**Student Success and Support Program (SSSP)**

**Plan Summary and Timelines**

**Coordination with Equity Plan and BSI Plan**

Funding for the Student Success and Support Program (SSSP) is targeted to fully implement core services:

1. orientation;
2. assessment;
3. counseling, advising, SEP, and follow up ***of at-risk students (major undeclared, enrolled in basic skills courses, academic/progress probation/dismissal).***

**Funding: 2014-15: $858,476/$800,000;** 2015-16**:** at least 80% of 14-15;2016-17: at least 50% of 15-16.

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| --- | --- | --- | --- |
| **Target Student** | **SSSP Service** | **Point Time of Service** | **Strategies** |
|  |  | **Point of Entry** |  |
| **First time, matriculating students (non-exempt)** | Orientation  | First entry | Mandatory orientation, in-person, by group, online, Counseling course, 200A ***(in development and in transition)***  |
|  | Assessment | First entry | Placement assessment, transcript analysis, AP, IB, CLEP, multiple measures;Identify and validate additional options, HS GPA and TOEFL for ESL  |
|  | Priority registration for the following term  | First entry | Names of first-time students attending orientation/assessment should be recorded for the preparation of priority registration list  |
| **First time, matriculating students - all** | Counseling/academic advising/abbreviated SEP development | First entry | Counseling[[1]](#footnote-1), SEP development1. ***BCCO as the Mega Group Orientation.***
2. ***One-stop orientation/assessment/abbreviated SEP/registration***

These two will ensure the development of abbreviated SEP development for all 1-st time students. A&R staff will be on site for **daytime** registration.  |
|  | Comprehensive SEP development | By one month after the beginning of the 2nd term | All first time, matriculating students will be identified, contacted, and invited to make an appointment with designated counselor to update and develop a comprehensive *SEP (a list of over 2,100 is in for Fall 2014)* |
| **~~First time, matriculating students with undeclared major at the beginning of the 2~~~~nd~~ ~~term~~** | ~~Identify area of study/major~~ | ~~Prior to the end of the 2~~~~nd~~ ~~term~~Accomplishment date: prior to the 3rd term or reaching 15 units, whichever comes first.  | ~~All first time, matriculating student with undeclared major will be identified, contacted, and invited to see a counselor, and/or receive career information services in order to identify area of study, e.g., Career Center services, Career exploration workshops or Counseling 24 or 57, and academic advising from Instructional faculty advisors.~~  |
|  |  | **Follow Up Services** |  |
| ***1st time* and Returning/continuing students with undeclared major** | Counseling/academic advising/career advisement | One month after the first day of fall and spring semester | All students with undeclared major will be identified, contacted, and invited to attend career workshops, recommend taking career exploration counseling course(s) 24 and/or 57, receive transfer/career information from Transfer and Career Center, and/or receive academic advisement from instructional faculty members. These students will be assigned to designated counselors for appointments and follow-up.***Academic/Career Pathway Café takes place at least once per semester for day (11-2) and evening students (5-7).*** ***(Fall 2014 list will be in this week, need to plan fall 2014 Café event)******Still undecided – Liberal Art or Interdisciplinary Study.*** |
|  |  | **At-Risk Follow Up** |  |
| **All students on academic probation/dismissal**  | At-risk student follow up services | After the end of fall and spring when grades are run | 1. Prevention – early alert – ***not ready***
2. All students on academic probation/dismissal will be informed at least one month prior to the beginning a new semester to see a counselor to develop intervention strategies

Strategies may include online workshops, counseling, tutoring, etc. ***Probation/Dismissal Workshops.***  |
| **Basic Skills** |  |  | Learning communities, PERSIST, PERSIST to College, ACCE English – in class tutoring, Math –hybrid, BIO boot camp, ***(Need to be able to track the services)*** |
| **ESL** |  |  | ESL orientation, bilingual counseling (***Spanish, Vietnamese, Cantonese)***, online ESL resources, workshops,  |

Funding Formula:

|  |  |
| --- | --- |
| 40%Unduplicated Credit Student Headcount + Base Funding $35K or 10% | 60%Initial Orientation - 10%Initial Assessment – 10%Abbreviated SEP – 10%Counseling/Advising – 15%Comprehensive SEP – 35%Follow up of at-risk students[[2]](#footnote-2) – 15% (once per term)Other follow up – 5% (up to 4 times per year)  |

**Matching Requirement** 2 (institutional):1 (SSSP) - Must directly related to Core Services (see allowable expenditure below). No State funded categorical programs. No supplanting (e.g., previous funded from other sources cannot be redirected to SSSP)

