Santa Rosa Junior College

Program Resource Planning Process

Scholarship 2021

1.1a Mission

SRJC Scholarship Programs provide comprehensive scholarship and related outreach services which assist entering, continuing, program completing, and transferring students in achieving their educational goals.

This PRPP was (partially) updated in Spring 2020 near the start of the COVID pandemic. Due to the necessary switch to online modalities and related operational changes, final edits were not completed leaving this PRPP unfinished. Please refer to the 2021 PRPP for current program review and planning information.

1.1b Mission Alignment

Strategic Plan: Goals and Objectives	Scholarship Alignment with Strategic Plan
A. Support Student Success: *Support development of the whole student from early college awareness through successful completion of educational and career goals*	
Expand and sustain access by eliminating barriers, expanding strategic outreach efforts, and delivering services effectively through current technologies	Provide outreach to all District high schools (including alternative, continuation and community schools) and other on-campus and community locations upon request.

Participate in SRJC Outreach efforts throughout the year. Scholarship Programs continue to grow. The Doyle Scholarship Program now awards over $4 million annually and the SRJC Foundation Scholarship programs are approaching $2 million in awards. The Scholarship Office was poised to be adequately staffed with two full time scholarship technicians and a Coordinator of Scholarship and Outreach all in place for much of the 2017-18 academic year. However, the Coordinator, Scholarship and Outreach left SRJC in early April 2018 at the peak of our scholarship processing time. A vacancy remained in this position for throughout the reamainder of 2018 and into spring 2019. This |

	position is in recruitment and we are hopeful that a successful candidate will be hired before May, 2019. For the report year 2017-18, Scholarship Outreach was primarily provided to high schools by the SRJC Outreach Office, the Coordinator, Scholarships and Outreach, and the Financial Aid Outreach Coordinator. These staff members visited all area high schools including continuation schools.
Increase retention and academic progress through student engagement with academic and student services, faculty and staff, and campus community activities	With a portion of the distribution from the **Robert and Shirley Harris Family Foundation Endowment**, the Scholarship Office managed multiple, large-scale programs including the Foster Youth Success Completion Incentive Award, which incentivizes and recognizes progress towards the student's goal and the Teaching Fellows Program, which engages students in a meaningful way with faculty, staff, and students. The Adult Literacy grant continues to provide scholarship support for underrepresented groups including ESL, EOPS, HEP, and single parents. The primary beneficiaries of this grant are students enrolled in non-credit, basic skills coursework. This is a renewable grant intended to support students as they progress through their educational goals. These funds are awarded as Adult Literacy Scholarships.
Increase number of students who complete their educational plans and goals	Scholarship recipients, in general, have higher retention and completion rates than the general District population (see section 5 data elements).

B. Foster Learning and Academic Excellence *Foster learning and academic excellence by providing effective programs and services*	
Integrate academic and student support services across the college	All Doyle Scholars (first-time, full-time freshmen) are required to complete the three Student Success steps of Orientation, Assessment and Educational Planning to receive their award, resulting in a strong foundation for their success. Doyle Scholars may now renew their awards for a second year. Recipients must meet Satisfactory Academic Progress (SAP) standards and remain on track with their long-term educational plan. Scholarship Programs challenge students to participate fully in the learning process through understanding and meeting the application criteria and by establishing academic award standards that promote full-time enrollment and academic success.

C. Serve our Diverse Communities *Serve our diverse communities and strengthen our connections through engagement, collaboration, partnerships, innovation, and leadership*	
Identify the educational needs of our changing demographics and develop appropriate and innovative programs and services with a focus on the increasing Latino/a population	Promote open access through actively eliminating barriers to a college education. Through the Foundation and Business & Community Scholarship programs, the Scholarship Office engages with a wide variety of organizations to provide an array of awards to our diverse student population. The qualifying GPA for the Doyle Scholarship is 2.75 and 2.0 for a Doyle Trustee Scholarship, providing greater access to SRJC for our area high school students. In order for students to renew their

