

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.42.1 (AP 5150)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.42.1 Extended Opportunity Programs and Services (EOPS)
Adoption Date: 8/13
Policy References: Education Code 69640-69656; Title 5 Sections 56200 et seq.

Extended Opportunity Programs and Services (EOPS):

The EOPS program was established by Senate Bill 164 which encouraged community colleges to develop programs and services “over, and above, and in addition to” the regular educational programs of the college to meet the unique educational needs of students.

Eligibility Criteria for EOPS:

Students may be eligible for EOPS if they are California residents and are eligible for a Board of Governor’s Grant A or B, and meet one of the following criteria:

1. Do not qualify for minimum level mathematics, reading or writing courses as required for an Associate Degree;
2. Did not graduate from high school or did not obtain a General Education Diploma (GED);
3. Graduated from high school with less than a 2.5 grade point average;
4. Previously enrolled in remedial education courses in high school;
5. An emancipated foster youth.

Additional eligibility requirements include:

1. Enrollment in 12 or more units; with some approved exceptions;
2. Not have completed more than 70 degree applicable units;
3. Having not been served by EOPS for more than six (6) consecutive semesters.

Student Responsibilities:

Students served by EOPS are required to have:

1. An EOPS application;
2. An educational plan;
3. A mutual responsibility contract (MRC);
4. Three (3) contacts with a counselor each term;
5. Maintain academic progress toward a certificate, associate degree, or transfer goal.

Criteria for Direct Aid:

The criteria to receive a full book voucher determined by each college utilizing college specific established criteria.

Staffing and Program Management:

The EOPS Program will have the following program components/ functions:

1. Management Services Component that includes program administration and support functions, management information and evaluation functions and program eligibility determination functions.
2. Outreach, Registration, and Orientation Component that includes recruitment functions and services such as EOPS program orientation, outreach to community, registration assistance, etc.

AP 7.42.1 Extended Opportunities Programs and Services (continued)

3. Instructional Development and Services Component that may include campus tutoring and EOPS book service program.
4. Counseling Services Component that may include academic, transfer, career/vocational and personal counseling, college testing/assessment services, academic progress monitoring, and peer advisor services.
5. Special Activities Component that may include coordination/liason functions with schools and community agencies, support of cultural enrichment, academic recognition, and graduation assistance. The District authorizes the use of public funds for the purchase of food and beverages for non-employees, including students, for yearly EOPS and CARE district sponsored student programs including, but not limited to, the awards and graduation recognition programs.
6. Direct Aid Service Component that may include book vouchers, grants, bus passes, semester starter kits, PTK membership fee, and commencement fee.
7. Staff Development and Training Component that includes program staff development, regional meetings, state conferences, and college in-service functions.

Advisory Committee:

An EOPS Advisory Committee will be appointed by the President of the College upon recommendation of the EOPS Director. The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services. The Advisory Committee will meet at least once during each academic year.

Objectives and Data Collection:

The EOPS program will establish program objectives, collect student data including EOPS Student Learning Outcome Assessment, maintain student database and files. Review and evaluation of the programs and services includes end of semester student survey, services utilized, graduation and transfer rates, submission of MIS report, and annual program plan and year-end report.

CARE (Cooperative Agencies Resources for Education)

CARE is a student support program to assist single parents on CalWORKs or Temporary Assistance to Needy Families (TANF) to become successful students and find meaningful employment.

Eligibility requirements for CARE:

1. Must first qualify for services from EOPS
2. Must be at least 18 years old
3. Must be single head of household parent according to the county
4. The student themselves or on behalf of their dependent children must be receiving cash aid benefits through CalWORKs or Temporary Assistance to Needy Families (TANF) program
5. Must have at least one child under 14 years old

Students served by CARE are required to have (in addition to all EOPS requirements):

1. Agency Certification Form – verifying from the county that the student is the head of household and receiving cash aid
2. EOPS/CARE application
3. Child Care Student Agreement form, if they are requesting child care assistance from CARE

The CARE program will have the following program components/functions (which are in addition to EOPS):

1. Management Services Component that includes program administration and support functions, management information and evaluation functions and program eligibility determination functions.

AP 7.42.1 Extended Opportunities Programs and Services (continued)

2. Orientation Component that includes CARE program orientation.
3. Special Activities Component that may include support of workshops or activities from which the student derives educational benefit.
4. Direct Aid Service Component that may include child care reimbursement, additional book service, grants, transportation assistance, school supplies, on-campus meal cards, and course required materials.
5. Child Care – if students are eligible for CalWORKs, they must receive assistance from those agencies first, CARE pays last (no double funding). Hours reimbursed are limited to the amount of units the student is taking and depending on funding. Timesheets must be turned in on time each month to get reimbursement check for current month.

If the EOPS book voucher does not cover all of the students books, then CARE can cover the difference, if funding is available.

CARE can assist with purchasing required materials needed for a class.

The criteria to receive the CARE grant (depending on if funding is available) is to apply for Financial Aid and have unmet need.

Transportation assistance may be given to CARE students in the form of gas vouchers and/or bus passes, depending on funding. Additional school supplies may be given to CARE students at orientation, depending on funding. Meal cards for on campus may be given to CARE students, depending on funding.