Staffing and Program Management
The EOPS program shall be staffed by a certificated full-time director, counselors, outreach specialist, and other support staff approved by the governing board of the Cabrillo College District.

Program Director: The college shall employ a full-time EOPS director to directly manage and coordinate the daily program operations and services. The director shall supervise the staff assigned to perform EOPS activities.

Counselors: The program shall provide counseling services at a minimum of three contact sessions to each student each semester. A first initial contact is necessary to begin developing an educational plan and to review a contract with each student.

Outreach Specialist: The college shall provide outreach and recruitment services to identify EOPS eligible students and facilitate their enrollment.

Advisory Committee
The EOPS program shall have an Advisory Committee appointed by the EOPS director. The purpose of the advisory committee is to assist the program in developing and maintaining effective services. The committee should include representation from college personnel, EOPS students, local high schools, community and business sectors and four-year colleges. The committee shall meet at least once during the year.

Eligibility Criteria
Students must:
- Be a resident of California or determined to have AB540 status.
- Be enrolled full-time (12 units minimum) when accepted into the EOPS program. The EOPS director may authorize up to 10% of EOPS students accepted to have fewer than 12 units but not fewer than nine units.
- Have fewer than 70 degree applicable units.
- Be eligible to receive the Board of Governors A or B waiver.

Priority in serving students enrolled at the college shall be:
- Continuing EOPS students with the lowest income.
- Continuing EOPS students transferring from another EOPS program.
- First-time EOPS students with the lowest income and fewer than 50 degree applicable units.
- First-time EOPS students in other support service programs.
Chapter Six: Student Services and Operations

Services
The EOPS Program will offer the following services:

- Orientation to familiarize EOPS students with the program and services, college procedures, and student support services. This is a supplement to the college’s orientation required of all new students.
- Registration assistance for priority enrollment if eligible.
- Referral to basic skills instruction through Counseling and Guidance classes.
- Workshops such as parenting, financial literacy, nutrition, four-year transfer, and other topics as determined relevant and needed for student success.
- Academic survival kits (school supplies).
- Assistance for admissions application fee waivers.
- Four-year university transfer assistance.
- Book vouchers.
- Direct aid through financial aid grants.
- Comprehensive educational plans.
- A minimum of three counseling sessions per semester.

CARE (Cooperative Agencies Resources for Education)
The CARE program provides services to EOPS students who are single parents receiving CalWORKs benefits. In addition to the EOPS services, CARE students may be eligible to receive grants to offset the cost of childcare, meal cards, gas cards, school supplies and other over and above expenses.

Documentation and Data Collection
The EOPS program maintains a complete file for each student. Every student enrolled in the program is documented through the CCC Chancellor’s Office MIS system. A yearly Program Plan and Budget is submitted to the CCC Chancellor's office electronically through SSARCC (Student Services Automated Reporting for Community Colleges) for approval. The program outlines the plan in supporting the goals of the college through the continuous development and assessment of the Student Learning Outcomes.

Program Evaluation
The program participates in two evaluation processes designed by the CCC Chancellor's Office and the college. The Chancellor's Office evaluation can include on-site operational reviews, audits, and measurements of student success. It can additionally include a review of the Program Plan and budget per the Chancellor’s Office guidelines. The District's process includes a plan on a six-year cycle, an annual updates of goals, and the annual assessment of student learning outcomes.

Reference: Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.

Approved by Student Services Council April 17, 2013