

STUDENT EQUITY AND ACHIEVEMENT PROGRAM VAR MANUAL

The purpose of this manual is to provide a short summary of the project, answer basic questions, and provide program-specific information. It should be used in conjunction with the General VAR User Manual.

Brief Background of Vision-Aligned Reporting

In spring 2020, the Chancellor's Office convened a cross-functional internal working group to design and pilot a new, comprehensive program reporting structure and process that would:

- Maximize colleges' time and resources;
- Support institutions as they continue to evaluate, learn and evolve to better support student success;
- Make it easier for decision-makers to interpret and act on data from our institutions; and
- Activate Vision for Success core commitments and achieve the Vision 2030 goals.

The resulting Vision-Aligned Reporting structure was borne out of a three-year development, planning, piloting, and refinement effort to create a reporting process that focuses on collecting information that offers direct visibility into how programs' efforts impact student outcomes. Vision-Aligned Reporting will be implemented statewide for 12 programs beginning in fall 2024.

Additional information about the development and implementation of this process can be found in the General VAR User Manual.

How/why was the SEA Program chosen to report via VAR?

The VAR was piloted between 2020-2021 and 2022-2023 and 15 college program reports were chosen to test and refine the new process. After receiving feedback from pilot colleges, 11 programs were deemed appropriate for the first year of statewide scaling based on potential impact and the ease of integration into VAR. The SEA Program is one of those 12 programs.

Next, the project team met with Chancellor's Office SEA Program staff to (1) review current reporting requirements and align them with VAR via an activity crosswalk (refer to the Appendix) and (2) ensure that data provided via VAR would meet the program's needs for statewide reporting as well as provide information that is necessary to design and deliver statewide support and technical assistance. Feedback from those meetings was incorporated into this manual.

How does the SEA Program report on money transferred to other programs for implementation?

Most campus programs included in VAR implement their own activities. However, depending upon the college, the SEA Program on a campus may spend its money (1) through transferring funds to another program for implementation, (2) on programs it implements itself, or (3) a combination of the two. If the SEA Program on your campus is implementing a specific activity itself, it must report that activity according to the VAR reporting process. However, it has been determined that it is overly burdensome for SEA Programs to report student-level data on activities it does not implement itself, so a process has been put in place for staff to report transferred funds that does not require the submission of student-level data. What this process will look like will vary in year 1 (2024-2025) compared to future years because of the development time needed to incorporate this difference into the reporting tool.

SEA Program staff will still need to provide student-level information for those activities they implement themselves.

Process for reporting transferred funds in year 1 – 2024-2025

If the SEA Program provides funding for work being implemented by another program (e.g., they are paying for all or part of a counselor for DSPS), **they will NOT provide student level data where requested on the data entry page** (see section highlighted in red on the screenshot below). However, they will enter the following:

- Budget: How much money was transferred (who it was transferred to)
- Vision goals: Which goal(s) that funding is expected to impact
- Comment: What program the money was transferred to (see the Comment section highlighted in green on the screenshot below) and identify specific disproportionately impacted groups the funds were supposed to serve, if appropriate.

College-Demo

- About
- Programs
- FAQs
- Manage
- Help Center

Enter Activity details for Counseling - Academic -

Please enter information for this Activity below.

Number of Students Served

Enter the number of students served by this activity.

Black or African American

Hispanic or Latino/a/x/e

Object Codes

Provide funding information for this activity by object code.

Vision Goals

Please indicate the type of impact for each Vision Goal. [?](#)

Vision Goal 1: Completion

Increase by at least 20% the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job-oriented skill sets.

Impact: Primary Secondary No Impact

Vision Goal 2: Transfer

Increase by at least 35% the number of CCC students system-wide transferring annually to a UC or CSU

Impact: Primary Secondary No Impact

Vision Goal 3: Unit Accumulation

Decrease the average number of units accumulated by the CCC students earning associate degree, from approximately 87 total units to 79 total units.

Impact: Primary Secondary No Impact

Vision Goal 4: Workforce

Increase the percent of existing students who report being employed in their field of study to 76%.

Impact: Primary Secondary No Impact

Comments

Please provide any additional information regarding this activity that may be helpful (optional).

