

## GUIDANCE

Per Education Code 78222, colleges are required to provide a report (known as the SEA Annual Report) to the Chancellor's Office by January 1<sup>st</sup> of each year detailing how SEA funding was spent in the prior fiscal year and for what specific purposes in addition to an assessment of the progress in advancing the goals of the SEA program. Since January 1<sup>st</sup> is a federal holiday, the SEA Annual Report will be due **December 31, 2025**. We recommend colleges to complete and submit their report as soon as possible to allow time for the report to be reviewed and certified by your College President and Chief Business Officer.

While the Chancellor's Office will be closed on January 1, 2026, the Chancellor's Office will be available to answer questions and provide assistance up until 5:00 p.m. on Wednesday, December 31, 2025. Please refer to the email sent to the SEA Listserv for office hour dates/times.

**NOTE: The SEA Annual Report must be completed within the NOVA system. This document is for planning purposes only.**

**A report must be submitted for each college in the district. Submission/Certification deadline by: December 31, 2025.**

You may use this document to gather the required data ahead of completing the Annual Report module in NOVA. The SEA Annual Report relies heavily on information contained in your college's Student Equity Plan. If you plan to use this template to pre-populate/capture the information, it is recommended that you have a copy of your Student Equity Plan on hand to reference.

### Here are a few additional reminders/resources:

- To login to NOVA, please visit <https://nova.cccco.edu>
- For basic information such as Login, Bookmarks, and Profile with NOVA, click [here](#).
- Every college is required to submit the 2024-2025 SEA Annual Report.
- The SEA Annual Report has not changed from the previous year; the metrics sections still reflect the target outcomes colleges developed in their **2022-25 Student Equity Plan** (not the new 2025-28 Student Equity Plan).
- Please click on the following link for a short **Video Guide on the SEA Annual Report** to provide further information and support: [2023-2024 SEA Annual Report Video Guide](#) (Passcode: EJRC@d6^). **(NOTE: Although the video guide is referring to the 2023-24 Year, it's the exact same instructions for the 2024-25 SEA Annual Report.)**

Here are the video timestamps for each of the sections of the SEA Annual Report:

- Contacts: 2:02
- Expenditures: 3:13
- Category Spending: 4:40
- Metrics: 5:56
- Success Story (Optional): 10:00
- Challenges (Optional): 10:00
- Preview and Submit: 11:14



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**If you have any questions or would like additional support related to the SEA Annual Report, please contact the Chancellor's Office SEA support team:**

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

**Quick Links to each Section of the SEA Annual Report Template (Ctrl Click)**

**[SECTION 1 – CONTACTS](#)**

**[SECTION 2 – EXPENDITURES](#)**

**[SECTION 3 – CATEGORY SPENDING](#)**

**[SECTION 4 – METRICS AND OUTCOMES](#)**

**[SECTION 5 – SUCCESS STORY \(OPTIONAL\)](#)**

**[SECTION 6 – CHALLENGES \(OPTIONAL\)](#)**

**[SECTION 7 – PREVIEW AND SUBMIT](#)**

## SECTION 1 – CONTACTS

Please ensure that everyone listed in the Contacts tab of the report is updated. The person listed as the Project Lead Contact within NOVA is the only person who will have the ability to submit the report once it is completed. Additionally, please be sure to go into NOVA to update the contacts for the Chancellor/President and Chief Business Officer if there are any changes to these two roles. The approvals of both the Chancellor/President and Chief Business Officer are both required by the **December 31, 2025** due date as well.

Review all the following contacts listed in the NOVA report module and update if appropriate.

- **Project Lead Contact** – This person has the ability to view/edit the report and will be responsible for submitting the report for approval. There is only one Project Lead Contact.
- **Alternate Project Lead Contact** – This person has the ability to view/edit the report but cannot submit for approval. College may have multiple Alternate Project Leads.
- **Chief Instructional Officer/Chief Student Services Officer/Academic Senate President/Guided Pathways Coordinator/Lead** – These contacts are displayed and available for report draft sharing but are NOT required to approve the report.
- **Chancellor/President and Chief Business Officer** – These are the only two required approvers for this report. These are the college president and the college CBO.

## SECTION 2 – EXPENDITURES

Your college's 2024-245 SEA allocation will be displayed on the screen. **Colleges have two full years to spend each annual allocation.**

- You will report your college's Year 1 expenditures by budget line item.
  - Year 1 for 2024-25 SEA funding is **July 1, 2024, through June 30, 2025.**
- Enter the amount your college forecasts to spend in Year 2.
  - Year 2 for 2024-25 SEA funding is **July 1, 2025, through June 30, 2026.**

