



Digest

Digest means an item that has been through internal review of the Chancellor's Office and the review entities. The item now has form and substance, and is officially "entered into Consultation." The Council reviews the item and provides advice to the Chancellor.

CONSULTATION

Title: Noncredit Student Success and Support Program (SSSP) Funding Formula

Date: May 21, 2015

Contact: Denise Noldon, Interim Vice Chancellor, Student Services and Special Programs Division

Issue: Review and Approval of Proposed Noncredit Student Success and Support Program Funding Formula

Background: The Seymour-Campbell Student Success Act of 2012 (California Education Code, Sections 78210-78219) established the Student Success and Support Program (SSSP) to increase access and success for credit and noncredit students by providing effective student services in the California Community Colleges (CCC). This Act renamed the Matriculation Program to the Student Success and Support Program (SSSP) and focused on the following core student services: orientation, assessment and placement, counseling and advising, educational planning, and follow-up.

The Student Success Act requires that SSSP funding be allocated to districts for credit and noncredit programs based on total students able to receive services at each college (i.e., head count) and the number of services provided. The credit SSSP funding formula was revised in 2013 to reflect this and other program updates required by the Act. In 2014, the Chancellor's Office convened the Noncredit SSSP Ad Hoc Workgroup to revise the noncredit SSSP plan and the corresponding funding formula. Represented on the workgroup are faculty, counselors, deans, chief student services officers, chief instructional officers and other key stakeholders in noncredit programs. It is co-chaired by a CCC noncredit SSSP coordinator and a staff member of the Chancellor's Office.

The revised noncredit funding formula will be implemented in 2018-19 to allow the districts time to train relevant staff and implement budgetary changes and modifications to the management information system (MIS) due to the proposed new formula and required data collection.

Noncredit Programs Eligible for SSSP Funding: Under the proposed new funding formula, noncredit SSSP funding is only available for students taking courses in the following categories of eligible programs:

- English as a Second Language (ESL)
- Elementary and Secondary Basic Skills
- Short-Term Vocational
- Workforce Preparation

To better align with the goal of fostering student success, direct funds to core services, and coordinate with the Program and Course Approval Handbook, a program will be required to meet all the following qualifications:

- Meet the definition of program under title 5, section 55000(m);
- Have a sequence of at least two courses leading to a certificate or diploma;
- Submit an annual noncredit SSSP funding certification form; and
- Be approved by the Chancellor's Office in accordance with title 5, section 55150 or 55155, whichever is applicable.

Development of the Proposed New Noncredit SSSP Funding Formula: The proposed new noncredit SSSP formula was developed in consultation with the Noncredit SSSP Ad Hoc Workgroup. The proposed formula also complies with the requirements of the Student Success Act as it incentivizes the provision of core SSSP services to students. The intent of the new formula is to model the credit SSSP formula while taking into account the unique challenges of providing SSSP services within the 68 certified noncredit programs in CCC system.

Noncredit education in the CCC system is emphasizing Career Development and College Preparation (CDCP) and transitioning students to credit educational or career tracks. The priority focus is on those who enroll to earn diplomas or career technical certificates, enhance skills, achieve and maintain a certificate or license, or participate in career ladder pathways. SSSP core services are particularly important to aid noncredit students in reaching these goals. Many of these students have special needs as developmental students and English language learners and may be unfamiliar with technology as well as standard college matriculation processes. Therefore, providing SSSP core services to this population may be more challenging and labor intensive. It is essential that noncredit SSSP services take into account the transitional nature of noncredit programs, specifically the open entry/exit structure of these programs and the frequency with which students readily move from one program to another (e.g., ESL courses to vocational programs, or noncredit to credit programs). As a result, the Noncredit Ad Hoc Workgroup recommended weighting SSSP core services to recognize these differences in needs.

Proposal: The breakdown for the proposed noncredit SSSP funding formula is presented in the table below. The table also compares the proposed formula to the current credit SSSP funding formula.

Proposed Noncredit SSSP Funding Formula	Credit SSSP Funding Formula
<p>Base of 5 percent of the total allocated for noncredit SSSP divided by the number of programs</p> <p style="text-align: center;"><i>Plus</i></p> <ul style="list-style-type: none"> ○ 35 percent based on unduplicated head count ○ 60 percent based on core services <ul style="list-style-type: none"> ● 15 percent initial orientation ● 15 percent initial assessment ● 30 percent noncredit SEP ● 20 percent counseling/advising ● 20 percent follow-up and other services 	<p>Base of \$35,000 or 10 percent of the total allocated for credit SSSP divided by 113 colleges (whichever is greater)</p> <p style="text-align: center;"><i>Plus</i></p> <ul style="list-style-type: none"> ○ 30 percent based on unduplicated head count* ○ 60 percent based on core services <ul style="list-style-type: none"> ● 10 percent initial orientation ● 10 percent initial assessment ● 10 percent abbreviated SEP ● 35 percent comprehensive SEP ● 15 percent counseling/advising ● 15 percent follow-up ● 5 percent other services

*Note: This percentage for credit SSSP is variable if the base of \$35,000 is applied.

