

## VP SCFF Workplan 2022-2023

Heather Ostash  
Student Services  
Cerro Coso Community College

Workplan, July 1 – December 31

### District- level Work-

1. Work VCES with VPs to establish goals and priorities for making progress on the SCFF
2. Work with VCES with VPs to establish VP meeting agendas and help to facilitate meetings
3. Coordinate with campus and district IR to develop actionable data reports for outreach and in-reach campaigns according to the data elements identified for general and targeted campaigns
4. Assist campuses with utilization and implementation of these reports
5. Facilitate work on Supplemental elements of the SCFF working with the District A&R Director and District FA Director groups
6. Work across IT and A&R Directors to develop and implement a process for automating and systematizing “auto awards”
7. Facilitate work on development of a common district transcript.

### Campus- level Work

1. ***Maximize FTES Performance on the student-centered funding formula***

#### **Overall FTES- Target- 12% Increase**

- a. Continue to expand in the community outreach events and activities, such as Starbucks, credit unions, social services agencies, local events and festivals in our various communities to meet students where they are, particularly adult student
- b. Fully implement CRM recruit for lead tracking and follow-up
- c. Continue to serve as the Student Services liaison for the districtwide implementation of the CVC OEI Exchange
- d. Offer counseling presentations to faculty to in-progress classes to assist students in enrollment for the next term
- e. Implement case management/student success team approach for counseling/supporting students to make supports inescapable, particularly for equity populations

#### **ISEP- Target- 3% increase**

- a. Increase adjunct support for ISEP in both prisons to support an increase in program enrollments of 3%

- b. Continue to scale EOPS in Tehachapi prison to more students to support them in taking classes, particularly a full-time load
- c. Continue working with Graduate Communications in developing “persona” based targeted marketing based on loss point populations

**Dual and Concurrent Enrollment- Target- 5% Increase**

- a. Fully implement Dual Enroll.com at all service area high schools
- b. Support implementation of CCAP agreements
- c. Help to raise the visibility of our dual enrollment programs across the service area by:
  - i. targeted marketing and mailing to parents of high school aged children in preparation for the spring term
  - ii. scheduling more events with high school partners, including a regular schedule of counselors on high school campuses where allowed
  - iii. developing communication and outreach strategies for engaging currently enrolled dual and concurrent enrollment students during current term courses for subsequent terms
  - iv. translating dual and concurrent materials into Spanish so that Spanish-speaking parents are informed of opportunities for their children
  - v. implementing targeted outreach and marketing strategies for prospective first-generation students to improve equity and increase diversity of dual and concurrent enrollment students

**2. Maximize SUPPLEMENTAL Performance on the student-centered funding formula**

**AB 540- Target- 11.6% Increase**

- a. Promote through outreach and counseling the new Bilingual Child Development degree
- b. Continue large scale translation project for materials in student services and instruction
- c. Implement Language Line or some other similar live translation service to facilitate outreach, inquiry responses and presentations in Spanish

**Pell- Target 32% Increase/CCPG- Target- 4% Increase**

- a. Work with IR in developing the actionable general and targeted reports with contact information for AB 540, Pell and CCPG for all colleges in the district
- b. Continue to offer and expand Financial Aid application support and workshops that result in a completed FAFSA and CCPS application
- c. Expand FA Virtual Lobby hours for real time support
- d. Reach out to students with initiated, but incomplete FAFSA and/or CCPG applications

**3. Maximize STUDENT SUCCESS Performance on the student-centered funding formula**

**Associate Degrees for Transfer (Target 7% Increase)/Associate Degree (Target 4% Increase)/Certificate (Target 72% Increase)**

- a. Identify programs and start immediately on the currently available manual process for evaluating and awarding students who have completions, but have not requested a graduation evaluation
- b. Evaluate education plans for ISEP students to identify those close to completion and schedule accordingly
- c. Publicize to students and begin evaluating for and awarding CSU-GE and IGETC 16+-unit certificates that were approved by the college curriculum committee in May
- d. Facilitate and complete the development of the college's updated student equity plan-reviewing progress to date, evaluating continues disproportionate impact and identifying strategies for the new planning cycle to make meaningful progress
- e. Complete student services communication plan to connect, nudge and prompt students through the lifecycle of their pathway
- f. Make progress on development and implementation of one-stop basic needs centers at each site, starting with the coyote cupboard food pantry at the IWV campus
- g. Scale progress report campaigns in navigate to keep students on track for completion
- h. Work with faculty to implement basic needs and student services syllabus in courses

**Completion of Transfer-level Math and English-Target- 15% Increase**

- a. Ensure students are being counseled and scheduled for completion of math and English in the first year, particularly in the prisons
- b. Target communications to students with either math or English or no math or English to in-reach for completion in first year

**Successful Transfer to a 4-year School- Target- 9% Increase**

- a. Support implementation of baccalaureate degree
- b. In-reach to students with declared ADT as a goal to offer just in time and personalized transfer support

**9+ CTE Units Completed-Target- 4% Increase**

- a. Develop education plans and counsel students according to pathways. Particularly in the prison programs, to prompt students to get 9+ CTE units in their first year while on their way to completion of degrees by the end of the second year
- b. Target in-reach for late start CTE classes for students who have dropped a course

**Attainment of Living Wage-Target- 2% Increase**

- a. Coordinate wrap-around students supports for expansion of Futuro partnership
- b. Implement LAEP for expanded paid internship and employment opportunities for students