### 2024-25 SEA Program – Year 1 Expenditures

| Object Code                                              | Amount |
|----------------------------------------------------------|--------|
| <b>1000 – Instructional Salaries</b>                     | \$     |
| <b>2000 – Non-Instructional Salaries</b>                 | \$     |
| <b>3000 – Employee Benefits</b>                          | \$     |
| <b>4000 – Supplies and Materials</b>                     | \$     |
| <b>5000 – Other Operating Expenses and Services</b>      | \$     |
| <b>6000 – Capital Outlay</b>                             | \$     |
| <b>7000 – Other Outgo</b>                                | \$     |
| <b>TOTAL Year 1 Expenditures</b>                         | \$     |
| <b>Year 2 FORECAST</b>                                   | \$     |
| <b>TOTAL Expected Spending (Expenditures + Forecast)</b> | \$     |

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### SECTION 3 – CATEGORY SPENDING

Provide an estimate of how your college plans to spend its **entire 2024-25 SEA allocation** (two full years of spending). Enter the estimated percentage breakdown of the total 2024-25 SEA funds by category. NOTE: ***This is an estimate only*** – these estimates will help the Chancellor's Office understand generally how colleges are expending funds by category. **This is a non-auditable field.**

#### 2024-26 SEA Program – Estimated Spending

| Category                                  | % of Spending |
|-------------------------------------------|---------------|
| <i>Counseling</i>                         | %             |
| <i>Professional Development</i>           | %             |
| <i>Tutoring</i>                           | %             |
| <i>Orientation/Welcome Activities</i>     | %             |
| <i>Emergency Aid for Students (AB943)</i> | %             |
| <i>Embedded Tutoring</i>                  | %             |
| <i>First Year Experience</i>              | %             |
| <i>Basic Needs</i>                        | %             |
| <i>Other</i>                              | %             |
| <b>TOTAL - Must Equal 100%</b>            | %             |

**SECTION 4 - METRICS & OUTCOMES**

- **STEP 1:** A summary of your college's developed target outcomes for each of the five student success metrics for each of their identified disproportionately impacted (DI) student groups will be provided in NOVA under the 'Summary of Metrics & Outcomes' workflow tab.

For each of the Metrics Tabs In NOVA, please use the drop-down list to select the overall status that best describes the status of your college's target outcomes. The following are the five available statuses to choose from:

- **Met** = College met or exceeded their target outcomes developed in their 2022-25 Student Equity Plan.
- **Not Met** = College completed implementation of all the strategies/action steps from their 2022-25 Student Equity Plan but fell a little short and did not meet their target outcomes developed.
- **In Progress/Continuing** = College begun implementing several strategies/action steps from their 2022-25 Student Equity Plan and is still working to meet the target outcomes developed.
- **No Longer Continuing** = College decided to no longer pursue target outcomes.
- **Other** = College's status for their target outcomes developed in their 2022-25 Student Equity is neither "Met", "Not Met", "In Progress/Continuing" or "No Longer Continuing" status and requires more explanation.

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- **STEP 2:** After you have selected your college's status, please answer the listed associated question below that will automatically populate in NOVA for the status you selected.
  - **Met** = Please share 1-3 key action steps developed in your college's 2022-2025 Student Equity Plan that played a key role in helping your college meet the targeted outcome(s). If action steps are different from the action steps in your 2022-2025 plan, please indicate it's different in your response. For a complete list of your college's action steps, please access your college's full [student equity plan](#) (will be hyperlinked in NOVA).
  - **Not Met** = Please share key barriers or challenges your college faced in not being able to meet the target outcomes. What structural changes (policies and/or processes) need to be implemented or transformed to help reach the targeted outcomes?
  - **In Progress/Continuing** = Please describe the current progress of this outcome and what pending action steps your college needs to complete to help meet targeted outcomes.
  - **No Longer Continuing** = Please describe the reason(s) your college will not be continuing to pursue these targeted outcomes.
  - **Other** = Please describe/clarify the "other" status.

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**Here's a table to help you plan your responses for the Metric & Outcomes section:**

*(Note: Depending on how many disproportionately impacted (DI) student groups your college selected to focus on for the 2022-25 Student Equity Plan, your college may have more or fewer DI groups.)*

**METRICS & OUTCOMES STATUS**

**Successful Enrollment**

| DI Student Groups<br>from 2022-25<br>Student Equity Plan<br>(provided in NOVA) | Target Outcomes<br>from 2022-25<br>Student Equity Plan<br>(provided in NOVA) | Status of the Target<br>Outcomes from<br>2022-25 Student<br>Equity Plan | Reponses to the Associated Questions from<br>previous page for the Status Selected |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| DI: Student Group                                                              |                                                                              |                                                                         |                                                                                    |
| DI: Student Group                                                              |                                                                              |                                                                         |                                                                                    |
| DI: Student Group                                                              |                                                                              |                                                                         |                                                                                    |

