

Seamless Transfer of Ethnic Studies – Allocation for Implementation

NOVA Frequently Asked Questions

ABOUT THE FUNDING

Where can I find more information about the allocation?

Please see the [Seamless Transfer of Ethnic Studies - Allocation for Implementation Memo](#) for background information and spending guidance to ensure that the allocation will be used towards the seamless transfer of students given the ethnic studies requirements.

What is the expectation of the funding?

The funds must be used to address the seamless transfer of community college students to the California State University (CSU) given the ethnic studies general education requirements. If this stipulation is met, then the colleges may use the funds to assist with advancing anti-racism initiatives within the California Community Colleges (CCCs). Please see the [Seamless Transfer of Ethnic Studies – Allocation for Implementation Frequently Asked Questions](#) for more information.

NOVA

How do I get access to NOVA?

If you do not already have a NOVA account, you may request access here:

<https://nova.cccco.edu/help?requestAccess=true>

Where can I find more information on NOVA Support?

You can view instructional videos or submit a support request here:

<https://nova.cccco.edu/help>

Where do I access the Ethnic Studies Report?

On the left side menu bar, click Programs, then Ethnic Studies, then Reporting. You will see a card for each college. Search for your college using the filter boxes at the top of the screen. The Ethnic Studies Report will be listed in your college's card.

What if I don't see a link for the Ethnic Studies Report?

Submit a NOVA helpdesk ticket to for additional support.

The due date for the report listed as August 1, 2024. Can I submit the report earlier?

Yes, colleges may submit their report before the deadline.

**Since NOVA auto-saves when you enter data, what if I accidentally delete some text?
What can I do to recover it?**

If you have not yet moved to another field, you can “un-do” the text deletion by using the Control+Z function. (Hold down the CTRL button and hit the “Z” key.)

Is there a word count on the questions?

The prompt within the sections has a character limit of either 2,500 or 5,000 characters. 2,500 characters equates to approximately one page and 5,000 characters equates to approximately two pages. It is recommended that applicants create a NOVA account as soon as possible to get familiar with the system and structure of the portal. The portal includes the character counts.

DETAILS

What information do I need to describe in Plan Description?

Describe your plan and plan outcomes of how the funds were used to address the seamless transfer of community college students to the California State University (CSU) given the ethnic studies general education requirements. If this stipulation is met, then the colleges may use the funds to assist with advancing anti-racism initiatives within the California Community Colleges (CCCs).

CONTACT STEP

What is the Project Lead Contact?

The Project Lead Contact has ultimate control over the report, including the ability to add/edit other contacts, edit the content of the report and submit the report for approval. Colleges may have other contacts. Other contacts can add/edit the contacts and the content of the report, but they cannot submit the report for approval.

How many approvers are there and who are they?

This report requires only one approver. CIO is the point of contact unless the college wants to designate someone else. Once the contact has reviewed and approved the submitted report, it is placed into a Certified/Complete status.

How do colleges designate someone else to be the Project Lead Contact?

On the left side menu bar, click Contact. You will find an option to Add Contact. Next click Responsibility, then Project Lead Contact, then Next and Type Name.

If you cannot find the user you are looking for, click Invite Them Here. Type their First Name, Last Name, and Work Email.

EVALUATION QUESTIONS

What questions are collected in the Evaluation Questions?

1 Does your institution have a transferable ethnic studies course?

Yes

1.1 What is the course control number?

If you have more than one transferable ethnic studies course, please send information to ethnicstudies@cccco.edu.

1.2 What is the course id?

1.3 What is the title of the course?

1.4 If you already have a transferable ethnic studies course, which activities did your institution engage into advance anti-racism initiatives at your campus?

Please select more than one if applicable.

- Collaboration with key stakeholder groups
- Review of regulations and standards
- Establishment of a plan for implementation

1.5 Please provide other activities your institution engaged in to advance anti-racism initiatives.

No

1.1 Will you have one by fall 2024?

- Yes
- No

1.2 What barriers are you experiencing to meet the requirement?

- Free Response

2 Please provide a budget narrative describing how the funds were used for the transferable ethnic studies' general education requirement and/or advancing anti-racism initiatives.

- Free Response

3 Please provide a breakdown of the expected budget.

	Expenditure Amount Dollar Amount
1000 - Instructional Salaries	\$
2000 - Non-Instructional Salaries	\$
3000 - Employee Benefits	\$
4000 - Supplies and Materials	\$

5000 - Other Operating Expenses and Services	\$
6000 - Capital Outlay	\$
7000 - Other Outgo	\$

For more information, visit the [Chancellor's Office Ethnic Studies website](#) or log in to the [Vision Resource Center](#) to access the Ethnic Studies community. You may also send your questions to ethnicstudies@cccco.edu.