Student Affairs

STUDENT SUCCESS FEE (SSF) FUNDING PROPOSAL SUMMARY
Fiscal Year: __2013-14_____

Division: Student Affairs

VP Ranking	New	Fund #	Dept ID	College / Unit	Dept	Activity	Proposer Last Name	Program Cost (New/Ongoing) *	FY 2012-2013 Base Funded	FY 2013-2014 Request	RAAC Recommend
								A	B	(A-B)	
1		SF008	491240	SA	OSD	OSD Services and Accommodations	Clapp	$ 314,200	$ 114,200	$ 200,000	
1		SF008	491204	SA	AVPSA	Veterans Affairs	Wada-McKee	145,665	78,033	67,632	
1		SF008	491200	SA	U-SU	Student Development	Wada-McKee	171,886	65,000	106,886	
2		SF008	491130	SA	CDC	Career Services	Lenz	247,732	167,264	80,468	
2		SF008	491235	SA	SHC	Health Education and Wellness	Jazzabi	159,030	116,474	42,556	
3	X	SF008		SA	A&R	Transfer Credit Summaries	Lopez	104,006	-	104,006	
1		SF008	491210	SA	EOP	Summer Bridge	Hopkins	529,840	298,000	231,840	
										-	
										-	
										-	
										-	
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										-	
TOTAL								$ 1,672,359	$ 838,971	$ 833,388	$ -

* Includes salaries and benefits and other continuing commitments

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2013-14

(Responses Limited to Space Provided)

NEW ADDTNL

FUND # 491240

DIV RANK 1

COLLEGE/UNIT: Student Affairs **ACTIVITY:** OSD Services and Accommodations

DEPARTMENT: Office for Students with Disabilities

PREPARED BY: Kimberly Clapp

1. Description of activity, including specific program objectives:

OSD proctors over 700 exams every quarter. Many OSD students require a distraction-free environment to take tests throughout the quarter. These exams must be proctored by graduate student assistants and casual workers throughout the day and evenings. The number of tests that need to be proctored continues to increase each quarter. As such, OSD requires additional proctors to monitor the exam areas.

Laptops with specialized assistive technology software need to be purchased, which will enable students to take tests in regular classrooms instead of computer labs. OSD requires additional funds in order to build capacity, meet legal mandates and provide quality services to the students served by OSD.

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

700-800

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

This program activity is related to the Student Success Fee category of Student Retention Services, providing accommodations for students with disabilities is mandated by federal and state law and is essential for student success. Students with disabilities continue to increase in number on campus, particularly as more veterans enroll and require accommodations and other assistive services.

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

Quantitative assessment of persistence and graduation rates are conducted regularly by OSD with the assistance of Institutional Research. In addition, OSD asks students for feedback and evaluation of general services delivered by OSD staff. OSD currently has satisfaction surveys posted online. Focus groups and individual interviews will continue to be conducted for qualitative assessment of OSD services.

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

Testing services have always been provided by OSD as they are mandated by law. Program objectives were met as outlined in section one.

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

The OSD has an increased need for assistive technology, laptops and assistive software, as the number of students with disabilities registered with OSD has grown significantly. With the amendments to the Americans with Disabilities Act ,which expands the definition of disability, OSD has had dramatic increases in enrollment. 80 percent of students who register with OSD require testing accommodations. OSD is required to provide assistive technology to these students and must hire additional student assistants to proctor exams. The funding for additional equipment and proctors is essential.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2013-14

FUND #: SF008-491240

COLLEGE/UNIT: Student Affairs
DEPARTMENT: Office for Students with Disabilities

ACTIVITY: OSD Services and Accommodations
PREPARED BY: Kimberly Clapp

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	
Test proctors	$ 150,000.00

Supplies	

Services	

Travel	

Equipment	
Laptops	$ 50,000.00
w/ specialized softwa	

$ 0.00
Supplies

$ 150,000.00	$ 0.00	$ 0.00	$ 50,000.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 200,000.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2013-14

(Responses Limited to Space Provided)

