
Cal-SOAP PROJECT DIRECTORS & Cal-SOAP ADVISORY SUB-COMMITTEE MEETING

AGENDA

March 17, 2008 - 10 a.m.

California Student Aid Commission
10811 International Drive, 2nd Floor
California Room
Rancho Cordova, CA 95670
Office #: 916.526.7991 – Fax #: 916.526.7998

HQ Guard Station 526-8489

	Time*
Roll Call	10:00 am
Welcome	
Public Comment	
1 Evaluation Process	10:15
2 Minimum Requirements	10:25
3 Governing Board Requirements Section	10:55
Break	11:25
4 Project Implementation/Student Outcomes Section	11:35 am
5. Program Goals Section	12:00
6. Matching Resources Section	12:30
7. Wrap Up	12:55 pm
Meeting Adjourned	1 pm

***Times are approximate.**

Agenda items occur sequentially. When circumstances warrant, the facilitator may modify the order and/or time allotment of items as they appear on the agenda.

**California Student Access and Opportunity (Cal-SOAP)
2008 Annual Program Plan (APP) Evaluation**

PROPOSED SCORING PROCESS

2008-09 Cal-SOAP APPs that meet the minimum requirements and contain all requested documentation will advance for review. APPs that do not meet the minimum requirements will not advance for review and scoring.

APPs will be reviewed by a team of Commission staff. Each proposal will be reviewed, evaluated and scored based on the evaluation criteria. The final scores will be used to develop the Commission staff recommendations for 2008-09 funding allocations.

Commission staff proposes to use a scoring system, as described below.

Components & Requirements	Point Assignment	Points
<p>Statutory requirements as set forth in the 2008 Cal-SOAP Evaluation Criteria document.</p>	<p>In assigning points for individual rating factors, a reviewer may consider the extent to which an APP:</p> <p>Is inadequate, or lacking significant information or details requested by Annual Program Plan and the Evaluation Criteria document;</p> <p>Adequately meets criteria; demonstrates the project's ability to perform all statutory requirements;</p> <p>Demonstrates project can more than adequately meet criteria; is comprehensive and provides clear correlation to statutory needs of the program.</p> <p>Exceeds criteria by offering one or more features, methods or approaches that will enable performance to exceed program expectations.</p>	<p>A range of low to high points will be assigned to each evaluation criteria.</p>

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CAL-SOAP MINIMUM REQUIREMENTS

The following minimum requirements for the Cal-Soap APP are based in Education Code Sections 69560-69566.

1. Increase the availability of information for targeted students on the existence of postsecondary schooling and work opportunities.

Targeted Students are defined as being from low-income families, first in their family to go to college, or students from schools or geographic regions with documented low-eligibility or college participation rates.

2. Raise the achievement levels of targeted students so as to increase the number of high school graduates eligible to pursue postsecondary learning opportunities.
3. Each project shall be proposed and operated through a consortium that involves at least:
 - one secondary school district office;
 - at least one four-year college or university, and;
 - at least one community college, and;
 - at least one of the following agencies:
 - A nonprofit educational, counseling, or community agency;
 - A private vocational or technical school accredited by a national, state, or regional accrediting association recognized by the United States Department of Education.
4. Projects shall be located throughout the state in order to provide access to program services in rural, urban and suburban areas.
5. The governing board of each project, comprising at least one representative from each entity in the consortium, shall establish management policy, provide direction to the project director, set priorities for budgetary decisions that reflect the specific needs of the project, and assume responsibility for maintaining the required level of matching funds, including solicitations from the private sector and corporate sources.
6. Annual Program Plan Requirements-- prior to receiving a project grant, each consortium shall conduct a planning process and submit a comprehensive project proposal to include, but not be limited to, the following information:
 - (a) The agencies participating in the project;
 - (b) The students to be served by the project;
 - (c) The ways in which the project will reduce duplication and related costs, and;
 - (d) The methods for assessing the project's impact.

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7. Each project shall include the direct involvement of secondary school staff in the daily operations of the project, with preference in funding to those projects that effectively integrate the objectives of the Student Opportunity and Access Program with those of the school district in providing services that are essential to preparing students for postsecondary education.
8. Each project shall maintain within the project headquarters a comprehensive student-specific information system on students receiving services through the program in grades 11 and 12 at secondary schools within the participating districts. This information shall be maintained in a manner consistent with the law relating to pupil records.
9. At least 30 percent or the equivalent of each project grant shall be allocated for stipends to peer advisers and tutors who meet all of the following criteria:
 - (a) Work with secondary school students;
 - (b) Are currently enrolled in a college or other postsecondary school as an undergraduate or graduate student, and;
 - (c) Have demonstrated financial need for the stipend.
10. Allocation of any funds shall be limited to those consortia meeting requirements of this article that will provide equal matching resources from existing or budgeted increases in federal, state, local and private funds. It shall be the goal of the program that the total resources provided by the Student Opportunity and Access Program shall match state funding on at least a 1.5 to 1 ratio. Any new projects approved through expansion of the program shall provide equal matching resources for the first three years of operation and shall be encouraged to increase the matching resources to a 1.5 to 1 ratio with the state grant thereafter.

