Chapter 5 - Student Services

AP 5150   Extended Opportunity Programs and Services

References:
Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.
Education Code Section 79150-79155; Title 5 Section 79152, et seq.
Education Code Section 79220 -79226; Title 5 Section 79220, et seq.

The Extended Opportunity Programs and Services (EOPS) Program at Mt. SAC provides educational and financial support services to eligible students who have historically experienced economic and educational disadvantages. The program is mandated by and funded through the State of California. It is the intent of the Legislature that the California community colleges recognize the need and accept the responsibility for extending the opportunities for community college education to all who may profit from regardless of economic, social, and educational status. Eligible participants will receive additional support through counseling, tutoring, financial assistance, and other services designed to help them complete their educational goals.

The Cooperative Agencies Resources for Education program (CARE) provides students who are single head of household and who are receiving cash aid for themselves, or their children support services. These services shall include, but not be limited to, childcare and transportation allowances, books and supplies, counseling, and other related services.

The Cooperating Agencies Foster Youth Educational Support (CAFYES) provides support to current and former foster youth. Support includes service coordination and referral; counseling; book and supply grants; tutoring; independent living and financial literacy skills support; career guidance; transfer counseling; childcare and transportation assistance; and referrals to health services, mental health services, housing assistance and other related services. Although legislatively known as CAFYES, the program at the college level is rebranded as the NextUp program to highlight the potential of these students.

EOPS Program Goals

The EOPS/CARE/NextUp Program goals are as follows:

- increase the number and percentage of students who are affected by language, social, and economic disadvantage, consistent with State and local matriculation policies;
- increase the number and percentage of EOPS/CARE/NextUp students who successfully complete their chosen educational objectives;
- increase the number of EOPS/CARE/NextUp students who are successfully placed into career employment;
- increase the number and percentage of EOPS/CARE/NextUp students who transfer to four-year institutions following completion of the related educational programs; and
- ~~improve the delivery of programs and services to the disadvantaged~~. continuously evaluate and improve the delivery of programs and services for all students served by these programs.

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Staffing and Program Management

Full-time EOPS Director: Mt. San Antonio College's EOPS Program employs a full-time EOPS/CARE/NextUp Director to directly manage and/or coordinate the daily operation of the programs and services offered, and to supervise and/or coordinate the staff assigned to perform the EOPS activities.

EOPS/CARE/NextUp Staff: EOPS-based services shall be provided by a certificated director, instructors, counselors, and other support staff employed by the governing board of the community college district. All staff members funded by EOPS-based program shall be accountable to the EOPS Director for the services rendered to EOPS/CARE/NextUp students.

EOPS/CARE/NextUp Advisory Committee: Mt. San Antonio College's EOPS Program shall have an Advisory Committee. The purpose of the advisory committee is to assist the College in developing and maintaining effective Extended Opportunity Programs and Services and programs under its purview.

Outreach, Inreach, Orientation, and Registration Services

Mt. San Antonio College's EOPS/CARE/NextUp Program shall provide access services to identify EOPS eligible students and facilitate their enrollment in the College. Access services shall include at minimum:

- outreach/inreach and recruitment to increase the number of EOPS/CARE/NextUp eligible students who enroll at Mt. San Antonio College;
- orientation to familiarize EOPS/CARE/NextUp eligible students with the location and function of the College and EOPS/CARE/NextUp programs and services; and
- registration assistance for priority enrollment pursuant to Title 5 Section 58108.

Assessments

Mt. San Antonio College's EOPS CARE/NextUp Program shall utilize students' Assessment Questionnaire (AQ) to assist students with selecting the appropriate English, reading and math courses. ~~assess EOPS CARE/NextUp eligible students using instruments and methods which the College President/CEO certifies are reliable, valid, and appropriate for students being assessed and for the purpose of the assessment. Assessments shall, at minimum, include:~~

- ~~course and placement tests in reading, comprehension, vocabulary, writing, and computations;~~
- ~~diagnostic test to determine the specific academic skill deficiencies;~~
- ~~study skills assessment which determines how well the student is able to apply effective study techniques; and~~
- ~~support service assessment which determines what services the student may need to attend and participate in campus life.~~

Basic Skills Instruction and Tutoring Services

Mt. San Antonio College provides academic support including tutoring and academic workshops ~~basic skills instruction, seminars, and tutoring services~~ to EOPS CARE/NextUp eligible students who, ~~on the basis of assessments and counseling,~~ need such services to succeed in reaching their educational goals.

Transfer and Career Employment Services

EOPS/CARE/NextUp funds shall provide assistance to EOPS/CARE/NextUp eligible students to transfer to four-year institutions and/or to find career employment in their field of training.

