with the COM policy.

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

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: UAAC
ACTIVITY: Additional Academic Advisement
PREPARED BY: M. Hawley

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

Salaries	
student assistants	$ 10,500.00
student assistants	$ 10,264.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 20,764.00	$ 0.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 20,764.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW	X
FUND #	
DIV RANK	

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Service Learning

DEPARTMENT: Center for Engagement, Service and the Public Good

PREPARED BY: T. Lim

1. Description of activity, including specific program objectives:

The Office of Service Learning, as a part of the Center for Engagement, Service, and the Public Good, will be conducting a series of trainings, forums, and other supports to help faculty develop service learning curriculum with an eye towards full implementation of the GE service learning mandate by Fall 2016.
Our goals for the next year include:
* Provide faculty development/training for civic learning, service learning, and engaged departments.
* Develop community partners for service learning opportunities.
* Provide support and capacity building for curriculum development.
* Pilot service learning courses, IHE orientations, and civic learning courses.

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

Approximately 1,000 to 1,200 matriculated Cal State LA students.

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

This request is tied, in part, to supporting the new GE civic/service learning requirement to be implemented in Fall 2016. This activity helps to develop the faculty, university, and community capacity to take the civic and service learning requirement to scale

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

We will know we are successful by seeing increased number of service learning classes, more faculty that have been trained in civic and service learning, more activities from engaged departments, a doubling of community partners.

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

Last year, the Center used lottery funds designated for service learning that were rolled over from the previous year.

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

We are not requesting an increase in funding.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: Center for Engagement, Service and the

ACTIVITY: Service Learning
PREPARED BY: T. Lim

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

Salaries	

Supplies	
Supplies	$ 10,000.00

Services	
Partnership Develop	$ 25,000.00
Faculty Stipends	$ 25,000.00
Food	$ 15,000.00

Travel	

Equipment	

$ 10,000.00
Supplies

$ 0.00	$ 65,000.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 75,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW X

FUND #

DIV RANK

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Student Supplemental Instruction Pilot

DEPARTMENT: Center for Effective Teaching and Learning

PREPARED BY: C. Haras/B. Bondad-Brown

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

   Supplemental Instruction (SI) is a very specific academic support model that uses peer-assisted study sessions to improve student retention and success within historically difficult courses. These are courses with a significantly higher than average number of students receiving grades of D, F, or W (withdrawal). The SI program provides peer support by having students who succeeded in traditionally difficult academic courses help other students successfully complete these courses. SI is a non-remedial approach that provides regular review sessions outside of class in which students work collaboratively by discussing readings, comparing notes, working together to predict test items, and sharing ideas for improving class material. We are requesting funding to support a SI pilot among up to 5 courses to improve student success.

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

   Up to 200 students may be served by this pilot activity.

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

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

   Student grades in courses with linked SI sessions can be compared to non-SI linked courses. In addition, similar exam, and assignment data can be compared across SI and non-SI students.

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

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

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: Center for Effective Teaching and Learni

ACTIVITY: Educational Technology Lab Assistants
PREPARED BY: C. Haras/B. Bondad-Brown

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

Salaries	
SI Leaders	$ 9,000.00
student assistants	$ 8,500.00

Supplies	
manuals and training	$ 700.00
food for training	$ 800.00

Services	
SI leader training	$ 5,000.00

Travel	

Equipment	

$ 1,500.00
Supplies

$ 17,500.00	$ 5,000.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL:	$ 24,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW	
FUND #	
DIV RANK	

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Student Engagement Activities

DEPARTMENT: Undergraduate Studies

PREPARED BY: M. Hawley

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

   The purpose of these activities are to engage students in receiving an introduction to the University and academic requirements and to engage their academic home department or peer cohort. These sessions will introduce and engage 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.

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

   The entire enteirng cohort 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 compotents of student success are the extent to which the institution engages in connecting students to the institution and the extent to which the student take ownership for their success. The data that has been collected on entering first year students and transfer students 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.

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

   Student surveys and focus groups.

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

   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.

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

   N/A

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: A&L
ACTIVITY: Student Engagement Activities
PREPARED BY: M. Hawley

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

Salaries	

Supplies	
Materials	$ 7,500.00

Services	
Forums	$ 7,500.00

Travel	

Equipment	

$ 7,500.00
Supplies

$ 0.00	$ 7,500.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 15,000.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW
FUND #
DIV RANK

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Student Engagement Activities

DEPARTMENT: Library

PREPARED BY: M. Peppers

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

The purpose of these activities are to engage students in receiving an introduction and will engage their academic home department or peer cohort. These sessions will introduce and engage 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.