	Doyle awards for a second year, the academic standard was lowered from a 2.5 term GPA to 2.0 and 67% completion rate (SAP standards). This allows students who struggle with the transition from high school to college to retain their Doyle awards and provide financial incentive to continue in school.
D. Improve Facilities and Technology *Provide, enhance, integrate, and continuously improve facilities and technology to support learning and innovation*	
Incorporate best practices and innovations for facilities and technologies in order to enhance learning and working environments	Scholarship operations are continually monitored and improved for technology improvements. Scholarship seeks to enhance operational efficiency while opening up access to students through technology. In 2015-16, Scholarship Programs awarding system transitioned from our "home grown" payment system (MoneyBags) to become fully integrated with the new financial aid management system, PowerFAIDS. This allows students and staff to have a clear understanding of their full financial aid package in one system and in real time. Looking forward, in academic year 2019-2020, Scholarship Programs award system will be moved from SIS to an outside vendor, AwardSpring. This will allow a more streamlined and user friendly experience for scholarship awards for student applicants, evaluators, donors, and staff.
E. Establish a Strong Culture of Sustainability *Establish a culture of sustainability that promotes environmental stewardship, economic vitality, and social equity*	
Expand, support, and monitor district-wide sustainability practices and initiatives	Since 2013, the Foundation continuing and transferring applications have been paperless. We continue to use a an application developed in SIS that allows students to apply for hundreds of scholarships through one application. Separate Cycle scholarship applications are offered online as drupal forms, eliminating the need to print numerous copies. PDF forms were removed in order to meet ADA compliance for online materials. As noated in Section D, scholarship applications will be moved from SIS to a scholarship management system (AwardSpring) during the 2019-20 academic year. Student communications have been streamlined to utilize the Student Portal in PowerFAIDS, rather than sending paper letters to students. The Doyle Scholarship application was moved to a Drupal form for the 2018-19 academic year. For the 2019-2020 academic year, this form was removed and students are able to apply for the Doyle Scholarship simply by completing the FAFSA or California Dream Act Application.
F. Cultivate a Healthy Organization *Cultivate an inclusive and diverse organizational culture that promotes employee engagement, growth, and collegiality*	
Recruit and hire outstanding faculty and staff and implement an exemplary Professional	Scholarship Programs employees are provided opportunities to grow and develop professionally. Employees participate in Professional Development Activities, job-related trainings, and are granted release time for job-related classes.

Development Program for all employees	
G. Develop Financial Resources *Pursue resource development and diversification while maintaining responsible fiscal practices and financial stability*	
Pursue alternative funding sources including grants, partnerships, and scholarships to support our diverse communities and students	The Scholarship Office provides program guidance and assistance to the SRJC Foundation in their pursuit of funding resources to actively grow scholarship awards available for SRJC students.
H. Improve Institutional Effectiveness *Continuously improve institutional effectiveness in support of our students, staff, and communities*	
Fully implement continuous quality improvement strategies to achieve greater transparency, effectiveness, efficiency, and participation	Scholarship Programs employees participate in the District's shared governance process and are engaged in District-wide planning and committees.

1.1c Description

Scholarship Programs operates year-round and provides scholarship information, resources and support services to students, parents and community members. The office publicizes institutional, local, state and nationally recognized scholarship opportunities, coordinates scholarship selection committees, and administers scholarship payments to incoming, continuing, and transferring students. For the 2019-2020 academic year, more than 2,298 individual awards were made from SRJC Foundation scholarships totalling $1,959,568 and 2,233 Doyle Scholarship awards for $2,463,448. Together, **4,531** awards were disbursed to students totalling **$4,423,016.**

1.1d Hours of Office Operation and Service by Location

LOCATION & HOURS
Santa Rosa Campus
Plover Hall
TEL (707) 527-4740

M - F, 8:00 AM-5:00 PM

Closed Fridays from noon - 2PM

Closed Fridays in June & July

1.2 Program/Unit Context and Environmental Scan

All funds in the 4000s and 5000s are used each year. The Scholarship Office prints promotional materials, award letters, award certificates (Doyle) and other related materials to distribute to all scholarship recipients (close to 2000) as well as outreach materials for all local high school seniors and the general public.

The distribution from the Doyle Trust resumed in September 2012 with a 5% administrative cost allowance (ACA) of $30,500 for the 2012-13 year. This was after four years at a $0 level, reflecting reduction in workload and costs associated with contraction of the Doyle program. The Doyle ACA will be able to assist with costs associated with program growth in the future.

