Student Success Fee - Academic Related Programs
2016-2017 Annual Report

San Diego State University
Executive Summary - Student Success Fee – Academic Related Programs 2016/2017

SSF-ARP commenced in the Fall of 2014 and presented students with the opportunity to enhance their overall educational achievement. Unlike standard grants, the SSF-ARP experience is completely student driven and provides students the opportunity to present their proposals to student-selected committees. Students submit proposals in the fall and are notified at the end of the semester if their proposal has been awarded. If awarded, students may then begin the implementation of their proposals the following spring. Here are highlights of the 2016/2017 Academic Year:

- 219 Proposals Submitted
- Proposals were evaluated in a multi-stage, student driven process
- 82 Proposals Funded
- $950,000 in Funding
- 13 students on average worked on a given project
- Projects were comprised of a range of activities including, but not limited to, conference organization/attendance, invited speakers, field trips for in-site data collection and learning, rocket building, and performing arts productions
- 82% of funded projects submitted final reports
- 94% of submitted final reports completed projects by May 15th, 2017.
- Post-project survey of the students involved in a project revealed:
  - 97% reported the project contributed to their educational experience
  - 100% would recommend participation in SSF-ARP to their peers
  - It is estimated that a total of 5,198 students were impacted by the projects mostly as consumers (e.g. audience, conference participants)
- These findings will inform improvements in the SSF-ARP process
About Student Success Fee – Academic Related Programs

In the Spring of 2014, a new mandatory Student Success Fee (SSF) was approved, effective Fall 2014. A portion of the fee (10%) is dedicated to enhancing student success through expanded Academic Related Programs. The remaining portion of the fee (90%) is used to increase the number of tenure-track faculty lines and course sections.

Academic Related Programs (ARPs) are defined as those activities and programs which extend the formal learning experience in a course or academic program. They provide an opportunity for students to become engaged and involved in their education outside of their academic courses to enrich their overall educational experience. ARPs involve a faculty, staff, or campus administrator in a support role to the students working on specific projects. Examples of ARPs include but are not limited to student colloquia, lecture series, seminars, student projects, student competitions, student forums, student exhibitions, student productions, student performances, and participation at professional conferences. To learn more about SSF-ARP and its policy and procedures, please visit the SSF Webpage.
Student Success Fee – Academic Related Programs 2016-2017

In its third year of implementation for the 2016/2017 academic year, SSF-ARP fees reached 75% of the proposed $200 semester fee (see below):

<table>
<thead>
<tr>
<th>$200 per semester</th>
<th>2014/15</th>
<th>2015/16</th>
<th>2016/17</th>
<th>2017/18</th>
<th>2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Summer</td>
<td>—</td>
<td>$25</td>
<td>$50</td>
<td>$75</td>
<td>$100</td>
</tr>
<tr>
<td>Fee Fall</td>
<td>$50</td>
<td>$100</td>
<td>$150</td>
<td>$200</td>
<td>$206*</td>
</tr>
<tr>
<td>Fee Spring</td>
<td>$50</td>
<td>$100</td>
<td>$150</td>
<td>$200</td>
<td>$206*</td>
</tr>
<tr>
<td>Total FundsAvailable</td>
<td>$300,000</td>
<td>$600,000</td>
<td>$950,000</td>
<td>$1,250,000</td>
<td>$1,300,000</td>
</tr>
</tbody>
</table>

[*] Annual fee increase based on Higher Education Price Index (HEPI) starting in fall 2018 (figures shown are an estimated amount).

In 2016/2017 SSF-ARP had 219 proposal submissions with 82 proposals funded for a total of $950,000. The estimated amount expended was $835,821, the surplus (of $114,179), will rollover into the 2017/18 budget. Here is the breakdown per college:

<table>
<thead>
<tr>
<th>College</th>
<th># Proposals Submitted</th>
<th># Proposals Funded</th>
<th>Amount Awarded</th>
<th>Amount Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus-Wide(Undergraduate &amp; Graduate Studies)</td>
<td>30</td>
<td>4</td>
<td>$44,226</td>
<td>$35,321</td>
</tr>
<tr>
<td>Arts &amp; Letters</td>
<td>40</td>
<td>21</td>
<td>$141,631</td>
<td>$110,843</td>
</tr>
<tr>
<td>Business Administration</td>
<td>19</td>
<td>5</td>
<td>$23,981</td>
<td>$21,813</td>
</tr>
<tr>
<td>Education</td>
<td>19</td>
<td>8</td>
<td>$64,585</td>
<td>$54,151</td>
</tr>
<tr>
<td>Engineering</td>
<td>27</td>
<td>9</td>
<td>$273,641</td>
<td>$265,027</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>25</td>
<td>18</td>
<td>$240,253</td>
<td>$203,191</td>
</tr>
<tr>
<td>Professional Studies &amp; Fine Arts</td>
<td>40</td>
<td>15</td>
<td>$151,573</td>
<td>$140,562</td>
</tr>
<tr>
<td>Sciences</td>
<td>19</td>
<td>2</td>
<td>$10,110</td>
<td>$4,913</td>
</tr>
<tr>
<td>Total</td>
<td>219</td>
<td>82</td>
<td>$950,000</td>
<td>$835,821¹</td>
</tr>
</tbody>
</table>

