

## Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Orientation and Transition Programs

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

Student Affairs

Q3. Contact Person

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Emily Leonard

Q4. Contact Email

- This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

leonardn@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at [sea2@uw.edu](mailto:sea2@uw.edu) and Carla Christensen at [carla24@uw.edu](mailto:carla24@uw.edu) as a resource for your request by December 29, 2020.

Terry Hill

Q6. Budget owner email

- Please provide the email of the faculty or staff member you discussed your request with.

## Q14. Proposal Information

### Q7. Executive Summary

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

Studies show that this generation's greatest influence is their peers. This is why the Peer Coach program utilizes student leaders to set goals around academic achievement, social acclimation, and life skills. They increase students' sense of belonging, mattering, and purpose. Peer Coaches are trained student-leaders who support all first-year students transition into UWB through one-on-one coaching sessions in order to build strong relationships, facilitate personal goal-setting, and refer students to appropriate resources. In partnership with campus partners, coaches provide programming around career paths, identity, and academic support initiatives. These programs help students identify their goals, reflect on pathways to achieve them, and network with relevant groups. The SAF funding will allow Peer Coaching to be available for all students, not just new students, during winter and spring quarters (2022). It will cover 25 peer coach salaries and will allow for one graduate intern to co-manage the program as the new cohort of 30 will be onboarded during spring. During spring 2022, 55 students will be working for the program; OTP will cover 30 of the students' pay and contribute \$80,000 for the Program Manager and Team Leads who develop and implement the program. "My First-Year coachees have expressed how great it is to have a Peer Coach because it's easier to talk to someone who is also a student. My peers (non first-years) who also attend UWB said that they want a Peer Coach too because they feel like they can relate more to them." – Peer Coach Vivian

### Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

Students who are connected to their peers, faculty, and staff have a better campus experience than those who are not. The Peer Coaching program is facilitated by Orientation and Transition Programs (OTP) and has helped students gain a sense of connection on campus, but the program only lasts for one quarter and only serves first-year students; this means an estimated 5,000 students aren't able to meet with a Coach, even if it would greatly benefit them. While OTP contributes approximately \$75,000 to ensure first-year students are prioritized during their transition, we believe that the student connection needs will last more than one quarter and that resources should be invested to allow the Peer Coach program to last for the entirety of the 2021-22 academic year. "My first quarter would've been really different without my peer coach. A lot of the things that keep me connected with others during my first quarter at UWB are because of the help and support my peer coach has been giving. I would've made fewer connections and have less initiative if peer coaches weren't a thing." -'20 first-year student Without the Peer Coach Program, UWB students don't have access to a cohort of trained peers who can encourage development around self-awareness, growth mindset, and the resiliency needed to overcome personal struggles in order to thrive during their college experience. By utilizing Peer Coaches, students will increase their self-efficacy and determination as they identify their personal goals and create intentional personal and academic plans.

### Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

### Q10. What on your request is new or has changed?

### Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

The funding from SAF would grow our program for two additional quarters and open coaching to all students instead of just first-years. By opening the program to an additional 4,000 students, OTP hopes to create a culture of resiliency, inclusivity, reflection, goal setting, academic achievement, and belongingness on campus. We hope to not only support students who are facing challenges academically and socially, but to elevate those who are already thriving. In addition to extending the duration Peer Coaches work and increasing students' access to them, OTP is currently working with FYPP to align aspects of the Discovery Program with the Coaching Program. The partnership would support the roll out of meta majors and provide supplemental programming focused on connecting students with peers, faculty, and staff that can best assist their academic success and career trajectory.

### Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

In fall 2019, the Peer Coaching program only took place in fall quarter and 63% (524) of first year students made use of their assigned Peer Coach. While our numbers for fall 2020 are slightly lower (403) we believe this is due to the shift to virtual programming. Winter and spring 2021 will be the first year the Peer Coaching program is available to all UWB students. With 17 continuing Peer Coaches, we hope to serve approximately 900 students per quarter while remaining online. The funding from SAF will allow Peer Coaches to continue working with all UWB students winter and spring quarter 2022. With the ability to plan for these additional months, OTP can hire Peer Coaches for a full academic year and increase our staff to 25 coaches. This would result in a projected service of 1,800 students per quarter during winter and spring 2022. As this is a new extension of our program, OTP is currently planning assessment metrics for winter and spring 2021. Categories will include sense of belongingness, utilization of campus resources, retention rates, and academic success. Survey results from 2020's first-year cohort show positive trends in these sectors. • 98% of students surveyed said they Agreed or Strongly Agreed that their Peer Coach made them feel welcomed to UWB. • 98% of students surveyed said they Agreed or Strongly Agreed that their Peer Coach referred them to helpful campus resources or organizations. • 85% of students surveyed said they Agreed or Strongly Agreed that their Peer Coach helped them set and achieve goals.

### Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

### Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

Graduate Assistant: Supports the Program Manager with Peer Coach supervision and development as well as training and facilitation. The graduate intern will manage the New Student Networks and plan monthly events around three pillars of the Peer Coach Program. Without the Graduate Assistant, there would be no training, development, or management of Peer Coaches during spring quarter. Peer Coaches: Implement a researched coaching model to support all UWB students through one-on-one coaching sessions. They work with campus partners to connect students to relevant resources and provide individualized support. Session notes, alerts, and cases are all housed in Navigate in order to provide a holistic picture of a student's journey through the university. Coaches utilize effective communication skills to foster a trusting and empowering relationship with students.

### Q17. Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

During winter and spring quarters, OTP will develop programming around either New Student Networks, identity-based groups led by Peer Coaches, or meta majors (if the university moves in that direction), to connect these cohorts to relevant campus partners. The purpose would be to create access to targeted resources and help students find meaningful communities.

Q18.

#### Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

Q19.

#### Printing & Photocopying

- Note printing and photocopying expenses

Printing and photocopying will be used to generate awareness around the New Student Network or Meta Major events.

Q20.

#### Office Supplies

- Note office supply expenses

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

- Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).

- Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: <https://www.uwb.edu/finance/food-approvals>

- Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable health and

safety and per diem rates for meals. The per diem rates are available at the following link:  
<http://finance.uw.edu/travel/meals#perdiem>

**Q25. Transportation and Travel**

- Describe the type of travel you are requesting (i.e in-state/out of state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel.
- Note: Include professional development related travel in the professional development category.

**Q26. Professional Development**

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

**Q28. Promotional Items**

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

**Q29. Operations**

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
- Phone lines should be calculated at \$10 per line per month

**Q30. Uniforms**

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

**Q31. Other**

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

**Q32.**

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

\$216,650

**Q33.**

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet. Please download the spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to [safuwb@gmail.com](mailto:safuwb@gmail.com) by 5pm on January 7, 2020.

