



2019-20 SEA Annual Report

(For Planning Purposes Only)

NOTE: The SEA Annual Report must be completed within the NOVA system. This document is for planning purposes only.

A separate report must be submitted for each college in the district. Submission deadline: January 1, 2022.

You may use this document to gather the required data ahead of completing the Annual Report module in NOVA. The SEA Annual Report relies heavily on information contained in your college's Student Equity Plan. If you plan to use this template to pre-populate/capture the information, it is recommended that you have a copy of your Student Equity Plan on hand to reference.

If you have any questions or concerns about the SEA Annual Report, please contact the Chancellor's Office SEA support team: SEAProgramInfo@ccco.edu or Mike Tran at <mailto:mtran@ccco.edu>

Step I – Contacts

Review all contacts listed in the NOVA report module and update if appropriate.

- **Project Lead Contact** – this person has the ability to view/edit the report and will be responsible for submitting the report for approval. There is only one lead contact.
- **Alternate Project Lead Contacts** – have ability to view/edit the report; but cannot submit for approval. May have multiple alternate leads.
- Chief Instructional Officer/Chief Student Services Officer/Academic Senate President – these contacts are displayed and available for report draft sharing, but are NOT required to approve the report.
- **Chancellor/President and Chief Business Officer** – these are the only two required approvers for this report. These are the college president and the college CBO.



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Step II – Expenditures

Your college's 20-21 SEA allocation will be displayed on the screen. **Colleges have two full years to spend each annual allocation.**

- You will report your college's Year 1 expenditures by budget line item. (Year 1 for 20-21 SEA funding is July 1, 2020 through June 30, 2021.)
- Next enter the amount your college forecasts to spend in Year 2 (July 1, 2020 through June 30, 2021).

20-21 SEA Program – Year 1 Expenditures	
Object Code	Amount
<i>1000 – Instructional Salaries</i>	\$
<i>2000 – Non-Instructional Salaries</i>	\$
<i>3000 – Employee Benefits</i>	\$
<i>4000 – Supplies and Materials</i>	\$
<i>5000 – Other Operating Expenses and Services</i>	\$
<i>6000 – Capital Outlay</i>	\$
<i>7000 – Other Outgo</i>	\$
TOTAL Year 1 Expenditures	\$
Year 2 FORECAST	\$
TOTAL Expected Spending (Expenditures + Forecast)	\$



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Step III – Metrics

Your college's Student Equity Plan contains highly relevant data (metrics, targeted populations, and activities/efforts) called out in the SEA Education Code. You may wish to review your college's Student Equity Plan before beginning the report.

You will select at least FIVE Disproportionately Impacted (DI) groups that were identified in your college's Student Equity Plan. On the next step, you'll report on the implementation progress of activities associated with these groups.

Groups that you selected to report on last year have automatically been selected in this report, but your college can choose NOT to report on any of these groups by clicking the *Delete Activity Group* button.

- Identify and select:
 - At least ONE “Black or African American” DI group (the gender and metric attached to the group is your choice)
 - At least ONE “Hispanic or Latino” DI group (the gender and metric attached to the group is your choice)
 - AND at least THREE additional groups to report on (college choice)

If you would like to document the student DI groups your college plans to select in the Metrics step, you may list them here.

Demographic	Gender	Metric
Black or African American <i>(required)</i>		
Hispanic or Latino <i>(required)</i>		



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Step IV – Activities

For each of the groups you selected on the Metrics step, please choose between 1 and 3 activities to report on. The activities that your college associated with each group in its Student Equity Plan will be displayed in a drop-down menu on the screen.

- After selecting an activity, “tag” it with category titles that describe the activity (listed below). You may select multiple category titles.

