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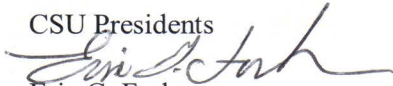**www.calstate.edu**

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MEMORANDUM

Code: AA-2014-10

Date: July 11, 2014

To: CSU Presidents

From: Eric G. Forbes
           Assistant Vice Chancellor

Subject: 2013-2014 Student Academic Outreach Programs Annual Report

Annually, the Office of Student Academic Support, Office of the Chancellor, prepares and distributes the ***CSU Student Academic Outreach Programs Annual Report*** based upon information provided by campuses. This information enables the California State University to respond to questions from the Governor, Legislature, Department of Finance, Office of Legislative Analyst, Congressional members and their staff, and other agencies about CSU outreach and academic programs. There is considerable public interest in hearing more about these programs that successfully provide information and academic support to California's diverse population of K-12 and community college students.

In order to publish the ***2013-2014 Annual Report***, we are requesting that your campus completes and returns the attached six worksheets via e-mail **by Friday, September 12, 2014,** to Carolina Cardenas at ccardenas@calstate.edu ***with a copy*** to Jed DeRama at jderama@calstate.edu. Included in this memorandum are general guidelines and instructions explaining the format and process for entering the data. For reference, the ***2012-13 Annual Report*** can be viewed at www.calstate.edu/sas/outreach.shtml. Questions regarding the completion of the ***2013-2014 Annual Report*** may be addressed to Ms. Cardenas at (562) 951-4724 or to me.

We recognize the coordinated campus effort it requires to complete the annual outreach report especially when campus resources are declining as a result of the reduction in CSU's state support. However, the information in this report helps to ensure continued support for CSU's academic outreach programs. Please convey our appreciation to the members of your campus community in providing this information.

Attachments

c: Dr. Timothy P. White, Chancellor
   Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer
   Mr. Steven M. Relyea, Executive Vice Chancellor and Chief Financial Officer
   Mr. Garrett Ashley, Vice Chancellor, University Relations and Advancement
   Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs
   Mr. Nathan Evans, Director, Enrollment Management Services
   Ms. Carolina Cardenas, Associate Director, Academic Outreach and Early Assessment
   CSU Provosts and Vice Presidents for Academic Affairs
   CSU Vice Presidents for Student Affairs
   CSU Directors of Outreach and Recruitment
   CSU Directors of Community Service Learning
   CSU Directors of Educational Opportunity Program

This information is being collected by The California State University (CSU) to respond to questions from the Governor, Legislature, Department of Finance, Office of the Legislative Analyst, and other state agencies about CSU campus outreach and student academic preparation programs. CSU student academic preparation outreach programs provide information and academic support to California's diverse population of students who are disadvantaged educationally and economically, who are enrolled in public K-12 schools and California community colleges that have low college-going rates, and who need assistance in strengthening basic skills in math and English. Funding for these programs is provided through a variety of federal, state, local, and private sources. The following are some general guidelines to aid in the reporting process. To ensure consistency and accuracy of the data being reported, please read the following guidelines carefully:

WORKSHEET 1 (Data)

- **Type campus name in the space (white cell) provided. Fill in white (non-shaded) cells with campus data; leave "0" if the program or category does not apply to your campus. *Please enter only numerical data (no asterisks/other characters). Shaded cells for sum or total cannot be altered (formulas are assigned and protected). Type name, phone number, e-mail and date at the bottom.***

- Please refer to the program abbreviation key at the end of the instructions (page 3) for definitions of programs listed.

- For purposes of this report, the *2013-2014 Academic Year* is the year beginning in fall 2013 and ending in summer 2014. Data requested under **Transitional Programs** (EOP, Summer Bridge, CAMP Summer Program) should include programs held during summer 2014. In addition, Foster Youth will be reported under this category.

- Specific campus programs not already listed in the provided columns should be combined and entered in the **All Other Programs** column. However, you will need to describe them in Worksheet 3.

- Please list campus specific programs for special initiatives such as efforts with the African American, American Indian, Asian, and Latino/a communities under "Other Programs." You will need to describe these in Worksheet 2 and/or Worksheet 3.

- For **PIQE**, please list the number of partnership schools and parent participants. If you provided services and/or programs to children of **PIQE** parents, please list under "Other" and describe in Worksheet 3.

- Color-shaded cells (last columns) represent totals that are automatically calculated. Totals appearing in the far right column (Total) may represent duplicated numbers.

Community Service Learning (CSL)

- In addition to the above directions, campuses reporting **CSL** activities should indicate activities that directly involve K-12, community college, and community-based organizations (Boys and Girls Club, YMCA, etc.) student populations.

- On Worksheet 4, you will be asked to briefly describe these activities.

