

# 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 5.

Effective Fall 2014, the SSETF was “unbundled” into three categories and frozen at the Fall 2013 fee amount. *During the 2014/15 academic year, Associated Students conducted a survey of the student body on the fee and recommended modifications. The 2015 rates have been adjusted to reflect student body sentiment regarding the fee while balancing campus priorities and commitments.*

Fall 2015 Unbundled Fee Rates:

- **SSETF – IRA \$151.50**
  - This fee supports 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.
- **SSETF – Course Support \$31**
  - This fee will enhance support for instructional materials and methods used in the delivery of instruction.
- **SSETF - Student Success \$121.50**
  - This fee shall provide enhanced and comprehensive support for Student Academic Success Services to improve graduation and retention rates of all students (including under-represented minority students) by implementing a variety of evidence-based, best practice student support and High Impact Practice (HIP) programs. This additional funding to support student success and excellence will be imperative in order to address SJSU's retention and graduation rates which currently lag slightly below the system average. Additionally, the SSET Student Success Fee shall be used to deepen and strengthen student learning by providing innovative and effective technology-enabled learning experiences for students.

### **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

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- 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. 21<sup>st</sup> Century Teaching Spaces**

Create 21<sup>st</sup> century classrooms, labs and learning spaces, including virtual spaces (e.g., lecture capture, e-portfolios, social media, etc.)

#### **4. Retention & Graduation**

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

#### **5. Course Support**

Enhance support for instructional materials and methods used in the delivery of instruction.

#### **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. The SSETF Advisory Committee (SSETFAC) has been replaced with the Campus Fee Advisory Committee (CFAC) effective January 2015.**

CFAC reviews requests for SSETF resources and makes a recommendation to the president. Proposals that are deemed to best promote the goals of Vision 2017 within the six priorities supported by the SSETF will be identified by the committee, and then submitted to the president as official committee recommendations.

SSETF/CFAC membership is appointed by the president with recommendations from various constituent groups/positions identified below.

The committee is comprised of 11 members who serve one-fiscal year terms, with reappointments allowed. Membership is as follows:

- Associate Students President, or designee
- Five students selected by Associated Students in accordance with normally established procedures
- Academic Senate Chair, or designee

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- One faculty member, appointed by the campus president after consultation with the Executive Committee of the Academic Senate
- One representative from the Academic Affairs Division, appointed by the campus President
- One representative from the Administration and Finance Division, appointed by the campus President
- One representative from the Student Affairs Division, appointed by the campus President

The Committee is staffed by the Director of University Budget & Risk Management

#### **D. Proposal Process**

*The University will issue a call for proposals in late spring contingent on available funding. While in prior years the call has been issued during the winter months, the SSETF rate for 2015/16 was not finalized until late into the spring term after an extensive consultation and deliberation based on student feedback.*

Proposals must support new initiatives that promote one of the six priorities. If requesting funds to augment or enhance a proven program, include only the enhancement costs to be funded from SSETF along with data supporting the success of the program. Proven pilot activities that were launched with donor or grant funds and are seeking ongoing support will be considered new initiatives. Proposals must be approved by the head of each division and submitted to the University Budget & Risk Management Office. The University Budget & Risk Management Office will compile, summarize, and forward all received proposals to CFAC for review.

The CFAC will deliberate over the funding proposals and forward recommendations to the president for final determination. In light of the advisory nature of the CFAC, the president retains final authority to approve or adjust recommended funding levels in consultation with the President's Cabinet. Forwarded proposals may include base and/or one-time funding, but must fall within available resources as reported by the University Budget & Risk Management Office each year.

#### **E. Accountability**

All SSETF recipients are to submit accountability reports that highlight outcomes and accomplishments in contrast to original applications for funds. Success will be measured on the basis of progress toward measurable targets within the six SSETF priorities.

One-time funding recipients will submit a report to the CFAC at year end (June). Base funding recipients shall provide accountability reports to the CFAC on a three-year cycle, with the first reporting cycle due in the fall term of the 2015/16 academic year.

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### 2015/16 -2016/17 Biennial Resource Request Process/Schedule

New Requests	
May '15	The University issues call for proposals for academic years 2015/16 & 2016/17
October 2	Proposals due to University Budget & Risk Management Office
October	CFAC meets to discuss proposals and submits final recommendation to the President
November	President's final decision and award letters issued to recipients
December	Funds transferred to receiving units by Budget & Risk Management
June '16	Carry forward requests for unused funds due to University Budget & Risk Management Office
June 30 <sup>th</sup> '16	Unused and unencumbered funds revert to the university
June '17	Outcomes reports due from recipients (where required) <sup>1</sup>

Annual Continuation Requests	
May	The university issues call for continuation funding requests for unfinished/continuing projects
June	Requests for continuation funding of unfinished/continuing projects are due to the University Budget & Risk Management Office
August	The University Budget & Risk Management Office meets to discuss proposals and submits final recommendation to the Interim Vice President, Administration & Finance/CFO. Interim VP A&F finalizes recommendations
August	Funds transferred to receiving units by Budget & Risk Management

#### F. Year-End Balances

As noted above, a process is available for departments/divisions to request the continuation of funds unencumbered prior to June 30th. In order to allocate new funds to departments/divisions in July, any balance remaining in departments from prior year awards will be returned to the University at year-end. *The University Budget & Risk Management Office will review requests to continue projects that were not completed due to extenuating circumstances and make recommendations to the Finance Advisory Council. Any lapsing funds (not reallocated) will be made available for the following year's allocation process. A report of continued projects will be delivered to the CFAC upon reconvening in the fall term.*

<sup>1</sup> Outcomes reports may be required by the SSETF/CFA Committee, the President, and/or per Division policy.

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### **G. Exclusions**

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

SSETF monies may NOT 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.

### **H. Questions**

Questions about the use of SSETF may be addressed to Josee Larochelle, Interim Vice President – Administration & Finance / CFO, or Bradley Olin, Director of University Budget & Risk Management.