



## Request for 2020/202 Funding Services and Activities Fee Committee

### BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Student Transitions and Success

Create Date: 02/06/2020

Due Date: 02/07/2020

Submitter Name: Yanira Pacheco

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Department Head Approval:

Department Head: Amanda Figueroa

Requested Amount: **\$107,528**

## Departmental Information

### STUDENT UTILIZATION

First Generation Student Initiatives (FGF) seeks \$107,528 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 56% of the UWT student body.

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. The goal of FGF is to provide support and foster a strong sense of community where first-generation students feel empowered and supported by the institution. FGF achieves this goal by developing and coordinating services and programs geared towards aiding in the success of this population and to connect students with appropriate individuals, programs, and services, community agencies, on-campus resources, and prospective employers.

Some of the resources and initiatives provided by our office include a welcoming space for student use; engagement and outreach opportunities through signature events and student cohort programming; and academic and professional development workshops. FGF continues to strengthen its relationships and support with the UWT faculty, staff, and advisors as well. The office has also increased its 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.

### 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:** Our work was presented to the UW Tacoma campus during a Cultural Lightning talk hosted by the team working on the 2016-2021 strategic plan.

**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**. This is the nation's first recognition program acknowledging higher education institutions for their commitment to first-generation student success.

**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 Federal TRIO programs such as Upward Bound.

**Success Indicator #1:** A success indicator for this initiative is the increase in partnerships with other schools in the area. During this academic year our office has included the unit of 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 (6 districts); the **Math-Science-Leadership Program** for middle and high school students (summer program); and the **Husky Futures** program which connects UW Tacoma as a partner with Boys and Girls Club of South Puget Sound. Our partnership provides financial support and practical work experience for UW Tacoma's students.

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

Through our programs and services we seek to support first-generation students to successfully transition into college life and provide opportunities for the academic and personal success of all our first-gen students on campus. First-Generation college students are the students who identify as first in their family to graduate from college. Neither parent or guardian has completed a college degree. At UW Tacoma 56% students are First-Generation.

Resources we offer:

- Welcoming space for student use
- Engagement and outreach opportunities
- Academic and professional development

How to get Involved:

- **Advisory board** - FGF provides a space for students, faculty, staff and alumni to engage in advocacy work for first generation students at UW Tacoma. The board provides recommendations related to program development and implementation; serve as liaisons and advocates within their respective areas at UW Tacoma and UW system by creating awareness about factors that may impact first-generation students' academic success and their campus life experiences; they also serve as resources for staff and faculty across campus regarding issues related to students. **Composed of 12 members who meet twice per quarter.**
- **Workshop Series - (8-10 per quarter)** They are designed to encourage academic and personal progress; foster the development of problem-solving skills and teach self-advocacy and personal responsibility. They are organized in collaboration with various units on campus. The workshops focus on the development of the following areas: Academic skills, Career development, & Financial wellness.
- **Signature Events - (3 events per quarter)** Provide opportunities for students to connect with various units on campus that provide services to first-gen students. The events foster campus engagement opportunities, community building and validation of first-gen identity.
- **First Generation Fellows Cohort** - New initiative: **20 transfer and sophomore** students are selected each quarter. Participants benefit from various support programs and services, and extensive campus referral networks that help enrich their academic life. They also have monthly lunch and learns with faculty and receive a \$300 book scholarship.
- **Peer Success Mentors** - New initiative: **Student leaders (5)** who assist their first-gen UW Tacoma peer students in using effective learning techniques to improve study skills and gain confidence in their academic abilities. They provide one-on-one or group coaching to help first gen students and their peers discuss study habits, set academic goals and develop effective learning strategies; serve as motivational partners and provide information about other resources on campus. This initiative is possible through a partnership between the Teaching and Learning Center and FGF.
- **"We Are First-Generation" poster campaign**- features voices of First Generation College students, staff and faculty at UW Tacoma. Through this campaign we seek to: Highlight faculty, staff and students who are first-generation; the experiences and strengths they contribute to our institution; Develop a sense of community amongst First Generation Students and Connect First-Generation students with First-Generation faculty and staff on our campus. Third year collaboration with the Advancement Office.
- **National First-Generation College Celebration** - tri campus collaboration
- **First-Gen News:** Weekly newsletter for all first-gen students at UWT.

#### 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 in January of 2019 and included a designated office space in MAT213. A full time program coordinator has been assigned to manage this office.

Thanks to our collaboration with other campus units and student organizations our student participation has increased dramatically in the past two years. As more units on campus are aware of our services our visibility has increased. Partnering with other departments has not only been beneficial to our numbers, but has helped our students create new bonds and friendships with unfamiliar faces and courses. Some of the services that students participate include: academic skills and professional development workshops, community engagement events, and the use of our space (MAT 213) and resources. In terms of social media demographics, our presence online has tripled and this can be analyzed in our attached documents.

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

#### COLLECTION OF FEEDBACK & IMPROVEMENTS

The current mechanisms used by FGF to collect feedback on our programs are the following:

- Academic and Professional development workshops: electronic attendance signup sheets event participants' feedback via surveys.
- Space (MAT 213) usage: swipe signup for visits
- Outreach events such as high school visits, class presentations, UW Tacoma Orientation events, and resource fairs: printed and/or electronic attendance signup and feedback from organizers (including collaborating units)
- Community engagement events such as Cohort Meet and Greet, Potlucks, End of Year Celebrations: electronic attendance signup; feedback from organizers (including collaborating units) and event participants' feedback via surveys.

