**Maximizing Benefits from Community College New Funding Formula—Action Planning**

**Templates for Research, Action Planning, and Policy Development**

**Draft for Second Convening, July 26, 2018**

***Research, Data, and Information Gathering***

1. Completion Data

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| **Topic** | **Research Question** | **Application of Information** | **Responsible** | **Timeline** | **Action Taken** |
| Duplicated Success Data | Are the success data reported as duplicated or unduplicated awards? | Determines points for Success Allocation | 1. President & CEO
2. VP Administrative Services
 | Confirm result by 8/15/18 | 1. Email to DOF Chris Ferguson 7/15/18
2. VC Osmena to Rawlings: DUPLICATED 7/16/18
 |
| Definition of Living Wage | What metrics are used to determine points for Living Wage factor in success data?SWP Incentive Funding? ([link](https://doingwhatmatters.cccco.edu/StrongWorkforce/SWPIncentiveFunding.aspx))Launchboard? ([link](https://doingwhatmatters.cccco.edu/LaunchBoard/Infographics.aspx)) | Determines point for Success Allocation | 1. RIE Director
 | Confirm result by 8/15/18 | TBA |
| Review of Completion Data: Degree, Certificate, Transfer | What are the stumbling blocks? | Review of Completion Data: Degree, Certificate, Transfer | 1. RIE Director | Confirm result by 8/15/18 | TBA |

1. Noncredit Growth History at Other Community Colleges

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| **Topic** | **Research Question** | **Application of Information** | **Responsible** | **Timeline** | **Action Taken** |
| CCC Noncredit Growth History | What is the annual growth in noncredit FTES statewide and by college over the last five years? | Noncredit FTES allocation is now categorical, fixed annual allocation, so competitive among districts | 1. SCE Dean
2. RIE Director
 | Confirm result by 8/15/18 | 1. 2016-17 Data
2. Prior Years TBA
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1. Impact of Multiple Measures Placement

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| **Topic** | **Research Question** | **Application of Information** | **Responsible** | **Timeline** | **Action Taken** |
| Impact of Multiple Measures Placement on FTES Production | What changes has Multiple Measures Placement had on FTES in English 1A and below and Math 100s and below? What demographic changes in enrollment has Multiple Measures Placement produced? | Maintaining FTES production in English and Math during the Multiple Measures transition requires data to assist in scheduling the appropriate number of sections for each course level.Data on placement of underrepresented students is important to ameliorate disproportionate impact of Multiple Measures.  | REI DirectorHSS DeanNS DeanEnglish ChairMath ChairCounseling Dean | 1. Design Research: Su 18
2. Collect and Analyze Data: F 18 & Sp 19
3. Use results in Ed Planning & Course Scheduling: F 19 forward
 | AQ data shows equity 7/16/18 |
| Impact of Multiple Measures Placement on Degree and Certificate Completion | What changes has Multiple Measures Placement had on program completion? What demographic changes in enrollment has Multiple Measures Placement produced? | Multiple Measures placement has resulted in a higher percentage of students starting at transfer level in English and Math and anticipated earlier entry into and completion of programs. Advisement and Ed Planning may need to take this effect into consideration assure completion potential is achieved and New Funding Formula points are earned. | TBA |

1. Auto Award of Degrees and Certificates

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| Topic | Research Question | Application of Information | Responsible | Timeline | Action Taken |
| Increase Auto Award | Potential for growth in Certificates, Degrees and Transfer?What policy/process challenges will Auto Award create? | Increase Success and Equity points in New Funding Formula | SPAS | Fall 2019 | Limited Auto Award Occurring |
| Priority for 1 or 2 Courses to Completion | How many students are 1 or 2 courses short of completion? | Provide Registration Priority for Students Close to Completion | SPAS | Fall 2019 | Concept |

1. Financial Aid

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| Topic | Research Question | Application of Information | Responsible | Timeline | Action Taken |
| Reduce time to award | Current process time to verify FAFSA | Process improvement | Financial Aid Office | Fall 2019 |  |
| Improve FA processing | Effective practices at other colleges | Process improvement |  |
| Identify FAFSA Data Barriers | What FAFSA data is left incomplete? | Advance prep for FAFSA Data |  |
| Fix FAFSA Data Barriers | Effective practices to acquire typical missing FASFA data | Follow up on Missing FAFSA Data |  |
| Improve Student Follow Up | Effectiveness of student contact: email, text | Assure Complete FAFSA Forms |  |