The rationale for the breakdown of the formula is as follows:

1. Due to the very wide range in noncredit program size, providing base funding of 5 percent of the allocation protects smaller programs and ensures noncredit students have access to core SSSP services.
2. 35 percent of the total state noncredit SSSP allocation provides base funding to districts on unduplicated noncredit student head count. This provision is similar to the credit SSSP formula and supports provision of noncredit services generally.
3. 60 percent for provision of core SSSP services is based on research that highlights the importance of providing core services to new students upon entry and ensuring continuing students receive services along their pathway to completion of career or education goals. The percentage of this amount allotted for specific core services is broken down in the following manner:
 - 15 percent is specifically targeted to provide initial orientation services to new students. These services can be provided pre- or post-enrollment and must be accessible to students on a continual basis due to the open entry/exit system of the programs. Orientations must often be provided in-person, as the student population for ESL and basic skills may have limited technological sophistication. Orientations

must also be available in multiple languages and offered at various times and locations to best meet students' needs.

- 15 percent for initial assessment provided pre- or post-enrollment. Since many noncredit students are enrolled in ESL or basic skills courses, assessment is particularly important for placement in appropriate coursework. Studies confirm that students who are inappropriately placed run the risk of languishing in lower-level courses and not completing education or career goals. Many colleges still offer pencil-and-paper assessments because the students lack technical proficiency, and the colleges also provide labor- and time-intensive listening and speaking assessments for ESL students. Assessments, like orientations, must also be made available at multiple sites and various times.
- 30 percent for development of a specific noncredit student education plan (NSEP), distinct from the abbreviated and comprehensive SEPs provided to credit students, which will be required for first-time students in accordance with title 5, section 55530. Because the focus of noncredit students is often on short-term objectives, a single plan is most practical and effective for this population. These plans must take into account language and culture differences as well as the multiple educational goals for students served by noncredit programs; e.g., basic skills, ESL, vocational, etc. It also takes staff additional time to evaluate transcripts and other credentials from other countries, if applicable. In addition, noncredit students may be unfamiliar with academic processes and unclear about their educational and career options; as such, developing an NSEP is time intensive and, therefore, accorded more funding than other SSSP services.
- 20 percent is allocated for counseling and advising. These services refer to a substantive interaction between a counselor or advisor and a student and are in high demand for noncredit students. They may be provided individually or in a group of students; however, individualized sessions are more effective due to the unique characteristics of the students in this population and their high need for assistance with, and referrals to, social, educational, and career resources.
- 20 percent for follow-up/other services. Follow-up services are required for at-risk students pursuant to title 5, section 55525 and include noncredit students enrolled in basic skills courses or students who have not identified an education goal and course of study—in short, a majority of the noncredit population.

Other services for noncredit students may include review and update of NSEPs, informational sessions on specific career options and skills inventory tests, advice and resources for foreign transcript evaluation, addressing behavioral issues that interfere with student learning (e.g., receipt of “no pass”), and repeatability limits. They also include assessment retesting; career interest assessment and exploration; assessment for placement in other disciplines besides English, Math or ESL; and other education planning services.

Finally, the table below indicates how colleges may receive noncredit SSSP funds for services provided under the proposed formula. The frequency of services allowed in the proposed noncredit SSSP formula corresponds to the number allowable under the credit SSSP formulas, with the exception of counseling/advising other services. Follow up is currently categorized under “other services” for funding purposes.

Service	Proposed Percentage of Funding	Corresponding MIS Data Element*	Frequency in Formula**
Initial Orientation	15%	SS06	Once
Initial Assessment	15%	SS07	Once
Noncredit Student Education Plan	30%	SS09	Once
Counseling/ Advising	20%	SS08	Once
Follow-Up/Other Services	20%	SS11	Up to five times within the academic year for other services.

*These data elements will be reviewed and potentially modified to accommodate the noncredit SSSP formula and accurately capture noncredit SSSP data.

**Calculated based on the time student is served by the attending college.