2018/2019
Student Success Fee
Academic Related Programs
About Student Success Fee

• Approved in Spring 2014
• Effective Fall 2014
• A portion of this fee (10%) is dedicated to support enhancing student success at the college level through expanded academic related programs.
• Remaining (90%) increase tenure-track faculty lines & course sections
About

• Academic Related Programs (ARP) are defined as those activities and programs which are an extension of 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.
2017-2018 Final Survey Results

• 96% reported the project contributed to their educational experience
• 91% would recommend participation in SSF-ARP to their peers
• 12 students on average worked on a given project
• 13,500+ were impacted by the projects mostly as consumers (e.g. audience, conference participants)
Academic Related Programs

2014-15
Year One
• $300,000 (+$150,000)
• 81 proposals funded
• $50/Semester

2015-16
Year Two
• $600,000 (+$118,000)
• 63 proposals funded
• $100/Semester

2016-17
Year Three
• $950,000
• 82 proposals funded
• $150/Semester

2017-18
Year Four
• $1,300,000 (+$225,000)
• 99 proposals funded
• $200/Semester

2018-19
Year Five
• $1,370,000 (+205,000)
• TBD proposals funded
• $207/Semester
College/Division Contacts

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Assistant Dean
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Interim Assistant Dean
619-594-6151
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PSFA
Assistant Dean
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Associate Dean
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Submitting an SSF-ARP Proposal

- To apply, you must be a current SDSU student AND must be present on the main campus during the entire 2018/2019 academic year.

- Application was made available **Friday, August 31, 2018**

- The link to apply is available on **SSFEE.SDSU.EDU**

- The deadline to submit an application: **Friday, October 5, 2018 by 4:00pm PT**

- For technical difficulties please email **studentsuccessfee@sdsu.edu**
Submitting an SSF-ARP Proposal

- The application for funding covers a specific timeframe. Project/travel must be completed and funds fully expended within this timeframe so please keep this in mind when submitting your proposal.
  (December 1, 2018 – May 15, 2019; no fall or summer funding)

- Only applications submitted through apply link will be considered. No paper or email applications will be accepted. Incomplete applications will be automatically disqualified from the vetting process.
Submitting an SSF-ARP Proposal

Garner university support

• Students must have Faculty or Staff Advisor for the project
  • Advisor should be willing to:
    • Provide feedback and assist with the application submission
    • Engage with students throughout the project/travel
    • Assist students with university policies and procedures
Submitting an SSF-ARP Proposal

Student responsibilities:

• Time Commitment
• Professional development (event coordination, project management, practical experience)
• Plan ahead (reach out to college contact at least a week before you need something via email).
• Adhere to university policy and procedures
• Student submitting proposal has primary responsibility for the project and is responsible to:
  • Provide upfront and ongoing communication with the college contact to facilitate proposal submission and (if approved) project expenditures.
  • Report project outcomes (if approved) upon completion of project
Funding Restrictions

The following expenditures are **NOT ALLOWED**:

- Entertainment, including food, gifts, awards, incentives, hospitality table, clothing (unless used as a team identifier)
- No fundraising is permitted
- Direct costs to the educational program that should be paid by instructional funds
- Expenses directly related to offering a course
- Per diem costs for Program Advisor (exception is transportation)
- Grant in aid of any kind, i.e. Scholarships, Grants, Study Abroad or Stipends

- **Equipment**
  - Equipment is defined as non-consumable. Purchase of equipment that is integrally related to the Academic Related Program may be considered in exceptional cases and must be included in the approved budget for the SSF-ARP.
  - All equipment purchased with SSF-ARP funds is University property and must be accounted for according to the University asset management policy.

- No SDSU faculty, staff or students are permitted to be paid as guest/special lecturers or otherwise using SSF ARP funds, with the exception of student travel reimbursement
Project

Guest Lecturer (Domestic/Foreign)

- CANNOT be an SDSU affiliate (student/faculty/staff) or any immediate relation
- Costs may vary based on speaker fee
- If CA nonresident, may be subject to CA tax withholding
- Do not become a travel agent
- Honorarium (a.k.a. payment) should include travel & food stipend as well
- Have a backup of equal caliber in mind
- Prep at least three weeks in advance
- High risk speakers require additional prep
Project

Student Travel (Plan ahead)

- Maximum daily travel reimbursement allowance is $80 lodging and $30 for meals
- Itemized receipts must be provided
- No food/lodging reimbursement for travel less than 24 hours
- Travel expenses must be economical
- SSF funds may pay transportation expenses for one faculty/staff advisor per trip
- CSU Travel Restrictions prevents travel to: AL, KS, KY, MS, NC, OK, SD, TN, TX
Tips for Student Travel

Student Travel

- PLAN AHEAD
- Setup a meeting with College Contact
- Look at flights ahead of time
- Complete travel authorization form & waiver liability release for everyone travelling (need advisor and Dean/Designee signature of respective college).
Project Budget

- Airfare
- Food $30/Lodging $80
- Conference Registration Fee
- Guest Lecturer Honorarium
- Supplies
- Services
- Parking
- Marketing
- Transportation
- Venue
- Equipment (if necessary)
- Miscellaneous
# Evaluation Process

