

# Santa Rosa Junior College

## Program Resource Planning Process

### Scholarship 2015

#### 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.

#### 1.1b Mission Alignment

Strategic Plan: Goals and Objectives	Scholarship Alignment with Strategic Plan
<b>A. Support Student Success:</b> <i>Support development of the whole student from early college awareness through successful completion of educational and career goals</i>	
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 Team outreach efforts throughout the year. Scholarship Programs saw the return of the Doyle Scholarship in 2013-14 for the high school class of 2013 and managed 80% program growth in 2014-15. A vacancy remains in the Scholarship Outreach Coordinator position. Currently, Scholarship Outreach is primarily provided to high schools by the Financial Aid Outreach Coordinator that visits 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 Anonymous Donor scholarships, Scholarship Programs created and implemented the Foster Youth Success – Completion Incentive Award program. This award incentivizes and recognizes progress towards the student’s goal. The Teaching Fellows Program, also a result of the Anonymous Donor contribution, engages students in a meaningful way with faculty, staff, and students.
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>C. Foster Learning and Academic Excellence</b> <i>Foster learning and academic excellence by providing effective programs and services</i>	
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.

	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.
<b>E. Serve our Diverse Communities</b> <i>Serve our diverse communities and strengthen our connections through engagement, collaboration, partnerships, innovation, and leadership</i>	
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	<p>Promote open access through actively eliminating barriers to a college education. Through the Foundation and Business &amp; Community Scholarship programs, the Scholarship Office engages with a wide variety of organizations to provide a wide array of awards to our diverse student population.</p> <p>In 2014-15 Scholarship Programs, in partnership with the Federación de Michoacanos Del Norte de California, received a grant from the Consulate General of Mexico in San Francisco to provide economic assistance and encouragement to students to pursue their education goals and dreams.</p> <p>Beginning with the Class of 2015, the qualifying GPA for the Doyle Scholarship was established at 2.75, providing access to nearly 700 additional high school graduates.</p>
<b>G. Improve Facilities and Technology</b> <i>Provide, enhance, integrate, and continuously improve facilities and technology to support learning and innovation</i>	
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.
<b>I. Establish a Strong Culture of Sustainability</b> <i>Establish a culture of sustainability that promotes environmental stewardship, economic vitality, and social equity</i>	
Expand, support, and monitor district-wide sustainability practices and initiatives	In 2013-14, Foundation continuing and transferring applications went paperless. Separate Cycle scholarship applications are offered online as PDF forms, eliminating the need to print numerous copies.
<b>K. Cultivate a Healthy Organization</b> <i>Cultivate an inclusive and diverse organizational culture that promotes employee engagement, growth, and collegiality</i>	
Recruit and hire outstanding faculty and staff and implement an exemplary Professional Development Program for all employees	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.
<b>M. Develop Financial Resources</b> <i>Pursue resource development and diversification while maintaining responsible fiscal practices and financial stability</i>	
Pursue alternative funding sources including grants, partnerships, and scholarships to support our	The Scholarship Office, in collaboration with the SRJC Foundation, pursues funding resources to assist with expanding the size and breadth (i.e. diversity) of scholarship awards for SRJC students.

diverse communities and students	
<b>O. Improve Institutional Effectiveness</b> <i>Continuously improve institutional effectiveness in support of our students, staff, and communities</i>	
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 local, state and national scholarship opportunities, coordinates scholarship selection committees and administers scholarship payments to incoming, continuing, and transferring students. For the 2014-15 year more than 900 qualified scholarship applications were received for the SRJC Foundation Continuing and Transferring scholarships and more than 500 applications were received and screened for "separate cycle" opportunities for various business and community scholarships. The Scholarship Office offered more than 1,250 individual awards to students. The Doyle Scholarship Program expanded to offer \$1,000 awards to 873 students from the high school class of 2014. Student success steps of orientation, assessment, and education planning were implemented as requirements to receiving the Doyle Scholarship.