Process for reporting transferred funds – 2025-2026 and beyond

In future years, SEA Program staff will have a mechanism to identify funding transferred to another campus program. They will then be directed to a different page for submitting the rest of the data for those activities. The data will include:

- Which campus program the funding was transferred to and how much was transferred
- The activity for which the funding was transferred, if specified
- The specific disproportionately impacted group(s), if any, the funding is expected to serve
- The Vision goals that funding is supposed to support

Staff will need to report money transferred to another program even if the receiving program is not currently included in the VAR reporting structure.

Besides using the new tool, what else is changing related to SEA Program reporting?

Policy Changes

After careful review, it has been determined that no changes to statute or regulation are needed to align SEA Program reporting with the VAR requirements. However, one aspect of reporting has been changed. The information provided via VAR will count as the SEA Program annual report which has traditionally been due in NOVA on January 1 for the previous reporting year. SEA Program staff **will** need to submit the report providing 2023-2024 information via the usual process on January 1, 2025.

A SEA Program MIS data table will be created with all the VAR activity categories and subcategories and the program staff will be required to submit student IDs by activity category and subcategory via MIS starting with the 2025-2026 academic reporting year. **Additional information on this process will be provided by the Chancellor's Office in late spring 2024 and colleges will have 15 months to prepare for the MIS changes.**

A crosswalk between the common SEA Program activities and the VAR categories and subcategories is provided in the Appendix to this document.

Engagement in Cross-Functional Conversations

The new reporting process has two levels of reporting. The first is a program-level reporting component during which programs report data on activities conducted during the academic year. The second is the college-level component. The college-level reporting requires that all program information be reviewed and analyzed by a cross-functional team for the purpose of answering a set of Vision goal specific narrative prompts. Those prompts are:

- Provide 3 specific highlights in which specific disproportionately impacted groups were served with the goal of closing equity gaps.
- Aligning and organizing the efforts of multiple programs to support shared goals will create larger impact. Name 3 concrete steps the college has taken to braid the efforts/funds of programs to increase impact.
- List the 3 most effective strategies or tactics used to achieve this goal.
- Identify 3 important barriers the college faced in trying to achieve this goal.
- Identify the top 3 changes your college **will** make to achieve this Vision goal.

SEA Program staff should ensure they are participating in these cross-functional conversations so that their insight, priorities, and program activities are appropriately represented in Vision goal narratives.

Categories/subcategories specific to SEA Program reporting

To complete the VAR report, each activity undertaken by the SEA Program must be reported under a VAR category and subcategory. There are six main categories to choose from and each has its own set of subcategories (see Appendix A in the General VAR User Manual).

Given the number of category/subcategory combinations, the Chancellor's Office is providing program-specific crosswalks to identify the most common activities included in past reporting and specify the appropriate category and subcategory for each (refer to the Appendix to this document). However, **there are many new activity categories and subcategories that must also be reported if conducted by the SEA Program, so staff should review those new categories and subcategories to ensure they are reported, if necessary.**

Where to get additional information

Moving forward, college program staff with questions about completing SEA Program reporting through the VAR have a variety of resources to support them. Each college CEO has identified an implementation lead for their campus that can be a first source of information. Those implementation leads received training on the new process during fall 2023. In addition, your regular Chancellor’s Office SEA Program contacts and the VAR project teams are always available to assist. See Table 1 for that contact information.

Table 1: SEA Program Chancellor’s Office Contacts

Name	Campus or CO Role	Contact Information
Jenny Saechao	SEA Program Specialist	jsaechao@cccco.edu
Campus Implementation Lead	Varies	Email VARSupport@foundationccc.org to request the name and contact information for your campus.
VAR Project Team	Project directors	VARSupport@foundationccc.org

Finally, throughout 2023-2024 there are a variety of electronic and other resources made available to campus program staff including those in Table 2.

Table 2: VAR Resources for SEA Program Staff

Tool	Information Provided	Date Available
VAR module on the VRC (You must be logged into the VRC first for the link to function)	A general overview of goals, background, structure, and implementation steps for the new process	Now
General VAR User Manual	Detailed explanation of how to accurately complete the reporting requirements using the online reporting tool	Now on the Chancellor’s Office VAR website
SEA Program VAR Manual	Short brief covering specific changes to your program’s specific reporting process and activity crosswalk to support accurate reporting	NOW in this Google folder
User Helpdesk	Responses to specific questions either through a self-help process or by contacting project team staff	Summer 2024

Appendix: Crosswalk to VAR for Most Common SEA Program Activities

NOTE: SEA Program staff must only report student-level data on activities they implement directly. If an activity is implemented by another program, SEA will need to report the purpose for which that funding was transferred but do not need to submit student data. Please direct any specific questions about this to VARSupport@foundationccc.org.

