

Information/Action Item

CAL-SOAP Advisory Committee

Program Update from CSAC

CSAC staff will provide an oral update on current projects in the statewide program administration. Activities include continuing visits to each project site, a database improvement project, and evaluation of ongoing program policy issues.

Staff will discuss policy recommendations with the Project Directors at their June 16, 2005 meeting. Staff will provide an oral report on those discussions.

Responsible Staff: Kim Taylor, Outreach Manager
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CAL-SOAP PROGRAM UPDATE

Cal-SOAP Site Visits

In May 2005, the Commission's Compliance Manager Charles Wood, and Outreach Manager Kim Taylor began conducting site visits to each Cal-SOAP project. To date, we have conducted four site visits. The primary reason for the visits is to follow up on the compliance reviews that were conducted over the last two and a half years. Mr. Wood is following up and confirming that the consortia have implemented corrections or adjustments accordingly, in response to compliance review findings.

The site visits will also allow staff to conduct interviews with each project director and gather information about how the projects operate, how they collect their data, and to see the physical environment of each project. This information gathering exercise will help inform the Commission in making future adjustments in funding levels or program requirements.

We anticipate continuing site visits through 2005 and will develop a report on the visits in early 2006.

Cal-SOAP Database Improvement Project

In the next year, staff will focus on the Cal-SOAP database and determine what changes will improve data collection and report production. One component in this ongoing project is to develop consistent naming protocols for Cal-SOAP activities. Staff will use information from other pre-college programs such as Upward Bound that use established program activity definitions, as well as information from Cal-SOAP projects' data reports and input from the site visit interviews to develop appropriate naming protocols for Cal-SOAP activities. Attached are cumulative lists of the activities reported by the Cal-SOAP projects for the 2003-04 fiscal year. These lists show the variety of names for the same or similar activities in Cal-SOAP activity reporting.

Other components of the Database Improvement Project will include an assessment of the level of integration at each site with other programs, the frequency and manner of use of the Cal-SOAP database, and the level of support available at each site.

Working with the Project Directors, staff will also develop a recommendation for alternative measures of Cal-SOAP program success.

Policy Issues

Policy Issue # 1 - Student Eligibility

Cal-SOAP Project Directors continue to cite the discrepancy between the Cal-SOAP student eligibility criteria and the eligibility criteria for other pre-college programs. Specifically, the definition given in the Policies and Requirements Manual regarding student eligibility based on first in family to attend college status. Following is information to support a discussion of the Cal-SOAP definition:

BACKGROUND:

In regard to student eligibility, Cal-SOAP law states:

California Education Code Section 69561.

- (a) The Student Opportunity and Access Program is administered by the Student Aid Commission.
- (b) The Student Aid Commission may apportion funds on a progress payment schedule for the support of projects designed to increase the accessibility of postsecondary educational opportunities for any of the following elementary and secondary school students:
 - (1) Students who are from low-income families.
 - (2) Students who would be the first in their families to attend college.
 - (3) Students who are from schools or geographic regions with documented low-eligibility or college participation rates.

In Chapter II of the Cal-SOAP Policies and Requirements Manual, student eligibility is defined as follows:

5.0. Students Eligible for Services

In order to be eligible to receive Cal-SOAP services a student must meet the following criteria:

- Be a U.S. citizen or legal permanent resident; **and**
- Be an elementary or secondary school student; **and**
- Be low-income; **or**
- Be first in his or her family to attend college ;**or**
- Be from a school or geographic region with documented low-eligibility or college going rates.

Cal-SOAP services may be provided to community college students under certain conditions. Projects may assist community college students in transferring to four-year institutions.

5.1. Definition of Low Income

A student is low income if he or she meets the Income Ceiling Levels scale used by the Commission's Cal Grant B program which is issued to Cal-SOAP projects by February of each year.

5.2. Definition of Elementary School Student

An elementary school student is a pupil in grades K-6 in a private or public school.

5.3. Definition of First in Family to Attend College

For the purpose of this section, a student is first in the family to attend college if the student's parents or siblings never attended college.

5.4. Definition of Schools or Geographic Regions with Documented Low-eligibility or College Going Rates

A school or geographic region that is listed on the Academic Preparation Program Reference and Information System (APPRIS) website, www.appris.org, as a school or region with documented low-eligibility or college going rates.

