San José State University

STUDENT SUCCESS, EXCELLENCE AND TECHNOLOGY FEE (SSETF) ALLOCATION AND EXPENDITURE
PROCEDURES

A. Background

Collection of the SSETF commenced with the Fall 2012 term. As a mandatory student fee that applies to all students, SJSU is obligated to ensure the revenues collected are used in ways that were detailed in the fee proposal and conveyed through open forums held in Spring 2012. The six priorities supported by the SSETF are detailed below. Exclusions are noted on page 3.

B. SJSU's Six Priorities Supported by the SSETF:

1. Student Success Services & Graduation Pathways

Expand support for comprehensive student success services and improved pathways to graduation. For example:

- maintain access to high demand classes and labs
- increase comprehensive and coordinated writing, math and tutorial services
- enable workforce, career and professional development and alumni mentoring
- implement a new integrative First Year Program
- implement more high impact practices such as utilize early-warning technology-enhanced advising and tutoring
- support undergraduate and graduate research
- increase service learning and community engagement opportunities
- expand summer bridge
- enhance services for students with disabilities

2. Academic Technology

Enhance support for effective student-related academic technology initiatives that complement, but do not duplicate, technology initiatives identified in CSU's annual support budget. For example:

- improve academic technology infrastructure (e.g., LMS support, lecture capture, enhanced classroom technology)
- improve student access to state-of-the art software (e.g., adoption of digital media software such as Adobe Suite)
- improve student access to academic technology hardware and devices, including exploration of e-readers, iPads, and increased utilization of effective electronic multi-platform-based educational learning materials (e.g., Pearson MyWritingLab, ETS' Criterion writing support programs, etc.)

3. 21st Century Teaching Spaces

Create 21st century classrooms, labs and learning spaces, including virtual spaces (e.g., lecture capture, eportfolios, social media, etc.)

4. Retention & Graduation

Expand support for <u>all</u> students and work to close the retention and graduation gap for Under-represented Minority students (URM)

5. Course Support

Subsume and continue support for miscellaneous course fees for all courses, with the exception of fees for travel and field trips

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6. **Instructionally Related Activities**

Support for activities that fall under the definition of and statutes related to Instructionally Related Activities (IRA) in Title 5 and the California Education code, including Athletics

C. **SSETF Advisory Committee**

The SSETF Advisory Committee (SSETFAC) receives requests for allocation of SSETF resources. Proposals that are deemed to best promote the goals of Vision 2017 within the six priorities supported by the SSETF will be identified and prioritized by the Committee, and then submitted to the President as official Committee recommendations. Forwarded proposals may include base and/or one-time funding, but must fall within available resources as reported by the University Budget Office each year. **At the end of each year (in June), SSETF recipients will be required to provide a report describing the outcomes achieved, including supporting data.**

1. **SSETF Advisory Committee Membership (9 members):**
   - Provost (Chair)
   - 1 Faculty (former IRA Advisory Committee appointment for FY12/13); 1 or 2 year term (can be renewed)
   - 2 Students (1 Associated Students President, 1 Associated Students Director Student Fee Affairs); 1 year term
   - 1 Student Affairs Division (appointed by VPSA); 2 year term (can be renewed)
   - 1 Intercollegiate Athletics Division (appointed by AD); 2 year term (can be renewed)
   - 1 Administration & Finance Division (appointed by VPAF); 2 year term (can be renewed)
   - 2 Technology (1 head of Academic Technology, 1 head of Information Technology Services); ex-officio
   - Staff to the Committee (University Budget Office)

2. **Annual Resource Request Process/Schedule**

New Requests	
February	SSETF Advisory Chair issues call for proposals for following academic year
March	Proposals are due to the SSETF Advisory Committee
April	SSETF Advisory Committee meets to discuss proposals and submits final recommendations to the President
May	Award letters issued to recipients
July	Funds transferred to receiving departments by the University Budget Office
Following June	Outcomes reports due from recipients
June 30th	Unused funds revert to the University

Continuation Requests	
June	SSETF Advisory Chair issues call for requests to continue funds for unfinished projects
July	Requests for unfinished/continuing projects are due
August	SSETF Advisory Committee meets to discuss requests and submits final recommendations to the President
August	Award letters issued to recipients of continuation funds
August	Funds transferred to receiving departments by the University Budget Office
Following June	Outcomes reports due from recipients
June 30th	Unused funds revert to the University

D. <u>Year-End Balances</u>

Unencumbered balances remaining in departments at year-end will be returned to the University. SSETFAC will review requests to continue projects that were not completed due to extenuating circumstances and make recommendations to the President. Any lapsing funds (not reallocated) will be made available for the following year's allocation process.

E. <u>Exclusions</u>

Overarching guidance: SSETF follows the same hospitality and purchasing rules as the Operating Fund (70000).

SSETF monies may <u>NOT</u> be used for:

1. Salary increase *supplements*. For example, an individual's salary should not be split 95% to Fund A (e.g., CSU Op Fund) and 5% to SSETF at the same time a 5% salary increase is awarded.
2. Costs related to self-support programs (e.g., programs offered through College of International and Extended Studies).
3. Student recruitment or yield events. SSETF is meant to assist students already admitted.

F. <u>Questions</u>

Questions about the use of SSETF may be addressed to Josee Larochelle, Associate Vice President for Finance, or Marna Genes, Director of Budget Planning and Financial Management.