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Depth of Experience:</td>
<td>To what extent does the project focus on academic enhancement or high-impact educational practices?</td>
</tr>
<tr>
<td>30%</td>
<td>Breadth of Impact:</td>
<td>How many students will be impacted directly and indirectly as a result of the project?</td>
</tr>
<tr>
<td>30%</td>
<td>Feasibility:</td>
<td>Did you take into account the timeline and have you asked for the appropriate resources?</td>
</tr>
<tr>
<td>10%</td>
<td>Quality of Writing:</td>
<td>Are there any spelling errors? Inappropriate capitalized items? Does the writing flow?</td>
</tr>
</tbody>
</table>
Review Process

Level 1
College Review Committees
Oct 19, 2018
- 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
Committee Ranking within Budget Categories
Nov. 2, 2018
[0-$5K; $5001-$20K; $20001+]
- Each committee is comprised of:
  - 2 AS CFAC members (6 total)
  - 7 Undergraduate Students (21 total)
  - 2 Graduate Students (6 total)
  - 2 Faculty Administrators (6 total)
  - 1 Ex-Officio CFAC member (3 total)
- CFAC: Campus Fee Advisory Committee

Level 3
Final Decision
Nov. 9, 2018
- 7 AS Representatives on CFAC
- 3+ Ex-Officio CFAC members
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>Aug 31, 2018 (Friday)</td>
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<tr>
<td>Workshops</td>
<td>Sept 7 – Oct 2, 2018</td>
</tr>
<tr>
<td>Application Closes</td>
<td>Oct 5, 2018 (Friday)</td>
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<tr>
<td>Level 1 Evaluation</td>
<td>Oct 19, 2018 (Friday)</td>
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<tr>
<td>Level 2 Evaluation</td>
<td>Nov 2, 2018 (Friday)</td>
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<tr>
<td>Level 3 Approval</td>
<td>Nov 9, 2018 (Friday)</td>
</tr>
<tr>
<td>Recommendations Taken to CFAC</td>
<td>Nov 16, 2018 (Friday)</td>
</tr>
<tr>
<td>Notifications Sent (Awarded &amp; Non-awarded)</td>
<td>Nov 16, 2018 (Friday)</td>
</tr>
<tr>
<td>Final Report Due (If awarded)</td>
<td>May 15, 2019 (Wednesday)</td>
</tr>
</tbody>
</table>
Tips

• Utilize your on campus resources (i.e. SSF College Contact, website, email )
• Work collaboratively
• Select an active advisor
• Plan ahead
• Proofread/Review
• Download your application
• Ask questions!
Aztec Student Union Overview
Hours of Operation

Academic Year:
Sunday – Wednesday: 7:00am – 10:00pm
Thursday – Saturday: 7:00am – 11:00pm

Summer and Breaks:
Monday – Sunday: 8:00am – 8:00pm
14 Meeting & Event Spaces

Montezuma Hall

Theatre

Scripps Cottage

Meeting Rooms
Indoor and Outdoor Lounges/ Seating Areas

Goldberg Courtyard  Student Lounge

Outdoor Seating  Indoor Seating
Rates & Complimentary Reservations

If you apply for Student Success Fee as individual student...

- Montezuma Hall - $93.00/ hour
- Theatre - $50.00/ hour
- Event Spaces - $15.00/ hour
- Large Meeting Rooms - $12.50/ hour
- Small Meeting Rooms - $10.00/ hour

Rates based upon Client Load-in and Load-out times
Rates & Complimentary Reservations

Each Semester Student Organizations Receive:
(1) X 4 Hour Complimentary Reservation for Montezuma Hall or Theatre
(1) X 4 Hour Complimentary Reservation for Union Event Space
(2) X 4 Hour Complimentary Reservation for Union Meeting Rooms

(Reservation includes Load-in and Load-out Times)

Complimentary Audio Visual Labor included
Complimentary Custodial Labor
for Montezuma Hall
Important Reservation Guidelines for Student Organization Events

1. Student Organizations can book as far as 12 Months in advance to make a reservation.

2. Student Organization can maintain 3 Current Reservation Bookings on the calendar at any given time.*

3. Reservations can only be made by one of the Top 5 Principal Members of Student Organizations.

*Reservation Booking is considered a single room. Some organizations book a single room for three dates while others try to book three separate rooms for a single date. Also, Student Organization Regular Meetings and Tabling Requests do not count against these Reservation Bookings.
Audio Visual & Labor

Event Appropriate Audio Visual Equipment would be complimentary included based upon the needs of your program. This includes audio, video, and lighting equipment. If deemed excessive for the needs of your program, the following costs would be assessed:

- Expanded Audio - $150.00
- Expanded Video - $150.00
- Expanded Lighting - $150.00

Audio Visual Labor is complimentary for your program. Based upon the complexity of your program, additional costs for Custodial or Security would be assessed:

- GMS Custodial Porter - $26.00/ hour
- Elite Security Guard - $26.00/ hour
- Elite Security Supervisor - $28.00/ hour
Tabling

Student Organizations can market and promote their organization, events, and fund raising opportunities through Tabling along the West Arcade on the first floor.
Marketing Opportunities

Digital Signs

Bulletin Boards

Union Chalkboard
Contact Information

Union Programs & Services
Aztec Student Union Room 320
619 – 594 – 5278
asmtgsvs@sdsu.edu
https://as.sdsu.edu/union/
www.as.sdsu.edu

SSF-ARP
studentsuccessfee@sdsu.edu
ssfee.sdsu.edu