

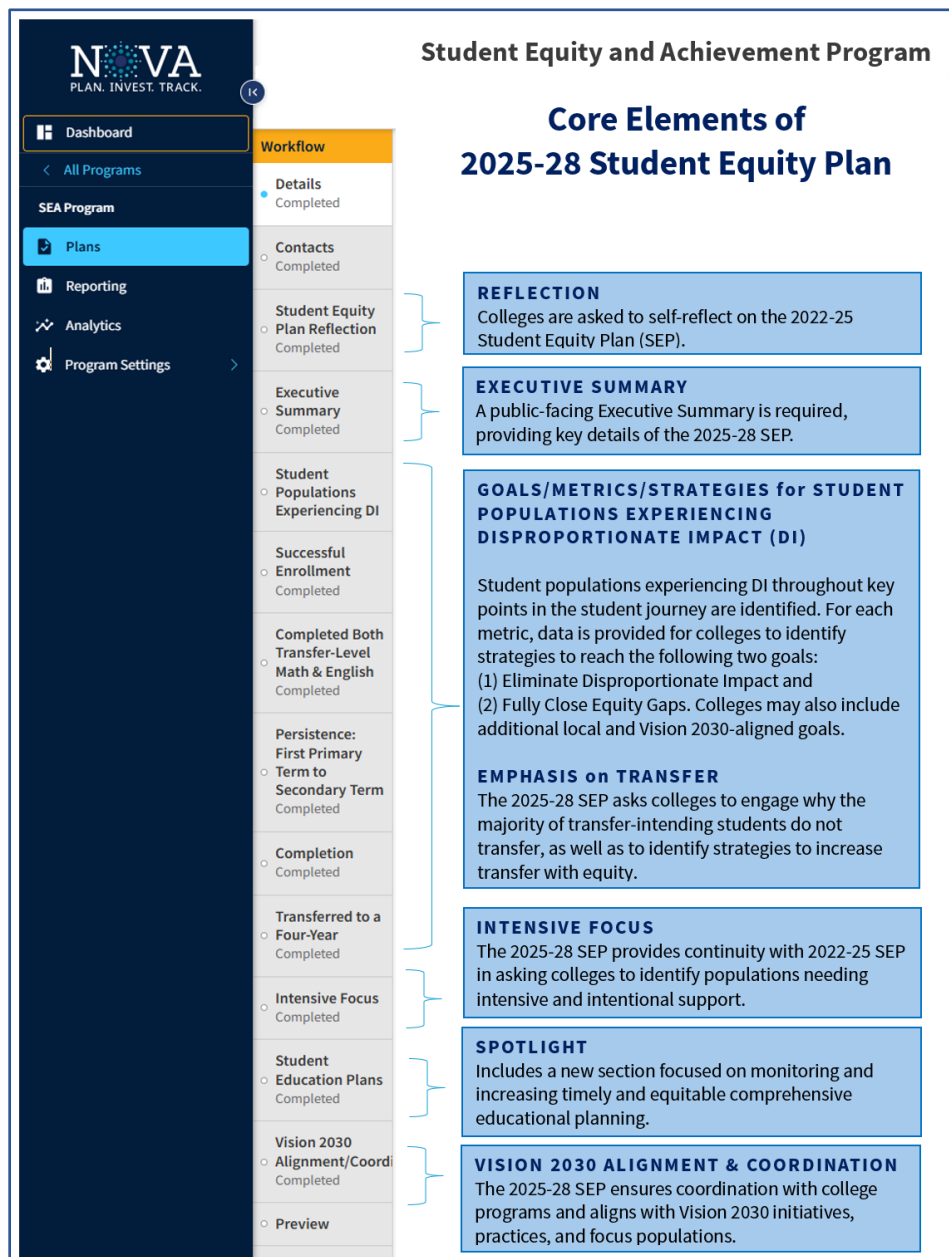
GENERAL 2025-28 STUDENT EQUITY PLAN QUESTIONS:

1. What is the purpose of the Student Equity Plan (SEP)?

The Student Equity and Achievement (SEA) Program was established in Education Code (EC) 78222 with the intent of supporting Guided Pathways and the system-wide goal of eliminating equity gaps. The SEA Program is an on-going categorical funding source for colleges. One of the conditions of receiving SEA funds, per EC 78222, districts shall maintain a student equity plan. The student equity plan is a tool for all California Community Colleges to utilize in developing goals and strategies to support students who are traditionally underrepresented and to fully close equity gaps.