**Allowable Expenditures**:

1. SSSP Director/Staff
2. Supplies and Postage
3. Publications and Outreach Materials
4. In-State Travel and Training
5. Computer and Equipment
6. Food and Beverages
7. Counseling/Advising (direct student contact hours), and SEP development
8. Follow-Up
9. Orientation
10. Assessment for Placement
11. Research, Admissions and Transfer functions directly related to fundable SSSP Core Services

Principles:

* Comply with SSSP funding guidelines
* Focus on Core Services: Orientation, Assessment, Counseling/SEP Development/Follow-up Services
* Ensure services quality
* Link services with funding formula

2014-15 SSSP Budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funding Formula %/** | **Position/Expenses** |  |  | **#** | **$** |
| **Core Services** |   |   | **TOTAL** |  | **$858,476**  |
|   |   |   |   |   |   |
| Overall Management | SSSP Director |   |   | 1 | $170,000  |
| 40% | Part-time student assistants (General/DSPS) |   |   | 2 | $18,000  |
|   | Reserved for PCCD Office support |   |   |   | $58,476  |
|   |   |   |   |   |   |
| Assessment/Orientation - 20% | Assessment/Orientation Coordinator |   |   | 1 | $107,000  |
|   |   |   |   |   |   |
|   | Compass units |   |   |   | $8,000  |
|   | DSPS orientation/assessment interpreters |   |   |   | $5,000  |
|   |   |   |   |   |   |
| Counseling/Advising - 15% | FTE non-tenured track counselor |   |   | 2 | $200,000  |
| SEP Development - 45% | 0.67 Adjunct counselor |   |   | 4 | $150,000  |
| Progress Probation - 15% | (summer EOPS and DSPS/general/other) |   |   |   |   |
|   | One-stop/BCCO | 6 sessions |   |   | $3,000  |
|   |   |   |   |   |   |
| Follow-up Services - 5% | 0.67 Academic Advisor |   |   | 3 | $80,000  |
|   | Basic skills tutoring/instructional aid |   |   |   | $6,524  |
|   | DSPS student support - interpreter |   |   |   |  $ 5,000  |
|   | Academic/career pathway events |   |   | 4 | $4,000  |
|   |   |   |   |   |   |
| Operation | Computers/printer, hard-/soft-ware |   |   |   | $12,000  |
|   | Professional development/Training |   |   |   | $6,000  |
|   | Local travel |   |   |   | $2,000  |
|   | DSPS Technology |   |   |   |  $ 6,000  |
|   | Publication (website, thumb drive link with website) |   |   |   | $5,000  |
|   | Mis./supplies/other |   |   |   | $6,476  |
|   | Membership/Dues |   |   |   | $6,000  |

2014-15 Matching Fund

|  |  |  |
| --- | --- | --- |
| Institutional Match $ Required |  $1,716,952  |  |
|  |  |  |
| **Allowable Matching/Core Services**  |  **$1,817,927**  | **Source** |
|   |   |   |
| Overall Management |  $ 101,992  | PCCD A&R Staff 1 FTE |
|   |  $ 139,193  | PCCD 20% of AVCSS, 15% of 2 FTE classified + benefit |
|   |  $ 48,758  | PCCD Research director, 15%, analyst 10% |
|   |  $ 20,000  | PCCD AVC IT 10% |
|   |   |   |
|   | $100,000  | BCC Dean Position, 50% of 1 FTE |
|   | $60,000  | BCC PASS Researcher, 50% of 1 FTE |
|   |   |   |
| Assessment/Orientation  |  $ 86,571  | BCC A&R classified, 1 FTE |
|   |   |   |
| Counseling/Advising  |  $ 898,455  | BCC General contract Counseling, 80% |
| SEP Development  |  $ 99,975  | BCC general adjunct counselor, 80% |
| Progress Probation  |  $ 23,946  | BCC articulation officer |
|   |  $ 31,175  | Grant: Career Ladders counselor |
|   |  $ 15,050  | Grant: TAA counselor |
|   |  $ 44,075  | Grant: TRiO counselor |
|   |  $ 2,348  | Grant: Tittle III counselor |
|   |   |   |
| Follow-up Services  |  $ 51,389  | BCC Career Coordinator, 50% of 1 FTE |
|   |  $ 95,000  | General fund/PASS basic skills tutoring |
|   |   |   |

1. BCC counselors are assigned to specific instruction disciplines, and offer counseling services using case management with designated students assigned for SEP development, students with undeclared major, and on probation/dismissal [↑](#footnote-ref-1)
2. Students in Basic Skills Courses, Academic dismissal or probation, major undeclared. [↑](#footnote-ref-2)