1. Enrollment Analysis

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| Enrollment Analysis – Continuing Students | Which students are not returning for the following term?  | Determine how to maximize enrollment of continuing students | Responsible | Timeline | Action Taken |
| Enrollment Analysis—New Students | What is our percentage yield of applicants to enrollees? Why do student apply but not enroll? What is the profile of our incoming students with regard to Supplemental and Student Success funding formula criteria? | Determine how to maximize enrollment of new students, especially students qualifying for financial aid and meeting Student Success funding criteria |  |  |  |

1. Data Integrity and Completeness

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| Increase Transfer Data, e.g. CalPASS | Increase Transfer Success points |  |  |  |  |  |
| Improve Pell/Promise/AB540 data | Increase Supplemental PointsIncrease Success Equity Points |  |  |  |  |  |
| Acquire Reliable Wage Gain Data | Increase Success Points |  |  |  |  |  |
| Integrate Wage Gain Data Into Banner | Strategic Planning for Success Points |  |  |  |  |  |

***Action Planning***

1. Managing Noncredit Growth to Support the New Funding Formula

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| Expand and Enhance Noncredit English and Math Prep Courses | Summer Bridge as Prep for English 1A and Math 100 Level | SCE DeanABE DirectorHSS DeanNS DeanEnglish ChairMath Chair | Phase 1. Need and Scope Planning: Early Fall 2018 SemesterPhase 2. Curriculum Revision/Development: Spring 2019Phase 3. Integrate with First Year Experience and Summer Bridge: Initial Plan in Fall, Build Schedule in Spring 2019 for 2019-20. | ABE Basic Skills Courses ([link](http://catalog.mtsac.edu/programs/noncredit-programs/adult-continuing-coursesaz/bs/))Reassigned for faculty curriculum Faculty and support staff for delivery | Joint First Year Experience Task Force Reporting to Instruction, Student Services, and Academic Senate through Co-Chairs | Concepts: 7/5/18 |
| First Year Experience Sections to Establish Cohort |
| Late Start Sections for English and Math Withdrawals |
| Create Noncredit Co-Requisite Skills Course Template | Increase CTE course success and program completion by providing open-entry, open-exit, competency-based fundamental skills acquisition and upgrading | SCE Dean in collaboration with Division Deans and Department Chairs of CTE Programs | Phase 1. Need and Scope Planning: Early Fall 2018 SemesterPhase 2. Curriculum Revision/Development: Spring 2019Phase 3. Build Schedule in Spring 19 for 19-20. | Adult Basic Education Learning Center ([link](http://www.mtsac.edu/continuinged/noncredit/abe/abe_lab.html)) | Joint First Year Experience Task Force VPI, VPSS, Academic Senate | Concepts: 7/5/18 |

1. Manage Summer Swing

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| Adopt Academic Calendar to Support Summer Swing  | Alternate Summer Swing FTES to maximize New Funding Formula allocation until financial stability is reached. | 320 Team | Ongoing | None | President & Board | Ongoing |

1. Dual Enrollment

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| Produce CTE Certificates in High School | Increase New Funding Formula points for 9 and 18+ unit certificates | Dual Enrollment Team | Plan in 18-19; Implement in 19-20 | Staff Support | VPIVPSS | Concept only |
| Improve Assessment Testing for More Advanced Placement in English & Math | Increase New Funding Formula points for Completion of Transfer English & Math both in High School and at Mt. SAC |

1. Completing Transfer Math and English in the First Year

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| First Year Experience | See below | VPI & VPSS | Fall 2019 | Faculty and Staff | VPI | Initiating |
| Effective Multiple Measures Placement | Prepared for Transfer Math & English | Staff and Training | VPSS & VPI | Ongoing |
| High School Dual Enrollment | Early into Transfer Math & English | Faculty and Staff | VPI & VPSS | Ongoing |
| Noncredit Support Courses | Improve Completion Rate | Cont Ed | Ongoing | Faculty and Staff | Dean, Cont Ed | Expanding |
| Ed Plan ⭢ Semester Course Schedule | Take Appropriate Math & English |  |  | Instruction & Counseling | VPI & VPSS | Concept |
| Early Alert | Improve Course Success Rate |  |  | Instructors, Support Staff | VPI & VPSS | Initiating |
| Increase Tutoring, SI, Success Centers | Improve Course Success Rate |  |  | Instructors, Support Staff | VPI | Initiating |