### 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 in June & July

##### **Petaluma Campus**

**Closed daily 1:00-2:00PM**

Jacobs Hall, Room 116

TEL (707) 778-2461

M, T, Th, 8:00 AM-5:00 PM,

W, 8:00 AM-7:00 PM

Closed Fridays

## 1.2 Program/Unit Context and Environmental Scan

All funds in the 4000s and 5000s are used each year. The Scholarship Office prints brochures, letters 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% 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. For the 2013-14 year, the allocation from the Doyle ACA was \$45,000 and the 2014-15 Doyle Fund ACA was \$47,000. The administrative cost allowance will be able to assist with costs associated with program growth in the future.

The Doyle Scholarship Program returned in 2013-14. Over 875 recent, local high school graduates applied for the Doyle Scholarship for 2014-15 with 873 meeting the qualifications to receive the award. Of these, 480 students (55% of qualified applicants) enrolled full-time at SRJC and met the academic and student success requirements during 2014-15. The Doyle Scholarship Program will continue to award full-year \$1000 scholarships to qualified local high school graduates in 2015-16 and beyond.

### 2.1a Budget Needs

For the 2014-15 year, Scholarship Programs has a total budget of \$305,426; the 2013-14 total budget was \$297,886.

Costs remain contained by:

1. continued reassignment of a .75 Administrative Assistant 1 to Academic Affairs; part of the Fall 2010 reengineering
2. continued reassignment of a .50 FTE Financial Aid Tech I to the Financial Aid department (and the BFAP budget)
3. a carried vacancy in the .50 FTE Scholarship Outreach Coordinator position

### 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Scholarship Technician (75%)	30.00	12.00	Maintains data for Foundation and Business/Community scholarship processing; coordinates with SRJC Foundation staff for disbursement of scholarship funds; advises students, parents and community members regarding scholarship requirements; determines scholarship recipient eligibility; generates POs and graphics orders; works with more than 1500 awards each year valued at greater than \$1,000,000.
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	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 1,500 applications with an award value of over \$1,500,000.
Outreach Coordinator	20.00	12.00	VACANT; 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.
Financial Aid Technician 1	20.00	12.00	VACANT--EFFECTIVE FALL 09 TEMPORARILY REASSIGNED TO FINANCIAL AID; 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, Scholarship Programs	40.00	12.00	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.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Worker	24.00	12.00	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.
STNC - Special Assignment	20.00	6.00	Provides front counter and phone coverage to assist 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. Verifies student information for scholarship applications, including Foundation, Community and Organization, and Doyle Scholarships.

## 2.2d Adequacy and Effectiveness of Staffing

For the 2014-15 year, Scholarship Programs has 1.0 FTE Manager and 1.75 FTE Support Staff. Vacancies include:

- 1) .75 Administrative Assistant 1 (Reassigned through Reengineering)
- 2) .50 vacancy in the Outreach position

3) .50 FTE FA Tech I has been reassigned to the Financial Aid department (and BFAP budget).

The Scholarship Programs department is in a growth period with the return of distributions from the Doyle Trust in 2012-13 and increased distributions in 2014-15. 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. In spring 2015, the 100% Scholarship Technician took a promotion through the internal transfer/promotion process, leaving the Scholarship Office understaffed during the peak of the scholarship season. This staffing shortage resulted in a delay in processing time and student notifications. The remaining staff members (75% Scholarship Technician, seasonal STNC, and student employee) have worked diligently to offer and deliver awards for the entire Fall 2015 SRJC Foundation and Business & Community Scholarship Program, as well as the growing Doyle Scholarship Program.

With the return of the Doyle Scholarship program (beginning with Fall 2013 awards), additional staff is needed to accommodate this program's growth. The amount of staff needed depends on the rapidity and size of the program growth. In addition, other new Foundation endowed awards and grants (Teaching Fellows, Foster Youth Completion Incentive Award, Adult Literacy grant), which are labor intensive have created additional workload that exceeds the 70 hrs/week available with 1.75 FTE staff.

