



California Community Colleges

MEMORANDUM

February 21, 2019

19-10 | Via Email

TO: Chief Business Officers
Chief Instructional Officers sBasic Skills and Student Outcomes Transformation
Program Project Directors
Responsible Administrators

FROM: Raul Arambula
Dean, Intersegmental Support
Academic Affairs Division

RE: Update on the Annual Report for the Basic Skills Student Outcomes and
Transformation (BSSOT) Grant

This memorandum reviews the annual reporting requirements for the Basic Skills Student Outcomes and Transformation (BSSOT) grant, including report due dates and resources to assist grantees with submission of the annual report.

Annual Report Requirements

Per Education Code ([§88800-88810](#)), and included in the BSSOT RFA [15-068](#), colleges awarded a BSSOT grant must submit an annual report, “[c]ommencing in the initial year that a community college receives a grant and for the following three fiscal years.” Thus, awarded colleges will submit four (4) annual reports to the Chancellor’s Office.

The annual report is **in addition to** the quarterly expenditure reporting and final report. While the quarterly reports provide an update on implementation of the grantee’s Action Plan and how funds were spent each quarter, the annual report focuses on the grantee’s progress toward the outcomes of the program.

In accordance with Education Code [§88810\(c\)](#), “[The annual report] shall include all of the following:

- 1) The total number and percentage of entering students identified as underprepared before receipt of the grant.

Chancellor’s Office, Educational Services & Support

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- 2) The number and percentage of entering students served by the grant program, disaggregated by type of practice implemented.
- 3) The number and percentage of entering students achieving the goals listed in subdivision (b) of Section 88805. (Copied in italics, below)

Accelerating the progress of underprepared students toward, and increasing the number of underprepared students who successfully achieve in a timely manner, one or both of the following goals:

- (i.) Completing a college-level English or mathematics course, or both, within a sequence of three or fewer courses after enrollment in a community college, to prepare students for college-level work.*
- (ii.) Earning an industry-relevant college certificate or degree within two years.*

- 4) The number of faculty involved and faculty needs regarding the adoption and operation of courses under the plan.
- 5) If applicable, a narrative describing any subsequent adjustments to the design of the college's basic skills course practices or strategies adopted pursuant to paragraph (6) of subdivision (a).
- 6) A description of any additional or expanded student supports offered.
- 7) A narrative describing the community college's efforts to collaborate with local school districts serving kindergarten and grades 1 to 12, inclusive, to better articulate English and math instruction between the high schools and the community colleges.”

Note: The narratives for items 5, 6, and 7 may not be applicable for all awarded colleges.

Annual Report Due Dates

The California Community Colleges Chancellor’s Office (CCCCO) has set the following due dates for submittal of the BSSOT annual reports. The due date for submittal of the Year 2 Annual Report is extended to April 1, 2019.

Year	Due Date	Report
2016-17	August 14, 2017	Year 1 Annual Report
2017-18	April 1, 2019	Year 2 Annual Report
2018-19	July 31, 2019	Year 3 Annual Report
2019-20	July 31, 2020	Year 4 Annual Report

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Action Requested

All BSSOT grantees must submit an annual report to the Chancellor's Office by no later than **April 1, 2019** via the following procedures:

- For submittal of the Year 2 Annual Report please utilize the same Excel workbook that was distributed for data collection and submittal of the Year 1 Annual Report. The Excel workbook contains tabs/spreadsheets associated with each reporting year (i.e., Year 1, Year 2, Year 3, etc.).
- Please submit the annual report (entire Excel workbook file -- do not convert to PDF) to the Chancellor's Office via email at basicskills@cccco.edu. Please do not email the annual report to Chancellor's Office staff.
- Within the subject line of the email please include the **College Name, BSSOT, Grant Agreement Number** (example: *Shady Shores Community College, BSSOT, 16-068-456*).

Please contact the BSSOT Project Monitor should you need to request a copy of the previous annual report Excel workbook file that your college submitted to the Chancellor's Office. The [BSSOT](#) program webpage contains a copy of the annual report Excel workbook template and a copy of archived annual report webinar materials.

Contact

Please direct inquiries to Chantee Guiney at (916) 322-4260 or by email at cguiney@cccco.edu.

cc: Alice Perez, Vice Chancellor, Educational Services & Support
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