NEW ADDTNL

FUND # 491204

DIV RANK 1

COLLEGE/UNIT: Student Affairs **ACTIVITY:** Veterans Affairs

DEPARTMENT: AVPSA-Student Services

PREPARED BY: Nancy Wada-McKee

1. Description of activity, including specific program objectives:

The Veterans Affairs Coordinator maintains a central office for services, resources and referrals for veteran students. Responsibilities include providing administrative and program leadership for the Veterans Affairs Office with the goals of support and success for all veteran students. The Coordinator ensures the effectiveness of programs and policies in meeting the needs of veterans and the Troops to College Initiative of the CSU. In addition, the Coordinator oversees the implementation and eligibility of benefits and related services to all veteran students. The Coordinator is also responsible for coordinating and conducting training to campus-wide constituencies in support of a positive campus climate for veteran students. Other duties include:

-Providing leadership for ongoing efforts to create innovative, new approaches to delivering quality services to veteran students
-Collaborating with Outreach and Recruitment to recommend outreach efforts specifically targeted to veteran students.
-Conducting regular assessment and evaluation of the effectiveness of campus services for veteran students.
-Collects relevant student veteran data to analyze enrollment and retention statistics to support the success of veteran students.

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

Approximately 400 veteran students; 200 dependents of veterans. In addition, prospective veteran students and the entire campus community are served by the Veterans Affairs Coordinator.

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

Veterans services are related to the SSF categories of Student Development, Career Services and Wellness an Retention Services. The veteran student population continues to increase each year as troops return from active duty. Veterans need significant assistance in navigating the transition from military to civilian life and to academic study. Support services and streamlined processing of benefits aid significantly in the transition and success of veteran students. In addition, significant education and training needs to be conducted with faculty and staff in order to foster a welcoming and supportive environment for veteran student success.

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

Quantitative assessments will be conducted via surveys re. student satisfaction and faculty/staff training. The Veterans Affairs Coordinator conducts pre and post tests of educational programs and will hold focus groups to assess needs and evaluate the quality and effectiveness of programs and services.

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

The Veterans Affairs Coordinator has not been previously funded by the Student Success Fee. Presently, this critical position remains an unfunded mandate and has been supported on a temporary basis by one-time allocations from the Vice President for Student Affairs Office.

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

Since no General Fund support for the Veterans Affairs Coordinator has been earmarked to fund this position on an ongoing basis, SSF support is essential to ensure the stability and longevity of this position and provide consistent coordination of programming and activities critical to veteran student success and retention efforts.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2013-14

FUND #: SF008-491204

COLLEGE/UNIT: Student Affairs
DEPARTMENT: AVPSA-Student Services

ACTIVITY: Veterans Affairs
PREPARED BY: Nancy Wada-McKee

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	$ 67,632.00
w/ benefits	

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 67,632.00
Salaries Total

$ 0.00
Services

$ 0.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 67,632.00

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2013-2014

(Responses Limited to Space Provided)

NEW ADDTNL

FUND # 491200

DIV RANK 1

COLLEGE/UNIT: Student Affairs **ACTIVITY:** Student Development

DEPARTMENT: University-Student Union

PREPARED BY: Nancy Wada-McKee

1. Description of activity, including specific program objectives:

The Student Success and Retention Coordinator will be responsible for coordinating new U-SU programming, services and assessment related to SSF Student Development Initiatives with particular emphasis on leadership, cultural competency, academic success and retention efforts. This position will work closely with CSI and CCC efforts on a host of new initiatives including: Survive CSULA and Life Class with Jewel Diamond Taylor series - mentoring workshops focus on academic, professional, and life skills for college students of all demographics;
Men's Retreat and Men Against Violence Training - to help students become better change agents and activists around sexism, heterosexism, sexual assault, and mentoring other college men; Mid-Year Motivational Speaker and Involvement Fair/Pep Rally for Freshmen - to help students to evaluate social clubs and relationships based upon personal goals and to effectively spend time outside of class in order to explore relevant meaningful social, career, and growth opportunities; and, Distinguished Speaker Series at the Pasadena Civic Center - to educate, enlighten, and inform - Students will be inspired by experience thinkers and leaders of vision, personal courage and wisdom. Graduate Assistant will be responsible for developing enhanced leadership programs and activities.