1. Curriculum Course and Program Impacts

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| Increase Approved ADTs | Offer ADTs for which courses existIncrease ADT awards | Academic Senate and Curriculum Committee | By Fall 2019 | Faculty Time | AS, CC | Concept |
| Certificates Expanded to 16+ Units | Review 12+ Certificates for 16+ unitsIncrease 16+ Certificate Awards | Departments and Curriculum Committee | By Fall 2019 | Faculty Time | DepartmentsCurriculum Cmte | Concept |
| Create 9+ Unit CTE Certificates | Meet Labor Market Skill NeedsIncrease 9+ Unit Certificate Awards | Departments and Curriculum Committee | By Fall 2019 | Faculty Time | DepartmentsCurriculum Cmte | Concept |
| Increase Articulation and Acceptance of Courses from other Colleges | Increase awards of degrees and certificates | Academic Senate | By Fall 2019 | Faculty and Staff Time/ IT Support | Academic Senate | Concept |
| Review Programs with Few Awards | Improve students taking courses leading to degrees and certificates | Instruction Team | By Fall 2019 | Faculty and Staff Time | VPI | Ongoing |

1. Students Take Courses in Their Comprehensive Education Plan

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| Enhance Ed Plans to Improve Completion | Increase Success Points in New Funding Formula | Guided Pathways Team | Ongoing | Guided Pathways | VPIVPSS | Task Force Functioning |
| Ed Plans Support Program Maps | Early Choice of Major | Joint Instruction-Student Services-IT Task Force on Ed-Plan-to-Student-Schedule | 2019-20 | DegreeWorksEduNav ([link](https://www.edunav.com/registration/))EAB Navigate ([link](https://www.eab.com/technology/navigate/resources/navigate-orientation-video))Software & Staffing $$$ | Cabinet | MAP OperationalPlanningConcept |
| Recommend Schedule from Ed Plan | Stay on Ed Plan Program Path |
| Mobile App for Schedule Building | Decrease Excess Units |
| Faculty Advising | Decrease Time to Degree |
| Develop case management system, especially for special programs | Track students’ progress toward goals and ensure students enrollment in appropriate courses |
| Implement follow through and momentum point tracking | Increase students’ progress toward completion through checklists, push messages, follow through counseling/advising |

1. Use of Education Plan Data for Course Scheduling and Sequencing

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| Ed Plan Data and Analytics | Improve Course Schedule Planning | Instruction Team | 2019-20 | Research SupportIT Support | VPI | Concept |
| Improve Course Sequencing | 2019-20 | VPI | Concept |

1. Auto Award of Degrees and Certificates

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| Improve Student Selection of Major | Increase Degree, Certificate, and Transfer Completion | Guided Pathways Team | Fall 2019 | Guided Pathways | VPI & VPSS | Guided Pathways Plan |
| Improve Import of College Transcripts for Equivalent Courses | Articulation ProcessIT & eTranscript CA | Fall 2019 | Staff Support | VPSS & CTO | Implementation of eTranscript CA |
| Improve tracking of students’ degree goals and major | Increase accuracy of student info to increase auto award  | IT; Admissions and Records; Counseling | Fall 2019 | Increase staffing for follow up  | VPSS & CTO | DegreeWorks |

