Santa Rosa Junior College
Program Resource Planning Process

Scholarship 2016

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
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 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. The addition of one full-time Scholarship Technician will allow the Scholarship Office to engage more with outreach into high schools within the District's service area. Scholarship Programs has a cooperative role in developing, offering, and implementing a Promise program. SRJC and the Doyle Trust have been "Keeping the Promise" to Sonoma County residents since 1950 with the Doyle Scholarship program.
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. In 2014-15 the SRJC Foundation received a grant in excess of $200,000 to provide scholarship support for underrepresented groups including ESL, Puente, EOPS, and single parents. The primary beneficiaries of this grant are students enrolled in non-credit, basic skills coursework. This is a renewable grant (up to five years) 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 a wide array of awards to our diverse student population. 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. 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. 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. Academic year 2016-17 will be the first award year in the new system. |

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	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. In 2015-16, the Doyle Scholarship application switched from paper to an electronic submission format. Applicants were able to access the application via the Scholarship Office web page, then complete and submit the application online.

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 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.

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, 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.

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 local, state and national scholarship opportunities, coordinates scholarship selection committees and administers scholarship payments to incoming, continuing, and transferring students. For the 2015-16 year 1,098 qualified scholarship applications were received for the SRJC Foundation Continuing and Transferring scholarships and more than 600 applications were received and screened for "separate cycle" opportunities for various business and community scholarships. The Scholarship Office offered more than 2,522 individual awards to 1,566 students. The Doyle Scholarship Program expanded to offer $1,000 awards to 1,643 students from the high school class of 2015. Student success steps of orientation, assessment, and education planning are requirements for students to receive the Doyle and Doyle Trustee scholarships.

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 109
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% 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

Qualified students from the class of 2014 were offered 873 awards. Of these, 480 students enrolled full-time at SRJC and met the academic and student success requirements during the 2014-15 academic year. With the lowering of the GPA requirement from 3.0 to 2.75, the Doyle Scholarship Program nearly doubled the number of awards offered to 1,643 for the class of 2015 to attend SRJC during the 2015-16 academic year. Of these applicants, 806 attended SRJC and received at least one award payment. The Doyle Scholarship Program continues to award full-year $1000 scholarships to qualified local high school graduates and is now offering a second year renewal opportunity to Doyle Scholars.

2.1a Budget Needs

For the 2015-16 year, Scholarship Programs has a total budget of $355,816; the 2014-15 total budget was $305,426. A temporary increase of assignment for the 75% Scholarship Technician to 100% from July 1 - January 31 was funded by the ACA from the Adult Literacy grant. The ACA also allowed for the hiring of a part-time STNC Administrative Assistant II from February 1 - June 30.

Overall program costs remain contained by:
1. continued reassignment of a .75 Administrative Assistant 1 to Academic Affairs; part of the Fall 2010 reengineering
2. a carried vacancy in the .50 FTE Scholarship Outreach Coordinator position

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0000	ALL	00	00	$0.00	

2.2a Current Classifed Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Scholarship Technician (75%)	30.00	12.00	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

Position	Hr/Wk	Mo/Yr	Job Duties
			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.
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.
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, 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 Employee	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	25.00	6.00	Assists in the implementation of scholarship award processing; verifies student award eligibility, and maintains records; processes non-institutional scholarship awards; disburses scholarship funds to eligible students; advises students regarding possible sources for grants and scholarships; serves as liaison to faculty and staff, and is involved with the SRJC Outreach Team regarding scholarship opportunities for students to attend SRJC.
STNC - Administrative Assistant II	25.00	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 2015-16 year, Scholarship Programs had 1.0 FTE Manager and 1.75 FTE Support Staff. In 2016-17, Scholarship Programs will add 1.0 FTE Scholarship Technician. This position is being 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.

Current vacancies include:
1) .75 Administrative Assistant 1 (Reassigned through Reengineering)
2) .50 vacancy in the Outreach position

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 (in recruitment) 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 is growing. In 2015-16 we added the opportunity for students to renew their scholarships for a second year **and** we 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 $130,000 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 an anonymous donor to support student scholarships at SRJC continued to grow in 2015-16 and will continue to have a significant impact on the Scholarship Programs operations in 2016-17. The Scholarship staff will need to be prepared to administer these expanded programs. This endowed fund is providing $220,000 of distribution in 2016-17. 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 is being utilize to partially fund a part-time STNC Administrative Assistant.

In 2015-16 Scholarship Programs administered scholarships for nearly 650 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 $102,0000 in 2015-16; Schaffner Teaching Scholarships awarded $54,000; 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 2015-16 to support students in vocational programs.

All of these programs have created additional workload that far exceeds the available staff of 1.75 FTE for 2015-16.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	01	02	VACANT - Administrative Assistant 1 - 50%	Administrative Assistant II -50%	Classified
0002	Santa Rosa	01	02	VACANT - Coordinator, Scholarship & Outreach	Coordinator, Scholarship & Outreach - 50%	Classified
0003	Santa Rosa	01	02	Scholarship Technician-75%	Scholarship Technician-100%	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 and Software Requests

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

2.4d Non-Instructional Equipment, Software, and Technology 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 current configuration of Student Financial Services (SFS) in Plover hall will be remodeled to accommodate the need for adequate service space for Veterans Affairs. The remodel will affect all three areas in SFS: Financial Aid, Scholarship, and Veterans Affairs.

