

2014-15 CSU Operating Fund (CSUOF) and Student Success, Excellence and Technology Fee (SSETF) Funding Requests

Frequently Asked Questions

1. How will it be decided whether technology will be in a base funding or one-time funding category? Keep in mind that all technology--equipment, hardware, and software have maintenance costs for life.

As funding requests are submitted they will be reviewed for appropriate fund's needs (base or one-time). However, each budget proposal should stand on its own and request appropriate funding. For example, if there are on-going base funding needs, the request should include those as base requests. If the request includes one-time costs, those should be requested as one-time funds.

2. Into what category (SSETF, CERF, and/or CSU Op Fund) should _____ go? What are the precise criteria for those decisions?

- **Technology (hardware, equipment, and software) projects**

The funding source for technology can be any of the three sources noted above. The program activity that is appropriate to a fund source would determine the source used.

- **Student assistants and temporary hires**

The funding source for student assistants and temporary hires can be any of the three sources noted above. The program activity that is appropriate to a fund source would determine the source used for these hires.

- **Full-time staff**

The funding source for full-time staff can be any of the three sources noted above. The program activity that is appropriate to a fund source would determine the source used for these hires.

- **Faculty stipends and release time**

The funding source for faculty stipends can be any of the three sources noted above. The program activity that is appropriate to a fund source would determine the source used for these hires.

Faculty release time must be funded from CSUOF since it is used for replacement faculty for instruction.

- **General building renovation projects**

All three sources can be requested. However, there are limitations in amount and scope, and the application for the building renovation must be appropriate to the fund source.

3. Should projects be split into parts, so that personnel, technology, and renovation projects are placed into different funds?

No. It is best to keep projects comprehensive. Personnel, technology, and renovation projects can be funded from the same source, if appropriate for the program or activity.

4. New projects become old projects in year two, but will still need to be funded. Does this mean that all SSETF projects need to be moved out of SSETF to CERF in their second year?

No. There is a procedure for requesting continuation funds for projects that were not completed and for projects that may extend beyond one year.

5. In general, I would like to know the reasoning behind placing a project in a particular fund and in a one-time versus base funding mode.

The University has two separate funding sources; Operating Funds and SSETF. The campus has a unique process for determining funding awards for SSETF which require Divisions to submit funding requests separately. As funding requests are submitted they will be reviewed according to the funds requested (base or one-time). Each budget proposal should stand on its own and request appropriate funding. For example, if there are on-going base funding needs, the request should include those as base requests. If the request includes one-time costs, those should be requested as one-time funds.

6. What if a proposed project involves two or more divisions? Where does the proposal go to?

Joint divisional proposals should be endorsed by both VPs, and requestors should coordinate submission between division processes so that only one joint submission comes forward to the SSETF Advisory Committee and/or Cabinet.

7. What does it mean by "outcomes should be measurable/reportable"? Is there a timeframe for measuring and reporting? Who evaluates if the outcomes are measurable and reportable?

Outcomes or benefits of the project/proposal are a part of the proposal request form. Any benefit should be measurable or reportable. Some benefits are more easily quantifiable than others. There currently is no timeframe on the measuring and reporting. This will be discussed with the SSETF Advisory Committee during its February/March meeting.

8. With respect to SSETF funding requests, what is the difference between "course support" and "instructionally related activities"?

According to the SJSU SSETF Allocation and Expenditure Procedures:

5. Course Support

Enhance support for instructional materials and methods used in the delivery of instruction.

6. Instructionally Related Activities

Support for activities that fall under the definition of and statutes related to Instructionally Related Activities (IRA) in Title 5 and the California Education code, including Athletics

9. With respect to SSETF funding requests, what is the difference between "retention and graduation" and "student success services and graduation pathways"?

According to the SJSU SSETF Allocation and Expenditure Procedures:

1. Student Success Services & Graduation Pathways

Expand support for comprehensive student success services and improved pathways to graduation.

For example:

- maintain access to high demand classes and labs
- increase comprehensive and coordinated writing, math and tutorial services
- enable workforce, career and professional development and alumni mentoring
- implement a new integrative First Year Program
- implement more high impact practices such as utilize early-warning technology-enhanced
- advising and tutoring
- support undergraduate and graduate research
- increase service learning and community engagement opportunities
- expand summer bridge
- enhance services for students with disabilities

4. Retention & Graduation

Expand support for all students and work to close the retention and graduation gap for Underrepresented Minority students (URM)

10. For SSETF, what constitutes a 'new' initiative? Could it be a response to dealing with dramatic enrollment growth in an existing course or program?

New would mean not currently being done. Not anticipated to fund enrollment growth.

11. What guidelines are we operating on for 2014-2015 with respect to CERF? We still have a large number of positions/programs that are funded entirely or partially by CERF that might be appropriate to move to SSETF or CSU Op Fund base if the policies are to change dramatically.

Only new initiatives should be submitted.

Questions for Academic Affairs Division

1. Should departments/colleges prioritize SSETF requests? **Yes**

2. How will such prioritizations be dealt with by _____?

- **(AAD) SSETF Ad Hoc Committee**

Priority ratings from divisional units will be used by the AAD SSETF Ad Hoc Committee to assist in recommending divisional priorities to the Provost for his work with the cabinet.

- **SSETF Advisory Committee**

Division proposals will be submitted unranked to the SSETF Advisory Committee.

- **Cabinet**

N/A

3. What are the roles of the various committees?

- **(AAD) SSETF Task Force**

The purpose of the SSETF Task Force is to gain a complete understanding of the campus SSETF resources and processes; and make recommendations to the Provost for streamlining and communicating policies, procedures, and awards.

- **(AAD) SSETF Ad Hoc Committee**

The purpose of the AAD SSETF Ad Hoc Committee is to understand SSETF Procedures and Guidelines for management and communication of resources allocated to the division. In addition, this group reviews and recommends funding priorities to the Provost.

- **SSETF Advisory Committee**

The SSETF Advisory Committee reviews requests for SSETF resources and makes a recommendation to the President. Proposals that are deemed to best promote the goals of Vision 2017 within the six priorities supported by the SSETF will be identified by the Committee, and then submitted to the President as official Committee recommendations.

4. Who will evaluate the effectiveness/repeatability reports?

Any requested reporting will be discussed by the SSETF Advisory Committee.