ACA for 2013-14: $45,000

ACA for 2014-15: $65,750

ACA for 2015-16: $91,000

ACA for 2016-17: $117,500

ACA for 2017-18: $172,252

ACA for 2018-19: $161,250

ACA for 2019-2020: $197,500

2.1a Budget Needs

The Scholarship Office has been operating with the Manager, Student Financial Services (currently vacant while the Manager serves as the Interim Director, Student Financial Services), and two Scholarship Technicians. The Coordinator, Student Financial Services has been providing much needed additional support to the scholarship programs. In April 2021, the position of Coordinator, Scholarship Programs & Outreach was reinstated and filled internally through a District transfer to help meet the growing needs for additional staff to support the robust scholarship programs.

The Doyle Program continues to grow. In 2019-2020, more than 2,200 students received a Doyle Scholarship. Doyle Trust contributions are healthy leaving the program

room to grow. New for 2020-2021 is the ability for students who are enrolled at least half-time to maintain their Doyle Scholarship awards (pro-rated for less than full-time). And, starting with the 2021-2022 academic year, the residency requirement is being lifted to allow International and non-resident students access to this opportunity.

The SRJC Foundation based scholarship programs also continue to grow. In 2019-2020, more than 1,700 students received institutional scholarship awards. The Doyle Scholarship Program remains in an active growth period. The SRJC Foundation scholarships have also seen significant growth. It is not just the volume that has changed, but the programs offered are more complex and require increasing levels of detailed oversight. Combined, the Doyle and Foundation Scholarships disbursed more than **4,000 awards for greater than $4.4 million in 2019-2020.**

Both the Doyle and SRJC Foundation based scholarships require a high touch process. The implementation of AwardSpring scholarship management system has significantly streamlined the application, review, and awarding process. With the implementation of PowerFAIDS financial aid management system, scholarship awards are added to the student's financial aid package and disbursements are requested through this system. The processing of award payments has significantly improved with the integration of scholarships with the financial aid process. However, PowerFAIDS and AwardSpring are not integrated resulting in a manual "packaging" process.

The Scholarship Office tracks over 650 unique scholarship offerings annually. Each offering has its own set of criteria, award amounts, number of awards available, and assigned selection committee. Many awards require a secondary screening by donors and many require interviews, letters of recommendation, or other supplemental information.