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. 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 projected: $66,000

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.

Scholarship Programs continues to offer Spanish language scholarship workshops to prepare students to complete the SRJC Foundation application and learn about scholarship opportunities. Spanish language scholarship workshops.

The current STNC Administrative Assistant II is bilingual (English/Spanish) and is providing service to students in both languages.

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 Student Equity Committee
- Member, SRJC Outreach Team

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.

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 only.

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 "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; (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 **36.8% higher** than the District-wide rate. Other Scholars also remain consistently higher in persistence Fall to Spring, **30% higher** than the District-wide rate.

Scholarship recipients have a degree applicable **course completion rate** at a higher percentage than District-wide students. In 2014-15, the rate of completion over District-wide was **19% higher** for Doyle Scholars and **17% 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 2014-15, Doyle Scholars successfully completed Basic Skills English courses **25% higher** than District-wide rates.

Scholarship recipients receive a high percentage of the SRJC **AA/AS degrees** awarded annually. In 2014-15, **17.4% of other scholarship recipients** earned AA/AS degrees compared to a district-wide rate of 4.4%.

Doyle Scholars and Other Scholarship recipients with a **Primary Disability** exceed the District-wide rate: Doyle Scholars (10%), Other Scholars (12.7%), District-wide (5.8%).

In 2014-15 **52.5%** of other scholarship recipients were in an **ethnic group** other than white (47.5%). District-wide 44% of students are in an ethnic group other than white (55.9%). For 2014-15, **29.7%** of Doyle Scholars were Hispanic and **33.2%** of Other Scholars were **Hispanic** while the general population percentage of Hispanic students was **29.5%**. 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.

100% of Doyle Scholars were in the under 24 **age group**. The Doyle Program in 2014-15 was specifically designated to recent high school graduates.

The number of Scholarship recipients who attended **Petaluma** in 2014-15 declined slightly: **61 (of 501, or 12%) of Doyle Scholars** and **38 (of 794, or 4.7%) 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 support growth of these figures on this campus.

Scholarship awards continue to assist with student's financial needs. In 2014-15, **44.6% of Other Scholars** received Pell Grants and **27.9% of Doyle scholars** received Pell Grants compared to a District-wide measure of **13.5%** 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.

2014-15	Doyle Scholar	Other Scholar	District No.'s	Doyle Scholar%	Other %	District %
GENERAL DATA						
Total Students	501	794	32,783	1.5%	2.4%	100.0%
Enrolled in CREDIT	501	794	32,783	1.5%	2.4%	100.0%
Is English Primary Language?						
YES	494	731	30,760	98.6%	92.1%	93.8%

NO	7	63	2,023	1.4%	7.9%	6.2%
ENROLLMENT LOCATION						
Online Courses ONLY	0	5	1,636	0.0%	0.6%	5.0%
Santa Rosa Campus ONLY	336	448	16,384	67.1%	56.4%	50.0%
Petaluma Campus ONLY	28	4	2,169	5.6%	0.5%	6.6%
Other ONLY	0	5	2,001	0.0%	0.6%	6.1%
Santa Rosa & Petaluma	105	215	7,421	21.0%	27.1%	22.6%
Santa Rosa & Other	32	112	2,897	6.4%	14.1%	8.8%
SR, Petaluma, Other	0	5	275	0.0%	0.6%	0.8%
PETALUMA UNIT BREAKDOWN	124	157	7,546			
3.0 or less	25	60	2,537	20.2%	38.2%	33.6%
3.5 - 6.0 units	21	25	1,940	16.9%	15.9%	25.7%
6.5 - 9.0 units	11	28	1,075	8.9%	17.8%	14.2%
9.5 - 12.0 units	8	9	614	6.5%	5.7%	8.1%
12.5 - 15.0 units	14	8	431	11.3%	5.1%	5.7%
15.5 - 18.0 units	7	10	278	5.6%	6.4%	3.7%
18.5 - 21.0 units	12	7	247	9.7%	4.5%	3.3%
21.5 - 24.0 units	7	3	176	5.6%	1.9%	2.3%
24.5 - 27.0 units	16	6	166	12.9%	3.8%	2.2%
27.5-30.0	3	1	56	2.4%	0.6%	0.7%
30.0+	0	0	26	0.0%	0.0%	0.3%
12.0 - 21.0	33	27	1,057	26.6%	17.2%	14.0%
21.5+	28	11	485	22.6%	7.0%	6.4%
ACCESS						
Gender						
Male	214	286	14,841	42.7%	36.0%	45.3%
Female	287	507	17,614	57.3%	63.9%	53.7%
Unknown	0	1	328	0.0%	0.1%	1.0%
Age Group						
< 20	497	239	7,802	99.2%	30.1%	23.8%
20 - 24	4	262	10,659	0.8%	33.0%	32.5%