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

The entire enteirng cohort 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 compotents of student success are the extent to which the institution engages in connecting students to the institution and the extent to which the student take ownership for their success. The data that has been collected on entering first year students and transfer students 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.

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

Student surveys and focus groups.

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

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.

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

N/A

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: Library

ACTIVITY: Student Engagement Activities
PREPARED BY: M. Peppers

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

Salaries		Supplies		Travel		Equipment	
		Materials	$ 7,500.00				

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW	
FUND #	
DIV RANK	

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Student Engagement Activities

DEPARTMENT: A&L

PREPARED BY: P. McAllister

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

   The purpose of these activities are to engage students in receiving an introduction and will engage their academic home department or peer cohort. These sessions will introduce and engage 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.

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

   The entire enteirng cohort 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 compotents of student success are the extent to which the institution engages in connecting students to the institution and the extent to which the student take ownership for their success. The data that has been collected on entering first year students and transfer students 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.

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

   Student surveys and focus groups.

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

   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.

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

   N/A

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: A&L

ACTIVITY: Student Engagement Activities
PREPARED BY: P. McAllister

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

Salaries		Supplies		Travel		Equipment	
		Materials	$ 7,500.00				

Services	
Forums	$ 7,500.00

$ 7,500.00
Supplies

$ 0.00	$ 7,500.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 15,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW _____

FUND # _____

DIV RANK _____

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Student Engagement Activities

DEPARTMENT: B&E

PREPARED BY: J. Goodrich

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

The purpose of these activities are to engage students in receiving an introduction and will engage their academic home department or peer cohort. These sessions will introduce and engage 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.

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

The entire enteirng cohort 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 compotents of student success are the extent to which the institution engages in connecting students to the institution and the extent to which the student take ownership for their success. The data that has been collected on entering first year students and transfer students 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.

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

Student surveys and focus groups.

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

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.

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

N/A

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: B&E
ACTIVITY: Student Engagement Activities
PREPARED BY: J. Goodrich

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

Salaries		Supplies		Travel		Equipment	
		Materials	$ 7,500.00				

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW ***FUND #*** ***DIV RANK***

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Student Engagement Activities

DEPARTMENT: CCOE

PREPARED BY: C. Ney

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

The purpose of these activities are to engage students in receiving an introduction and will engage their academic home department or peer cohort. These sessions will introduce and engage 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.

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N/A

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: CCOE

ACTIVITY: Student Engagement Activities
PREPARED BY: C. Ney

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

Salaries		Supplies		Travel		Equipment	
		Materials	$ 7,500.00				
		Services					
		Forums	$ 7,500.00				

$ 7,500.00
Supplies

$ 0.00	$ 7,500.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 15,000.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2015-16
(Responses Limited to Space Provided)

NEW ____
FUND # ____
DIV RANK ____

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Student Engagement Activities

DEPARTMENT: ECST

PREPARED BY: E. Allen

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

The purpose of these activities are to engage students in receiving an introduction and will engage their academic home department or peer cohort. These sessions will introduce and engage 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.

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STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: ECST

ACTIVITY: Student Engagement Activities
PREPARED BY: E. Allen

Use the form below to detail projected expenses for Student Success Fee Activities.
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		Materials	$ 7,500.00				

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW	
FUND #	
DIV RANK	

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Student Engagement Activities

DEPARTMENT: HHS

PREPARED BY: B. Yorker

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

   The purpose of these activities are to engage students in receiving an introduction and will engage their academic home department or peer cohort. These sessions will introduce and engage 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.

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STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: HHS

ACTIVITY: Student Engagement Activities
PREPARED BY: B. Yorker

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		Materials	$ 7,500.00				

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2015-16

(Responses Limited to Space Provided)

NEW _____

FUND # _____

DIV RANK _____

COLLEGE/UNIT: Academic Affairs **ACTIVITY:** Student Engagement Activities

DEPARTMENT: NSS

PREPARED BY: S. Bowman

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

The purpose of these activities are to engage students in receiving an introduction and will engage their academic home department or peer cohort. These sessions will introduce and engage 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.

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STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2015-16

FUND #:

COLLEGE/UNIT: Academic Affairs
DEPARTMENT: NSS

ACTIVITY: Student Engagement Activities
PREPARED BY: S. Bowman

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

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		Materials	$ 7,500.00				