With that in mind, Scholarship Programs implemented a Scholarship Management System (SMS), AwardSpring with a test cycle in Fall 2019 and launching for the first full cycle in Spring 2020. The timing of this implementation was coincidental to the COVID-19 pandemic that resulted in 100% remote operations. Without AwardSpring, we would not have been able to award students in a timely manner. The system allowed the Scholarship Program staff to track the award process from start to finish while working from home.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0000	ALL	00	00	$0.00	
0001	ALL	07	02	$10,000.00	Scholarship Management System to manage the scholarship award process from start to finish. IMPLEMENTED implemented in 2019. $10,000 is the annual contract maintenance fee.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Scholarship Technician (75%)	30.00	12.00	VACANT - EFFECTIVE APRIL 1, 2017. Employee promoted to Coordinator, Scholarship & Outreach. Processes scholarship awards; participates in outreach efforts to current and prospective students; coordinates with SRJC Foundation staff for disbursement of scholarship funds; advises students, parents and community members regarding scholarship requirements; determines scholarship recipient eligibility; works with more than 2,000 awards each year valued at greater than $1,500,000; enters student information into specialized financial aid software; assists with front counter and phone coverage.
Administrative Asst I	30.00	12.00	VACANT - EFFECTIVE OCTOBER 1,2010 PERMANENTLY REASSIGNED THROUGH REENGINEERING; Provides front counter and phone coverage for students, parents and community members; answers questions regarding scholarship policies and procedures; maintains scholarship advertisements in office as well as on-line; provides clerical support to supervisor.
Scholarship Technician	40.00	12.00	Processes scholarship awards; participates in outreach efforts to current and prospective students; coordinates application and award process for Doyle Scholarships; disburses Doyle funds to eligible students; determines applicants' academic eligibility and financial need; monitors continuing eligibility; works with more than 2,000 applications with an award value of over $2,000,000; advises students, parents and community members regarding scholarship requirements; generates POs and graphics orders. Evaluates and determines basic student eligibility for financial aid programs; verifies financial aid information reported on applications and additional documents; prepares award letters; enters student information into specialized financial aid software; assists with front counter and phone coverage.
Coordinator, Scholarship & Outreach	40.00	12.00	Coordinates scholarship outreach presentations for the District; provides informational presentations to SRJC students, area high schools, parents and community; advises students in their scholarship search and application process; plans and organizes the Circle of Honor event to recognize scholarship donors and recipients. Replaces vacancy created on April 6, 2018.
Scholarship Technician	40.00	12.00	Processes scholarship awards; participates in outreach efforts to current and prospective students; coordinates application and award process for Doyle Scholarships; disburses Doyle funds to eligible students; determines applicants' academic eligibility and financial need; monitors continuing eligibility; works with more than 2,000 applications with an award value of over $2,000,000; advises students, parents and community members regarding scholarship requirements; generates POs and graphics orders. Evaluates and determines basic student eligibility for financial aid programs; verifies financial aid information reported on applications and additional documents; prepares award letters; enters student information into specialized financial aid software; assists with front counter and phone coverage.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Manager, Student Financial Services	40.00	12.00	VACANT (Temporary) - Manager, SFS is serving as the Interim Director, SFS as of December 2020. Administers the comprehensive scholarship programs for SRJC including the Doyle Scholarship Program, SRJC Foundation Scholarship and Business & Community Scholarship programs. Manages the operation of the Scholarship Office including budget management, staff supervision, new scholarship development, outreach activities, financial reporting and analysis, and disbursement of scholarship funds. Under the direction of the Director, Student Financial Services, plan, organize and manage the day-to-day operations of the Financial Aid and Scholarship Office including application review, awarding, record-keeping and reporting activities; maintain contact with lending institutions to report on the status of loan recipients, availability of funds and current criteria for making loans; train, supervise and evaluate the performance of assigned staff.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC	25.00	12.00	Provides support for both Scholarship Programs and Financial Aid. Reviews emergency grant applications; holds Zoom hours and phone coverage ("front desk" coverage). Provides critical assistance to Scholarship Programs during peak application submission, review, and processing.

2.2d Adequacy and Effectiveness of Staffing

For the 2018-19 year, Scholarship Programs had 1.0 FTE Manager and 3 FTE Support Staff. One of the Scholarship Technician positions was supported by a vacancy in Financial Aid. The vacancy was transferred to the Scholarship Office to address the growth in the Doyle and other scholarship programs. The conversion of a Scholarship Technician position to the Coordinator position was a result of the Student Financial Services re-organization in 2016-17.

The Scholarship Programs department is in a steady growth period since the return of distributions from the Doyle Trust in 2012-13. Distributions have increased each year since the return. When the program contracted in 2008, the department saw a contraction in staffing: one employee transferred to Financial Aid and another was reengineered due to reduction of workload in Scholarship. With the growth and changes

to the Doyle Scholarship program, additional staff is needed to accommodate the size and complexity of the program.

The addition of a Scholarship Technician (filled March 20, 2017) is critical to our program's ability to continue to serve students and provide appropriate services to current and future students. The Doyle Scholarship program continues to grow. In 2015-16 the program added the opportunity for students to renew their scholarships for a second year **and** added a second award application cycle. While all scholarship processing is high touch and requires attention to detail and regular oversight, our area has seen the addition of several ongoing, high maintenance programs. For example, the Teaching Fellows Program requires oversight of student eligibility at regular intervals throughout the academic year, frequent contact with faculty mentors for student accountability and participation, active program participation as a member of the steering committee, attendance at cohort meetings, and annual reporting. The Foster Youth Completion Incentive Award and Adult Literacy grant require extensive oversight, are labor intensive, and require additional reporting. The SRJC Foundation has shifted the reporting burden for the Adult Literacy grant to the Scholarship Office.