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

The programs will be open to all matriculated students.

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

This proposal ties to the Student Development initiative and will further student success by encouraging student involvement and providing leadership opportunities. Professional development programming, workshops and forums that enhance and strengthen the student experience aimed at increasing retention and graduation.

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

Program evaluations will be utilized to assess the effectiveness of each program/activity and facilitate improvements and ongoing development as the needs of students change.

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

The Kinsey Collection - students learned how important to be frugal, to have vision, to reach out to your roots to discover who you are, and the presence of African Americans in business, politics, and social life helped create this country.
Student Success Table - students expressed their appreciation for the refreshments and study aids and received new information to encourage retention.
LeaderShape Catalyst - the program allowed them to "explore what it means to take your own authentic path." From the post-assessment conducted, 66% of students strongly agreed that the program "was a valuable experience in developing my capacity to lead."

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

To reach additional students, including some targeted or underrepresented groups, for leadership, skill building, and cultural competency.
- To outreach to commuter students
- To assist the University in reaching its strategic initiatives related to student success, community engagement, and collaborative relationships.
- To align the U-SU in additional ways with the University's graduation, retention, and success initiatives.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2013-2014

FUND #: SF008-491200

COLLEGE/UNIT: Student Affairs
DEPARTMENT: University-Student Union

ACTIVITY: Student Development
PREPARED BY: Nancy Wada-McKee

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	
SSF Program	$ 66,150.00
Coordinator	
w/ Benefits	
Graduate Assistant	$ 10,368.00
Graduate Assistant	$ 10,368.00

Supplies	
Program materials	$ 4,000.00
and promotional	
costs	

Services	
Programming servic	$ 16,000.00

Travel	

Equipment	

$ 4,000.00
Supplies

$ 86,886.00	$ 16,000.00	$ 0.00	$ 0.00
Salaries Total	Services	Travel Total	Equipment Total

SSF FUNDING REQUEST TOTAL: $ 106,886.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2013 - 2014

(Responses Limited to Space Provided)

NEW ADDTNL

FUND # 491130

DIV RANK 2

COLLEGE/UNIT: Student Affairs **ACTIVITY:** Career Services

DEPARTMENT: Career Development Center

PREPARED BY: Christopher Lenz

1. Description of activity, including specific program objectives:

Permanent funds will be used to provide enhanced & expanded career services. Specific components/objectives are: Employer Relations (improve database integrity; jobs & internships via CSU Advantage Program); Career Events; Mentor Program (enhance program; increase # of mentors/mentees); Career Exploration via web based resources; and Career Preparation utilizing expanded assessments.

The Career Center will also coordinate with the Alumni Association SEA (Students Engaging with Alumni) for activities such as alumni career panels, alumni mentoring, and alumni job shadowing. Graduate Assistant will facilitate alumni and social media activities.

New funding is requested to expand career events, and to develop social media strategy & platforms. Social media has become a significant vehicle for employers and jobseekers, and the Career Center currently has no capacity in that area. It is vitally important for our students that we provide social media to deliver them content & services, as well as to connect them & our university to employers.

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

Career services are available to all matriculated students.

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

This proposal is related to Increasing Student Development & Career Opportunities. The activities will enhance student career success in multiple ways: increase exposure to employers to provide more internship & job opportunities; provide mentoring experiences to develop & guide students; provide career exploration resources to help guide personal career development; provide career preparation resources to help students acquire skills to be succesful; and provide collaborative programs with alumni through the SEA (Students Engaging with Alumni).

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

Multiple methods will be used to assess objectives such as: data on usage (e.g. # of event participants, # of job postings; # mentors, etc.); student & employer surveys; and documentation of delivery/implementation of resources (e.g. # events presented; upgrade of website).

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

While implementation has been ongoing through the year, with some elements achieved after mid-year (e.g. new SSP started 3/11/13) and others not yet fully deployed, there have been significant accomplishments, as follows: 3,066 jobs & 1,516 internships; 14 career events (expending 95% of funds); Six targeted events (2 for veterans, accounting, criminal justice, ECS&T, HHS); Two shared events with Alumni SEA; Seven new career exploration and preparation web services procured (expending 96% of funds); and nine new assessment tools procured (expending 30% of funds). Student feedback thus far has been extremely positive.