2. What are the Core Elements of the 2025-28 SEP?

See visual below for the SEP workflow in NOVA as well as a brief explanation of the core elements of 2025-28 SEP.



3. When is the 2025-28 Student Equity Plan Due?

The 2025-28 SEP is due by November 30, 2025.

4. Does the Student Equity Plan require local District adoption?

Yes, local District Board adoption is required by the 11/30/2025 deadline as well. Please contact seaprograminfo@cccco.edu if you have questions or need additional support related to this deadline.

5. What are the required components of the SEP?

See table below for the sections of SEP and the required items for each section.

2025-28 Student Equity Plan (SEP) Sections	What Items are Required/Optional?
Details/Assurances	Required Items: Acknowledge/check all six assurances and answer associated questions.
Contacts	<u>Required Items</u> : Enter at least one contact for each of the seven listed roles.
SEP Reflection Section	Required Items: Answer the question on 'Key Learning' and the question on 'Plan Continuity'.
Executive Summary	<u>Required Items</u> : Enter URL to college's 2025-28 Executive Summary and upload a PDF copy.
Student Populations Experiencing DI	<u>Required Items</u> : None; this section is for information purposes only.
Metrics	Required Items: Enter at least three key strategies for each metric. For the Transferred to Four-Year Metric, also answer the 'Transfer Emphasis' question. <u>Optional Items</u> : Additional student populations, additional goals, and additional strategies are all optional items for each metric.
Intensive Focus on Populations Experiencing DI	<u>Required Items</u> : Select at least one Student Population your college will focus on during this cycle. Answer 'Current Challenges/Barriers' question and 'Action Plan' question.
Student Education Plans	<u>Required Items</u> : Enter requested data into Comprehensive Student Education Plan Table and complete the three prompts under the table.
Vision 2030 Alignment and Coordination	<u>Required Items</u> : All questions are required <u>except for the last optional question</u> on 'Additional Programs'.
Preview/Submit	<u>Required Items</u> : Preview entire plan and click 'Submit' button to route plan for approvals.

6. What resources are available for colleges as they develop the 2025-28 SEP?

Here are some resources (click on hyperlink):

- [2025-28 Student Equity Plan Template](#)
(See the **Prelude** section of page 2 of the template for a list of additional resources.)
- [2025-28 Student Equity Plan Video Guide](#) (The video guide is a YouTube video; see the YouTube video description for clickable timestamps that will take you to specific sections; timestamps are also shown in the table below.)

2025-28 Student Equity Plan (SEP) Sections within SEP Video Guide	SEP Video Guide Timestamps
Opening Remarks and Brief Overview	0:01
How to Access SEP/Details/Assurances	2:50
Contacts	5:36
SEP Reflection Section	11:58
Executive Summary	14:57
Overview of Vision 2030 and SEP Metrics Alignment (This section of the video is not part of the NOVA process and for information purposes only.)	18:18
Student Populations Experiencing DI	25:35
Metrics	26:55
Intensive Focus on Populations Experiencing DI	34:52
Student Education Plans	37:00
Vision 2030 Alignment and Coordination	38:51
Preview/Submit and Support Resources	41:10
Closing Remarks and Thank You!	43:57

- [Student Equity Plan 2025-28 Metrics](#) (This document provides details and specifications on the data integrated into NOVA for 2025-28 SEP)
- [CCCCO Percentage Point Gap Minus One \(PPG-1\) Methodology](#)
- [Student Equity Plan Tools and Resources - CCHALES](#)
- Student Equity Plan Data Webinar – In February; stay tuned for webinar date/time and registration announcement.
- Student Equity Plan Office Hours
 - **Dates:** Third Tuesday of every month from January 2025 through November 2025
 - **Time:** 2pm-3pm.
 - Zoom link: <https://cccco.zoom.us/j/88429825181?pwd=iMfVkc8h2sDrRedi5yluSJzqOVosY.1>
 - Zoom passcode: 986863
- Chancellor’s Office (CO) SEA Program Team:
Contact CO SEA Program Team for any questions or additional support at seaprograminfo@cccco.edu.

