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

**Plan Summary and Timelines**

**Coordination with Equity Plan and BSI Plan**

Per SB 1456 Student Success Act of 2012, Berkeley City College’s Student Success and Support Program (SSSP) Plan is designed to increase student access and success by providing core SSSP services to BCC first-time, matriculating, credit students: Orientation, Placement Assessment, and Counseling/Advising. To meet this mandate, BCC has devoted more than two years of its time and effort by integrating Student Success Initiatives into college-wide goals and strategic plans, and meanwhile coordinates and complements with all other college-wide planning efforts, including, but are not limited to Accreditation Self Evaluation, Educational Master Plan, the Basic Skills Initiative, Equity Plan, and departmental program reviews. For example, while SSSP focuses on services for entering students and identifies individuals needing help by implementing all SSSP Core Services, Equity Plan identifies groups needing further support and focuses on services and instruction for new and continuing students through completion to address and monitor disparities aiming at bridging the achievement gap.

However, the SSSP funding formula separates SSSP Plan out from almost all other plans. While 40% of the funds allocated by the State based upon BCC’s “unduplicated credit student headcount” from the previous year, the College has to “earn” the other 60% by providing services to students, and reporting the actual service-receiving record to the State in a timely fashion. Moreover, the amount of funds could change significantly from one year to the next. It also requires 2 to 1 match from the institution, while 2 from the institution and 1 from the state delivering the three Core Services.

To fulfill the mandate, BCC has well positioned itself by completing the draft plan for 2014-15, going through a comprehensive shared governance review, and beginning the implementation of several strategies successfully piloted on campus previously. BCC aims at receiving the ultimate amount of funds from the State by provide proactive, innovative, quality services to its students so that the students could have their education plans as road maps that clearly identify academic/career pathways to reach their education goals at BCC and beyond.

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 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[[1]](#footnote-1) – 15% (once per term)  Other follow up – 5% (up to 4 times per year) |

**Funding: 2014-15: $858,476/$800,000;**

2015-16**:** at least 80% of 14-15;

2016-17: at least 50% of 14-15;

2017-18: at least 95% of prior year funding.

**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)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target Student** | **SSSP Service** | **Point Time of Service** | **Strategies** | **Student Leaders Role** |
|  |  | **Point of Entry** |  | Plan and conduct a BCC Student Success Day - campus event for Fall and Spring |
| **First time, matriculating students (non-exempt)** | Orientation | First entry | Mandatory orientation, in-person, by group, online, Counseling course, 200A ***(in development and in transition)*** | Participate in BCCO (BCC mega orientation) to introduce ASBCC and student clubs and other campus events |
|  | 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[[2]](#footnote-2), 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 Student Education Plan (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)* | 1. See a counselor to develop/update your own Student Education Plan 2. Communicate with all of your BCC friends about the need for having a SEP 3. Propose and conduct one or more SEP development campus event(s) 4. Prepare posters/marketing plan for SEP 5. Others |
| **~~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.*** | Do you have a declared major? Do you know what kind of career that your major will lead you to? - Undeclared/unknown major:   1. Promote, support, and participate BCC Academic/Career Pathway Café (dates TBD) 2. Suggest your student peers with undecided major to make an appointment to see a counselor or select Liberal Arts 3. Others |
|  |  | **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)*** | Participate in outreach-retention activities |
| **ESL** |  |  | ESL orientation, bilingual counseling (***Spanish, Vietnamese, Cantonese)***, online ESL resources, workshops, | Participate in outreach-retention activities |

**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 |
|  | ELS orientation assessment faulty |  |  |  | $8,000 |
|  | 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 |
|  | 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 |
|  | Supplies |  |  |  | $6,476 |
|  | Mis/Others |  |  |  | $4,524 |

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. Students in Basic Skills Courses, Academic dismissal or probation, major undeclared. [↑](#footnote-ref-1)
2. 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-2)