

# Materials, Services, Facilities and Technology Fee Fiscal Year 2019-2020 Budget Request Form

**DUE: Friday, January 25th, 2019**

If you have questions about this form, please contact David Daniels at [david.daniels@csuci.edu](mailto:david.daniels@csuci.edu)

For additional information please consult the MSFT web page

## ▼ Application

### Project or Activity Title

Peer Advising

### Requestor

Ernesto Guerrero

### Requestor Phone Number

8054378514

### Requestor Email

ernesto.guerrero@csuci.edu

### Staff Support Member for Activity

Aurora Kewald

### Staff Support Member Email

aurora.kewald@csuci.edu

### Amount of MSFT Funding Requested

22000.00

### Date Funding Needed By

2019-07-01

### Are you a member of the Division of Student Affairs?

- No  
 Yes

### Please select your AVP/Dean

Dang, Hung Dich - AVP for Enrollment Management

Require\_DSA\_AVP\_Review

### Will you receive funds from any other source(s)?

- No  
 Yes

### Please detail amount requesting from other source(s) as well as your total request for fiscal year 2019-2020 (including request from MSFT)

The overall enrollment management operating expense budget provides the only source of support for the Peer Advising program. The total amount is \$15,996.00 per fiscal year.

The total request breakdown including from MSFT is:  
\$15,996.00 FY Budget

**Has this project or activity previously received MSFT funding?**

- No  
 Yes

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Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

**1. Brief Project Description**

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

**2. Project/Activity Budget**

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

**3. Project Assessment**

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

**4. Sources of Project Support**

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

**Brief Project Description**

The Office of Academic Advising has been delivering one-on-one peer advising and mentoring services since 2009. Survey responses have consistently demonstrated that first and second-year students find these services useful and that they contribute to their academic success. Peer Advisors provide tools and strategies that assist students with academic preparation so that they can have a successful university experience. Specifically, they facilitate and create topics for group workshops, attend campus-wide events and make classroom visits upon instructor request to promote advising services and resources to their peers. Each semester Peer Advisors participate in outreach efforts by scheduling tabling events at various campus locations including in front of the library, residence halls and the main entrance of the Bell Tower building.

Mentoring services consist of individual communication via email and one-on-one meetings. These services include working with students on probation to help them regain good academic standing at the university. In addition to peer advising

responsibilities, Peer Advisors serve a vital role by assisting with front desk duties in the Advising Center, which include responding to phone and email inquiries, scheduling appointments and assisting with various projects such as contacting at-risk and undeclared students. Peer Advisors sort and maintain data reports that include contact information for outreach of targeted student populations. Without the additional MSFT funding, the student population at CSUCI will encounter various customer service repercussions, which will affect the front office of the Academic Advising Center and the quality of service that we can provide. Examples of this include longer lines at the front office longer response times to student emails and phone calls. It would also mean professional advisors would not be able to engage in as many proactive advising campaigns because Peer Advisors do much of the outreach for this. This would also reduce the number of advising appointments available to students. In direct alignment with the campus Strategic Initiative 2.1 Increase academic support for students in the first-year (e.g., proactive advising, embedded tutors, peer mentors, block scheduling), Peer Advisors are instrumental in creating clear curricular pathways for and with their peers. The student success and retention literature has repeatedly identified peer-to-peer interactions as a High Impact Practice because of the power and effectiveness of these relationships. Additionally, the experience that Peer Advisors gain throughout their time working in the Advising Center provides them with professional preparation necessary to obtain work outside of the university upon graduation

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### **Brief Project Description Additional Documents**

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### **Project/Activity Budget**

\$15,996.00 FY Budget  
\$22,000.00 MSFT Budget Request  
\$37,996.00 TOTAL

This would fund six Peer Advisors at \$13.00/hour, for approximately 15 hours/week, for 32 weeks/year

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### **Project/Activity Budget Additional Documents**

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### **Project Assessment**

The quality and effectiveness of Peer Advising service is measured through a student survey (see attachment) that is sent electronically post appointment. Specifically, in Fall 2018 student satisfaction surveys (n=165) indicated that students very strongly agreed (99.4%) that their experience provided them with the tools and knowledge to understand which courses fulfill general education and major requirements. The survey also measures the effectiveness of goal setting and if proper referrals were made.

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### **Project Assessment Additional Documents**

[Peer\\_Advisor\\_Survey.docx](#)

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### **Sources of Project Support**

The overall enrollment management operating expense budget provides the only source of support for the Peer Advising program. The total amount is \$15,996.00 per fiscal year.

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### **Sources of Project Support Additional Documents**

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### **Accounting String to Fund Any Overage Above MSFT Award**

601303-GD901-825

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### **Fiscal Management:**

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If

support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases, transfers of funds, and all transactions related to approved projects

Please review MSFT web page for information about the fund and its objectives before submitting your application.


 Ernesto Guerrero

Jan 25 2019

#### ▼ AVP/Dean Review

- I recommend approval of the MSFT Funds Request described on this page
- I DO NOT recommend approval of the MSFT Funds Request described on this page

Comments

 Hung Dang

Jan 25 2019

# Peer Advisor Survey

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Start of Block: Default Question Block

Q29

## Peer Advising Services Survey

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Q15 Please indicate your class standing.

- Freshman (1)
  - Sophomore (2)
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Q30 What is the name of the Peer Advisor you met with?

- Regina Quiroz (1)
  - Lizbette Tinajero (2)
  - Aubrianna Cooper (3)
  - Ryan Collins (4)
  - Chloe Martinez (7)
  - Karla Aguirre (9)
  - Gabrielle Pittle (10)
  - Shannon Allen (11)
-

Q29 What were the reason(s) you met with your Peer Advisor? (Check ALL that apply.)

- First appointment. (7)
  - Assistance with scheduling/registration. (1)
  - To update my progress towards graduation. (2)
  - CI Academic Requirements Report (CARR) questions. (8)
  - Assistance with academic regulations/policies. (3)
  - Academic difficulties. (4)
  - Assistance with choosing a major (5)
  - Other: (6) \_\_\_\_\_
-

Q30 Please indicate the level to which you agree with the following statements about your advising experience with this Peer Advisor.

	Strongly Agree (1)	Agree (2)	Neither Agree or Disagree (3)	Disagree (4)	Strongly Disagree (5)	Not Applicable (6)
The Peer Advisor was knowledgeable about academic policies and procedures, GE requirements, and graduation requirements. (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Peer Advisor communicated information clearly and concisely. (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Peer Advisor discussed my academic goals and progress with me. (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Peer Advisor discussed with me the role of the faculty advisor, and referred me as appropriate. (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Peer Advisor was well informed about other campus services and referred me to	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

the appropriate office. (3)

The Peer Advisor was helpful in addressing advising issues and concerns. (6)

The Peer Advisor provided a respectful and safe environment. (8)

My overall impression of the Peer Advising appointment was a positive one. (7)





**Q8 Please complete the following self-assessments.**

	Strongly Agree (1)	Agree (2)	Neither Agree or Disagree (3)	Disagree (4)	Strongly Disagree (5)
I am aware that the university catalog is a resource for information such as course descriptions, pre-requisites, policies, etc. (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a better understanding of the components of a bachelor's degree (GE, major, grad requirements and/or electives). (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At registration time, I have an understanding of why I am signing up for each course (GE, major, elective or pre-requisite). (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to review my CARR, and use it to monitor my degree progress. (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Q14 Please provide any additional comments, if you have any.

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