GENERAL NOVA QUESTIONS:

7. What is NOVA?

NOVA is one of our platforms for reporting plans and expenditures for Student Equity and Achievement Program, Guided Pathways, and various other system-wide programs.

8. How do I get access to NOVA?

If you have an existing account, you will be able to proceed directly to the report.

If you are new to NOVA, please contact your SEA Program support team to assist you in creating an account:

[**seaprograminfo@cccco.edu**](mailto:seaprograminfo@cccco.edu)

9. Where do I access the 2025-28 SEP?

In the left side menu bar in NOVA, click Programs, then SEA Program, then Plans. You will see a card for each college. Search for your college using the filter boxes at the top of the screen. Click the 2025-28 SEP.

10. We notice there are two names for SEP in NOVA; what is the difference between ‘2025-28 Student Equity Plan and ‘SEP 3.0’?

2025-28 SEP or SEP 2025-28 is the official name of the student equity plan for the 2025-2028 cycle. SEP 3.0 is what the plan is referred to in NOVA only and indicates the third version of SEP since the onset of the SEA Program. Please note: There are other versions of student equity plans prior to the start of SEA Program, such as the Integrated Plan.

11. What if I need to reset my NOVA password?

Contact the Chancellor’s Office SEA support team and we help reset your password:

seaprograminfo@cccco.edu

12. Does NOVA auto-saves our responses ?

Yes, NOVA auto-saves your responses. As a back-up, colleges may enter and save their responses in the [2025-28 Student Equity Plan Template](#) before pasting them into NOVA.

STUDENT EQUITY PLAN SECTION QUESTIONS: (listed in the order of the workflow in NOVA)

SECTION 1: Detail/Assurances

13. For the third assurance listed in NOVA, may we include names and the role/title of individuals who will be actively involved with the development of our student equity plan?

Yes, you may list names and their role/title.

SECTION 2: Contacts

14. Which contacts are required and which contacts are optional?

The following contacts are all required:

- Project Lead
- Alternate Project Lead
- Chancellor/President
- Chief Business Officer
- Chief Instructional Officer
- Chief Student Services Officer
- Academic Senate President
- Guided Pathways Coordinator/Lead

The following contacts are optional:

- Additional Alternate Project Leads

15. Can a contact serve in multiple roles/contacts in NOVA for the student equity plan?

Yes, an individual may serve in multiple roles in NOVA. For example, the Chief Student Services Officer may also serve as an Alternate Project Lead and Guided Pathways Coordinator/Lead.

16. How do I add a contact who does not have an account in NOVA?

Email seaprograminfo@cccco.edu with the individual’s name and email address and a Chancellor’s Office SEA Program Staff will help create an account for the individual. Once the account is created, an email will be sent to the individual to set up his/her/their profile in NOVA.

SECTION 3: Student Equity Plan Reflection

17. How do we access our previous 2022-25 Student Equity Plan and related SEA Annual Reports to help complete the student equity plan reflection questions?

To access your college's 2022-25 Student Equity Plan:

In the left side menu bar in NOVA, click Programs, then SEA Program, then Plan. You will see a card for each college. Search for your college using the filter boxes at the top of the screen. Click the 2022-25 SEP.

To access your college's SEA Annual Reports for :

In the left side menu bar in NOVA, click Programs, then SEA Program, then Reporting. You will see a card for each college. Search for your college using the filter boxes at the top of the screen. Click the SEA Annual Reports you are needing to review.

