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Department of External Relations

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December 14, 2023

Dear Community Partner or CSU Campus,

The California State University (CSU), Office of the Chancellor is pleased to offer the 2024 CSU Summer Algebra Institute (SAI), a four-to five-week in-person and virtual math enrichment program for rising 8th – 12th grade students. Participants will learn skills and techniques to improve their knowledge of mathematics and quantitative reasoning. The SAI program aligns with CSU's ambitious [Graduation Initiative 2025](#) goals that aim to increase graduation rates for all CSU students while eliminating equity gaps.

One primary goal of the program is to positively improve college readiness, particularly in mathematics and quantitative reasoning ability. Credentialed math instructors will teach the course content with EdReady curriculum, an adaptive online application for math readiness that designs a personalized learning path to fill students' knowledge gaps. In addition, students will participate in team learning activities, STEAM projects, "college knowledge" workshops and in-person or virtual CSU campus tours.

Approved 2024 SAI sites will receive the following support:

- \$30,000 in funding for qualified sites
- Program administration training for site coordinators and math instructors
- Learning community check-ins via webinar/conference calls to support successful program outcomes
- Support from the Office of the Chancellor to partner with local CSU campuses

Without question, improving college readiness will require effective partnerships with community organizations and faith-based allies. The Office of the Chancellor welcomes your partnership as a participant in the 2024 Summer Algebra Institute. Enclosed is the 2024 CSU Summer Algebra Institute Site Application Packet. Please review, complete, and return by February 9, 2024, to csuexternalrelations@calstate.edu. Please contact Khadija Bilal at (562) 951-8414 kbilal@calstate.edu if you have additional questions.

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

2024

Summer Algebra Institute
Host Site Application Packet

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Program Purpose and Overview

Purpose

The purpose of this application is to invite proposals from CSU campuses and qualified organizations interested in hosting the CSU 2024 Summer Algebra Institute (SAI), a four to five-week math enrichment program for rising 8th – 12th graders. The goal of SAI is to improve mathematics and quantitative skills among college-bound students. In partnership with a local CSU campus, sites will also provide students with financial aid workshops, college admissions support, and CSU campus engagement tours.

About the CSU

The Office of the Chancellor serves as the headquarters of the California State University (CSU), the nation's largest four-year public university system. Across 23 campuses, the CSU educates nearly 480,000 students, more than half are students of color. With nearly a third of students being the first in their families to attend college and nearly half being federal Pell Grant recipients, the CSU is nationally known as an engine for social mobility. Notably, CSU campuses ranked among the top universities for social mobility. Nearly two-thirds of CSU campuses placed in the top 20 of CollegeNET's 2022 [Social Mobility Index](#). The CSU provides more than half of all undergraduate degrees earned by California's Latinx, African American and Native American students, who are historically underrepresented in higher education.

CSU's Commitment to Access and Equity

CSU's Graduation Initiative 2025 aims to help more of these students earn degrees. With the ambitious goals of Graduation Initiative 2025, the CSU is committed to strengthening academic preparation, improving access, and addressing equity gaps to ensure that all students have an opportunity to earn a college degree regardless of their ethnicity, financial circumstance, or status. Although important strides in improving college readiness among traditionally underserved communities have been made, nearly half of African American and Latinx students admitted to the CSU arrive underprepared for college-level math courses. By making strategic policy changes and helping students build a comprehensive academic foundation, programs like SAI can help ensure that more students are not only eligible for admission, but also prepared for college-level coursework beginning on their first day. For more information about the California State University visit www.calstate.edu.

Schedule of Events

Application Opens: December 14, 2023

Informative Webinar: January 18, 2024, at 1:00 p.m.

RSVP at: [Webinar Registration - Zoom](#)

Deadline for Submission: February 9, 2024, at 5:00 p.m.

Application Review: February 9 to March 1, 2024

Notice of Intent to Award: No later than March 7, 2024

Program Director / Coordinator Virtual Training I: March 15, 2024, at 10:00 a.m.

Award Disbursements: An award in the amount of \$30,000 will be made in two installments of \$15,000 by May 20, 2024, and by July 15, 2024

Program Start Date: June 10, 2024 (subject to change based on local school district schedule)

For Questions

Contact the Department of External Relations at:

E-Mail: csuexternalrelations@calstate.edu

Phone: 562-951-4608

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL BE WAITLISTED

Program Structure

The components outlined below are important for improving the success of the program and the ability to demonstrate effectiveness. There will be two mandatory trainings, the first will take place virtually on **March 15, 2024**, for site coordinators and the second will take place in-person on **May 18, 2024**, for both math instructors and site coordinators to gain detailed instructions on program implementation. Math instructors are also required to attend a mid-program check-in meeting on **June 28, 2024**.

1. [EdReady](#) is an adaptive online application for college math readiness that assesses competency and designs a personalized learning path to fill knowledge gaps. Instructors will use the data reports generated by EdReady to support class-based learning.
2. [Ed Ready Diagnostic Assessment](#) assesses skill level in foundational topics necessary for success in California Common Core entry-level high school mathematics courses. An EdReady pre- and post-assessment will be administered to measure student proficiency levels and monitor improvement over the six-week program. The diagnostic will identify specific knowledge gaps for the following competencies:
 - a. Data Analysis, Probability and Statistics
 - b. Decimals, Percent's, and Absolute Values
 - c. Exponents, Square Roots, and Scientific Notation
 - d. Fractions
 - e. Functions and their Representations
 - f. Geometry
 - g. Integers
 - h. Linear Equations and Inequalities

3. Science Technology Engineering Art Mathematics (STEAM) activities will be employed to supplement classroom instruction and reinforce the real-life application of mathematics. Sites can select from sample activities provided or employ alternative STEAM activities. Some examples include but are not limited to: gaming software, drone programming, coding, case-studies, STEAM career exploration, etc.

