

## BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Student Transitions and Success

Create Date: 02/23/2022

Due Date: 04/08/2022

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Department Head Approval:

Department Head: Amanda Figueroa

Requested Amount: **\$118,269**

## Departmental Information

### STUDENT UTILIZATION

First Generation Student Initiatives (FGF) seeks funds to cover the costs of providing resources and services that support the academic and personal success of first-generation students on the UW Tacoma campus, which make up 54% of the student body.

1. FGF serves as a resource for the students, departments, faculty and staff of the UW Tacoma by assisting with **recruitment and retention efforts**, and helping support the experience of a broad spectrum of first-generation students and their families.
2. Providing support and foster a strong sense of community where first-generation students feel empowered and validated by the institution through engagement and outreach opportunities such as **signature events, student cohort programming, and pre-collegiate outreach efforts**.
3. Encourage student academic and personal growth and well-being by providing **financial wellness programs, peer success mentorship support, scholarship options and research opportunities** geared towards aiding in the success of this population.
4. Connecting our students to appropriate individuals, programs, community agencies, on-campus resources, and prospective employers, through our **academic and professional development workshop series**.
5. Providing leadership development for students and **on-campus job opportunities** in our office.
6. Increased visibility and collaborations on a national level by connecting with the **NASPA Center for First Generation Student Success** while being recognized as a **First Gen Forward Institution**. This is the nation's first recognition program acknowledging higher education institutions for their commitment to first-generation student success. FGF has also been recognized as a member of the **First Scholars Network**.
7. Strengthen the relationships and support to first-gen students from UWT faculty, staff, and alumni through **advocacy**.

### CORE VALUES/MISSION ALIGNMENT

Our program directly aligns with the following Impact Goals presented in the UW Tacoma's Strategic Plan 2016-2021

**Impact Goal: Students.** First Generation Student Initiatives (FGF) is part of the campus initiatives that empowers students to achieve their goals by fostering a sense of belonging and help them develop college success skills. FGF helps increase student awareness about the availability and accessibility of UW Tacoma resources, support and infrastructure. The program has already been recognized by the university administration by featuring our initiatives in the publication Charting Our Course.

**Success Indicator #1:** Increased participation of first-gen students in **high impact practices** such as peer mentoring and study abroad.

**Success Indicator #2:** Our work has been recognized at a national level by the NASPA Center for First Generation Student Success by gaining the designation of a **First Gen Forward Institution**.

**Success Indicator #3:** Increased opportunities for **scholarship awards and work-study positions**.

**Success Indicator #4:** Participation in the national **First Scholars network**.

**Success Indicator #5:** Received donor funding to increase the number of first-gen students participating in research.

**Impact Goal: Communities.** First Generation Student Initiatives (FGF) is part of the campus initiatives that connects our campus with the community by providing middle and high school presentations and workshops to prospective college students. This is achieved by partnering with school districts and community coordinated Federal TRIO programs.

**Success Indicator #1:** Increased partnerships with school districts in the area. During this academic year our office has included Pre-Collegiate Programs as part of our initiatives with the purpose of supporting a college and career-ready culture in the South Puget Sound. This involves the Pathways to Promise school district partnership (11 school districts) ;

**Success Indicator #2:** Increased community partnerships. The Math-Science-Leadership Program for middle and high school students (summer program/academic year connections); the Husky Futures program which is a collaboration with Boys and Girls Club of South Puget Sound; the Tacoma STEAM Network NASA challenge. These partnerships provide financial support and practical work experience for UW Tacoma's students.

### SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

This academic year the pandemic has posed an incredible challenge of maintaining and strengthening partnerships while pivoting our services to a virtual setting. Nevertheless, it provided opportunities for new and creative collaborations. Our programs and services support first-generation students to successfully transition into college life and provide opportunities for their academic and personal success.

## Initiatives:

### Workshop Series – (8-10 per quarter)

- Collaboration: Global Affairs, Academic Advising, Career Development, Student Financial Aid, Counseling Center, TLC.
- Goal: Encourage academic and personal progress; focus on the development of the following areas: Academic skills, Career development, & Financial wellness.
- Hybrid (In-person and Virtual) workshops provided **increased participation**.

