**FY25 Contract Attachment B1**

**Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EOF PROGRAM MISSION STATEMENT & PROGRAM GOALS & Objectives**

**Submission of B1 Contract Attachment**

Deadline for submission of B1 Contract Budget Attachment - **July 12, 2024**

Initial B1 budget contract submissions for OSHE/EOF approval must be emailed to: **EOF@oshe.nj.gov**

**Emails must include in the subject line your institution/program name and the appropriate contract budget attachment included *(i.e. XYZ University FY25 B1 and B3 Contract Budget Attachments)***

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| **EOF Program Mission Statement & Support Services** |
| 1. Describe the overall mission of the campus-based EOF program? |
| 2. Describe how your program’s mission supports the overall mission of your institution. |
| 3. Based on the response provided in question 1 above, how does this connect with the  mission of the Office of the Secretary of Higher Education/EOF statewide mission? |
| 4. Please provide a bulleted list of the services to be provided during FY25? |

**EOF Objectives**

There are 7 mandatory program objectives listed below. Each of the 7 mandatory objectives must be addressed. Programs may add additional program objectives as needed.

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| **1. Pre-first Year & Renewal Summer Program** |
| 1. What is the objective of your Pre-first Year & Renewal Summer Program? |
| 1. How many Pre-first Year students are you looking to support during the Summer Program? (Please provide a specific number (i.e. XXX students)). |
| 1. How many Renewal students are you looking to support during the Summer Program? (Note: This includes renewal students who may not receive funding support but receive program support services.) Please provide a specific number (i.e. XXX students). |
| d) How will the program assess the effectiveness of the summer program? (Examples:  Percentage of students to complete the summer program/orientation? Number of students  to place out of a developmental course? Etc.) |
| 1. Summary of Data Collected: Describe the type of data you will collect to assess the effectiveness and success of the summer program. |
| 1. Use of Results: How will you use the information/data collected to inform future programmatic and policy decisions? |

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| **2. Recruitment & Admission** |
| 1. What is the admission and recruitment strategy for the program’s target population? |
| b1) How many EOF students did the program support during AY 2023-2024? *(This*  *information can be found on your NJFAMS Final Enrollment Report)*  b2) What is the total enrollment goal for the program for AY 2024-2025? (Please provide a  specific number (not a percentage).) |
| c) Based on the information provided in B1 and B2, if no additional students will be  sought, provide a justification as to why the program will not seek to support more  students. |
| d) How will the program assess the effectiveness its recruitment and admission efforts?  (Examples: Number of high school and other recruitment events attended? Number of  student interest inquiries received? Number of applications received? Number of  student confirmation of enrollment received? Etc.) |
| e) Summary of Data Collected: Describe the type of data you will collect to assess the  effectiveness of the program’s recruitment and admission strategy. |
| f) Use of Results: How will the information/data collected be used to inform future  recruitment and admission efforts? |

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| **3. Assessment of Student Learning and Developmental Skills – Academic Support** |
| 1. What is the goal of the program’s academic support efforts? |
| 1. How will the program assess the effectiveness of the academic support provided to students? What is the program’s criteria for success? (Examples: Number of times students meet with tutors compared with their respective academic performance; Tutor feedback, documented observations, surveys, student and cohort academic outcomes, etc.) |
| 1. Summary of Data Collected: Describe the type of data you will collect to assess the effectiveness of the academic support provided to students. |
| 1. Use of Results: How will you use the information/data to inform future academic support efforts? |

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| **4. Student Learning and Development – Counseling Component** |
| 1. What is the objective of your program’s counseling component? |
| 1. How will the program assess the effectiveness of its counseling component? What is the program’s criteria for success? (Examples: Number and type of counseling sessions relative to student’s academic and non-academic performance; Accessibility of EOF counselors; Student feedback surveys; Student attendance at various program related workshops; Student compliance with program counseling/meeting requirements; EOF counselor/staff feedback; Etc.) |
| 1. Summary of Data Collected: Describe the type of data you will collect to assess the effectiveness and success of the program’s counseling component. |
| 1. Use of Results: How will you use the information/data collected to inform future counseling support efforts? |