RESEARCH:

A website search for "First in Family" or "First Generation" resulted in the following information:

- TRIO programs work with students from families in which neither parent holds a bachelor's degree
- AVID states that typically, students will be the first in their families to attend college
- On the US Department of Education website, first-generation is defined as: Both parents have no more than a high school education.
- NACADA, the National ACademic ADvising Association held a conference in 2003 of The First Generation College Student Interest Group. The following quote appears on their Post Conference Report: "A great deal of time was spent discussing the definition of First Generation College student. The least restrictive definition is the one used by TRIO (neither parent completed a 4-year college degree); most restrictive is that no one in their family completed any post-secondary education.)"

Staff Recommendation

Staff recommends an amendment to the Policies and Requirements Manual to reflect the following definition of first in the family to attend college:

For the purpose of this section, a student is first in the family to attend college if the student's parents or siblings have not completed any postsecondary education.

Policy Issue #2 - Definition of Intensive Services

Cal-SOAP Project directors have questioned the definition of intensive services for students who are tracked in the Cal-SOAP database.

In Chapter II of the Cal-SOAP Policies and Requirements Manual, the definition of intensive services begins with the type of contact program service providers have with their students. Contact is defined as follows:

6.9. Definition of Contact

The definition of contact is based on the level of service provided as follows:

- **Intensive** - A contact for the intensive service level is defined as providing a service directly to an eligible student generally on a one on one basis.
- **General** - A contact for the general service level is defined as providing a service indirectly to students either through mailings or in a group setting.

6.10. Intensive Outreach Service Activity

An intensive outreach service activity is defined by any one of the following criteria:

- Three or more of the same contacts with the same student;
- Ten or fewer students in any type of activity; or
- An activity that lasts four or more hours with a student that is tracked by a database.

6.11. Types of Intensive Outreach Service Activities

Services are considered intensive, if they are directed only to Cal-SOAP eligible students who are in the Cal-SOAP database and receive or participate in the minimum number of activities as outlined in section 6.12 below. Service activities shall be either academic or advisement as defined in sections 6.5 and 6.6 above and may include:

- College advisement
- Academic tutoring
- Summer programs
- Home visits
- Small group conferences

6.12. Students Considered Intensively Served

A student is considered intensively served if the student received or participated in at least three intensive outreach service activities (as defined in section 6.10 above) during the fiscal year. The following are examples of students considered intensively served:

- Student received at least nine tutoring or advisement sessions. Every three tutoring or advisement sessions are considered one intensive outreach service activity.

- Student participated in a group activity of ten or fewer students at least three times. Each group activity of ten or fewer students is considered one intensive service activity.
- Student received three tutoring or advisement sessions, participated in one group activity of ten or fewer students and participated in a campus tour that lasted at least four hours.

Staff Recommendation

Staff recommends an amendment to the Policies and Requirements manual to clarify the definition of contact and the definition of an intensive activity as reflected in the following language:

In relation to section 6.9:

- **Intensive** - A contact for the intensive service level is defined as providing a service directly to an eligible student generally on a one-on-one or small group basis.

In relation to section 6.10:

An intensive outreach service activity is defined by any one of the following criteria:

- Three or more of the same one-on-one contacts with the same student

Following are cumulative lists of academic and advisement activities reported by the Cal-SOAP projects in their 2003-04 year end activity reports. During the 2005-06 year, Commission staff will work with Cal-SOAP Project Directors to develop a consistent naming protocol for data collection.

ACTIVITY REPORTS:

Academic

<u>Activity Name</u>	<u>Number of Occurrences</u>
ACAD / ADV- Motivating 10-12 Grade Students to go to College	1
Academic Resume Workshop	1
Classroom and Library Presentation	1
Community Service Project-(Merced)	1
Employee Training (Sacramento)	1
Entrance Test Workshop	1
Family Math	1
Family Science	1
Goal Setting Workshop	1
I.G.T.C.	4
Mailings-On Tutoring Needs (Northcoast)	1
Note Taking Workshop	1
Pre-Collegiate Academy-Literacy	2
Pre-Collegiate Academy-Math	2
PSAT Workshop	8
SAT Workshop	4
Saturday Program-Middle & High School	1
Senior Summer Bridge Institute-Reading and Writing	2
Summer Academy-High School Exit Exam Prep.	3
Summer Program	3
Summer Residential Program (CAMP)	1
Summer Residential Program (TRIP)	1
Summerbridge Saturdays	1
Summerbridge Student Faculty Summer Session	1
Summerbridge Student Program/ Year-Round	1
T.M.I.H.	2
Test Prep. ACT and SAT	6
Time Management Workshop	1
Tutor Placement Management (Sacramento)	1
Tutoring	17
Tutoring In Avid Classrooms	1
UC APP. Workshop	1
Writing Contest	1