Counseling and Advisement

EOPS/CARE/NextUp funds shall provide counseling and advisement to EOPS/CARE/NextUp -eligible students for at least three contacts a semester.

Contact sessions include:

- interpretation of assessment results, preparation of a student education plan;
- a midterm contact session to review the student's progress; and
- an end of term or program exit contact session to assess the student' success, future planning and program effectiveness.

Documentation and Data Collection System

The reporting of MIS (Management Information Systems) data for EOPS/CARE/NextUp is an essential part of determining the number of students served and the service level of the Statewide EOPS /CARE/NextUp program efforts.

The reporting of MIS data for the EOPS/CARE/NextUp programs is critical in the process of allocating program funds to individual EOPS/CARE/NextUp college programs.

The appropriate documentation must be available in each student's EOPS file.

Verification of:

- full-time student enrollment (l0% of EOPS students accepted to be enrolled for 9 units)
- documentation for special disabled students with less than full-time enrollment;
- less than 70 degree-applicable units completed;
- qualify to receive a Board of Governors Grant pursuant to Section 58620 (1) or (2);
- six-semester educational plan;
- EOPS Application;
- Mutual Responsibility Agreement.
- verification of State residency;
- educationally disadvantage factor; and
- assessment scores (if applicable)

In addition to these items required in an EOPS file, a CARE file must also contain:
- Verification of benefits demonstrating that the student is considered "single head of household" and who is receiving cash aide for themselves or their children.

For students in NextUp, their files must also contain:
- Verification of having been in foster care at the age of 13 or after

<u>Evaluation of Program and Services</u>

~~All program plans and requests for funding submitted on or before the deadline shall be reviewed and evaluated by the Chancellor. The Chancellor shall approve plans for funding in whole or in part. Each college having an approved plan shall participate in an evaluation of the effectiveness of the program which shall be conducted by the Chancellor. The evaluation may include on-site Operational Program Reviews (OPR), audits, and measurements of student success in achieving their educational objectives. For additional information refer to the EOPS Program Plan held in the EOPS Director's Office.~~ The program shall establish mechanisms for monitoring the effectiveness and impact of the EOPS/CARE/NextUp programs. Regular evaluations shall be conducted by the program to assess student outcomes, satisfaction levels, and program improvements.

<u>Program Requirements</u>

Student Eligibility: To meet eligibility criteria for EOPS, a student must:

1. be a California resident; pursuant to the provisions of Part 4 commencing with Section 68000 of the Education Code
2. be enrolled as a full-time student (12+ units); when accepted into the EOPS Program during a major term. The EOPS Director may authorize up to l0% of EOPS students accepted to be enrolled for 9 units. Students who have a disability, which limits their enrollment to less than nine units, but otherwise meets the eligibility criteria for EOPS, may be accepted into the EOPS program after verification of this limitation by the appropriate certificated Disabled Student Programs and Services staff. These students do not count towards the 10% allowance.
3. completed fewer than 70 degree-applicable college units;
4. apply for financial aid every year
5. qualify to receive a Board of Governors Grant pursuant to Section 58620 (1) or (2); and
6. be educationally disadvantaged as defined by Title 5 regulations.

In addition to meeting the EOPS eligibility criteria, to be eligible for CARE a student must:
1. Must have at least one dependent 17 years of age or younger
2. Must be considered a one-parent assistance unit by the Department of Social Services
3. Must be receiving TANF/CalWORKs assistance (cash aid) for themselves or their minor dependents.
4. Submit Verification of Benefits
5. Must be 18 years of age or older.

To be NextUp eligible a must:
1. Must be current / former foster youth with court dependency or guardianship established after the age of 13
2. Submit Foster Care Verification
3. Must be under 26 years old

Student Responsibilities and Requirements

EOPS student responsibilities include:

- attend EOPS orientation upon acceptance into the program;
- meet with an EOPS counselor at least three times a semester;
- complete an Educational Plan with a counselor; and
- Comply with all aspects of the EOPS Mutual Responsibility Contract

Services and Direct Aid

Provided EOPS/CARE/NextUp

services include:

- priority registration (requires satisfactory progress);
- counseling;
  - academic
  - transfer/career
  - vocational
  - personal
- educational planning;
- academic support – tutoring and/or tutoring referrals
- textbook service program;
- direct aid – grants, meal tickets, work study;
- peer advising;
- workshops (Academic Success and Personal Development/Matriculation); and
- application fee waivers for CSUs and UCs.

The Mt. San Antonio College Catalog contains the most recent information regarding 1) Extended Opportunity Programs and Services 2) Cooperative Agencies Resources for Education program and 3) Cooperating Agencies Foster Youth Educational Support. This document is updated annually for currency and correctness. Also refer to Title 5 Sections 56200 et seq., 79152, et seq. and 79220, et seq. for complete details of program requirements.

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