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**Completed Transfer-Level Math and English**

| <b>DI Student Groups<br/>from 2022-25<br/>Student Equity Plan</b><br>(provided in NOVA) | <b>Target Outcomes<br/>from 2022-25<br/>Student Equity Plan</b><br>(provided in NOVA) | <b>Status of the Target<br/>Outcomes from<br/>2022-25 Student<br/>Equity Plan</b> | <b>Reponses to the Associated Questions from<br/>previous page for the Status Selected</b> |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| DI: Student Group                                                                       |                                                                                       |                                                                                   |                                                                                            |
| DI: Student Group                                                                       |                                                                                       |                                                                                   |                                                                                            |
| DI: Student Group                                                                       |                                                                                       |                                                                                   |                                                                                            |

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**Persistence: First Primary Term to Secondary Term**

| DI Student Groups<br>from 2022-25<br>Student Equity Plan<br>(provided in NOVA) | Target Outcomes<br>from 2022-25<br>Student Equity Plan<br>(provided in NOVA) | Status of the Target<br>Outcomes from<br>2022-25 Student<br>Equity Plan | Reponses to the Associated Questions from<br>previous page for the Status Selected |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| DI: Student Group                                                              |                                                                              |                                                                         |                                                                                    |
| DI: Student Group                                                              |                                                                              |                                                                         |                                                                                    |
| DI: Student Group                                                              |                                                                              |                                                                         |                                                                                    |

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**Transferred to a Four-Year**

| <b>DI Student Groups<br/>from 2022-25<br/>Student Equity Plan<br/>(provided in NOVA)</b> | <b>Target Outcomes<br/>from 2022-25<br/>Student Equity Plan<br/>(provided in NOVA)</b> | <b>Status of the Target<br/>Outcomes from<br/>2022-25 Student<br/>Equity Plan</b> | <b>Reponses to the Associated Questions from<br/>previous page for the Status Selected</b> |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| DI: Student Group                                                                        |                                                                                        |                                                                                   |                                                                                            |
| DI: Student Group                                                                        |                                                                                        |                                                                                   |                                                                                            |
| DI: Student Group                                                                        |                                                                                        |                                                                                   |                                                                                            |

**Student Equity and Achievement (SEA) Program**  
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**Completion**

| <b>DI Student Groups<br/>from 2022-25<br/>Student Equity Plan</b><br>(provided in NOVA) | <b>Target Outcomes<br/>from 2022-25<br/>Student Equity Plan</b><br>(provided in NOVA) | <b>Status of the Target<br/>Outcomes from<br/>2022-25 Student<br/>Equity Plan</b> | <b>Reponses to the Associated Questions from<br/>previous page for the Status Selected</b> |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| DI: Student Group                                                                       |                                                                                       |                                                                                   |                                                                                            |
| DI: Student Group                                                                       |                                                                                       |                                                                                   |                                                                                            |
| DI: Student Group                                                                       |                                                                                       |                                                                                   |                                                                                            |

## SECTION 5– SUCCESS STORY (OPTIONAL)

Please provide a success story for collaborative purposes and to help establish best practices. You may use this area to elaborate on any of the outcomes for which you reported progress, or on any other student equity-related efforts on your campus. Success stories shared within the SEA Annual Report may be used for future legislative reports or other publications approved by the Chancellor's Office.

NOTE: This workflow step is optional, however all fields are required should you wish to enter a success story.

*If you would like to document the Success Story your college plans to report in this step, you may list it here.*

|                                                         |  |
|---------------------------------------------------------|--|
| <b>Story Title:</b>                                     |  |
| <b>Responsible Person:</b>                              |  |
| <b>Success Story:</b><br><i>(5,000 character limit)</i> |  |
| <b>Outcomes:</b><br><i>(5,000 character limit)</i>      |  |

## SECTION 6 - CHALLENGES (OPTIONAL)

Please share any challenges you have encountered with implementing efforts and activities related to the SEA Program. This information will help the Chancellor's Office determine additional support/resources needed system-wide, and/or policy changes needed.

NOTE: This workflow step is optional, however all fields are required should you wish to enter a challenge.

*If you would like to document the Challenge your college plans to report in this step, you may list it here.*

|                                                                                               |  |
|-----------------------------------------------------------------------------------------------|--|
| <b>Description of Challenge</b><br><i>(5,000 character limit)</i>                             |  |
| <b>Categories:</b><br><i>(refer to page 5 of template for examples of service categories)</i> |  |
| <b>Point of Contact:</b>                                                                      |  |

## SECTION 7 – PREVIEW AND SUBMIT

In this step you will review all the information entered in the report. You may download the report and save as a pdf to share with others or click on the 'Share' button near the top of the report in NOVA with others who have a NOVA account. When ready, click the Submit button to route to the College Chancellor/President and Chief Business Officer for review/approvals.

Once your college's SEA Annual Report has been approved by Chancellor/President and Chief Business Officer, the report will be fully complete and certified. Note: The SEA Annual Report must be approved/certified by the College **Chancellor/President** and **Chief Business Officer** in the NOVA system by **December 31, 2025**.

**THANK YOU!**