ACTIVITY REPORTS:**Advisement**

<u>Activity Name:</u>	<u>Number of Occurrences</u>
4-Year Plan- A-G Requirements	1
Academic Mentoring	1
Academic Planning	1
Academic Planning Guide	1
Advisement	4
Advisement Workshop	1
A-G Requirements	1
Application Workshop	1
Awards Dinner	1
Bilingual Newsletter	1
Cal-Grant	2
Cal-SOAP Club (Santa Barbara)	1
Campus and Career Site Exploration	1
Campus Tours/ Visits	10
Career Advisement	2
Career and College Fair	1
Career Planning	1
Career Representative Visits	2
Career-Community College	1
Career-High School	1
Careers After College	1
CBO Advising (San Francisco)	1
Classroom Presentations	1
COIN - The Career Target/ 7th	1
COIN - The Career Target/ 8th	1
College & Career Info. Day	1
College Admissions Workshop	2
College Advising	2
College Application Workshops	3
College Day	1
College Enrollment	1
College Express	1
College Fair	2
College Goal Sunday	6
College Informational Workshop	1
College Making It Happen	12

Advisement

<u>Activity Name</u>	<u>Number of Occurrences</u>
College Making It Happen/ In Classes	1
College Night	1
College Prep-High School	1
College Success- Community College	1
College Workshops	1
College/ Financial Advisement	2
Collegiate Academy Kick-Off- Parent	1
Collegiate Academy Kick-Off- Student	1
Community College Information	1
Community College Transfer	2
Community Event (San Francisco)	1
CSU Application Workshop	1
Daily Advisement	1
Default Prevention	2
Eighth Grade High School Options (Sacramento)	1
Exit Interview	1
Fee Waivers	1
Field Trip	1
Financial Aid	10
Financial Aid Meeting	1
Financial Aid Workshop/ Cash For College Events	4
Graduation Ceremony for Collegiate Academy	1
Graduation Ceremony for Collegiate Academy- Parents	1
Guest Speaker	1
Higher Education Advisement	1
HIP (Santa Barbara)	1
Home Visits	3
Home Visits Parent	1
Home Visits Student	1
I'm Going To College	9
I'm Going To College- Graduation Ceremony	1
Individual or Small Group Advisement	1
Informational Workshops Counselors/ Outreach Staff	1
Into The Future (SUCCESS)	1
JHIP (Santa Barbara)	1
Juniors Classroom Presentations	1
Latino Youth Educational Conference	1
Library Advising	1
Mailings- Advisement	1
Mailings- Parent	1
Making High School Count (Gilroy)	1
Meeting with Students	1

Advisement

<u>Activity Name</u>	<u>Number of Occurrences</u>
Mentoring Activity	1
Migrant Parent Meeting/ Conferences	1
Money For College Night	1
Parent Education Conference	1
Parent Meetings and Workshops	4
Parent Outreach	5
Parent School Partnership	1
Peer Advisement	1
Planning Your Future Conference	1
Pre-Collegiate Academy	1
Presentation	1
Publication (Monthly News Letter)	1
Recruitment	1
Referrals	3
Scholarship	1
Scholarship Search	1
School Advising	1
Senior Classroom Presentations	1
Senior Day	1
Senior Survival	2
Sixth Grade Outreach and Summerbridge Recruiting	1
Sophomore Advising	1
Student Information Meeting	1
Study Skills- High School	1
Study Skills- Middle School	1
Transcript Evaluation	1
Transfer Making It Happen- Advisement	1
Transfer Making It Happen- Outreach	1
Transfer: Making It Happen	11
Transfer: Making It Happen- Kick Off	1
U.C. Visit	1
Visiting College Students- Elementary	1
WACCAC Conference [College Fair]-San Jose	1
William C. Overfelt Financial Aid- Cash for College	1
115	193