February 19, 2016

To: Vice President Taylor
   Deans F. Golshani, M. Grenot-Scheyer, L. Kingsford, J. Koval, C. Parker-Jeannette, M. Solt, and D. Wallace
   Interim Associate Vice President N. Hempel-Lamer

From: Senior Vice President and Interim Provost Dowell

C: President Conoley, ASI President Salazar, AVP Hata, Interim AVP Dhushy Sathianathan, HVDI Committee

Subject: Call for Proposal -- 2016-17 SEF Part I: Student Success (Criteria 1 HVDI)

On behalf of President Conoley, I am pleased to send the Call for Proposals for FY2016-17 Student Excellence Fee (SEF) Part I: Student Success. This request specifically refers to Criterion 1, HVDI and First Year Academic Support Programs, in the approved Executive Order 1055.

The funding for this specific criterion is an annual allocation from SEF. The funding amount will vary based on enrollments. The funding includes two components, a ‘designated use’ allocation and a ‘competitive’ allocation. The ‘designated use’ allocation refers to a baseline level of funding provided to each college/unit. This is typically the same amount each year. The ‘competitive’ allocation is funding for successful proposals recommended by the HVDI Steering Committee.

This call for proposal is seeking targeted activities that will improve specific HVDI goals within your college or taskforce/unit. In seeking funding for new initiatives or continuing existing activities that are effective, the proposal should provide a report on how the past year allocation funds were used. In justifying the past allocation, data must be used to demonstrate the impact on student success. In justifying a plan for new initiatives or continuing existing successful activities, clearly outline the student success goals to be attained.

All SEF proposals must be developed in consultation with the students in your respective units. The final allocation of funds will be examined in consultation with ASI officers before being sent to the President for approval.
EO 1055 Criteria:
The SEF Part I “Student Success” includes eight criteria. This request for proposal only refers to the first
Criteria.
1. *Highly Valued Degree Initiatives and First Year Academic Support Programs* - the primary
   purpose for the designated funds are for appointing academic advisors.
2. *Student Success, Health and Welfare funds* - the purpose includes expanding summer bridge
   residential programs, expanded services for disabled students, increased recruitment efforts for
   first-generation and low income students, and expanded services for veterans and student
   groups.
3. *Academic Chair Funds* - the purpose includes travel funds for professional conferences, faculty
   travel that encompasses student participation at scholarly conferences, and provides students
   with timely instructional materials and equipment.
4. *Sustainability/UPASS/Shuttles* - the purpose is to defray ongoing costs for UPASS program and
   campus shuttle
5. *Multicultural Center/Student Center* - the purpose includes staffing, programming and training
   to develop a truly multicultural university.
6. *Intercollegiate Athletics* – purpose includes defray scholarships for student athletes and staffing
   costs for all coaches, trainers, and event workers, and defray operating costs for 19 men and
   women’s teams.

Allocation:
The Table 1 below summarizes the allocations for the past year (2015-16). The funding shows a total
amount including both the ‘designated use’ allocation and the ‘competitive’ allocation.’ The table also
indicates the project lead for each unit.

<table>
<thead>
<tr>
<th>Table 1: Allocations for past year (FY2015-16):</th>
<th>Project Lead</th>
<th>2015-16 Allocation Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Taskforce</td>
<td>AVP UG Studies</td>
<td>$ 301,599</td>
</tr>
<tr>
<td>Student Affairs Task Force</td>
<td>VP Taylor</td>
<td>$ 180,182</td>
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<td>College of Arts</td>
<td>Dean</td>
<td>$ 190,230</td>
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<tr>
<td>College of Engineering</td>
<td>Dean</td>
<td>$ 300,909</td>
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<tr>
<td>College of Natural Science &amp; Mathematics</td>
<td>Dean</td>
<td>$ 324,579</td>
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<tr>
<td>College of Liberal Arts</td>
<td>Dean</td>
<td>$ 183,954</td>
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<tr>
<td>College of Health and Human Services</td>
<td>Dean</td>
<td>$ 276,281</td>
</tr>
<tr>
<td>College of Education</td>
<td>Dean</td>
<td>$ 64,252</td>
</tr>
<tr>
<td>College of Business Administration</td>
<td>Dean</td>
<td>$ 269,268</td>
</tr>
<tr>
<td>Academic Advisors previously funded by General funds</td>
<td>AVP ARSP</td>
<td>$ 700,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,791,254</strong></td>
<td></td>
</tr>
</tbody>
</table>
Table 2 summarizes the projected ‘designated use’ allocation for each of the colleges or taskforce/units. A total of $1.59M is planned for ‘designated use.’ This amount is similar to last year allocation.