The generous gift of \$6 million from an anonymous donor to support student scholarships at SRJC continued to grow in 2014-15 and will continue to have a significant impact on the Scholarship Programs operations in 2015-16. The Scholarship staff will need to be prepared to administer these expanded programs. This endowed fund is providing \$214,220 of distribution in 2015-16. 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 Pell Continuation Grant, 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).

In 2014-15 Scholarship Programs administered scholarships for nearly 600 named scholarships from more than 525 individual scholarship funds. 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 awarded \$92,000 in 2014-15; Schaffner Teaching Scholarships awarded \$50,000; Glenn H. and Mildred B. Long Music Scholarship awarded \$18,500; and the new Leona Dixon Lisignoli and Reno Lisignoli Scholarship awarded \$14,500 in 2014-15 to support students in vocational programs.

A new award program for Adult Literacy was developed as a result of a grant received by the SRJC Foundation. Initial awards for 2015-16 are \$65,000 with \$135,000 in additional awards possible from this grant-funded program. This grant came with an \$11,000 ACA, funding a 12 month temporary from .75 FTE to 1.0 FTE for the Scholarship Technician.

## 2.2e Classified, STNC, Management Staffing Requests

<b>Rank</b>	<b>Location</b>	<b>SP</b>	<b>M</b>	<b>Current Title</b>	<b>Proposed Title</b>	<b>Type</b>
0001	Santa Rosa	01	02	Scholarship Technician-75%	Scholarship Technician-100%	Classified
0002	Santa Rosa	01	02	VACANT - Coordinator, Scholarship & Outreach	Coordinator, Scholarship & Outreach - 50%	Classified
0002	Santa Rosa	01	02	VACANT - Administrative Assistant 1 - 50%	Administrative Assistant 1-50%	Classified

## 2.3a Current Contract Faculty Positions

<b>Position</b>	<b>Description</b>
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### 2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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### 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
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### 2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

### 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.5a Minor Facilities Requests



Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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## 2.5b Analysis of Existing Facilities

Facilities in Plover Hall on the Santa Rosa campus are adequate and spacious and allow room for program growth. Students regularly use the kiosks in the lobby area to access various on-line scholarship opportunities and applications.

Financial Aid/Scholarship moved to Jacobs Hall in the Resource Service Center on the Petaluma Campus in May 2010. This relocation addresses the lack of useable space in the former location and provides much improved space for advertising scholarship opportunities and conducting scholarship workshops at that campus.

## 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. For the 2014-15 year, the allocation from the Doyle Fund ACA will be \$47,000. The administrative cost allowance will be able to assist with program growth in the future.

## 3.2 Serve our Diverse Communities

All classified job announcements include preference for applicants who are bilingual (English/Spanish). The Manager of Scholarship Programs successfully completed the 4-unit Spanish 1 class at SRJC in Spring 2014 and the 4-unit Spanish 2 class at SRJC in Fall 2014 with dual objectives 1) to develop Spanish language skills and 2) to better understand the language barriers of English language learners.

In 2014-15 Scholarship Programs offered Spanish language scholarship workshops to prepare students to complete the SRJC Foundation application and learn about scholarship opportunities. Spanish language scholarship workshops will continue to be offered in 2015-16 and beyond.

## 3.3 Cultivate a Healthy Organization

The District-wide closure for the fall and spring PDA days allowed 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.

In addition to trainings, the 75% Scholarship Technician has been actively involved in the following SRJC activities:

- Member, SRJC Multi-Cultural Committee
- Outreach activities such as tabling at Coddington, Super Saturday Service, and Cash for College events.

### 3.4 Safety and Emergency Preparedness

Student Financial Services has three area safety leaders: Rachael Cutcher (Scholarship), Craig Rowland (Veteran's Affairs), and Brian Wilson (Financial Aid). These employees participate in District-wide safety trainings.