Scholarship Programs has also been an integral partner with Student Equity and has been assigned over $60,000 in *direct student support* (these non-cash awards include gas cards, food vouchers, school supplies, backpacks, print cards, and bus passes). The proper awarding, disbursement, tracking, and reporting of these awards is time intensive.

The generous gift of $6 million from the Robert and Shirley Harris Family Foundation Endowment (previously Anonymous Donor) to support student scholarships at SRJC continued to grow in 2016-17 and 2017-18. These funds continued to have a significant impact on the Scholarship Programs operations. The Scholarship staff will need to be prepared to administer these expanded programs. This endowed fund provided $220,000 of distribution in 2017-18. The endowment provided funding for up to 16 students to participate in the SRJC Teaching Fellows Program for a year-long Fellowship. Feedback from faculty and students continues to be overwhelmingly positive. The anonymous gift also allowed for a Financial Aid Student Success grants, continuing and transferring student awards, and continuation of the Foster Youth Completion Incentive award (a high-touch program with frequent evaluations of the student's academic progress).

The Adult Literacy Award was developed as a result of a grant received by the SRJC Foundation (renewable up to five years). Initial awards for 2015-16 were up to $200,000. This grant includes provision for a 5% ACA, which had been utilized to partially fund a part-time STNC Administrative Assistant. The ACA was reduced to 2.5% for Scholarship Operations by the SRJC Foundation. The other 2.5% was allocated to the grant writer to submit the annual grant renewal proposal. This reduction in ACA no longer allows the Scholarship Office to fund STNC support for this time intensive program. The funds are utilized to support the current operations.

In 2018-19 Scholarship Programs administered scholarships for more than 650 named scholarships from more than 525 individual scholarship funds and over 4,000 individual awards. Scholarship applications, processing, and awarding continues to be a hands-on and personalized process. Other notable contributions continue to add to the growth of our Scholarship Programs. The Osher/Osher Lahm Scholarships continue to provide more than $1000,000 annually. Other notable funds include the F & C Lahm Family,

Schaffner Teaching Scholarships; Glenn H. and Mildred B. Long Music Scholarships; and the Leona Dixon Lisignoli and Reno Lisignoli Scholarships.

All of these programs have created additional workload that far exceeds the available staff of 3.0 FTE.

2.2e Classified, STNC, Management Staffing Requests

0001	Santa Rosa	01	02	VACANT - Scholarship Technician 75%	Scholarship Technician - 75%	Classified

2.3a Current Contract Faculty Positions

Position	Description

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description

2.3c Faculty Within Retirement Range

N/A

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description

2.5b Analysis of Existing Facilities

Facilities in Plover Hall on the Santa Rosa campus are adequate and allow room for program growth. The configuration of Student Financial Services (SFS) in Plover hall has been remodeled to accommodate the need for adequate service space for Veterans Affairs. The remodel has affected all three areas in SFS: Financial Aid, Scholarship, and Veterans Affairs.

3.1 Develop Financial Resources

The distribution from the Doyle Trust resumed in September 2012, with a 5% ACA of $30,500 for the 2012-13 year. The administrative cost allowance will be able to assist with program growth in the future.

The administrative cost allocation from the Doyle Trust is:

2013-14: $45,000
2014-15: $65,750
2015-16: $91,000
2016-17: $117,500
2017-18: $172,252
2018-19: $161,250

3.2 Serve our Diverse Communities

All classified job announcements include preference for applicants who are bilingual (English/Spanish). Scholarship Programs continues to offer Spanish language scholarship workshops to prepare students to complete the SRJC Foundation application and learn about scholarship opportunities.

Three bilingual (English/Spanish) Financial Aid Technicians are available in Student Financial Services. In addition to financial aid support, these staff members provide scholarship information and support services to current and prospective students.

3.3 Cultivate a Healthy Organization

The District-wide closure for the fall and spring PDA days allows Classified Staff members to fully participate in the activities. Staff members attend SRJC courses and other trainings which are relevant to their job skill requirements.

3.4 Safety and Emergency Preparedness

Student Financial Services employees participate in District-wide safety trainings.

The Manager, Student Financial Servcies is First Aid/AED certified.