### Signature Events - (3 events per quarter)

- Goal: Foster campus engagement opportunities, community building and validation of First-gen identity.
- **Breakfast for Finals**-Collaboration: Center for Equity and Inclusion, Center for Student Involvement, and Husky Success Series
  - Breakfast packages will be distributed on-site of our various collaborators during the first day of finals. We estimate 150 each for the Winter and Spring.
- **Bonfire** – Collaboration: Pack Advisors
  - Last year we held our first virtual campfire for midterms. This Spring we are planning for in-person event (estimating 75 participants).
- **National First-Generation College Celebration** – Collaboration: UW Tri-campus, Advancement Office, Media Services.
  - Weeklong virtual celebration that showcased the unveiling of stories of First-gen students, faculty, and staff.
- **"We Are First-Generation" poster campaign**- Collaboration: 5th year collab Advancement Office
  - Goal: Highlight faculty, staff and students who are first-generation; the experiences and strengths they contribute to our institution.
  - Advancement Office has been recognized in the past with the CASE District VIII Gold award for this campaign.

### First Generation Fellows Cohort – Collaboration: Office Student Financial Aid

- 3rd-year initiative: **20 transfer and sophomore students** per quarter.
- Goal: Participants benefit from various support programs and services; also attend monthly Lunch and Learns with First-gen faculty and campus leadership.
- Award \$300 book scholarship per quarter - \$3,000 in scholarships distributed this past Fall 2021.
- Since Fall 2019 there have been 99 unique participants and \$31,200 in scholarships.

### Financial Wellness Cohort – Collaboration: Office of Student Financial Aid, Sound Outreach, Student Advocacy and Success, CEI

- 2nd-year initiative: 15 students per quarter – funded by WSECU
- Goal: teach students basic financial wellness skills such as budgeting, and one-on-one financial coaching sessions. The program will also provides on-going budget consultation support to the participants.
- Award \$150 book scholarship per quarter - **\$1,050 in scholarships** this past Fall 2021.
- Since Winter 2021 there have been 23 unique participants and **\$3,870 in scholarships**.

### Peer Success Mentors – Collaboration: TLC

- 2nd-year initiative: Student leaders (2) NASPA Certified Peer Educators
- Goal: Provide one-on-one coaching to help discuss study habits, set academic goals and develop effective learning strategies; serve as motivational partners and provide information about other resources on campus.
- Average served: 20-25 students served per quarter (virtually) since Spring 2020

### Advisory board – Collaboration: Composed of 12 members - meet once per quarter.

- Members: students, faculty, staff, and alumni
- Goal: Engage in advocacy work for first generation students at UW Tacoma. Provide recommendations related to program development and implementation; serve as liaisons and advocates within their respective areas at UW Tacoma and UW system; create awareness about factors that may impact first-generation students' academic success and their campus life experiences; serve as resources for staff and faculty across campus regarding issues related to students.

### First-Gen Newsletter: Collaboration: Career Development and Education

- Weekly newsletter for all First-gen students distributed via Handshake platform
- Outreach: 2,500 students

## STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

It is important to mention that First Gen Fellows changed from a student organization-based resource to the Office of First-Generation Student Initiatives under the Department of Student Transitions and Success (Division of Student Affairs). This change happened two years ago in January of 2019 and included a designated office space in MAT213. A full-time program coordinator was assigned to manage this office. During the summer of 2020, the area of Pre-Collegiate Outreach was included as part of the office initiatives.

Currently the Office of First-Generation Initiatives is staffed by a full-time Program Coordinator; three Leadership Development Coordinators (student positions); and one Operations Assistant (student position). For Pre-college outreach programs there's one full-time Program Specialist; and one STEM Youth Outreach coordinator (student position).

This academic year we have switched all our services to both **in-person and virtual platforms** due to the pandemic. This change has presented some challenges with regards to student engagement and participation. However, it has also provided more accessibility for some students who typically would not have been able to participate in some of our initiatives due to time constraints with their commute, and life commitments (work, family, etc.).

