



ADMINISTRATIVE **PROCEDURE**

5150

DESERT COMMUNITY COLLEGE DISTRICT

EXTENDED OPPORTUNITY PROGRAMS AND **SERVICES (EOPS)/COOPERATIVE AGENCIES** **RESOURCES FOR EDUCATION (CARE)**

Staffing and Program Management:

The College will maintain an appropriate level of staffing to meet program regulations and appropriately address student needs. At a minimum, the program staffing will maintain a director (waiver approval required), a full-time EOPS/CARE assistant director/counselor, a full-time EOPS/CARE counselor, and a full-time program specialist. Additional adjunct counselors and classified staff will be hired as needed. Annual staffing patterns will be described in the EOPS/CARE Program Plan submitted to the Chancellor's office.

Documentation and Data Collection:

The EOPS/CARE director, working collaboratively with assigned staff, will develop and utilize a hardcopy filing system and appropriate electronic database(s) to monitor and track students who are participants in the program. A file will be created for each individual student participant containing the documents required to meet regulation standards and to enable the director to complete the EOPS/CARE annual report. Data will be input into the College's student database to enable accurate MIS reporting to the Chancellor's office.

EOPS/CARE Advisory Committee:

EOPS/CARE will establish and maintain a joint Advisory Committee chaired by the EOPS/CARE director and consisting of EOPS/CARE program staff, CalWORKs and Foster Youth Services staff, appropriate COD faculty and staff, and community representatives. At a minimum, the Committee will meet once each semester.

Full-time Director:

The College will support and maintain an approved (by waiver) full-time director position entitled EOPS/CARE director paid 100% by District funds.

The Eligibility Criteria for EOPS:

- The EOPS/CARE director, working collaboratively with program staff, will ensure that all EOPS/CARE participants have met the eligibility criteria established by state regulations. The participant's file will contain required documentation to demonstrate the participant's eligibility for the program

Student Responsibility Requirements:

- The EOPS/CARE director, working collaboratively with staff, will establish student responsibility criteria based on state program standards and ensure that all participants are informed of these required responsibilities in a timely manner. The director and staff will monitor participant's progress toward meeting the established responsibilities and the director will be authorized to suspend and/or terminate program services to participants who are not meeting the responsibility standards.

Recruitment and Outreach Services:

- Throughout the year, EOPS/CARE staff will conduct various outreach activities (i.e., presentations, workshops, one-on-one information sessions) at local high schools, at various community organizations and events, and on campus. The EOPS/CARE program may also offer an annual summer bridge activity for high school students transitioning from high school to COD based on available funding.

Cognitive and Non-cognitive Assessment, Advising, Orientation Services, and Registration Assistance:

- Working in conjunction with the College-wide Student Success and Support Program (SSSP) Plan, the EOPS/CARE program staff will provide advising, orientation, and registration assistance during each registration period. COD Assessment Services meet the needs of EOPS students and the program. Waivers have been granted each year for this service. To meet state standards, the EOPS/CARE program will offer services that go above and beyond normal college-wide activities by providing specialized one-on-one counseling assistance, an EOPS/CARE summer bridge program when financially feasible, an EOPS/CARE orientation, and priority enrollment for EOPS/CARE participants.

Basic Skills Instruction, Seminars, and Tutorial Assistance:

- The EOPS/CARE program does not offer Basic Skills instruction. COD Basic Skills Instruction meets the needs of EOPS students and the program. Waivers have been granted each year for this service.
- The CARE program requires participants to participate in specific workshops and seminars designed to help CARE participants successfully meet their goals.
- All EOPS/CARE participants are eligible to receive one-on-one tutorial assistance provided through the COD Tutoring and Academic Skills Center, dependent on funding.

Counseling and Retention Services:

The EOPS/CARE program will provide specialized counseling services to assist participants with academic, personal, career, transfer, and financial aid issues. As part of these services, participants will be required to complete a student education plan (SEP) that is kept on file with the EOPS/CARE program.

The EOPS/CARE program will also provide appropriate services and activities to assist with student retention. Such services can include book service, priority 1 registration, college visits, fee waivers for CSU and UC applications, tutoring services, and graduation regalia for graduating participants.

The CARE program will also provide participants with supply vouchers, mandatory workshops, a meal plan, transportation service, and a grant to assist with out-of-pocket childcare expenses not covered by CalWORKs.

Any additional EOPS/CARE retention services developed in the future will meet state regulations and will be developed with approval from the appropriate COD administrator.

Career Employment Services:

The EOPS/CARE program does not offer Career Employment Services. COD Career Services meets the needs of EOPS students and the program. Waivers have been granted each year for this service.

Transfer Services:

- EOPS/CARE counseling staff will provide participants with transfer assistance, such as: major identification; college searches and visits; application assistance; UC and CSU fee waivers; letters of recommendation; follow-up communication with colleges and universities regarding application status, housing and financial aid; and other approved transfer services as needed to assist in successful transition.
- EOPS/CARE will work collaboratively with other categorical programs and campus resources to provide services and activities that support student transfer.

Direct Aid:

The EOPS/CARE program will provide students with direct aid in the form of a Book Service each semester. The EOPS/CARE program may also cover the cost of the Student Health Fee and Associated Student Body Card dependent on funding.

Additionally, CARE participants will receive a supply voucher, a meal plan, gas cards, and a child care grant to cover out-of-pocket childcare expenses not covered by CalWORKs.

Establishment of objectives to achieve the goals in implementing Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE):

- Working collaboratively with the appropriate administrator, the EOPS/CARE director will establish annual goals and student learning outcomes (SLO) designed to assist in implementing the EOPS/CARE program according to state regulations and standards. The director will monitor progress toward achieving these goals and SLOs and submit an annual status report to the appropriate administrator.

Review and evaluation of the programs and services and submission of related reports:

- The EOPS/CARE director will collect data and conduct student surveys throughout the year, as appropriate, to enable the program to meet all its reporting requirements.
- The EOPS/CARE director, working collaboratively with Institutional Research, Information Technology, Fiscal Services, Institutional Effectiveness and Planning, and the appropriate administrator(s) will submit the all required reports and budget forms in a timely manner so as to meet the appropriate deadlines.

Reference: Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.

Cabinet Approved: August 31, 2010

Administrator: VP Student Success

Executive Cabinet Review/Approval: April 26, 2017

College Planning Council Review/Approval, 1st Reading: May 12, 2017

College Planning Council Review/Approval, 2nd Reading: September 22, 2017

Board Meeting/Information Item: October 20, 2017

Next Review: October 2022