STUDENT SUCCESS FEE

Background

Fall 2014 is the inaugural year for the Student Success Fee (SSF), an academically related program funding process. The student body voted on SSF, and in this first year each student pays $50.00 in fall of 2014 as part of the university fee structure. The fee will grow by an additional $50 per semester in each of the fall 2015, fall 2016 and fall 2017 semesters for a total fee of $200 per semester by the 2017/18 academic year. The purpose is to hire additional tenure-track faculty in order to ensure student access to courses in a timely manner, thus facilitating students’ progress through their programs, and to provide funds for enhancing student success through expanded academic related programs beyond what can be supported by state funding or existing student fees. Of those fees, 10% is allocated for student-proposed academically related programs.

In this first year, $300,000 is available. Students submit proposals that will be signed by a sponsoring faculty member, staff member, administrator, or organization advisor. 2014 is a pilot year, and the process will be assessed following this first year. All funding is one-time, and programs should not expect repeated annual funding. No proposals requesting multiple years of funding will be allowed in fall 2014.

Here are the Guidelines. The SSF must

- benefit more than one student.
- focus on academic enhancement, high impact practices, or related activities (i.e., guest speakers, colloquiums, projects, etc).
- be submitted by students and supported by either faculty, staff members, or administrators as the sign off. Applications will be submitted to the College of Education Dean’s Office (See timeline).
- follow the IRA established spending policy and procedures.

Campus-wide initiatives are allowed and should select “other” on the proposal form for their college and submit the request to Academic Affairs, MH 3310.

Unallowable Expenses and Activities
• Level Two Committee meets to evaluate proposals October 17 & 24, 2014

• Level Three Committee meets to evaluate budget requests November 7

• Recommendation taken to CFAC November 14 or 21

• Approval letters sent to funded proposals after CFAC approval

• Information on process and proposals posted to CFAC website December 10

• Funds will be awarded for the spring 2015 semester.

• All funds must be spent and billed for by June 30, 2015.

Description of the Evaluation Process

The following describes the evaluation process and the three levels of evaluation. The Campus Fee Advisory Committee (CFAC), comprised of a majority of students, is overseeing the Student Success fee proposal process.

Level One – college level – a committee of at least 3 students and no more than one student from each department or school, at least one faculty (no more than a 4 students to one faculty ratio), and one Dean’s office representative (Assistant or Associate Dean preferred). Committee is responsible for determining if the request meets the guidelines and then put them in rank order for the college.

Level Two – CFAC subcommittee and one student and one faculty/administrator elected from the level one committee (participants from colleges must have been involved in previous level review). This group will review all the proposals — comparing all number one proposals and ranking all proposals from top to bottom from all colleges and/or divisions.

Level Three – CFAC subcommittee only – budget allocation

For additional information, please go to http://bfa.sdsu.edu/~budfin/cfacpage.htm
Academically Related Program Funding Process

Fall 2014 is the inaugural year for the student success fee, academically related program funding process and the process will be assessed following this first year. All funding is one-time and programs should not expect repeated annual funding. No proposals requesting multiple years of funding will be allowed in Fall 2014.

Guidelines

- Must benefit more than one student
- Focus on academic enhancement, high impact practices, or related activities (i.e., guest speakers, colloquia, projects, etc).
- Must be submitted by students and supported by either faculty, staff members, or administrators as the sign off.
- Proposals will follow the IRA established spending policy and procedures
- Campus wide initiatives are allowed and should select “other” for their college and submit the request to Academic Affairs, MH 3310.

Evaluation – multi tiered

Level one – college level – a committee of at least 3 students and no more than one student from each department or school, at least one faculty (no more than a 4 students to one faculty ratio), and one Dean’s office representative (Assistant or Associate Dean preferred). Committee is responsible for determining if the request meets the guidelines and then put them in rank order for the college.

Level two – CFAC subcommittee and one student and one faculty/administrator elected from the level one committee (participants from colleges must have been involved in previous level review). This group will review all the proposals — comparing all number one proposals and ranking all proposals from top to bottom from all colleges and/or divisions.

Level three – CFAC subcommittee only – budget allocation

Timeline for Fall 2014

<table>
<thead>
<tr>
<th>Announcement of the process</th>
<th>August 18 – September 12</th>
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<tbody>
<tr>
<td>Application request goes out to AS, Dean’s, faculty &amp; staff</td>
<td>August 18, 2014</td>
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<tr>
<td>Application due to the Dean’s Office or Academic Affairs</td>
<td>September 24, 2014</td>
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<tr>
<td>Colleges submit their level one eval results to CFAC subcommittee</td>
<td>October 3, 2014</td>
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<tr>
<td>Proposals on Google docs for level two to access</td>
<td>October 8, 2014</td>
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