SEA Annual Report Training

September/October 2019

Michael Quiaoit, Dean
Barbara Lezon, Specialist
Thomas Ponik, Analyst
California Community Colleges Chancellor's Office

Agenda

- Welcome and Introductions
- Background:
  - Report requirements
  - Stakeholder Input
  - Timeline
- NOVA Module Walk-through
- Q & A
- Wrap-up

Ch…ch…ch…changes!

- 2016-17: Basic Skills, Student Equity and SSSP Programs
  - Prior to 2017 these three categorical program existed separately
- 2017-18: Integrated Plan merged three programs
  - Intent to connect and weave equity and success efforts on campus
- 2018-19: Student Equity and Achievement Program created
  - Legislation finally pulled the programs into one bucket of funding
- Result?
  - Program guidelines and reporting deadlines/requirements have changed – several times!

Why a SEA Annual Report?

1. Satisfy legislative requirements (EDC § 78222)
2. Inform about efforts/progress related to equity and student success
   - CO to understand successes and challenges, provide support as needed
3. SEA Program expenditure management/reporting

What are the legislative requirements?

- Student Equity and Achievement Program - EDC § 78222
  - Colleges/districts required to report to CO annually (by January):
    1. "*how funding was expended in the prior fiscal year and for what specific purposes…*
    2. *include an assessment of the progress in advancing the goals* (Guided Pathways, completion goals, AB705)"
  - CO required to submit legislative report summarizing the above annually (by April)

Stakeholder Input

- The SEA Workgroup includes:
  - Equity region representatives
  - Deans, Directors, Coordinators, Supervisors, Vice Presidents, Vice Chancellors, Assistant Superintendents, from the following areas/departments:
  - Student Equity, Student Success, Support Services, Counseling/Assessment, Institutional Effectiveness, Continuing Education, Matriculation, Enrollment Management, Administrative Services, Academic Senate
- An annual report subgroup drafted a template and recommendations to inform the design of the NOVA module
- The SEA workgroup also beta tested this new module – THANK YOU!!

Subgroup Report Recommendations

- Previously populated data/metrics/goals should be pulled into the new NOVA module – reduce data entry
- Data should be standardized for data consolidation/reporting
- Align with Vision Goals, Guided Pathways, AB 705 and SEA goals
- Include reporting on DI groups
- Reporting expenditures of actual funds by state budget categories, and percentage of funds distributed by activity/initiative

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Challenge #1: Amount of data/size of report

- Goal to keep it streamlined and fairly simple
- Pull from info that is already in NOVA/less data entry
- Less narratives/more data standardization
- What could we use for the "progress" part of the report??

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Transitions and Overlap

Fiscal Year	Program/Plan	Spending Period	Report
2017-2018	Integrated Plan	7/1/17-6/30/19	September 2019
2018-2019	SEA Program	7/1/18-6/30/20	January 2020
2019-2022	Student Equity Plan	n/a	n/a
2019-2020	SEA Program	7/1/19-6/30/21	January 2021

- Transition year – Integrated Plan done; new Equity Plan just entered
- Cannot wait and report on 2019-20 equity efforts – report due in January
- Student Equity Plan key component of SEA Program
- There is no Student Equity Plan "report" on progress/outcomes

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Tell Your Story!

- Focus on the data in the student equity plans
  - At this time, colleges will report on activities related to DI groups
  - Colleges will NOT be reporting outcomes for equity goals
  - *Colleges will choose* the equity plan activities/DI groups to report on
- Colleges will categorize and apply a progress measurement to each activity
  - No expectation that all of your activities are fully implemented!
- Ability to provide more detail/success stories/request support

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Challenge #2: Timing of the report

- Two years to spend funds - 24 months
- Colleges spend funds out of two fiscal years at any given time
- Programs have two fiscal report deadlines
  - Mid-term expenditure reporting at 12 months
  - Final expenditures due sometime after 24 months
- SEA Annual Report due each year - at 18 months
- We did NOT want you to complete three SEA reports per year

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What It Was and What It Is

Program	Required Reports		
Integrated Plan	Mid-term expenditure report *Report any funds that will not be used; CO will re-allocate funds*	--	Term-end expenditure report *Report all expenditures by budget line item*
SEA Program	--	Annual report *Report expenditures for prior FY, AND any funds that will not be used and progress on activities*	Term-end expenditure report *Report all expenditures by budget line item*

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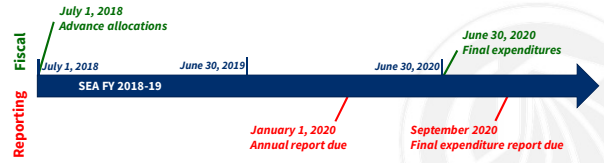
18-19 SEA Report Timeline



- Annual report will be a Year 1 (July 1, 2018-June 30, 2019) report of spending by budget item
- Will also serve as a SEA mid-term expenditure report
  - Chancellor's Office will reallocate any funds you do not plan on spending
- SEA term-end expenditure report will simple and based on the mid-term reported amounts

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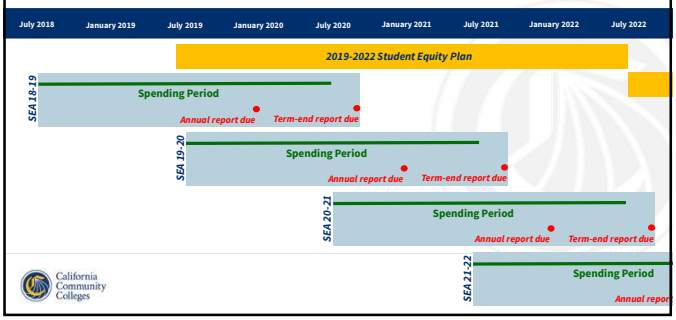
SEA Program Timeline



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That was a lot of information!

Here's what you need to know/remember for now

- The SEA Annual Report has two MAIN components:
  1. Expenditures – 18-19 SEA YEAR 1 (July 1, 2018 – June 30, 2019)
     - Let us know what you've spent so far, and still plan to spend
  2. Progress on goals/activities – from 19-22 Student Equity Plan
- The Annual Report is due January 2020
- The 18-19 SEA term-end expenditure report is due Sept 2020
- There is no separate Student Equity Plan report

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NOVA Module Walk-through

Ready, Set…. Go!

- SEA Annual Report modules are open now in NOVA
- You may begin entering your data at any time
- Certification required by January 1, 2020
  - Reminders will be sent through NOVA as the deadline approaches
- Recorded training session will be posted to SEA listserv
- FAQs document will be created based on training sessions

Annual Report Support

Thomas Ponik
tponik@cccco.edu
916-323-6877

For login issues/password resets contact
nova-support@productops.com

What Next?

- SEA information coming to the Vision Resource Center soon
- SEA Term-end Expenditure Report will be available in the summer
  - Webinar training will be scheduled

SEA Program Deadlines

Title	Contents	Due Date
SEA Annual Report	Prior year expenditures, progress on activities serves as a mid-term expenditure report	Due January 1 annually
SEA Term-End Report	Full two-years of expenditures	Due September 15 annually
2019-2022 Student Equity Plan	Goals and activities related to overall population and DI groups	Due June 30 every 3 years *(next due in 2022)*

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