3.5 Establish a Culture of Sustainability

Since 2013, in cooperation with Information Technologies, Scholarship Programs has been utlizing an online application that students submit completely electronically through their SRJC "myCubby" student portal. The application was designed to integrate seamlessly into the scholarship database in SIS. The online application mimicked the paper applications in look and content.

The Foundation Continuing and Transferring scholarship applications are now completely paperless with students applying online via an application developed by programmer Jean Brennan and is accessed when the student logs into their student portal in the Student Information System. The application is available from January - March 1 and August 1 - October 1 annually.

This automation reduced the amount of printed materials and the number of staff hours required for data entry and application verification of eligibility. This automation also allowed the Scholarship Office to conduct outreach to students throughout the application process. We were able to track student progress throughout the application period (if they started an application, whether the student met eligibility and when the application was officially submitted). The Scholarship Office was able to send tailored portal announcements encouraging students to complete the applications, to attend workshops, and to contact the office with questions.

In 2015-16, the Doyle Scholarship application was made available for electronic submission. Paper applications were made available upon request. Nearly all of the 1,500+ applications received were submitted electronically.

The use of electronic communication and distribution of scholarship materials to the selection committees continues to be successfully utilized.

The Scholarship Program advertises and promotes a limited number of "separate cycle" applications throughout the year for Foundation scholarships that have criteria so specialized that they cannot be accommodated with the one-stop application. Various community and business organizations, and local and national scholarship programs are also advertised online. These applications are currenlty being made available to students online as Drupal forms. Scholarship Programs has eliminated the past practice of providing fillable and printable PDF documents.

Announcement of scholarship opportunities continue to be made through electronic means rather than paper.

NEW FOR 2019-2020:
The new Scholarship Management System (SMS) will nearly eliminate the need to utilize paper distribution for the scholarship awarding process. The SMS application is online, documents are uploaded at the time of application, and scholarship committee members will be assigned unique login credentials to access the applications online. Scholarship Programs is looking forward to the further reduction of paper distribution and paper waste.

Accessibility
With scholarship applications available online, students have the ability to access this information from a variety of locations and during times beyond scheduled public service hours.

Both Plover and Jacobs Halls have multiple computer kiosks available to students designated exclusively for scholarship research and information. Students who do not have access to a computer would still have the opportunity to visit the Scholarship Office in Santa Rosa or Petaluma and receive access to a computer station and assistance with online applications.

4.1a Course Student Learning Outcomes Assessment

n/a

4.1b Program Student Learning Outcomes Assessment

Program Level SLOs:

As a result of interactions with Student Financial Services, including Financial Aid, Scholarship Programs and Veterans Affairs, students will:

1. Apply for and receive financial assistance to assist with the costs of attending college.

2. Learn to manage finances, plan a budget and understand the costs associated with attending SRJC and/or a four-year institution.

3. Identify conditions that are likely to contribute to, or interfere with, their academic performance.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Scholarship Workshop	Spring 2010	Summer 2010	Fall 2010
Service/Program	Scholarship Service	N/A	N/A	Fall 2010
Service/Program	Apply for/receive scholarships	Fall 2015	Spring 2016	N/A
Service/Program	Manage finances/plan budgets	Spring 2011	Summer 2011	Spring 2012
Service/Program	Identify success/fail factors	N/A	N/A	N/A

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Business & Community Scholarship Apps	X	X	X	X	X					X	X	X	X	X		X
Doyle Scholarship Application		X	X	X	X					X	X					X
National Scholarship Applications	X	X	X	X	X					X	X	X	X	X		X
SRJC Foundation Scholarship Application	X	X	X	X	X					X	X	X	X			X

4.2b Narrative (Optional)

Students are required to complete scholarship applications to access scholarship programs available through the SRJC Scholarship Office. Applications vary in length and depth of required responses. Scholarship applications are accessed on-line.

The scholarship application process is competitive. At a minimum, students are required to write a college-level essay explaining their educational and career goals.

Scholarship applications submitted to outside organizations typically require a budget, an essay, and letters of recommendation. Students must contact instructors and/or community members to request these letters. This process requires students to interact with faculty outside of their usual classroom experience.