25 - 29	0	107	4,965	0.0%	13.5%	15.1%
30 - 34	0	58	2,814	0.0%	7.3%	8.6%
35 - 39	0	52	1,682	0.0%	6.5%	5.1%
40 - 49	0	39	2,360	0.0%	4.9%	7.2%
50 +	0	37	2,501	0.0%	4.7%	7.6%
Race/Ethnicity						
White	284	377	18,340	56.7%	47.5%	55.9%
Asian	21	39	1,287	4.2%	4.9%	3.9%
Black	3	27	859	0.6%	3.4%	2.6%
Hispanic	149	264	9,678	29.7%	33.2%	29.5%
American Indian/Alaskan	2	18	236	0.4%	2.3%	0.7%
Pacific Islander	0	0	127	0.0%	0.0%	0.4%
Filipino	7	8	316	1.4%	1.0%	1.0%
Multiple Ethnicities	34	58	1,660	6.8%	7.3%	5.1%
Unknown	1	3	280	0.2%	0.4%	0.9%
Disability						
Primary Disability	50	101	1,895	10.0%	12.7%	5.8%
Secondary Disability	9	29	446	1.8%	3.7%	1.4%
Dept of Rehabilitation	0	2	51	0.0%	0.3%	0.2%
Financial Aid						
Not Received	0	178	19,655	0.0%	22.4%	60.0%
Received	501	616	13,128	100.0%	77.6%	40.0%
BOG Waiver	272	596	12,733	54.3%	75.1%	38.8%
PELL Grant	140	354	4,440	27.9%	44.6%	13.5%
Other	501	256	1,898	100.0%	32.2%	5.8%
PROGRESS						
Persistence						
Enrolled in Fall	492	774	23,275			
Persisted to Spring	464	694	16,043	94.3%	89.7%	68.9%
Did not Persist	28	80	7,232	6.0%	11.5%	31.1%

COURSE COMPLETION						
Degree Applicable						
Attempted	4304	6134	127,122			
Failed	566	898	34,485	13.2%	14.6%	27.1%
Successful	3738	5236	92,637	86.8%	85.4%	72.9%
BASIC SKILLS						
ESL						
Attempted	23	84	1,670			
Failed	0	3	338	0.0%	3.6%	20.2%
Successful	23	81	1,332	100.0%	96.4%	79.8%
English						
Attempted	34	48	1,468			
Failed	8	10	570	1.6%	20.8%	38.8%
Successful	26	38	898	76.5%	79.2%	61.2%
Math						
Attempted	59	60	2,222			
Failed	13	18	827	22.0%	30.0%	37.2%
Successful	46	42	1,395	78.0%	70.0%	62.8%
ACADEMIC SUCCESS						
Degree	2	138	1,454	0.4%	17.4%	4.4%
Certificate	0	46	565	0.0%	5.8%	1.7%
WORKFORCE DEVELOPMENT						
Apprenticeship Course (SAM = A)						
Attempted	0	0	243			
Failed	0	0	11	0.0%	0.0%	4.5%
Successful	0	0	232	0.0%	0.0%	95.5%
Advanced Occupational (SAM=B)						
Attempted	2	84	1,366			
Failed	1	4	196	50.0%	4.8%	14.3%

Successful	1	80	1,170	50.0%	95.2%	85.7%
Clearly Occupational (SAM=C)						
Attempted	387	1320	30,861			
Failed	80	166	7,200	20.7%	12.6%	23.3%
Successful	307	1154	23,661	79.3%	87.4%	76.7%
Possibly Occupational (SAM=D)						
Attempted	159	319	8,747			
Failed	16	45	2,581	10.1%	14.1%	29.5%
Successful	143	274	6,166	89.9%	85.9%	70.5%

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 if Doyle Trust distributions increase.	Fall 2015 and Spring 2016	The addition of 1.0 FTE Scholarship Technician will provide much needed assistance with program growth.
0002	ALL	01	02	Adult Literacy Award Program	Distribute awards to students meeting the primary and 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 a $10,000 ACA to cover a portion of a part-time STNC Administrative Assistant II. Funds awarded and paid to students. New grant awarded and the cycle has started again for 2016/-17.
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	Web pages have been updated. New pages dedicated to outside scholarships has been implemented. Resource pages are current.
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	The Doyle Scholarship application is now online. Students completed the application at

							the same rate as those who completed the paper application last year.
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	The new MoneyBags program was discontinued. Scholarships are now fully integrated into the new financial aid management software: PowerFAIDS.

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. The program has evolved into a two-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.	Fall 2016 and Spring 2017	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.	Fall 2016 and Spring 2017	Labor-intensive program requiring staff prrocessing and tracking time. Grant comes with a $10,000 ACA to partially support a part-time STNC Administrative Assistant II.
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 Separate Cycle application development	Explore online application and submission process for scholarships outside of the Foundation and Doyle application process.	Fall 2016 and Spring 2017	Programming and development time; high school volunteers.
0006	ALL	08	07	Implementation and 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.	Fall 2016 and Spring 2017	Staff training and processing time.