The Manager, Scholarship Programs is First Aid/AED certified.

### 3.5 Establish a Culture of Sustainability

During 2012-13, in cooperation with Information Technologies, Scholarship Programs piloted an online application that students could 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.

In 2013-14, the Foundation Continuing and Transferring scholarship applications went paperless! Paper applications remain available to students upon request.

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, 916 complete and eligible applications were received by the deadline, which is approximately the same as received in previous years.

The use of electronic communication and distribution of scholarship materials to the selection committees continued to expand in 2014-15.

The Scholarship Program advertises and promotes "separate cycle" applications throughout the year for special Foundation scholarships, various community and business organizations, and local and national scholarship programs. During 2014-15 these applications continued to be made available to students online as fillable and printable PDF documents.

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

### **Accessibility**

By making scholarship forms 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 either access to a computer station and printer, or can request printed copies from the Scholarship staff.

#### 4.1a Course Student Learning Outcomes Assessment

n/a

#### 4.1b Program Student Learning Outcomes Assessment

### **Program Level SLOs identified beginning Fall 2010:**

**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;** (to be assessed in Fall 2015)
- 2. Learn to manage finances, plan a budget and understand the costs associated with attending SRJC and/or a four-year institution;** (assessed in Spring 2011)

**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. Most scholarship applications can now be accessed on-line and either submitted on-line or printed out and submitted in person or by mail.

The Foundation application process is competitive and students must develop an estimated year-long budget as well as write a college-level essay explaining their educational and career goals.

The Business & Community 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

Scholarship recipients' **rate of persistence** from Fall to Spring is consistently significantly higher than the District-wide rate. Doyle Scholars' persistence was **26.6% higher** than the District-wide rate. Other Scholars also remain consistently higher in persistence Fall to Spring, nearly **19% higher** than the District-wide rate.

Scholarship recipients have a degree applicable **course completion rate** at a higher percentage than District-wide students. In 2013-14, the rate of completion over District-wide was **15.6% higher** for Doyle Scholars and **11.7% higher** for Other Scholars.

Scholarship recipients consistently successfully complete **Basic Skills courses** (ESL, Math and English) at a higher rate than the District-wide rate. In 2013-14, Doyle Scholars successfully completed Basic Skills English courses **28% higher** than District-wide rates.

Scholarship recipients receive a high percentage of the SRJC **AA/AS degrees** awarded annually. In 2013-14, **17.2% of other scholarship recipients** earned AA/AS degrees compared to a district-wide rate of 4.5%.

Doyle Scholars and Other Scholarship recipients with a **Primary Disability** exceed the District-wide rate: Doyle Scholars (9.4%), Other Scholars (10.1%), District-wide (5.6%).

In 2013-14 scholarship recipient rates for **ethnic minority groups** are nearer those of the District-wide rates. For 2013-14, Doyle Scholars were **29.7%** and Other Scholars were **26.9% Hispanic** while the general population percentage of Hispanic students was **27.9%**. Enhanced scholarship

outreach efforts to the ELL and Latino communities continue to be credited. Doyle and Other Scholarship recipients represent a diverse group of students, 40.2% of Doyle Scholars and 44.5% of Other Scholars identified ethnicities other than white. These rates closely mirror the District-wide rate of 42.9%.

100% of Doyle Scholars were in the under 24 **age group**. The return of the Doyle Program in 2013-14 was specifically designated to recent high school graduates.

The number of Scholarship recipients who attended **Petaluma** in 2013-14 remained steady: **66 (of 435, or 15%) of Doyle Scholars** and **47 (of 912, or 5.2%) of Other Scholars** enrolled in at least 12 units *per academic year* at the Petaluma Campus. Continued outreach and services through the Financial Aid technician assigned full-time to the Petaluma Campus are needed to continue growth of these figures on this campus.

Scholarship awards continue to assist with student's financial needs. In 2013-14, **40.8% of Other Scholars** received Pell Grants and **26.7% of Doyle scholars** received Pell Grants compared to a District-wide measure of **14.3%** receiving Pell Grants.

