

San José State University

STUDENT SUCCESS, EXCELLENCE AND TECHNOLOGY FEE (SSETF) ALLOCATION AND EXPENDITURE PROCEDURES

A. Background

Collection of the SSETF commenced with the Fall 2012 term. As a mandatory student fee that applies to all students, SJSU is obligated to ensure the revenues collected are used in ways that were detailed in the fee proposal and conveyed through open forums held in Spring 2012. The six priorities supported by the SSETF are detailed below. Exclusions are noted on page 3.

Effective fall semester 2014, the SSETF was “unbundled” into three categories and frozen at the Fall 2013 fee amount.

Unbundled Fee:

- **SSETF – IRA**
 - This fee supports 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. A complete list of IRA Activities is outlined in [Education Code § 89230](#).
- **SSETF – Course Support**
 - This fee will enhance support for instructional materials and methods used in the delivery of instruction and allocations/distribution of these funds are managed by the Office of Academic Planning & Budgets.
- **SSETF - Student Success**
 - This fee shall provide enhanced and comprehensive support for Student Academic Success Services to improve graduation and retention rates of all students (including under-represented minority students) by implementing a variety of evidence-based, best practice student support and High Impact Practice (HIP) programs. This additional funding to support student success and excellence will be imperative in order to address SJSU's retention and graduation rates which currently lag slightly below the system average. Additionally, the SSET Student Success Fee shall be used to deepen and strengthen student learning by providing innovative and effective technology-enabled learning experiences for students.

B. SJSU's Six Priorities Supported by the SSETF:

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; and
- enhance services for students with disabilities.

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2. Academic Technology

Enhance support for effective student-related academic technology initiatives that complement, but do not duplicate, technology initiatives identified in CSU's annual support budget. For example:

- improve academic technology infrastructure (e.g., LMS support, lecture capture, enhanced classroom technology);
- improve student access to state-of-the-art software (e.g., adoption of digital media software such as Adobe Suite); and
- improve student access to academic technology hardware and devices, including exploration of e-readers, iPads, and increased utilization of effective electronic multi-platform-based educational learning materials (e.g., Pearson MyWritingLab, ETS' Criterion writing support programs, etc.).

3. 21st Century Teaching Spaces

Create 21st century classrooms, labs and learning spaces, including virtual spaces (e.g., lecture capture, e-portfolios, social media, etc.).

4. Retention & Graduation

Expand support for all students and work to close the retention and graduation gap for Under-represented Minority students (URM).

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.

C. The SSETF Advisory Committee (SSETFAC) has been replaced with the Campus Fee Advisory Committee (CFAC), effective January 2015

CFAC reviews requests for SSETF resources and makes a recommendation to the President. Proposals within the six priorities supported by the SSETF will be identified by the Committee, and then submitted to the President as official Committee recommendations.

CFAC membership is as follows: The committee is comprised of 11 members who serve one- fiscal year terms, with reappointments allowed. Membership is as follows:

- Associated Students President, or designee
- Five students selected by Associated Students in accordance with normally established procedures
- Academic Senate Chair, or designee
- One faculty member, appointed by the campus President after consultation with the Executive Committee of the Academic Senate
- One representative from the Academic Affairs Division, appointed by the campus President
- One representative from the Administration and Finance Division, appointed by the campus President
- One representative from the Student Affairs Division, appointed by the campus President
- The Committee is staffed by the Director of University Budget & Risk Management

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D. Proposal Process

The University will issue a call for proposals in late winter as funding allows for each of the three SSETF funds. Proposals must support new initiatives that promote one of the six priorities for Student Success. If requesting funds to augment or enhance a proven program, include only the enhancement costs to be funded from SSETF along with data supporting the success of the program. Proven pilot activities that were launched with donor or grant funds and are seeking ongoing support will be considered new initiatives.) Proposals must be approved by the head of each Division and submitted to the University Budget & Risk Management Office. The University Budget & Risk Management Office will compile, summarize, and forward all received proposals to CFAC for review and recommendation, before submitting it to the President’s Cabinet via the VP for Administration & Finance / CFO for final determination.

Forwarded proposals may include base and/or one-time funding, but must fall within available resources as reported by the University Budget & Risk Management Office each year. **At the end of each year (in June), SSETF recipients may be required to provide a report describing the outcomes achieved, including supporting data.**

1. Annual Resource Request Process/Schedule

New Requests	
January	The University issues call for proposals for following academic year
April 1	Proposals are due to University Budget & Risk Management Office
April	CFAC meets to discuss proposals and submits final recommendation to the President and Cabinet through the VP Administration and Finance.
May	President’s Final Decision and Award letters issued to recipients
July	Funds transferred to receiving departments by Budget & Risk Management
Following June	Outcomes reports due from recipients (where required) ¹
June 30 th	Unused funds revert to the University
Following July	Second year funding for approved biennial requests are transferred to receiving department by Budget & Risk Management.

Continuation Requests	
June	Call issued for requests to continue funds for unfinished projects.
July	Requests for unfinished/continuing projects are due to the University Budget & Risk Management Office
August	Perfunctory continuation requests (ie: encumbrances and small clearly designated balances) are reviewed administratively by AVP Finance, and Budget Director.
September	Extensive continuation requests are forwarded to CFAC for discussion.
Following June	Outcomes reports due from recipients (where required)
June 30 th	Unused funds revert to the University

¹ Outcomes reports may be required by the SSETF Advisory Committee, the President, and/or per Division policy

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E. Year-End Balances

As noted above, a process is available for departments/divisions to request the continuation funds not unencumbered prior to June 30th. In order to allocate new funds to departments/divisions in July, any balance remaining in departments from prior year awards will be returned to the University at year-end. The Budget & Risk Management team will review requests to continue projects that were not completed due to extenuating circumstances. Note that Course Support continuation requests will be managed by the Office of the Provost through a separate process. Requests that are related to processing time, procurements in process, invoices not yet received, and other perfunctory activities will be administratively authorized. Continuation requests that are related to programmatic changes, alterations, or other unforeseen circumstances will be reviewed by CFAC and forwarded to the president for approval. Any lapsing funds (not reallocated) will be made available for the next scheduled allocation process.

F. Exclusions

Overarching guidance: SSETF follows the same hospitality and purchasing rules as the Operating Fund (70000).

SSETF monies may NOT be used for:

1. Salary increase *supplements*. For example, an individual's salary should not be split 95% to Fund A (e.g., CSU Op Fund) and 5% to SSETF at the same time a 5% salary increase is awarded.
2. Costs related to self-support programs (e.g., programs offered through College of International and Extended Studies).
3. Student recruitment or yield events. SSETF is meant to assist students already admitted.

G. Questions

Questions about the use of SSETF may be addressed to Bradley Olin, Director of University Budget & Risk Management or Josee Larochelle, Associate Vice President for Finance.