Many SRJC students also apply for state and national awards. These scholarship applications are lengthy and require students to make their points clearly and concisely. To be competitive, students must complete applications that provide evidence of determination in their chosen field and related endeavors.

The process of completing various scholarship applications affords students an opportunity to develop skills in several institutional learning outcome areas.

5.0 Performance Measures

This section for 2018-2019 contains comparison elements for first year Doyle Scholars, which includes Doyle Trustee recipients. This does not include all other scholarship recipients, which is typically reported. This will be reported in the 2019-2020 PRPP.

Doyle Scholars continue to be a more diverse than the District-wide population of students, receive the Pell grant at higher rate. These students complete their attempted degree applicalbe courses at a significantly higher rate than the general population. Each year more than 90% of Doyle Scholars persisit from Fall to Spring and 2018-19 this rate was 94.93%.

2018-2019	Doyle Scholar First Year	District No.'s	Doyle Scholar%	District %
GENERAL DATA				
Total Students	1315	29853	4.40%	100.00%
Enrolled in CREDIT	1315	29853	4.40%	100.00%
Is English Primary Language?				
YES	1304	28669	99.16%	96.03%
NO	11	1184	0.84%	3.97%
ENROLLMENT LOCATION				
Online Courses ONLY	2	1797	0.15%	6.02%
Santa Rosa Campus ONLY	816	13625	62.05%	45.64%
Petaluma Campus ONLY	97	1572	7.38%	5.27%
Other ONLY	0	1904	0.00%	6.38%
Santa Rosa & Petaluma	318	7377	24.18%	24.71%
Santa Rosa & Other	77	3277	5.86%	10.98%
SR, Petaluma, Other	5	301	0.38%	1.01%

PETALUMA UNIT BREAKDOWN	392	6100		
3.0 or less	39	1993	9.95%	32.67%
3.5 - 6.0 units	59	1847	15.05%	30.28%
6.5 - 9.0 units	50	828	12.76%	13.57%
9.5 - 12.0 units	36	511	9.18%	8.38%
12.5 - 15.0 units	44	308	11.22%	5.05%
15.5 - 18.0 units	45	219	11.48%	3.59%
18.5 - 21.0 units	37	162	9.44%	2.66%
21.5 - 24.0 units	28	106	7.14%	1.74%
24.5 - 27.0 units	37	84	9.44%	1.38%
27.5-30.0	13	29	3.32%	0.48%
30.0+	4	12	1.02%	0.20%
12.0 - 21.0	130	795	33.16%	13.03%
21.5+	90	272	22.96%	4.46%
ACCESS				
Gender				
Male	573	13247	43.57%	44.37%
Female	726	15826	55.21%	53.01%
Unknown	16	780	1.22%	2.61%
Age Group				
< 20	1011	5621	76.88%	18.83%
20 - 24	304	10551	23.12%	35.34%
25 - 29	0	4690	0.00%	15.71%
30 - 34	0	2731	0.00%	9.15%
35 - 39	0	1853	0.00%	6.21%
40 - 49	0	2160	0.00%	7.24%
50 +	0	2247	0.00%	7.53%
Race/Ethnicity				
White	515	13292	39.16%	44.52%
Asian	51	1126	3.88%	3.77%
Black	16	655	1.22%	2.19%

Hispanic	599	10365	45.55%	34.72%
American Indian/Alaskan	6	180	0.46%	0.60%
Pacific Islander	1	108	0.08%	0.36%
Filipino	12	275	0.91%	0.92%
Multiple Ethnicities	59	1507	4.49%	5.05%
Unknown	56	2345	4.26%	7.86%
Disability				
Primary Disability	176	2527	13.38%	8.46%
Secondary Disability	1	34	0.08%	0.11%
Dept of Rehabilitation	1	13	0.08%	0.04%
Financial Aid				
Not Received	0	22237	0.00%	74.49%
Received	1315	7616	100.00%	25.51%
PELL Grant	437	4495	33.23%	15.06%
Other	1315	6086	100.00%	20.39%
PROGRESS				
Persistence				
Enrolled in Fall	1283	20470		
Persisted to Spring	1218	14242	94.93%	69.57%
Did not Persist	65	6228	5.07%	30.43%
COURSE COMPLETION				
Degree Applicable				
Attempted	10125	110458		
Failed	2081	28528	20.55%	25.83%
Successful	8044	81930	79.45%	74.17%
BASIC SKILLS				
ESL				
Attempted	36	561		
Failed	7	105	19.44%	18.72%
Successful	29	456	80.56%	81.28%