Basic Needs Support (food, transportation, housing)	Bootcamps (intense, short courses or workshops)	Bridge Courses (courses to help students transition successfully from high school)
Campus Climate (impacts to attitudes, behaviors, standards)	Co-requisite Courses	Communities of Practice (organizational learning)
Concurrent/dual enrollment (high school or other college)	Counseling (related to any part of the student’s journey)	Cultural Awareness Events (related to specific DI groups or other groups)
Curriculum Development (research, design, planning, implementation)	Direct Aid (financial)	Early Alert (programs or methods for intervention)
Embedded Tutoring (within a course or series of courses)	First Year Experience (equipping new students with skills, tools, knowledge)	Flexible Course Scheduling (student-centered schedule design)
Integrations with Mental Health and Wellness Services (psychological and physical supports)	Intrusive Enrollment Case Management (proactive counseling and academic support)	Learning Communities (interdisciplinary collaboration)
New Courses	Online Access to Student Services	Online Educational Plans (technology, course-mapping)
Orientation/Welcome Activities (geared toward new/newer students)	Outreach to K-12 and Community Partners (events, workshops, collaborations, communication)	Pedagogical Tools (resources to enhance, support, facilitate teaching/learning)
Peer Mentoring (student-to-student support)	Professional Development (events, workshops, training for staff and/or faculty)	Research Efforts (related to student equity/student success efforts, activities, goals)
Retention (directly supporting student persistence)	Student Recruitment (searching for/engaging with prospective students)	Student Success Workshops (group sessions for students focused on habits, skills, etc.)
Student Academic Competitions/Research/Conferences (hosting, promoting, supporting)	Student Portal (technology, communication)	Supplemental Instruction (non-traditional tutoring)
Targeted Promotional Print Material (related to events, programs, equity/success messaging, etc.)	Technology Access for Students (programs, systems, apps, hardware, devices)	Textbook Access
Transportation	Tutoring (traditional academic support services)	University Field Trips (group visits to other local colleges and universities)
Other (please specify)		



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- Next assign an Implementation Status to the activity: *Not Begun*, *Implementation in Progress*, or *Fully Implemented*. Or update the status for any activities you reported on last year.
- If desired, you may add and report on additional activities under this DI group, following the same process above.

If you would like to document the activities your college plans to report in the Activities step, you may list them here.

Demographic/Gender/Metric: Black or African American/ /		
Activity Title <i>(choose between 1 and 3)</i>	Categories <i>(may add more than one)</i>	Implementation Status

Demographic/Gender/Metric: Hispanic or Latino/ /		
Activity Title <i>(choose between 1 and 3)</i>	Categories <i>(may add more than one)</i>	Implementation Status

Demographic/Gender/Metric: / /		
Activity Title <i>(choose between 1 and 3)</i>	Categories <i>(may add more than one)</i>	Implementation Status

Demographic/Gender/Metric: / /		
Activity Title <i>(choose between 1 and 3)</i>	Categories <i>(may add more than one)</i>	Implementation Status



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Demographic/Gender/Metric: / /		
Activity Title	Categories <i>(may add more than one)</i>	Implementation Status

Step V – Category Spending

Provide an estimate of how your college plans to spend its *entire 20-21 SEA allocation* (two full years of spending). Enter the estimated percentage breakdown of the total 20-21 SEA funds by category. NOTE: *This is an estimate only* - the purpose of which is to help the Chancellor's Office understand generally how colleges are expending funds by category. **This is a non-auditable field.**

20-21 SEA Program – Estimated Spending	
Category	% of Spending
<i>Counseling</i>	%
<i>Professional Development</i>	%
<i>Tutoring</i>	%
<i>Orientation/Welcome Activities</i>	%
<i>Emergency Aid for Students (AB943)</i>	%
<i>Embedded Tutoring</i>	%
<i>First Year Experience</i>	%
<i>Basic Needs</i>	%
<i>Other</i>	%
TOTAL - Must Equal 100%	%



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Step VI – Success Story (optional)

Please provide a success story for collaborative purposes and to help establish best practices. You may use this area to elaborate on any of the activities for which you reported progress, or on any other student equity-related efforts on your campus. NOTE: This workflow step is optional, however all fields are required should you wish to enter a success story.

If you would like to document the Success Story your college plans to report in this step, you may list it here.

Story Title:	
Responsible Person:	
Success Story: <i>(5,000 character limit)</i>	
Outcomes: <i>(1,000 character limit)</i>	



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Step VII – Challenges (optional)

Please share any challenges you have encountered with implementing efforts and activities related to the SEA Program. This information will help the Chancellor’s Office determine additional support/resources needed system-wide, and/or policy changes needed. NOTE: This workflow step is optional, however all fields are required should you wish to enter a challenge.

If you would like to document the Challenge your college plans to report in this step, you may list it here.

Description of Challenge (1,000 character limit)	
Categories: (related to this challenge)	
Point of Contact:	

Step VIII – Preview and Submit

In this step you will review all of the information entered in the report. You may choose to share the report draft with others on campus by clicking the Share button. When ready, click the Submit button to route to the college President and CBO for review/approvals.



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SUBMISSION

Your report must be approved/certified by the **College President** and **Chief Business Officer** in the NOVA system by **January 1, 2022**. A separate report must be submitted for each college in the district.