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

This request is $13,100.00 (7%) above the prior year. A major new initiative is to implement a social media strategy, which requires equipment and web licensing ($6,600.00). Events were very successful this past year, and are sought to be expanded, based on input from students ($4,000.00). Finally, some permanent items incurred cost increases ($2,500.00).

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2013 - 2014

FUND #: SF008-491130

COLLEGE/UNIT: Student Affairs
DEPARTMENT: Career Development Center
ACTIVITY: Career Services
PREPARED BY: Christopher Lenz

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 Assistant	$ 10,368.00

Supplies	
Software	$ 13,000.00
Tests	$ 1,500.00

Services	
Web Services	$ 22,600.00
Programming	$ 19,000.00

Travel	

Equipment	
Video Recording	$ 2,500.00
Computer	$ 1,500.00
Server	$ 6,000.00
Color Laser Printer	$ 4,000.00

$ 14,500.00
Supplies

$ 10,368.00	$ 41,600.00	$ 0.00	$ 14,000.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 80,468.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST

Fiscal Year 2013-2014

(Responses Limited to Space Provided)

NEW ADDTNL

FUND # 491235

DIV RANK 2

COLLEGE/UNIT: Student Affairs **ACTIVITY:** Health Education and Wellness

DEPARTMENT: Student Health Center

PREPARED BY: Monica Jazzabi

1. Description of activity, including specific program objectives:

Through health and wellness promotion and education activities, the Student Health Center aims to assist students in achieving and maintaining health goals in support of their academic success. The Student Health Center's health education staff facilitate students' adoption of positive healthy practices that help form a foundation for life-long health and student success. The health education activities will utilize individual and environmental strategies, from one-on-one counseling to curriculum infusion to policy advocacy to help improve the well-being of Cal State L.A. students and the campus community. Many activities are conducted through collaborations with faculty members, other campus entities, student organizations, and local community service agencies and include individual health counseling, workshops, guest lectures, presentations, information tables, participation in health fairs and training. In addition, a new graduate assistant will be responsible for the development of a comprehensive alcohol and other drug prevention program.

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

The activity will be available to all matriculated students. The SHC anticipates it impacts a large proportion of the student population directly or indirectly via promotion of public health and campus community wellness awareness.

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

This proposal is related to the health education and wellness activity of the SSF program . Enhanced health and wellness promotion and education activities assist students in achieving and maintaining the state of health and wellness that supports their academic and personal goals. Through these activities, students gain knowledge about healthy lifestyle and many aspects of both physical and mental health and wellness. Healthy body and mind in turn enhance their ability to succeed in their academic journey and life beyond.

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

The tools used to asses the health and wellness promotion and education activities will include surveys, questionnaires, learning objectives assessment, number of workshops, number of guest lectures, number of health fair and information table events, number of workshop participants, program evaluations, number of presentation participants, number of guest lecture participants, number of CPR trainings, and appointments.

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

The recruitment process for both positions funded by the program was lengthy and the positions have only recently been filled. Now that the Health Education Assistant and Dietician are onboard, they will be working closely with the Health Education program coordinator to promote student wellness and encourage students to adopt lifelong positive health practices.

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

The requested funding increase is for the purpose of the annual cost of 20 hours per week of undergraduate and graduate student assistance in the Health Promotion and Education Center and additional health education materials. The student assistance will help the staff with attending to the students who visit the center, organizing and storing of supply and materials, maintaining the reusable health education materials and supply, and other tasks. The additional health education supply and materials will be needed for use by the new health education assistant and the registered dietician, the promotional activities of the center, and the increasing need of students for wellness educational material.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal ~~Year~~ 2013-2014

FUND #: SF008-491235

COLLEGE/UNIT: Student Affairs
DEPARTMENT: Student Health Center

ACTIVITY: Health Education and Wellness
PREPARED BY: Monica Jazzabi

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	
Health Education	$ 8,320.00
Student Assistants	
Graduate Assistant	$ 10,368.00
Graduate Assistant	$ 10,368.00