English				
Attempted	222	1045		
Failed	46	358	20.72%	34.26%
Successful	176	687	79.28%	65.74%
Math				
Attempted	116	986		
Failed	55	444	47.41%	45.03%
Successful	61	542	52.59%	54.97%
ACADEMIC SUCCESS				
Degree	100	3225	7.60%	10.80%
Certificate	109	3705	8.29%	12.41%

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	01	02	Doyle Scholarship Program growth	Adapt to program growth as Doyle Trust distributions increase. The program has evolved into a three-year program with dual awarding cycles. Criteria has been changed to allow more students to maintain the award and to encourage persistence and student success.	Ongoing	Staff processing and tracking time. May require additional STNC staff.
0002	ALL	01	02	Adult Literacy Award Program	Continue to administer this high touch program. Students with low basic skills levels require more from staff in order to be successful. Grant reporting has been requested of the Scholarship Office by the SRJC Foundation.	Grant funded through 2019	Labor-intensive program requiring staff prrocessing and tracking time. Grant comes with a 5% ACA to support the Scholarship Office. NOTE: In 2018, the SRJC Foundation designated 2.5% to Scholarship and 2.5% to support the grant writing renewal effort.
0004	ALL	01	02	Develop new award program	Develop new need-based student award program as needed based on gifts to SRJC Foundation.	Ongoing	Manager's time to guide the development of new programs and to collaborate with interested parties and develop program criteria; staff processing time which may outstrip current staff capacity.
0005	ALL	01	02	Implement a Scholarship Management System	Implement Scholarship Management System to support current scholarship programs including Foundation and Doyle application process.	2018-19	Student Financial Services will require the assistance of Purchasing (procurement), IT (programming and implementation), and theDirector of Assessment and Student Success Technologies (process management) to implement a new program with the goal of offering scholarship applications to students by January 2019 for the 2019-20 award year.
0006	ALL	08	07	Continued integration of scholarship operations into the PowerFAIDS program	Utilize the communication tools, letter management/student notification system, and auto-packaging rules when applicable for scholarship. Streamline scholarship award and payment processes.	Ongoing	Staff training and processing time.

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	01	02	Doyle Scholarship Program growth	Adapt to program growth as Doyle Trust distributions increase. The program has evolved into a three-year program with dual awarding cycles. Criteria has been changed to allow more students to maintain the award and to encourage persistence and student success.	Ongoing	Staff processing and tracking time. May require additional STNC staff.
0002	ALL	01	02	Adult Literacy Award Program	Continue to administer this high touch program. Students with low basic skills levels require more from staff in order to be successful. Grant reporting has been requested of the Scholarship Office by the SRJC Foundation.	Grant funded through 2019	Labor-intensive program requiring staff prrocessing and tracking time. Grant comes with a 5% ACA to support the Scholarship Office. NOTE: In 2018, the SRJC Foundation designated 2.5% to Scholarship and 2.5% to support the grant writing renewal effort.
0004	ALL	01	02	Develop new award program	Develop new need-based student award program as needed based on gifts to SRJC Foundation.	Ongoing	Manager's time to guide the development of new programs and to collaborate with interested parties and develop program criteria; staff processing time which may outstrip current staff capacity.
0005	ALL	01	02	Implement a Scholarship Management System	Implement Scholarship Management System to support current scholarship programs including Foundation and Doyle application process.	2018-19	Student Financial Services will require the assistance of Purchasing (procurement), IT (programming and implementation), and theDirector of Assessment and Student Success Technologies (process management) to implement a new program with the goal of offering scholarship applications to students by January 2019 for the 2019-20 award year.
0006	ALL	08	07	Continued integration of scholarship operations into the PowerFAIDS program	Utilize the communication tools, letter management/student notification system, and auto-packaging rules when applicable for scholarship. Streamline scholarship award and payment processes.	Ongoing	Staff training and processing time.