The funding available for ‘competitive’ proposals is estimated to be $800K. This amount may vary a little based on carryover and final enrollment projections.

Table 2: Projected ‘Designated Allocation’ for upcoming year (FY2016-17):

<table>
<thead>
<tr>
<th>2016-17 Designated Use Allocation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Taskforce</td>
<td>$206,234</td>
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<tr>
<td>College of Arts</td>
<td>$185,160</td>
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<tr>
<td>College of Engineering</td>
<td>$154,950</td>
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<td>College of Natural Science &amp; Mathematics</td>
<td>$150,279</td>
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<td>College of Liberal Arts</td>
<td>$89,628</td>
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<tr>
<td>College of Health and Human Services</td>
<td>$211,281</td>
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<td>College of Education</td>
<td>$39,252</td>
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<tr>
<td>College of Business</td>
<td>$149,460</td>
</tr>
<tr>
<td>Academic Advisors previously funded by General funds</td>
<td>$400,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,586,244</strong></td>
</tr>
</tbody>
</table>

Proposal Components:

Proposals should address the following questions:

- **History:** Briefly recap uses of prior SEF funds (Table 1) and the perceived value of those uses.
- **Evidence:** What gains have been achieved in the following indicators: (a) retention in the major (3\textsuperscript{rd} to 4\textsuperscript{th} year for native students or 1\textsuperscript{st} to 2\textsuperscript{nd} year for transfers), (b) 4 and 6 year graduation rates, (c) achievement gaps in retention and graduation, and (d) other indicators?
- **Goals:** What are specific HVDI goals for your task force or college for 2016-17?
- **Plans:** In what activities do you propose to make progress? How will your efforts reduce time to a degree? How are you providing one annual advising contact for all undergraduates? How is the leadership team organized to support this proposal?
- **Assessment:** How will you evaluate progress toward goals?

Additional permanent staff hiring will not be supported in the competitive proposals. Proposals lacking clear evidence of progress are very unlikely to be funded. Recently distributed data workbooks should provide access to key information on student success metrics. Individual projects should be integrated into a single proposal (not disconnected projects). The proposal narrative should not exceed six pages.

Review Process:

The HVDI Steering Committee will review the student success proposals. The Steering Committee includes Associate Deans of each of the Academic Colleges, one representative from Student Affairs, and the AVP for Undergraduate Studies. Each representative will be provided a budget of approximately $800K to allocate to the various proposals. The projects will be ranked based on the number of HVDI Steering committee members supporting the proposal. The ranked proposals will be reviewed by the Provost’s Office. The Provost approved plans and proposals will be presented to the ASI Officers, incoming and out-going, for review. Following consultation with ASI officers, the Provost will submit the recommendations to the President for final approval.
Submission Format:
The narrative (maximum 6 pages) should be accompanied by the spreadsheet summary table. The spreadsheet will summarize the funding requests for 2016-17.

Deadline:
All project reports and proposal should be submitted by 5:00pm on March 21, 2016 via email to AcademicResources@csulb.edu.

Contacts:
Please contact Dhushy Sathianathan (5-4128), Interim AVP for Academic Planning, for issues related to the scope of the proposal and strategy. Staff support to SEF Review Committee will be provided by Marianne Hata (5-5002), Assistant Vice President for Academic Resources.

Timeline for Review:
March 21 Deadline to submit proposals to AcademicResources@csulb.edu
April 4 HVDI Steering Committee – Presentation & Discussion
April 8 HVDI Steering Committee submit final ranking
April 15 Provost recommend funding levels
April 22 ASI Review Recommendations
May 6 President Review and Approve Funding
May 13 Academic Affairs informs Colleges and Units on approved funding