In general, Doyle Scholars and Other Scholars consistently persist from Fall to Spring at very high rates and successfully complete Degree Applicable and Basic Skills courses at higher rates than District-wide. Scholarship recipients are ethnically diverse and complete degrees at significantly higher than average rates.

<b>2013-14</b>	Doyle Scholar	Other Scholar	District #	Doyle Scholar%	Other %	District %
<b>GENERAL DATA</b>						
Total Students	435	912	32,675	1.3%	2.8%	100.0%
Enrolled in CREDIT	435	912	32,675	1.3%	2.8%	100.0%
<b>Is English Primary Language?</b>						
YES	426	816	30,012	97.9%	89.5%	91.9%
NO	9	96	2,663	2.1%	10.5%	8.1%
<b>ENROLLMENT LOCATION</b>						
Online Courses ONLY	0	5	1,426	0.0%	0.5%	4.4%

Santa Rosa Campus ONLY	249	586	17,240	57.2%	64.3%	52.8%
Petaluma Campus ONLY	31	24	2,614	7.1%	2.6%	8.0%
Other ONLY	0	4	2,029	0.0%	0.4%	6.2%
Santa Rosa & Petaluma	112	193	6,624	25.7%	21.2%	20.3%
Santa Rosa & Other	43	95	2,447	9.9%	10.4%	7.5%
SR, Petaluma, Other	0	5	295	0.0%	0.5%	0.9%
<b>PETALUMA UNIT BREAKDOWN</b>	<b>151</b>	<b>182</b>	<b>7,971</b>			
3.0 or less	37	54	2,678	24.5%	29.7%	33.6%
3.5 - 6.0 units	17	44	1,974	11.3%	24.2%	24.8%
6.5 - 9.0 units	15	24	1,131	9.9%	13.2%	14.2%
9.5 - 12.0 units	19	21	656	12.6%	11.5%	8.2%
12.5 - 15.0 units	10	17	483	6.6%	9.3%	6.1%
15.5 - 18.0 units	4	7	276	2.6%	3.8%	3.5%
18.5 - 21.0 units	9	2	246	6.0%	1.1%	3.1%
21.5 - 24.0 units	16	6	239	10.6%	3.3%	3.0%
24.5 - 27.0 units	12	5	167	7.9%	2.7%	2.1%
27.5-30.0	8	2	82	5.3%	1.1%	1.0%
30.0+	4	0	39	2.6%	0.0%	0.5%
12.0 - 21.0	24	34	1,123	15.9%	18.7%	14.1%
21.5+	42	13	583	27.8%	7.1%	7.3%
<b>ACCESS</b>						
<b>Gender</b>						
Male	160	340	14,794	36.8%	37.3%	45.3%
Female	274	567	17,160	63.0%	62.2%	52.5%
Unknown	1	5	721	0.2%	0.5%	2.2%
<b>Age Group</b>						

< 20	432	214	7,542	99.3%	23.5%	23.1%
20 - 24	3	308	10,696	0.7%	33.8%	32.7%
25 - 29	0	151	4,854	0.0%	16.6%	14.9%
30 - 34	0	81	2,773	0.0%	8.9%	8.5%
35 - 39	0	57	1,697	0.0%	6.3%	5.2%
40 - 49	0	45	2,496	0.0%	4.9%	7.6%
50 +	0	56	2,617	0.0%	6.1%	8.0%
<b>Race/Ethnicity</b>						
White	260	506	18,639	59.8%	55.5%	57.0%
Asian	13	36	1,234	3.0%	3.9%	3.8%
Black	0	29	879	0.0%	3.2%	2.7%
Hispanic	129	245	9,104	29.7%	26.9%	27.9%
American Indian/Alaskan	1	29	238	0.2%	3.2%	0.7%
Pacific Islander	1	3	125	0.2%	0.3%	0.4%
Filipino	6	9	277	1.4%	1.0%	0.8%
Multiple Ethnicities	23	47	1,558	5.3%	5.2%	4.8%
Unknown	2	8	621	0.5%	0.9%	1.9%
	2					
<b>Disability</b>						
Primary Disability	41	92	1,823	9.4%	10.1%	5.6%
Secondary Disability	16	39	780	3.7%	4.3%	2.4%
Dept of Rehabilitation	1	1	68	0.2%	0.1%	0.2%
<b>Financial Aid</b>						
Not Received	0	242	19,366	0.0%	26.5%	59.3%
Received	435	670	13,309	100.0%	73.5%	40.7%
BOG Waiver	235	648	12,938	54.0%	71.1%	39.6%
PELL Grant	116	372	4,670	26.7%	40.8%	14.3%
Other	435	232	1,886	100.0%	25.4%	5.8%



