

San José State University

STUDENT SUCCESS, EXCELLENCE AND TECHNOLOGY FEE (SSETF) ALLOCATION AND EXPENDITURE PROCEDURES

A. Background

Collection of the SSETF commenced with the Fall 2012 term. As a mandatory student fee that applies to all students, SJSU is obligated to ensure the revenues collected are used in ways that were detailed in the fee proposal and conveyed through open forums held in Spring 2012. The six priorities supported by the SSETF are detailed below. Exclusions are noted on page 3.

Effective Fall 2014, the SSETF was “unbundled” into three categories and frozen at the Fall 2013 fee amount.

Fall 2014 Unbundled Fee:

- **SSETF – IRA \$147**
 - This fee supports activities that fall under the definition of and statutes related to Instructionally Related Activities (IRA) in Title 5 and the California Education code, including Athletics.
- **SSETF – Course \$30**
 - This fee will enhance support for instructional materials and methods used in the delivery of instruction.
- **SSETF - Student Success \$118**
 - This fee shall provide enhanced and comprehensive support for Student Academic Success Services to improve graduation and retention rates of all students (including under-represented minority students) by implementing a variety of evidence-based, best practice student support and High Impact Practice (HIP) programs. This additional funding to support student success and excellence will be imperative in order to address SJSU's retention and graduation rates which currently lag slightly below the system average. Additionally, the SSET Student Success Fee shall be used to deepen and strengthen student learning by providing innovative and effective technology-enabled learning experiences for students.

B. SJSU's Six Priorities Supported by the SSETF:

1. Student Success Services & Graduation Pathways

Expand support for comprehensive student success services and improved pathways to graduation.

For example:

- maintain access to high demand classes and labs
- increase comprehensive and coordinated writing, math and tutorial services
- enable workforce, career and professional development and alumni mentoring
- implement a new integrative First Year Program
- implement more high impact practices such as utilize early-warning technology-enhanced advising and tutoring
- support undergraduate and graduate research
- increase service learning and community engagement opportunities
- expand summer bridge

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- One representative from the Administration and Finance Division, appointed by the campus President
- One representative from the Student Affairs Division, appointed by the campus President

The Committee is staffed by the Director of University Budget & Risk Management

D. Proposal Process

The University will issue a call for proposals in late winter as funding allows. Proposals must support new initiatives that promote one of the 4 priorities. (If requesting funds to augment or enhance a proven program, include only the enhancement costs to be funded from SSETF along with data supporting the success of the program. Proven pilot activities that were launched with donor or grant funds and are seeking ongoing support will be considered new initiatives.) Proposals must be approved by the head of each Division and submitted to the University Budget & Risk Management Office. The University Bu001 Tc 0.3o(3)-3.2(y)9iOt

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1. Annual Resource Request Process/Schedule

New Requests	
February	The University issues call for proposals for following academic year
March	Proposals are due to University Budget & Risk Management Office
April	CFAC meets to discuss proposals and submits final recommendation to the President President's Cabinet meets to discuss proposals and submits final recommendation to the President
May	President's Final Decision and Award letters issued to recipients

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F. Exclusions

Overarching guidance: SSETF follows the same hospitality and purchasing rules as the Operating Fund (70000).

SSETF monies may NOT be used for:

1. Salary increase *supplements*. For example, an individual's salary should not be split 95% to Fund A (e.g., CSU Op Fund) and 5% to SSETF at the same time a 5% salary increase is awarded.
2. Costs related to self-support programs (e.g., programs offered through College of International and Extended Studies).
3. Student recruitment or yield events. SSETF is meant to assist students already admitted.

G. Questions

Questions about the use of SSETF may be addressed to Josee Larochelle, Associate Vice President for Finance, or Director of University Budget & Risk Management.