

EDUCATIONAL OPPORTUNITY FUND
Instructions for completing the
2013-2014 Annual Report

ANNUAL REPORT SUMMARY

In an effort to alleviate errors in enrollment numbers, please report the total number of students, by funding status, listed on the Final Enrollment Report for AY 2013-2014.

- # funded only students –students funded for fall and/or spring. Examples:

Name	Fall admission	Spring admission	Fall award	Spring award
Jane Doe	2	2	\$525	\$525
John Smith	2		\$525	
Mary Jones		4		\$525

- # non-funded only students –students who received services and are coded with admission type 3. Examples:

Name	Fall admission	Spring admission	Fall award	Spring award
Jane Doe	3	3	\$0	\$0
John Smith	3		\$0	
Mary Jones		3		\$0

- # students with mixed funding status –students funded for one semester and non-funded for the other semester. Examples:

Name	Fall admission	Spring admission	Fall award	Spring award
Jane Doe	2	3	\$525	\$0
John Smith	3	2	\$0	\$525

If your actual enrollment differs from the Final Enrollment Report, please indicate your actual enrollment number in question #2 and provide a brief explanation of the difference. Please include student information (name, social security number.)

The numbers provided in this summary should be used through the remainder of the report.

ANNUAL REPORT NARRATIVE

The narrative portion of the report should be used to list the major accomplishments of your program as well as student accomplishments over the past year. This section of the annual report should also be used to describe/outline components of your program activities or characteristics of the student population that you serve that cannot be captured in the tables 1-8 of the Annual Report. In addition to providing outcomes data not covered in the formal report pages, you can also include information about program changes and collaborations that have helped to improve services to students and have increased efficiencies and/or strengthened program components. . As a result of your FY 2014 EOF academic year Article IV budget allocation and institutional financial support, describe program enhancements and/or challenges you confronted and how they were addressed as a result of the budget.

Using the FY 2014 EOF Contract Attachment D2 please list each program goal and objective and whether you were able to meet it. Indicate the standards used to measure each program goal and its objective and summarize the data collected to determine if these were met. Also indicate how you will use this information to fine tune your program's plans to provide student services during the 2014-2015 academic year.

Using the FY 2015 Contract Attachment D2 please list each summer program goal and objective and whether you were able to meet it. Indicate the standards used to measure each summer program goal and objective and summarize the data collected to determine if these were met. Also indicate how you will use this information to fine tune your program's plans to provide student services to your initial students during the 2014-2015 academic year.

Tables 1 – 7 should include only those funded and/or non-funded students listed on the 2013-2014 Final Enrollment Report.

TABLE 1, SEPARATION REPORT: ATTRITION

Please distribute students by semester of and reason for separation. Do not include students who graduated as they will be reported in Table 2. The total # of students who separated and the total number of reasons for separation should match the number of students listed in question #3 of the Annual Report Summary.

TABLE 2, GRADUATION REPORT

Regardless of starting cohort, distribute the students who have graduated from your program at the end of each semester. The total # of students who graduated should match the number provided in question #4 of the Annual Report Summary. Please note: Item K (transferred to another college) means the student transferred to another undergraduate institution.

TABLE 3, COUNSELING, ADVISEMENT, AND STUDENT DEVELOPMENT SERVICES

Please distribute all recorded/documented staff CONTACTS with students that can be classified as counseling, advisement, or student development. Include contacts made by all EOF staff (directors, counselors, administrative assistants, etc.) as well as those individuals listed in your contract as providing a percentage of their time in support to the EOF program (i.e. financial aid officer with percentage of time to EOF). If more than one counseling topic was discussed during the counseling session, select the primary purpose of the session.

TABLE 3A, COUNSELING SERVICES

Please distribute the number of STUDENTS by source of counseling (within the EOF program or outside the program.) The # of students counseled should not exceed the # of students listed in the Annual Report Summary.

TABLE 4, TUTORING SERVICES

Distribute the EOF students who were tutored by degree and non-degree credits. Include all tutoring provided to your students whether it was by the program or tutoring provided by the institution. NOTE: The credit ranges are derived from the number of credits a student must accumulate in an academic year to earn a degree in four years. The ranges do not reflect a student's class assignment (freshman, sophomore, etc.) and should not be altered.

TABLE 5, BASIC SKILLS REMEDIATION

The information provided in this table will provide a different and comparative picture of students in our programs and the entering populations that programs serve. We are targeting three broad areas of skill development (math, reading and writing.) Do not include study skills or orientations. Also, indicate the number of students enrolled in ESL courses.

TABLE 6, FINANCIAL AID DISTRIBUTION

Distribute aid provided to EOF and non-EOF students for AY 2013-2014 and Summer 2013. Please use whole numbers.

TABLE 7, STUDENT PROGRESS INDICATORS

- Section #1 – Distribute your AY 13/14 students by award counter, gpa, and **cumulative** credits earned at your institution.
- Section #2 – Please provide degree, non-degree, and total credits attempted vs. earned for all of the students listed in Section #1. Please be sure to verify that the TOTAL number of credits indicated in Section #2 is equal to the distribution of the students in the columns in Section #1. For example, if you indicate in Section #2 that 1 student earned a total of 25 degree/non-degree credits, that student must be placed in Section #1, column C (25-36 credits.)
- Section #3 – Indicate the number of students distributed in Section #1 who are not making satisfactory progress.

The total number of students listed in Tables 7A through 7D should equal the total # of students reported in the Annual Report Summary.

Tables 8 - 12 should include only those students listed on the summer supplemental rosters that are submitted with the summer program expenditure report due on September 15, 2014.

TABLE 8, SUMMER PROGRAM CHANGES/ISSUES

Describe any significant changes/issues in your summer program that are the result of your EOF summer program budget allocation or institutional budget contributions or restrictions.

TABLE 9, APPLICATION/ENROLLMENT PROCESS

Provide information for your Summer 2014 program. For those students who received offers of admission, place them in the grid according to whether they attended summer and/or the academic year.

TABLE 10, SUMMER COURSES

Provide information for each summer course offered to the students. Additional pages may be used if you require more space.

TABLE 11, SUMMER BASIC SKILLS REMEDIATION

For the students who completed your summer program, indicate how many continue to require basic skills remediation and will take those courses in the academic year.

TABLE 12, RENEWAL STUDENTS

Indicate whether renewal students received EOF summer funds to attend the 2014 summer session. List those students by reason for attending.

INSTRUCTIONS FOR SUBMITTING YOUR ANNUAL REPORT

- ✓ The Annual Report has been created in an EXCEL document. You should download the form and SAVE it to your computer.
- ✓ The Annual Report Narrative should be completed in a separate WORD document.
- ✓ The cover should be signed and submitted separately via regular mail.
- ✓ The completed report and narrative should be sent via e-mail to audrey.bennerson@njhe.state.nj.us.
- ✓ The deadline for submitting the completed annual report is October 31, 2014.