OR

Go into the 'Student Equity Plan Reflection' section inside the 2025-28 Student Equity Plan, click the hyperlink in the first sentence under the 'Reflection' heading : **For reference: your most recent SEA Annual Report**

SECTION 4: Executive Summary

18. The Executive Summary is the fourth tab in the workflow in NOVA, but can we complete it at the end of the workflow instead?

Yes, you may complete the Executive Summary or any of the sections in NOVA in any order. We placed the Executive Summary towards the top of the workflow to help colleges know what information is required for the Executive Summary as they develop their 2025-28 Student Equity Plan rather than waiting to find out at the end of the workflow.

19. Can we just provide the URL to our entire completed 2025-28 Student Equity Plan rather than just a URL to the Executive Summary?

No, the 2025-28 Student Equity Plan is not an Executive Summary and therefore, the URL for your college's 2025-28 Executive Summary should not be a URL to the 2025-28 Student Equity Plan. However, if your college's 2025-28 Executive Summary is included in your 2025-28 Student Equity Plan and is near the top of your 2025-28 Student Equity Plan, you may include the URL to it.

SECTION 5: Student Populations Experiencing DI

20. Is there anything we need to do for the Student Populations Experiencing DI section in NOVA?

This section is for information purposes only and no responses are required.

We do encourage college teams working to develop the 2025-28 Student Equity Plan section review the Student Populations Experiencing DI table and use the data as a starting point for further discussion on the experiences of students on your campus and what key strategies are necessary to support the identified specific groups in this 2025-28 Student Equity Plan.

Colleges are also encouraged to use local data and/or additional data provided by the Chancellor's Office (ex. Data on Demand, DataVista) to drill down further and explore the root causes of these equity gaps before proposing key strategies in the next sections.

SECTIONS 6,7, 8, 9, & 10 (Metrics):

21. What are the required items for each of the five student success metrics?

Required Items: Colleges are required to enter at least three key strategies to help achieve the goals stated in the table for each metric. The 'Transferred to a Four-Year' metric also requires colleges to answer the 'Transfer Emphasis' question.

Optional Items: For each metric, it is optional for colleges to add additional student populations, add additional goals, and to add additional strategies.

22. Where can we learn more about how the data was calculated and was integrated into NOVA?

Please refer to the [CCCCO Percentage Point Gap Minus One \(PPG-1\)](#) if you would like information on how disproportionate impact is calculated.

For further information on the data table and goals provided, see this resource: [Student Equity Plan 2025-28 Metrics](#)

SECTION 6: Successful Enrollment Metric

23. For the Successful Enrollment metric, which MIS ID was used for the data table provided in NOVA?

MIS ID **300C** was used: Among all applicants who indicated an intent to enroll in the selected college in the selected year as a non-special admit student for the first time, the proportion of cohort students who enrolled in the same community college in the selected year. <https://datavista.cccco.edu/resources/38>

24. For the Successful Enrollment metric, were the fraudulent enrollments excluded from the data provided?

Yes, the Successful Enrollment metric is calculated as follows:

- Applied in the selected academic year through the OPEN CCC Apply version of the application
- OR applied to attend in the selected academic year through the International CCC Apply version of the application
- AND exclude high school students applying as special admit
- AND exclude applications with Confirmed Fraud where the college has reviewed the application and determined that it is fraudulent
- AND count students at the selected college where the student applied

SECTION 7: Completed Both Transfer-Level Math and English Metric

25. For the Completed Both Transfer-Level Math and English metric, which MIS ID was used for the data table provided in NOVA?

MIS ID **501C** was used: Among students in the cohort, the proportion who completed both transfer-level Math and English in their first academic year of credit enrollment within the district. <https://datavista.cccco.edu/resources/39>

Note: The Expanded View of this metric allows all first-time cohort students a full year from first term and credit ESL students three years from first term to complete transfer level math and English and includes English and math courses earned on other TOP codes besides the two English TOP codes and one math TOP code but coded with [CB25 Course-General-Education-Status](#) as fulfilling general education requirements for mathematics/quantitative reasoning or English composition in the context of transfer, degree, and certificate program.