Data and feedback collected during the 2018-2019 academic year helped us develop new initiatives and improve others such as:

- **Peer Success Mentors:** feedback from students regarding the need of academic success coaches on our campus and possibilities of peer mentorship amongst first-gen students.
- **First Gen Fellows cohort:** The previous cohort model was revamped and re-designed to increase participation of transfer and sophomore students in our services and connect them to faculty on campus.
- **Advisory Board:** Designed to provide a structured format for faculty, staff, students and alumni to advocate for first-gen student related issues.
- **Signature events:** decreased the amount of events to 3 per quarter and increased collaboration with campus partners.
- **Workshop Series:** Established a committee of campus representatives that plan and deliver 8-10 workshops per quarter in a structured manner.

First Gen Fellows will assure the SAFC that they are making good use of the funds and are following up on the outcomes stated in this proposal through the initiatives that they will now have the financial freedom to plan and implement. First Gen Fellows is in the process of evaluating previous assessment tools with the goal of improving data collection and researching new ways of collecting participants feedback and suggestions for continual program improvement.

#### 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 the majority of the activities scheduled by the First Gen Fellows program 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 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 First Gen Fellows hopes to continue the advocacy for first-generation student's issues. This is extremely important due to the fact that approximately 56% of the UW Tacoma student body is first-generation. This fact is what makes UW Tacoma particularly unique. First Gen Fellows hopes 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.

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, examples of this are through their involvement with the **Advisory Board** and becoming **Peer Success Mentors**. They even take leadership positions within the FGF program. 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.

#### ADDITIONAL INFORMATION OF FUND UTILIZATION

The academic year 2019-2020 has been a year of many positive changes for our office. We evolved from a student organization to a student service office that provides job and leadership opportunities for First-Gen students. This past year our budget suffered a decrease of almost 20% compared to 2018-2019. Still we were able to provide programming and services but with a reduction in student worker hours. Our hope is that this coming year we are able to continue as a place that offers job opportunities for first-gen students at a competitive rate and provide new job and leadership experiences to other students via the Peer Success Mentor program.

New initiatives introduced during the academic year 2019-2020 that were not included in our previous proposal but that required funding:

- **Peer Success Mentors:** recruitment and training materials
- **First Gen Fellows cohort:** recruitment, lunch and learns with faculty
- **Advisory Board:** reporting resources
- **Signature events:** increased collaboration with campus partners helped increase attendance
- **National First Gen Celebration:** Extended to a week-long celebration to create awareness
- **We are First Generation poster campaign:** We covered the costs of poster printing

## Staff Budget Requests

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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>\$14,868</b>
	Fringe @ 20.9%:	<b>\$3,107</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>\$14,868</b>
	Fringe @ 20.9%:	<b>\$3,107</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> E003	
	Student Staff Wages:	<b>\$14,868</b>
	Fringe @ 20.9%:	<b>\$3,107</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> E004	
	Student Staff Wages:	<b>\$14,868</b>
	Fringe @ 20.9%:	<b>\$3,107</b>
Student Staff <sup>3</sup>	<b>Peer Success Mentor 1 Student Leader trained to offer one-on-one or group coaching to help first gen students and their peers discuss study habits, set academic goals and develop effective learning strategies. 8 hours per week at the TLC</b> E005	
	Student Staff Wages:	<b>\$4,961</b>
	Fringe @ 20.9%:	<b>\$1,037</b>
Student Staff <sup>3</sup>	<b>Peer Success Mentor 2 Student Leader trained to offer one-on-one or group coaching to help first gen students and their peers discuss study habits, set academic goals and develop effective learning strategies. 8 hours per week at the TLC</b> E006	
	Student Staff Wages:	<b>\$4,961</b>
	Fringe @ 20.9%:	<b>\$1,037</b>
PERSONNEL TOTAL:		<b>\$83,898</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 De-Stress with Pets S001	\$9,900
Travel	NASPA 1st Gen Student Success Conference June 29-July 1st, Baltimore, MD 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 (development of training and marketing/promotional materials) S003	\$1,850
	Marketing (outreach materials) for the academic year and support cohort members. Printing (Signature Events, Workshop Series, Training resources) Paid Advertisement - National First Gen Celebration S004	\$6,700
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	\$1,680
SUPPLEMENTAL TOTAL:		\$23,630

PERSONNEL TOTAL:	\$83,898
SUPPLEMENTAL TOTAL:	\$23,630
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$107,528</b>

### Supplemental Documents

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**[FGF BUDGET REQUEST 2020-2021](#)**  
 Provides: -itemized total budget request -itemized student worker salaries
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**[SAFC FIRST GEN BUDGET PROPOSAL 2020-2021](#)**  
 Detailed description of budget request (word version).
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**[FIRST GEN FELLOWS 2019-2020 DATA](#)**  
 Provide data on the following: -2019-2020 Space Usage (visits) -2019-2020 Event participation -2019-2020 Social Media visits