Still, thanks to our collaboration with other campus units and student organizations our student participation has remained steady for some events and increased for cohort-based programming. As more units on campus are aware of our services our visibility and referrals to our programs has increased. Partnering with other departments has also helped our students create new bonds and friendships with unfamiliar faces and resources.

Data on attendance and participation has been attached to this report.

## COLLECTION OF FEEDBACK & IMPROVEMENTS

The current mechanisms used by the Office of First-Generation Student Initiatives to collect feedback on our programs are the following (those with

\*\*asterisks are using electronic sign-up via Zoom and participants' feedback via surveys - Catalyst.)

- Academic and Professional development workshops\*\*
- Signature events: electronic attendance sign-up via Zoom; feedback from organizers (including collaborating units) via virtual debrief meetings.
- Student appointments: electronic attendance sign-up via Zoom
- First Gen Fellows cohort program: \*\*
- Financial Wellness cohort program: \*\*
- Outreach events such as:
  - School district partners presentations: \*\*
  - Class presentations: electronic attendance sign up via Zoom

It is important to note that all our services pivoted to both virtual and in-person formats since Fall 2021. Data and feedback collected during the 2020-2021 academic year helped us develop new initiatives and improve others such as:

- **First Gen Fellows cohort:**
  - Created more opportunities for exposure to career exploration and financial wellness topics for transfer and sophomore students.
  - Included weekly **Social Tea Time event** to encourage social engagement amongst participants.
  - Maintained the scholarship fund at \$300 per quarter.

#### **Financial Wellness cohort:**

- Increased the pool of applicants to increase number of participants per quarter to 20.
- Provided all workshops and small group discussions virtually. Some were recorded to increase accessibility.
- Extended invitation to some of the workshops to all students on campus in collaboration with community partners such as Sound Outreach and WSECU.

#### **Signature events:**

- Increased virtual collaboration with campus partners.
- Some events have been provided in person and some virtually.

#### **Workshop Series:**

- Increased the number of FAFSA/WASFA application completion workshops.
- Some workshops were recorded for accessibility.

#### **End of Year Celebration:**

- Due to the pandemic and hygiene concerns the number of stoles purchased for graduating seniors has been increased and the students will be able to keep them.

#### **Peer Success Mentors(PSM):**

- Peer mentors have been able to provide mentoring sessions both in-person and via Zoom
- Developed virtual workshop for presentations: Time Management, Goal Setting and Writing Research Papers presented by PSM's.

#### **Advisory Board:**

- Reduced the number of meetings to one per quarter.
- Board members participated in professional opportunities sponsored by the Center for First-Generation Student Success during the summer.

#### **First-Gen Newsletter:**

- The newsletter changed to the Handshake platform that provides us with analytics of usage.
- There's an average of 40% open rate and sent to approximately 2,400 students.
- It will continue to be sent on a weekly basis.
- Focus on campus resources, First-Gen events, career development opportunities, and funding resources.

### **SERVICE BENEFITS TO STUDENTS**

These funds will benefit current and prospective students as research shows that being in a cohort, especially if it is a student's first time at a higher-education university can foster a sense of belonging early on during their transition to college. Moreover, as first-generation students are comprised of a wide-variety of identities, students will be able to gain exposure to and engage with diverse populations, and perspectives.

Since most of the activities scheduled by the Office of First-Generation Initiatives require students to actively engage, this will provide them with opportunities to develop relationships with faculty, staff, and peers, which in return will promote lasting connections within the UW Tacoma community. Our goal is that our programs and services will improve the first-generation student retention and their experience by connecting our students to the resources that will help them gain the necessary critical skills to be successful academically and become effective leaders before they graduate.

These funds will serve a purpose beyond its timeline as the Office of First-Generation Initiatives hopes to continue the advocacy for first-generation student's issues. This is extremely important due to the fact that approximately 54% of the UW Tacoma student body is first-generation. This fact is what makes UW Tacoma particularly unique. Our goal is to remain a key player in welcoming, celebrating and keeping our students engaged for many years to come by developing retention initiatives that will help them successfully complete their degrees and connect with the Tacoma community at large.

Another way that we can ensure that we provide meaningful and significant programming that benefits our students is by participating in the **First Scholars Network**. Through this network we are able to assess how our institution programmatically serves first-generation students and how systemically prepared is UWT to advance efforts to further support first-generation students.

