

CONTRA COSTA COLLEGE SCHOLARSHIP REVIEW COMMITTEE PROPOSAL FOR CHANGES

OVERVIEW



The Office of Financial Assistance administers the CCC Foundation Scholarship Application for students to apply for opportunities provided by the CCC Foundation. Students apply between November and February annually to be considered for scholarships that are distributed in August during the following academic year.

Approximately 300-500 student applications are submitted annually. Students submit one, single application to be considered for approximately 70 scholarship opportunities. Applications are then matched against opportunity criteria to determine which opportunities a student qualifies for. Because one application can be matched to numerous opportunities, the application must be reviewed and scored against each matching opportunity. This results in approximately 1,500-1,700 reviews that need to be completed annually every March.


The Objective



Currently, scholarship reviewers consist of managers, faculty and classified staff from across campus that participate on a volunteer basis. Oftentimes, reviewers back out of completing their reviews after the review process has already begun, resulting in more reviews for others, and more likelihood that others will back out or be unable to complete their assigned reviews. Additionally, many reviewers have expressed concern over the number of reviews they are asked to complete as volunteers. This leads to reviews not being completed, which puts undue burden on Financial Aid Staff to complete reviews and is unfair to students who took the time to submit a Scholarship Application. The Office of Financial Assistance believes that institutionalizing a Scholarship Review Committee, modeled after our sister colleges, will result in an improved scholarship review process.

- **Need #1: Eliminate the volunteer aspect of the scholarship review process**
- **Need #2: Resolve the undue burden of scholarship reviews on Financial Aid Staff**
- **Need #3: Ensure that all reviews are completed by the deadline**

The Solution

 *When reviews go unfinished, the student is not considered for that scholarship opportunity. When Financial Aid Staff must complete reviews in a rush to meet the deadline, we cannot be sure that the most-qualified student is receiving each scholarship. This negatively impacts the legitimacy of our scholarship program. This can be resolved by instituting an official Scholarship Review Committee into the college's existing committee framework, thus eliminating the need to identify volunteers, reducing the likelihood of volunteers backing out, and ensuring that all reviews are completed. A similar model is used successfully at our sister colleges (Diablo Valley College and Los Medanos College).*


- **Goal: Institutionalize a Scholarship Review Committee**

Recommendations

 *The Office of Financial Assistance proposes the following recommendations that will lead us to an institutionalized Scholarship Review Committee:*

- **Recommendation #1: Present this proposal to Academic Senate and Classified Senate**
- **Recommendation #2: Develop a charge for the new Scholarship Review Committee that includes committee structure, committee responsibilities, and the estimated time commitment for committee membership**
- **Recommendation #3: Implement the new Scholarship Review Committee by August 2023 in time for the March 2024 scholarship review period**

EXECUTION OF THE PROPOSAL

 *Because the proposed solution relies heavily on faculty and classified participation, it is imperative to receive buy-in from Academic and Classified Senate. With buy-in from both senates, we can move forward with developing a charge to detail the committee structure, committee membership, what the committee is responsible for, the timeframe in which the committee will meet, and approximately how much time it should take to complete reviews.*

The Scholarship Review Committee would meet throughout March for approximately 2-4 hours per week. With a charge in hand, the committee can be incorporated into the existing committee structure of the college to ensure that required membership is delegated by the appropriate bodies (Academic Senate, Classified Senate). This approach will require active solicitation from the college's Executive Leadership team to bring this proposal in front of these bodies for consideration and agreement.

Timeline for Execution

 *The CCC Foundation Scholarship Application is open for students to apply each November through February. Scholarship reviews take place in March annually. Our*

hope is that a new Scholarship Review Committee can be institutionalized into our existing committee structure no later than July/August 2023 so that membership can be determine ahead of the March 2024 review period.

Description	Timeframe
Proposal is Reviewed by Executive Leadership	March 2023
Proposal is presented to Academic and Classified Senates	April 2023
Scholarship Review Committee Charge is drafted and solicited for feedback from all relevant stakeholders	May 2023
Scholarship Review Committee Charge is presented to the CCC Foundation Board	June 2023
Scholarship Review Committee is incorporated into the existing college committee structure	July 2023
Scholarship Review Committee membership is identified	August 2023
Scholarship Review Committee meets to complete reviews	March 2024

EXPECTED RESULTS



Institutionalizing a Scholarship Review Committee will yield the following results:

- **Result #1: 100% of scholarship reviews will be completed**
- **Result #2: Scholarship reviews will be completed on time**
- **Result #3: Scholarship reviews will be more accurate and equitable with the most-qualified students receiving each scholarship**

CONCLUSION



Our Comet Scholars deserve a scholarship review process that works.

The Office of Financial Assistance looks forward to working in collaboration with our Executive Leadership, Academic Senate, and Classified Senate to follow through on this proposed solution. We are committed to instituting a scholarship review process that works for all stakeholders.

Thank you for your consideration,

Monica Rodriguez, Director of Financial Aid

Alfredo Cardona, Financial Aid Scholarship Program Specialist