WORKSHEET 1 - Funding Source and Expenditures

- Please make sure that all data entered in dollar values accurately add up in the last Column (**Total**), and all rows (***Total Resources*** and ***Total Expenditures***). In addition, please check that all figures in the ***Total Resources*** and ***Total Expenditures*** column cells are accurate.

WORKSHEET 1 - Funding Source and Expenditures

- In the section titled **Funding Source**, please report <u>expenditures only</u> not budgeted amounts. For *CSU State General Funds*, please include only CSU General Funds. Funding for **MESA**, which is provided by the University of California, should be recorded as *Other Funds*.

- In the section titled **Expenditures**, for *Other Expenditures*, enter the sum of all expenditures not already recorded. These do not need to be listed separately.

- The *Total Expenditures* calculated in the **Expenditures** section must match or be under the *Total Resources* calculated in the section titled **Funding Source**. If expenditures are greater than resources, you will be asked to explain how the expenditures were covered.

- When totals are summed up in *Total Resources* for **Funding Source** and *Total Expenditures* for **Expenditures**, make sure real totals are entered in rows. If you entered a total under the **Funding Source** and **Expenditures** sections, *please do not leave the category cells blank*.

WORKSHEET 2 - Transitional Programs (EOP, Summer Bridge, Foster Youth, CAMP Summer Program only)

- Transitional Programs are those that are in-between the "outreach and enrollment" stages. Programs with yield activities and a "bridge" between high school graduation and college enrollment should be listed here. Those programs may include EOP, Summer Bridge, CAMP, Foster Youth, etc.

- Type your campus name in the space provided.

- Programs (EOP, Summer Bridge, CAMP, Foster Youth) specific to your campus not already listed in the provided columns need to be described and listed separately on Worksheet 2.

- Please list only on-going activities and annual one-day conferences involving <u>at least 25 students</u> or more.

- For Foster Youth (FY), please list any campus specific programs serving foster youth and describe them in Worksheet 2 (e.g. Guardian Scholars, Renaissance Scholars, etc.).

- Early Start Program activities should <u>NOT</u> be listed.

WORKSHEET 3 - All Other Campus Specific Program Descriptions for K-12

- Type your campus name in the space provided.

- Please list only on-going activities and annual one-day conferences involving at least 25 students or more.

- Campuses partnering with Sallie Mae, which host a "Kids to College" program, must be listed in this section.

- Campuses reporting outreach programs with special populations (African American, American Indian, Asian, Latino/a) in K-12 and tribal communities, please describe here.

WORKSHEET 4 - All Other Campus Specific Program Descriptions for Community Colleges

- Type your campus name in the space provided.

- Programs specific to your campus outreach efforts with community colleges must be described and listed in Worksheet 4.

- Campuses reporting outreach programs with special populations (<u>African American</u>, <u>American Indian</u>, <u>Asian</u>, <u>Latino/a</u>) in the California Community Colleges and tribal communities, please describe here.

- Campuses reporting outreach efforts of military/veteran activities, please describe here.

WORKSHEET 5 - Community Service Learning

- Type your campus name in the space provided.

- Please list all K-12 and community college service learning outreach efforts on Worksheet 5. Include any outreach efforts taking place at community-based organizations that directly impact these student populations. (Please do not include Service Learning courses that are not targeted to these populations.)

- You will need to list participating schools in Worksheet 6.

- Please do not list the number of college students providing these programs.

- Please list only efforts involving more than 20 targeted participants.

WORKSHEET 6 - Participating Schools

- There are 5 sub-sheets in Worksheet 6. Type your campus name in the space provided.

- In each worksheet, please list all corresponding schools, community-based organizations (CBO), or other institutions/agencies involved in outreach and academic preparation programs with your campus. ***Please exclude EAP schools.***

- Please list only the city and county in Column 4 for your participating schools/CBOs. (We are no longer requiring an address.)

- For programs such as **Summer Bridge and CAMP**, please list the high schools where participants have graduated from, if known, even if the program does not take place at the actual high school.

- For service learning efforts, please list the school or community-based organization.

Program Abbreviation Keys

AmR/C = America Reads/Counts
CAMP = College Assistance Migrant Program (Federal program)
CBO = Community-Based Organization (i.e. Boys & Girls Club, YMCA, etc.)
CMIH = College Making It Happen
CSL = Community Service Learning
CSL-AS = Community Service Learning - After School program
CSL-IS = Community Service Learning - In School program
CSL-Both = Both include CSL-After school and CSL-In School programs
EAP = Early Assessment Program
EOP = Educational Opportunity Program
ETS = Educational Talent Search (TRIO-Federal Program)
FY = Foster Youth (e.g. Guardian Scholars, Renaissance Scholars, etc.)
GU = GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) (Federal Programs)
MESA = Math, Engineering, and Science Achievement
PIQE = Parent Institute for Quality Education
SB = Summer Bridge
TTC = Troops to College/Veterans Educational Opportunities Partnership programs
UB = Upward Bound (TRIO)
OI = Other Institutions/Organizations/Programs