<b>PROGRESS</b>						
<b>Persistence</b>						
Enrolled in Fall	426	737	23,009			
Persisted to Spring	410	651	16,015	96.2%	88.3%	69.6%
Did not Persist	16	86	6,994	3.9%	13.2%	30.4%
<b>COURSE COMPLETION</b>						
<b>Degree Applicable</b>						
Attempted	3899	6,094	128,919			
Failed	445	937	34,885	11.4%	15.4%	27.1%
Successful	3454	5,157	94,034	88.6%	84.6%	72.9%
<b>BASIC SKILLS</b>						
<b>ESL</b>						
Attempted	8	75	1,832			
Failed	0	4	356	0.0%	5.3%	19.4%
Successful	8	71	1,476	100.0%	94.7%	80.6%
<b>English</b>						
Attempted	45	40	1,591			
Failed	4	12	591	0.9%	30.0%	37.1%
Successful	41	28	1,000	91.1%	70.0%	62.9%
<b>Math</b>						
Attempted	50	84	2,359			
Failed	13	22	856	26.0%	26.2%	36.3%
Successful	37	62	1,503	74.0%	73.8%	63.7%
<b>ACADEMIC SUCCESS</b>						

Degree	0	157	1,483	0.0%	17.2%	4.5%
Certificate	0	39	574	0.0%	4.3%	1.8%
<b>WORKFORCE DEVELOPMENT</b>						
<b>Apprenticeship Course (SAM = A)</b>						
Attempted	0	0	191			
Failed	0	0	15	0.0%	0.0%	7.9%
Successful	0	0	176	0.0%	0.0%	92.1%
<b>Advanced Occupational (SAM=B)</b>						
Attempted	2	118	1,330			
Failed	0	5	238	0.0%	4.2%	17.9%
Successful	2	113	1,092	100.0%	95.8%	82.1%
<b>Clearly Occupational (SAM=C)</b>						
Attempted	433	1,389	30,719			
Failed	54	163	6,961	12.5%	11.7%	22.7%
Successful	379	1,226	23,758	87.5%	88.3%	77.3%
<b>Possibly Occupational (SAM=D)</b>						
Attempted	132	353	9,557			
Failed	22	61	2,916	16.7%	17.3%	30.5%
Successful	110	292	6,641	83.3%	82.7%	69.5%