¹ Reflects estimated expenses at time of report, expenses will not be final until approx. 8/31/17
Proposal Evaluation Process

- Application available online for students to download beginning September 1, 2016
- Students submitted proposals by due date of October 7, 2016 to SSF email: studentsuccessfee@mail.sdsu.edu
- Three levels of evaluation
  - Level 1: College Review – Each college formed a review committee to review proposals with the purpose of vetting the proposals and sorting them into two tiers based on quality. Each college review committee consisted of:
    - At least 3 students
    - No more than one student from each department or school
    - At least one faculty with a stipulation that there will be no more than 4:1 students to faculty ratio
    - Dean’s office representative: Assistant or Associate Dean
  - Level 2: Campus Level Review within Funding Category - These committees are formed to evaluate proposals within one of three funding categories with the purpose of rank ordering based on their academic related contribution and student involvement.
    - $1-5000
    - $5001-$20,000
    - $20,001 or higher
      - Each of the three review committees consisted of:
        - 2 A/S CFAC Members
        - 7 Undergraduate Students
        - 2 graduate students selected by GRA
        - 2 Faculty Administrators – from Level 1 Review
        - Ex-Officio CFAC Member
  - Level 3: Budgets and Awards Committee was formed to make budgetary decisions and approve projects for awards.
    - The committee consisted of: 6 A/S CFAC Members assisted by 3 Ex-Officio CFAC Members
    - Committee established amount of money available per funding category with $100,000 minimum per category
    - Reviewed and if necessary modified the budget requests to ensure they conformed with policy guidelines
- The Associated Students President then announced the awards, which is available on the SSF Webpage, along with written explanation as to why the awarded proposals were highlighted and how the allocation of funds to each level was determined.
SSF-ARP Student Leaders Final Report Survey

The final report survey was implemented to gauge students’ overall experience with the program. The data collected includes the benefits, challenges, and recommendations for conducting an SSF-ARP project. The survey was sent to all student leaders listed on each project proposal. Concerted efforts were made to simplify and facilitate the filing of the final report (e.g. multiple reminders). The summary of these findings provided by SSRL capture the results of 83% of the SSF-ARP funded proposals for the 2016/2017 academic year. Below is the comparison to 2015/2016 and the breakdown by college:

<table>
<thead>
<tr>
<th>College</th>
<th>2016/2017 Funded Proposals</th>
<th>Final Reports Submitted</th>
<th>% of Reports Submitted</th>
<th>2015/2016 Funded Proposals</th>
<th>Final Reports Submitted</th>
<th>% of Reports Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus-wide</td>
<td>4</td>
<td>4</td>
<td>75%</td>
<td>8</td>
<td>1</td>
<td>13%</td>
</tr>
<tr>
<td>CAL</td>
<td>21</td>
<td>20</td>
<td>95%</td>
<td>10</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>BUS</td>
<td>5</td>
<td>4</td>
<td>80%</td>
<td>7</td>
<td>3</td>
<td>43%</td>
</tr>
<tr>
<td>EDU</td>
<td>8</td>
<td>5</td>
<td>63%</td>
<td>9</td>
<td>4</td>
<td>44%</td>
</tr>
<tr>
<td>ENG</td>
<td>9</td>
<td>6</td>
<td>67%</td>
<td>7</td>
<td>5</td>
<td>71%</td>
</tr>
<tr>
<td>HHS</td>
<td>18</td>
<td>17</td>
<td>94%</td>
<td>8</td>
<td>2</td>
<td>25%</td>
</tr>
<tr>
<td>PSFA</td>
<td>15</td>
<td>12</td>
<td>80%</td>
<td>7</td>
<td>3</td>
<td>43%</td>
</tr>
<tr>
<td>SCI</td>
<td>2</td>
<td>1</td>
<td>50%</td>
<td>7</td>
<td>2</td>
<td>29%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>82</td>
<td>68</td>
<td>83%</td>
<td>63</td>
<td>20</td>
<td>32%</td>
</tr>
</tbody>
</table>

2 Social Sciences Research Laboratory (SSRL), San Diego State University, SSF 2016-2017 – Final Report Results, 30 May 2017
**SSF-ARP in the context of the overall educational experience**

Students found their projects to be exceptionally useful in regards to their professional development. Most of the events afforded students an opportunity to develop a **variety of skills** in such areas as event coordination, project management, leadership, networking, budgeting, grant-writing, marketing, public speaking, teamwork and problem-solving to name a few. The top three skills students developed were event coordination, project management and leadership experience as illustrated by the chart below.