SECTION 8: Persistence: First Primary Term to Secondary Term

26. For the Persistence: First Primary Term to Secondary Term metric, which MIS ID was used for the data table provided in NOVA?

MIS ID **453C** was used: Among students in the cohort, the proportion who persisted from their first primary term of enrollment to the subsequent primary term at any college.

<https://datavista.cccco.edu/resources/40>

SECTION 9: Completion

27. For the Completion metric, which MIS ID was used for the data table provided in NOVA?

MIS ID **619C** was used: Among students in the cohort, the unduplicated count of students who earned one or more of the following: Chancellor's Office approved certificate, associate degree, and/or CCC baccalaureate degree, and had an enrollment in the selected year in the district that they earned the award within 3 years. <https://datavista.cccco.edu/resources/41>

SECTION 10: Transferred to a Four-Year

28. For the Transferred to a Four-Year metric, which MIS ID was used for the data table provided in NOVA?

MIS ID **620C** was used: Among students in the cohort who earned 12 or more units at any time and at any college and who exited the community college system in the selected year, the number of cohort students who enrolled in any four-year postsecondary institution in the subsequent year or 4 years after for 3-year cohort. <https://datavista.cccco.edu/resources/42>

SECTION 11: Intensive Focus on Populations Experiencing DI

29. How many student populations are colleges required to select to provide an intensive focus on during the 2025-28 Student Equity Plan cycle?

At least one population is required to be selected; and a maximum of three populations.

30. Are colleges able to select the same population(s) from the 2022-25 Student Equity Plan?

Yes, colleges may select the same population(s) from their 2022-25 Student Equity Plan.

31. Are colleges able to use the key strategies entered in the metrics section for the action plan for the populations selected to provide an intensive focus?

Yes, colleges may use the same key strategies entered in the metric section for the action plan as long as they are applicable to the student populations selected.

SECTION 12: Student Education Plans

32. Are local data for comprehensive student education plans retrieved from programs such as Starfish, SARS, Cranium, etc., appropriate for the data requested in this section?

Yes, any local data that provides you with tracking and reporting on which students have received a comprehensive education plan would be appropriate. This data should then be examined across student demographics to identify any disproportionate impact. The data source you use to complete this student education plan section in NOVA should also inform your MIS submission on comprehensive student education plans.

SECTION 13: Vision 2030 Alignment/Coordination

33. What programs are considered ‘additional’ programs for the last question in this section?

Any programs supporting students in closing equity gaps that are not listed in this section may be shared in the last optional question. Here are just a few examples: A2MEND, UMOJA, Puente, MESA, Dreamers Program, etc.

SECTION 14: Preview and Submit

34. How do we share the completed 2025-28 Student Equity Plan with our colleagues for review?

There are two ways the 2025-28 Student Equity Plan can be shared with others:

- While still in the ‘Preview’ section in NOVA, click on the “Share” icon at the top of your Student Equity Plan in NOVA to email a pdf and html copy to others who have a NOVA account.

OR

- While still in the ‘Preview’ section, click your browser's Print button from the Preview page and choose the "Print to PDF" or “Save as Pdf” option.

CHANCELLOR’S OFFICE SEA SUPPORT TEAM

35. Who can we call/email for questions or assistance with the SEA Program and/or the Student Equity Plan?

Listed below is the Chancellor’s Office SEA Program Team’s contact information. Reach out to us anytime and we’d be happy to help answer your questions and/or coordinate a 1-on-1 meeting to walk through any parts of the student equity plan. Thank you!

For SEA Program Related Questions:

SEAPrograminfo@cccco.edu

Mike Tran | mtran@cccco.edu | 916-322-6881
Justine Pereira | jpereira@cccco.edu | 916-327-5496
Jenny Saechao | jsaechao@cccco.edu | 916-445-1793

For NOVA Password Resets:

SEAPrograminfo@cccco.edu

For NOVA Technical Issues:

Please contact **NOVA Helpdesk** online via:
<https://nova.cccco.edu/help>