Activities from SEA Plans	Included in VAR?	Related VAR activity(s)	Notes	Requires Student-Level Data if implemented by SEA Program?
Basic Needs support (food, transportation, housing)	Yes	Direct aid to students: Food Direct aid to students: Housing Direct aid to students: Transportation		Yes
Bootcamps	Yes		Should be reported together but bootcamps and bridge courses can be listed in the comment section.	Yes
Bridge courses	Yes	Student Support Services: Other		Yes
Co-requisite courses	Yes	Instruction: Curriculum/instructional development [academic program name, if appropriate]	This is only used when new curriculum is developed.	No
Concurrent/dual enrollment	Yes		<i>There is no specific activity needed as dual enrollment students are identified as such in MIS data.</i>	
Counseling	Yes	Counseling	VAR separates into academic, basic needs, mental health, career, financial aid, program specific, or other.	Yes
Direct aid (financial)	Yes	Direct aid to students: Gift cards Direct aid to students: Emergency aid Direct aid to students: Grant: Programmatic		Yes
Early alert	Yes	Counseling: Other	Early alert can be included in comments section, if desired	Yes
Embedded tutoring	Yes	Student Support Services: Tutoring	Embedded not specifically called out.	Yes
Emergency aid for students	Yes	Direct aid to students: Emergency aid		Yes

Expanded hours of operations	Yes	Misc. Program Support Costs: Other	All misc. Support costs: Other should be included here but different types can be listed in comment section, if desired.	No
Learning communities	Yes	Student Support Services: Learning communities		Yes
Student Educational plans	Yes	Student Support Services: Education plans		Yes
Orientation/Welcome activities	Yes	Student Support Services: Program onboarding, orientation, and/or retention activities for current students		Yes
Outreach to K-12 and community partners	Yes	Outreach/Inreach: Outreach event [community type] Outreach/Inreach: Outreach marketing [community type]		No
Pedagogical tools	Yes	Instruction: Curriculum/Instructional development [academic program name, if appropriate]		No
Peer mentoring	Yes	Student Support Services: Peer Support		Yes
Professional development	Yes	Misc. Program Support Costs: Professional development	All PD should be listed together, but different types can be called out in the comment section.	No
Student recruitment	Yes	Outreach/Inreach: Marketing outreach [community type] Outreach/Inreach: Event outreach [community type]		No
Student Success workshops	Yes	Student Support Services: Student Success Workshops		Yes
Supplemental instruction	Yes	Student Support Services: Specialized or Supplemental instruction		Yes
Targeted promotional print material	Yes	Outreach/Inreach: Marketing inreach Outreach/Inreach: Marketing outreach [community type]	But print not specifically called out. Separated by marketing or events.	Yes, Inreach Only

Tech access for students	Yes	Direct aid to students: Technology	Includes technology purchased for students to own	Yes
	Yes	Direct aid to students: Material loans	Includes technology purchased for loan to students	Yes
Textbook access	Yes	Direct aid to students: Textbooks		Yes
Transportation	Yes	Direct aid to students: Transportation		Yes
Tutoring	Yes	Student Support Services: Tutoring		Yes
University field trips	Yes	Student Support Services: University tours, university representative visits or transfer fairs.		Yes
Curriculum development	Yes	Instruction: Curriculum/instructional development [academic program name, if appropriate]		No
Campus climate	Yes	Misc. Program Support Costs: Other [Campus climate]		No
Flexible course scheduling	Yes	Misc. Program Support Costs: Other [Flexible course scheduling]		No
Integrations with mental health and wellness services	Yes	Direct Aid to Students: Mental health		Yes
Intrusive enrollment case management	Yes	Misc. Program Support Costs: Other [Intrusive enrollment case management]		No
Research efforts	Yes	Misc. Program Support Costs: Other [Research]		No
Online access to student services	Yes	Student Support Services: Other	Should be reported with all other student support services: Other	Yes
Cultural awareness events	Yes		Different types can be called out in comments section.	Yes

PROPOSED UPDATED SEA PROGRAM CROSSWALK