1. Financial Aid

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action Taken** |
| Improve Student Use of FA $$ | Increase Retention & Completion of FA Students | Director, Financial AidAssistant Director, Financial AidAssociate VP, Student ServicesDean, CounselingDean, Student Services,Associate Dean, Success & Equity | Fall 2019 | Increased Staff and Training | VPSS and Director, Financial Aid | Initiated |
| Increase Financial Literacy Training | Initiated |
| Decrease Process Time for FAFSA Verification | Increase FA AwardsIncrease RetentionIncrease CompletionIncrease Supplemental PointsIncrease Success Equity Points | Planning |
| Improve Student Contact to Complete FAFSA | Increasing |
| * Technology, e.g., App on Missing Data
 | Planning |
| * FA Liaisons to Cohort Programs
 |  | Concept |
| * Hire FA Navigators
 |  | Concept |
| * Increase application and filing completion rates for special populations (AB 540, Foster Youth, etc)
 | Involve outreach to cohorts |  | Concept |
| Form/Join CCC Financial Aid Consortium | Increase FA Recipients | Spring 2020 | Agreements | VPSS | Concept |
| Increase Student Units Per Year | Effective Use of FA $$ | Spring 2020 | Student Workshops | VPSS | Planning |
| Improve Recovery Rate from FA Probation | Retention & Completion | Spring 2020 | VPSS | Initiating |

1. First Year Experience

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| **Activity** | **Objectives** | **Responsible** | **Timeline** | **Resources** | **Reporting** | **Action**  |
| Increase Summer Programming | More program options for new full time students  | Instruction and Student Services | Summer and Fall 2091 | Faculty, Staff, and Manger Time | VPI and VPSS | Concept |
| Start Cohorts in Summer and Fall | Increase Retention | Initiating |
| Build with Course Packets | Reduce Excess Units | Concept |
| * Math and/or English Course
 | Take Ed Plan Courses | Planning |
| * Math/English Coreq or Noncredit
 | Early Enrollment in Math & English | Initiating |
| * Career/Orientation/Intro Course
 | Complete Transfer Math & English | Planning |
| Cohort Registration in Math/English | Built in Early Alert | Initiating |
| Case Management Counseling  | Intrusive Counseling Model | Concept |
| CA Promise Incentive to Participate | Case Management Tracking | Concept |
| Develop onboarding interventions for reentry students | Specialized support services to increase persistence and completion | Dean, Counseling,Director, Outreach | Concept |
| Develop support process for noncredit students transitioning to credit | Dean, Continuing EdDean, Counseling | Expanding |

***Policy Review***

1. Use of Categorical Funds to Enhance New Funding Formula Allocation
2. Establish First Year Experience Cohort Model
3. Establish Registration System to Complete Final Two Courses in Program
4. Accept credit for comparable courses from all accredited colleges
5. Review Mt. SAC Associate Degree requirements

***Funding Review***

2018-19 Budget – Ongoing Re: Mt. SAC:

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| Metric | Success @$440 | Equity (Pell, BOG) @$111 |
| AA/AS | 3 | 4 ½  |
| ADT | 4 | 6 |
| Certificate 16+ | 2 | 3 |
| CTE 9 units | 1 | 1 ½  |
| Transfer | 1 ½  | 2 ¼  |
| Transfer Math/English | 2 | 2 |
| Living Wate | 1 | 1 ½  |

* 2.71% COLA $1.25M (one-time if hold harmless)
* Fulltime Faculty $50M (10 positions)
* Student Equity & Achievement (BSSOT, SEQ, SSSP) Same $$ as 2017-18 for two years
* CA College Promise $46M ($1M ongoing)
* Adult Ed Data System $5M ($125K)

2018-19 Budget – One-time

* PT Adjunct Office Hours $50 M
* Scheduled Maintenance, Instructional Equipment $28.465M (for Mt. SAC $600,000)
* Financial Aid Tech $13.5M ( about $300K to Improve Pell/BOG/AB540)
* Growth $6.3 M (included in Budget)
* Summer 1,700 FTES (Hold Harmless says you receive the same $ as in 2017-18 - Policy Issues)

Mt. SAC Variables

* Retiree Health Trust (Line item in the Tentative Budget – OPEB - $2.5M ongoing)
* CalPERS/STRS Pension Trust (Line item in Tentative Budget - $4M one-time)
* Health Benefits (cost for all in is $3.6M Line item in Tentative Budget $3.4M based on 2.71% COLA
* Bond Passing

New Funding Formula 2018-19

* Base 70% @ $3,727
* Supplemental (Pell/BOG/AB540) 20% @$919
* Student Success 10%