We are constantly reminded about the positive impact our services have on our students thanks to their testimonies. Through their stories they share their interest in giving back to the UW Tacoma community by taking leadership positions on campus. They also become advocates and role models for other first-generation students through their involvement with the **Advisory Board** and becoming **Peer Success Mentors**. They even take leadership positions within the FGF program by coordinating the cohort programs. They share their academic successes and their challenges, and the resources

they have been able to connect through the program. This can be seen by the stories they share through the **We are First Generation poster campaign**. Above all, our students let us know how the program has helped them by their continued involvement in the program. We can see this as they participate in the **Workshop Series** and engage in our **Signature events**. It is more evident when they encourage their peers to participate. Aside from the quantitative data that is possible through surveys and such, we know we positively impact the students with their eagerness to attend our events and close contact with our fellow leaders.

## Staff Budget Requests

Category	Details	Amount Requested
Student Staff <sup>3</sup>	<b>FGF Leadership Development Coordinator 1 Student leadership position in charge of coordinating the First Gen Fellows Cohort and support Signature Events Planning</b> E001	
	Student Staff Wages:	<b>\$15,930</b>
	Fringe @ 20.4%:	<b>\$3,250</b>
Student Staff <sup>3</sup>	<b>FGF Leadership Development Coordinator 2 Student leadership position in charge of coordinating the First Gen Fellows Cohort and support Signature Events Planning</b> E002	
	Student Staff Wages:	<b>\$15,930</b>
	Fringe @ 20.4%:	<b>\$3,250</b>
Student Staff <sup>3</sup>	<b>Financial Leadership Development Coordinator 3 Student leadership position in charge of coordinating the Financial Wellness Cohort and support Signature Events Planning</b> E003	
	Student Staff Wages:	<b>\$15,930</b>
	Fringe @ 20.4%:	<b>\$3,250</b>
Student Staff <sup>3</sup>	<b>FGF Operations Assistant Student leadership position in charge of coordinating the Workshop Series, Signature Events, support Advisory Board, keep and maintain data, develop and send First Gen Newsletter and other office communications, schedule staff meetings</b> E004	
	Student Staff Wages:	<b>\$15,930</b>
	Fringe @ 20.4%:	<b>\$3,250</b>
Student Staff <sup>3</sup>	<b>FGF Marketing Assistant Student leadership position in charge of updating website and social media; printed and promotional materials; support Workshop Series and Signature Events</b> E005	
	Student Staff Wages:	<b>\$15,930</b>
	Fringe @ 20.4%:	<b>\$3,250</b>
PERSONNEL TOTAL:		<b>\$95,899</b>

## Other Budget Requests

Category	Details	Amount Requested
Other Services	National First Gen Celebration (Nov. 8th), Breakfast for Finals (x3), End of Year Celebration, Swipe Right for Success, Autumn Open House, Spring Meet and Greet Winter, Bonfire, Speaker Series S001	\$8,820
Travel	NASPA 1st Gen Student Success Conference June 2022: Training opportunity for 4 staff team leaders to National Conference. Include travel and lodging. S002	\$3,500
Non-Food Supplies & Materials	Office Supplies for the academic year; Computer Software for one station: Adobe suite (used for development of training and marketing/promotional materials); CANVA software; S003	\$1,850
	Marketing (outreach materials) for the academic year and support cohort members. Printing (Signature Events, Workshop Series, Training resources) S004	\$6,500
Food	Staff Training (First Gen Team leaders and Peer Success Mentors) Workshops Series (30 during academic year snacks) Cohort Lunch & Learns (9 during academic year-light refreshments) S005	\$1,700
SUPPLIMENTAL TOTAL:		\$22,370

PERSONNEL TOTAL:	\$95,899
SUPPLEMENTAL TOTAL:	\$22,370
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$118,269</b>

## Supplemental Documents



### FGF BUDGET PROPOSAL REQUEST 2022-2023

Office of First Generation Student Initiatives budget proposal request and student salaries proposed budget.



### FGF SAFC SERVICE DATA 2019 - 2022

Information about student participation