## 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 with Doyle Trust distribution increases.	Fall 2014 and Spring 2015	Program grew 80% in one year, requiring additional staff processing and tracking time. Increase in timebase of 75% Scholarship Technician to 100% as temporary increase from January - June; hired additional STNC staff to assist with processing of applications and award letters.
0002	ALL	01	02	Online Doyle Application Pilot	Pilot an online application and submission process with up to five local high schools.	Fall 2014 and Spring 2015	Programming and development time; high school volunteers. Project is in the queue with IT. Goal is to launch an online application by Spring 2016.
0003	ALL	01	02	Foster Youth Completion Incentive Award	Review 2014-15 program and student progress, administer awards and offer additional Fall 2015 and Spring 2016 awards.	Fall 2015 and Spring 2016	Labor-intensive program: 11 awards in 2013-14 for \$24,000, 18 awards in 2014-15 for \$32,000, 23 awards in 2015-16 for \$43,000.
0004	ALL	01	02	Develop new award program	Develop new need-based student award program if needed based on gifts to SRJC Foundation.	Fall 2014 and Spring 2016	A grant to the SRJC Foundation to fund scholarships in support of Adult Literacy has resulted in initial awards of \$65,000 to Foundation Continuing applicants; populations reached include College Skills, ESL, EOPS and Puente students with an emphasis on students who are currently or who have been enrolled in basic skills coursework. Additional \$135,000 in awards coming for Fall 15 and Spring 16.
0005	ALL	08	07	Develop a Scholarship contact and award detail management database,	Develop a contact and award database to support the growing Business & Community scholarship program.	Fall 2015 and Spring 2016	Programmer and development time. Project is in the queue with IT.

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	Doyle Scholarships returned in 2013-14! The 2014-15 applications rose to 873, and recipients were offered full-year Doyle awards. Administering the application cycle, awarding process, and high school award ceremony process was relatively smooth. The future challenge will be to accommodate the growth of the program, the rate of which is unknown and unpredictable at this time (the 2015-16 applications nearly doubled from the previous year). Program growth depends on distributions from the Doyle Trust.
ALL	The addition of \$6M to the endowment for student scholarship awards has added to significant growth in the scholarship programs. These high-touch programs continue to develop and require a significant amount of personalized attention: the Teaching Fellows Program, the Pell Continuation Grant, and the Foster Youth Completion Incentive Award program.
ALL	The launch of the SRJC Teaching Fellows Program in Spring 2013 was a resounding success due to the extensive collaboration done with faculty during the program's development. The program completed its second full year for the 2014-15 academic year. The program requires monthly monitoring, meetings, and tracking of both student recipients and faculty mentors. The Scholarship Manager serves as an integral member of the Steering Committee.
ALL	The development of the Foster Youth CIA program during Spring 2013 was done collaboratively with the Manager, FKCE and the Dean, Child Development. The first multi-term cohort was selected during Fall 2013 and is being monitored for completion and progress towards their goals. This student population is high-risk and high-need. The program is supporting positive student outcomes.

## 6.2b PRPP Editor Feedback - Optional

### 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 if Doyle Trust distributions increase.	Fall 2015 and Spring 2016	Staff processing and tracking time. May require increase in timebase of Scholarship technician and additional STNC staff.
0002	ALL	01	02	Adult Literacy Award Program	Distribute initial awards; develop secondary criteria, administer and offer these additional Fall 2015 and Spring 2016 award.	Fall 2015 and Spring 2016	Labor-intensive program requiring staff processing and tracking time. Grant comes with an \$11,000 ACA to increase the timebase of 75% Scholarship technician to 100%.
0003	ALL	01	02	Develop a site page, within the Scholarship web pages, dedicated to outside scholarship opportunities and search techniques.	Provide scholarship resources to students in an accessible format while preserving the content of the current scholarship Online Bulletin Board, which advertises and promotes Foundation, local Business & Community Organization, Doyle, and limited number of State and National scholarship opportunities.	Fall 2015 and Spring 2016	Programming and development time
0004	ALL	01	02	Develop new award program	Develop new need-based student award program if needed based on gift to SRJC Foundation.	Fall 2015 and Spring 2016	Manager's time to brainstorm needs and program ideas and then to collaborate with interested parties and develop program criteria; staff processing time which may outstrip current staff capacity.
0005	ALL	01	02	Online Doyle Application Pilot	Pilot an online application and submission process with up to five local high schools.	Fall 2015 and Spring 2016	Programming and development time; high school volunteers.
0006	ALL	08	07	Develop a Scholarship contact and award detail management database,	Develop a contact and award database to support the growing Business & Community scholarship program.	Fall 2015 and Spring 2016	Programmer and development time.