<table>
<thead>
<tr>
<th>Skill</th>
<th>A great deal</th>
<th>Somewhat</th>
<th>Not very much</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event coordination</td>
<td>88%</td>
<td>12%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project management</td>
<td>85%</td>
<td>15%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>79%</td>
<td>21%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real-world/practical knowledge in your field</td>
<td>78%</td>
<td>15%</td>
<td>6%</td>
<td>2%</td>
</tr>
<tr>
<td>Problem-solving</td>
<td>75%</td>
<td>22%</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Networking</td>
<td>73%</td>
<td>27%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budgeting</td>
<td>70%</td>
<td>25%</td>
<td>3%</td>
<td>2%</td>
</tr>
<tr>
<td>Working with a team</td>
<td>68%</td>
<td>23%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Grant writing</td>
<td>61%</td>
<td>25%</td>
<td>5%</td>
<td>9%</td>
</tr>
<tr>
<td>Marketing</td>
<td>46%</td>
<td>30%</td>
<td>15%</td>
<td>9%</td>
</tr>
<tr>
<td>Public speaking</td>
<td>42%</td>
<td>33%</td>
<td>19%</td>
<td>6%</td>
</tr>
<tr>
<td>Developing a presentation</td>
<td>40%</td>
<td>28%</td>
<td>22%</td>
<td>9%</td>
</tr>
</tbody>
</table>
Notable benefits from working on SSF-ARP

The majority of students felt that working on their SSF project contributed a great deal to their educational experience at SDSU.

In addition, the majority of eligible students indicated that they would be likely to apply for SSF funding again in the future.

Students often found the most rewarding aspects of their projects to be the practical skills learned from working on their proposals. In addition to skills learned, students often enjoyed seeing their peers in attendance benefit from the project, whether it was through a lecture series, workshop, competition, or conference. Here are some of the additional benefits students stated while working on their project:

- One on one opportunities to work with peers
- Perspective
- Some students would not have even been able to afford field school if it wasn't for this opportunity
- Discussions
- Practicing logistical skills of event planning and grant writing
- Graduate school app
- Writing the proposal
- Experience public speaking
- Relationships formed with peers and mentors
Challenges

Of the 68 final survey responses, approximately 67% found the implementation of their project to be difficult. The greatest challenge students faced was their lack of applied skills such as budgeting, coordinating, marketing, and time management. Furthermore, students also experienced difficulties in adhering to the SSF Policy, getting support from faculty and administrative staff, and lack of SSF-ARP information available online. Additional challenges students faced included:

- Securing a venue
- Scheduling
- Coordinating
- Finances
- Lack of flexibility with budget
- Budgeting
- Delegating tasks
- Balancing time

Suggestions for Improvement

More often than not, students found ways to make their project a success regardless of the challenges faced. This however, does not mean they did not believe there was room to improve. Key suggestions included clarifying directions for SSF-ARP policy and procedures and adding more workshops throughout the year. Here are some of the additional recommendations:

- Flexibility with the policy and procedures
- Improve SSF-ARP online information resources
- Ability to add multiple student contact names or student organization information on project proposal

*Totals may not equal 100 due to rounding*
Message to Novices in the SSF-ARP Process

As illustrated by the chart above, 100% of students **recommended SSF-ARP as funding source** for their projects to their classmates. Students were also asked for words of wisdom to share with their peers contemplating an SSF-ARP application. They volunteered many recommendations with the most common being:

- Meet with department leads
- Stay in contact with guest speakers and contact early
- Apply early and find out info as early as possible
- Be extremely detailed in your proposal
- Pay attention to details

- Choose an active advisor
- Back up your goals with good data
- Don’t be afraid to try
- Goal and purpose of the event
- Flexibility
- Plan ahead
- Be prepared for delays if necessary
Conclusion

The majority of students completed their projects and found the experience relevant and rewarding, particularly, in strengthening their coordination, project management, leadership, and practical skills.

As a result of the discoveries from the submitted reports the following improvements are planned for the upcoming year:

- SSF Proposal Application will now be available to submit online (no paper applications)
- Number of workshops provided will increase along with spring workshops for awarded proposals.
- Updated user-friendly website
- Increased social media presence

Lastly, in 2017/2018 funds to support the program will grow to an anticipated $1.25 million, which will facilitate the growth in participation and quality of students’ experience.