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PROPOSED EVALUATION CRITERIA

Commission staff has identified the following information and data items as evaluation criteria to assess the Cal-SOAP Annual Program Plan (APP) and support funding decisions for the upcoming 2008-2009 fiscal year. The California Education Code provides the statutory reference.

1. Governing Board Responsibilities

Statutory Requirement	Information/Documentation
<p>1-a. The governing board of each project, comprising at least one representative from each entity in the consortium, shall establish management policy, provide direction to the project director, set priorities for budgetary decisions that reflect the specific needs of the project, and assume responsibility for maintaining the required level of matching funds, including solicitations from the private sector and corporate sources. Section 69561(h)</p>	<ul style="list-style-type: none"> • Governing board by-laws • Written policies • Governing board meeting minutes <ul style="list-style-type: none"> ○ Meeting schedule ○ Quorum ○ Executive committee activity • Project Director duty statements
<p>1-b. [...] provide direction to the project director [...]</p>	<ul style="list-style-type: none"> • Communication processes • Process of reporting • Frequency of meetings • Governing board meeting minutes
<p>1-c. [...] set priorities for budgetary funding decisions that reflect the specific needs of the project [...]</p>	<ul style="list-style-type: none"> • Governing board by-laws • Governing board meeting minutes • Written agreement with fiscal agent • Available reports
<p>1-d. [...] assume responsibility for maintaining the required level of matching funding including solicitations from the private sector and corporate sources.</p>	<ul style="list-style-type: none"> • Matching contribution resources reports • Process for soliciting matching resources • Staff and board involvement in soliciting and maintaining matching resources • Tracking of matching resources • Regional availability of matching resources

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2. Project Implementation and Student Outcomes

Statutory requirement	Information/Documentation
<p>2-a. Each project shall include the direct involvement of secondary school staff in the daily operation of the project, [...]. 69561(j)</p>	<ul style="list-style-type: none"> • Information to explain the direct involvement of secondary school staff • Information to explain the implementation of direct services to students at the campus level • Explanation of interaction with high school staff, principals, counselors • Involvement of district representatives • Written agreements with districts or high schools • Frequency of meetings with secondary school staff and district representatives
<p>2-b. [...] (<i>Identify</i>) the ways in which the project will reduce duplication and related costs 69561(i)(3)</p>	<ul style="list-style-type: none"> • Other pre-college programs in the projects service area • Project interaction with other programs • Level of collaboration <p>Additional considerations:</p> <ul style="list-style-type: none"> • Regional challenges (rural, urban, suburban) • Scope of other programs' services
<p>2-c. Projects may assist community college students in transferring to four-year institutions, to the extent that project resources are available. 69561(d)</p>	<ul style="list-style-type: none"> • Interaction with community colleges • Written agreements with CC transfer offices • Transfer student services • Method of tracking of Cal-SOAP transfer students

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3. Program Goals:

Statutory requirement	Information/Documentation
<p>3-a. Increase the availability of information for [targeted] students on the existence of postsecondary schooling and work opportunities. Section 69561(c)(1)</p>	<ul style="list-style-type: none"> • Project Activities/Activity Reports • Methods and types of information delivery <ul style="list-style-type: none"> ○ Workshops ○ Publications • Number of students served <ul style="list-style-type: none"> ○ Intensive ○ General • Intensive services delivery
<p>3-b. Raise the achievement levels of [targeted] students so as to increase the number of high school graduates eligible to pursue postsecondary learning opportunities. Section 69561(c)(2)</p>	<ul style="list-style-type: none"> • College going rate reports • Intensive services delivery • Cal-Grant application rates* • Activity reports • A-G enrollment of Cal-SOAP students* • High School/Cal-SOAP student graduation rates* • Grades • Student contracts
<p>3-c. [Provide] the methods for assessing the project's impact. Section 69561(i)(4)</p>	<ul style="list-style-type: none"> • Self reported methods of assessing project's impact • Enrollment data* • Grades • Achievement Gap data*

* Data from public sources such as schools, school districts, county or state may be obtained by the CSAC review team or requested through the APP.

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4. Matching Resources

Statutory Requirement	Information/Documentation
<p>4-a. Allocation of any funds shall be limited to those consortia meeting requirements of this article that will provide equal matching resources from existing or budgeted increases in federal, state, local and private funds. It shall be the goal of the program that the total resources provided by the Student Opportunity and Access Program shall match state funding on at least a 1.5 to 1 ratio. Any new projects approved through expansion of the program shall provide equal matching resources for the first three years of operation and shall be encouraged to increase the matching resources to a 1.5 to 1 ratio with the state grant thereafter. Section 69564</p>	<ul style="list-style-type: none"> • Annual program plan budget • Matching contribution resources report • Amount of matching resources <ul style="list-style-type: none"> ○ Length of program existence • Sources of match • Historical maintenance of match