Student Success Initiative Annual Report

As part of CSUSB’s commitment to our students and our accountability regarding the use of their student success fees, it is important to periodically provide detailed, succinct information regarding how SSI funds were utilized to support specific outcomes-based programs, the intended goals and outcomes of those projects or programs, the measures used to assess said outcomes, the results of those measures.

**Reports will be submitted online and are due by April 15**. Please kindly share a copy with your dean, AVP, and/or VP as appropriate for review before the April 15 submission deadline*.*

**PLEASE NOTE: This document template is intended for planning/drafting purposes only. All SSI Annual Reports, including completed Budget Summaries, should be submitted online in the Planning Module of Campus Labs (**<http://csusb.campuslabs.com>). Please note, the person entering information in Campus Labs will require permissions.

Should you have any questions or concerns regarding permissions in Campus Labs and the completion of this report, please contact Jennifer Mersman at jennifer.mersman@csusb.edu.

**CONTACT INFORMATION**  
Dept./Program/Project Name:

University Division:

Person Responsible for Overseeing SSI Project/Activities:

Email Address and Extension:

Person Preparing Report:

Email Address and Extension:

**TOTAL AMOUNT ALLOCATED:**

**TOTAL AMOUNT EXPENDED:**

**NUMBER OF STUDENTS DIRECTLY SERVED (July 1 – Winter Quarter):**

**SSI PROGRAM/PROJECT OVERVIEW**: In 750 words or less, describe the overarching purpose, goals and outcomes of your SSI-funded project(s), program(s), etc.

**SSI-FUNDED ACTIVITIES:** Please list and describe the activities undertaken thus far with the SSI allocation. This section should address only those activities occurring this fiscal year.

**PROGRESS TOWARDS OUTCOMES/CUMULATIVE FINDINGS**: Describe the progress you have made toward your SSI goals and outcomes through winter quarter. Be sure to include the measures you employed and evidence/data you collected for each outcome where appropriate.

**RECOMMENDATIONS FOR CONTINUAL IMPROVEMENT/ACTION PLAN:** Based on the analysis of your assessment results, what actionable steps can be taken to make improvements in this area? How can you improve students’ achievement of the SLO or your office’s performance in terms of operations? What is your expected timeline?

**Resources for Continual Improvement/Action Plan:** What additional resources, if any, are needed to bring the above continual improvements to fruition?

**CHALLENGES:** If applicable, please list any significant challenges encountered that have affected your ability to fully implement your intended activities or to reach your articulated outcomes. Please also indicate whether you need assistance in addressing these challenges.

**BUDGET SUMMARY (upload):** Please account for all expenditures of SSI funds for this project using the SSI Annual Report Budget Summary Template found at <http://ssi.csusb.edu/assessment>. You will be asked to upload your completed/saved summary as part of the annual report submission process.

**Check-in/Usage Report (upload):** Please upload any check-in or usage data you may have for students who have engaged in or utilized your project over the course of the last year. Uploads should be in Excel and include, at minimum, students' CoyoteIDs; password-protected SPSS files may be submitted via email to Institutional\_Research@cussb.edu. Additional information such as date(s) of visit(s)/interaction(s) and/or students' names would also be helpful. (The Office of Institutional Research is working to establish an overall assessment of SSI; to do this, we need your help in collecting and sharing students' engagement with and usage of SSI-funded programs and projects.)