Supplies	
Materials, Etc.	$ 8,500.00

Services	
Alcohol Education	$ 5,000.00
Consultants	

Travel	

Equipment	

$ 8,500.00
Supplies

$ 29,056.00	$ 5,000.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 42,556.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2013-2014

FUND #:

COLLEGE/UNIT: STUDENT AFFAIRS
DEPARTMENT: ADMISSIONS & RECRUITMENT

ACTIVITY: Transfer Credit Summaries
PREPARED BY: Vince Lopez

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	
Evaluator I	$ 52,003.00
Evaluator I	$ 52,003.00

Supplies	

Services	

Travel	

Equipment	

$ 0.00
Supplies

$ 104,006.00	$ 0.00	$ 0.00	$ 0.00
Salaries Total	**Services**	**Travel Total**	**Equipment Total**

SSF FUNDING REQUEST TOTAL: $ 104,006.00

7/5/2012

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST
Fiscal Year 2013-14
(Responses Limited to Space Provided)

NEW _____
FUND # _____
DIV RANK _____

COLLEGE/UNIT: Student Affairs **ACTIVITY:** EOP Summer Bridge

DEPARTMENT: EOP

PREPARED BY: Nancy Wada-McKee

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

The Summer Bridge program provides a developmental transition from high school to university life for first generation, low income students. The 6-8 week academic and social program is academically challenging and attempts to close the gap between high school and what is required for university study. Funding will restore summer housing for Bridge participants who live in remote areas of the Los Angeles Basin. This will enable more students to participate in Bridge who otherwise would be forced to ride 3-4 buses/trains to get to campus on a daily basis.

This funding will also provide for enhanced Summer Bridge programming, remedial course offerings, instructional support for additional math, English, library research, and study skills workshops. Funding will provide for an additional 1 week mini-Bridge with a housing experience for 100 students. It will also restore the housing component of the 6 week Summer Bridge program.

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

24 students in housing; 175 first generation, low income students total for Summer Bridge. 500 new freshmen and 200 new transfers will participate in additional Bridge activities including summer math and writing workshops.

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

This SSF program activity is related to Student Development. The Summer Bridge will positively impact the success of an increased number of EOP first generation students who need developmental work in both English and math. The program allows students to move through the developmental classes, building the skills they need for college level work.

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

The tools utilized to determine objectives will be the portfolio grade from the writing component and the math "bump up" scores earned at the end of Summer Bridge. In addition, the passing rate of students at the end of each quarter; the GPAs and the number of units completed at the end of each quarter and year will be used to assess the short and long term effects of the Summer Bridge on their academic success.

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

Summer Bridge has assisted students in the transition from high school to university level/college level work for several decades. The first year retention rates of these students has been 85-90% each year.

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

Funding will provide the opportunity to serve an increased number of students and allow for the restoration of the housing program. It will also provide for expansion of EOP Summer math and writing workshops.

STUDENT SUCCESS FEE (SSF) FUNDING REQUEST DETAIL
Fiscal Year 2013-2014

FUND #:

COLLEGE/UNIT: STUDENT AFFAIRS
DEPARTMENT: EOP
ACTIVITY: Summer Bridge
PREPARED BY: Becky Hopkins

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	
Summer Housing	
Graduate Assistant	$ 2,000.00
4 Student Assistants	$ 6,400.00
Tutors	$ 6,000.00
Facilitators	$ 5,000.00
Program Assistants	$ 5,000.00

Supplies	
Program supplies	$ 2,000.00
Operating Expenses	$ 6,500.00
Books	$ 2,000.00

Services	
Housing	$ 43,680.00
6 week Bridge	$ 11,160.00
Housing	
1 week Mini Bridge	$ 35,000.00
Food - 6 week	
- Week	$ 6,000.00
New FR/TR progs	$ 75,000.00

Travel	
Bus vouchers	$ 26,100.00

Equipment	

$ 10,500.00
Supplies

$ 24,400.00
Salaries Total

$ 170,840.00
Services

$ 26,100.00
Travel Total

$ 0.00
Equipment Total

SSF FUNDING REQUEST TOTAL: $ 231,840.00

7/5/2012