**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 development   1. ***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

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| --- | --- | --- | --- | --- | --- |
| **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** |
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| 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)