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| **5. Plans to address student retention: Program Retention Goals** |
| a1) What percentage of students (all cohorts) does the program aim to retain from Spring  2024 into Fall 2024? (Please provide an actual percentage goal)  a2) What percentage of students (excluding those who graduate) does the program aim to  retain from Fall 2024 into Spring 2025? (Please provide an actual percentage goal)  a3) What percentage of students does the program aim to retain at the completion of the  Spring 2025 term? (Please provide an actual percentage goal) |
| 1. How will the program assess the effectiveness of its retention efforts? (Example: Cohort retention rate (i.e. Retention of 1st year students, etc.); Overall program retention?) |
| 1. Summary of Data Collected: Describe the type of data you will collect to assess the effectiveness and success of the program’s retention efforts. |
| 1. Use of Results: How will you use the information/data collected to inform future retention strategies? |

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| **6. Plans to address student persistence and time to completion** |
| a1) Please describe how the program plans to address student persistence (i.e. the number  of students who are achieving satisfactory academic progress (SAP))? How does the  program plan to address student time to completion (i.e. Number of semesters/years it  takes to complete the degree requirements)?  a2) What is the program’s overall goal for SAP (i.e. what percentage of students will  achieve SAP at the conclusion of AY2024-25)? |
| 1. How will the program assess the effectiveness of its efforts to address student persistence and time to completion? |
| Summary of Data Collected:  c1) Describe the type of data you will collect to assess the effectiveness of the program’s  efforts to address student persistence.  c2) Describe the type of data you will collect to assess the effectiveness of the program’s  efforts to address student time to degree completion. |
| 1. Use of Results: How will you use the information/data collected to inform future programming efforts to help sustain and improve student persistence and completion rates? |

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| **7. Plans to address student graduation, student transfer, and student participation in graduate/professional school/post-graduate and career plans** |
| a1) Please describe how the program plans to assist students annually with outlining the  pathway to graduation?  a2) Please describe the program’s plan to improve its cohort student graduation rate and its  graduation rate of all students supported?  a3) Please describe how the program plans to assist students with transferring to another  institution/EOF campus program?    a4) Please describe how the program plans to assist students with post-graduate activities  (i.e. Pursuing graduate/professional school, post-graduate training, and career  planning)? |
| b1) How will the program assess the effectiveness to assist students with having a clear  understanding of the pathway to graduation? (Example: Student feedback surveys;  Documented outline of all of the courses that the student will need to take each  semester (including Summer and Winter) to reach graduation; Etc.)  b2) How will the program assess its effectiveness to improve its student graduate rate? (i.e.  graduate rate by cohort? and graduation rate of all students supported?)  b3) How will the program assess its effectiveness in assisting students with their respective  transfer efforts? (Example: Completion of EOF transfer form; Following up with  students to confirm the institution that they have successfully transferred into;  Contacting EOF program that the student is seeking to transfer into to help build a  connection; Number of students who transfer successfully into a baccalaureate granting  institution (i.e. students who transfer from a 2-year institution to a 4-year institution or  transfer from a 4-year to another 4-year institution); Number of students who seek to  transfer from a 4-year to a 2-year institution; Etc.)  b4) How will the program assess its effectiveness in assisting students with post-graduate  opportunities? (Examples: Student attendance at program events focused on providing  students with exposure to various graduate and career fields; Number of student that  enroll in a graduate school exam preparation course; Number of students who enroll  into graduate or professional school after graduation; Number of students who enter  various career fields; Student feedback surveys; Etc.)? |
| Summary of Data Collected:  c1) Describe the type of data you will collect to assess the effectiveness of the program’s  efforts to ensure students understand the pathway to graduation?  c2) Describe the type of data you will collect to assess the improvement in the program’s  graduation rate by cohort vs. all students supported?  c3) Describe the type of data you will collect to assess the program’s student transfer  outcomes?  c4) Describe the data that you will collect to assess the program’s support for students  interested in pursuing post-graduate activities (i.e. Number of students pursuing  graduate/professional school? Number of students attending post-graduate training,  and career planning sessions? Etc.). |
| d) Use of Results: How will you use the information/data collected in each of the areas  outlined in C1 to C4 to inform future program strategies, policies, and planning  efforts? |