4. Culturally relevant curriculum is encouraged to help students contextualize math genius and social application using inclusive historical and cultural references to support a sense of belonging in STEAM majors and professional fields.

5. College knowledge activities will be incorporated in the program to support a successful transition from high school to college. Activities can include but are not limited to:

- a. Creating a college planner
- b. CSU campus engagement
- c. Major and career exploration
- d. FAFSA completion and financial aid awareness

6. CSU Activities

- a. Sites will receive support from the Office of the Chancellor to facilitate a formal partnership with a local CSU campus
- b. Campus tours will be facilitated as a condition of the partnership between the local CSU campus and host site
- c. A CSU workshop on admissions and financial aid will be offered to students and families by the partner campus

Staff Requirements

Site Coordinator

The primary role of the site coordinator is to oversee the administration and implementation of the CSU SAI program. To ensure proper oversight, the position requires full-time availability during all phases of the SAI program. Sites may fulfill this requirement by assigning a resident employee to the position or by hiring a temporary employee. The Site Coordinator will interface directly with CSU staff, math instructors and CSU campus points of contact to facilitate all aspects of the program.

Overall Responsibilities

Administration

- Manage the program budget and payroll
- Maintain accurate financial records
- Submit the required assessment reports to the Office of the Chancellor upon request

Recruitment

- Conduct outreach with local schools, churches, and community-based organizations to invite student participation
- Recruit and hire math instructors, tutors, and other staff as necessary

Other Duties

- Oversee and manage all aspects of the SAI program
- Organize orientation and culminating ceremony/programs
- Plan and facilitate college readiness activities
- Continuous and effective communication with parents and families
- Communicate and coordinate with the local CSU campus
- Liaise between site staff and the Office of the Chancellor to share information and communicate issues as necessary

Qualifications

- Bachelor's or post-Baccalaureate degree
- Supervisory or administrative experience in social and/or academic program operations

Experience working with K-12 students preferred.

Math Instructor

The certified math instructors are responsible for the delivery of all program components and supplemental activities. While a selection of STEAM activities will be provided, instructors are encouraged to be creative in finding other activities for students. Further, math instructors will work collaboratively with the site coordinator to fulfill reporting requirements and resolve any issues that may arise.

Live Instruction and Activities

- Use data reports generated by EdReady to support instruction and small group activities
- Facilitate STEAM projects that help students exercise math concepts and support interest in STEAM majors and professional fields
- Facilitate culturally relevant projects that help students see themselves in STEAM fields
- Support college knowledge activities

Data Collection

- Administer EdReady pre- and post- assessments and Mindset reflection exercises
- Use EdReady data reports to guide student learning

Other Duties

- Oversee curriculum implementation
- Assist in organizing the SAI culminating ceremony

Qualifications

- Bachelor's or post-Baccalaureate degree
- Teaching credential in Mathematics
- 3 or more years of teaching experience
- Knowledge of college admissions requirements

Organizational Qualifications/Requirements

Qualifying organizations must meet the following minimum qualifications/requirements:

1. A non-profit organization, operating for 3 or more years, that offers K-12 educational programming.
2. Have the ability to dedicate staffing and facilities for a five-week summer program without interruption.
3. Recruit and retain a minimum of 50 high school students (rising 8th thru 12th graders) through a structured application process with common criteria.
4. (In-person programs) Have established computer facilities capable of hosting a minimum of 25 students at a time.
5. (In-person programs) Classroom facilities large enough to host all on-site activities, with appropriate social distancing.
6. Provide or hire staff to meet program needs.
7. Keep accurate records for reporting purposes.
8. Facilitate a minimum of one-off site activity at a CSU campus.

Term

The SAI program will occur for a period of approximately six weeks with an approximate start date of June 10, 2024. In addition, site coordinators and math instructors will be required to attend program administration training and a program debrief in August 2024.

Evaluation and Selection Criteria

Applicants will be evaluated based on the program qualifications and requirements. Eligible sites will receive an interview and site visit in the timeframe specified in the schedule of events. All sites will be notified in writing by March 7, 2024.

Award of Contract

The CSU Office of the Chancellor will award up to 15 sites that comply with all program requirements. A "Notice of Selection" will be sent to the selected applicant(s) by March 7, 2024.

Summer Algebra Institute 2024

SITE APPLICATION

Please complete all sections of the application and submit the documents by February 9, 2024. Use the application checklist to ensure all components of the application are completed and included for submission.

Application Checklist:

- _____ Cover Page
- _____ Organizational Summary
- _____ Acknowledgment of Eligibility
- _____ Survey

Submissions will be accepted electronically, send all the items listed above in a single PDF to csuexternalrelations@calstate.edu by no later than February 9, 2024.

Cover Page

Date Submitted: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Phone: (____) _____ - _____

Primary Contact: _____

Title: _____

Phone: (____) _____ - _____

Email address: _____

Address (if different from above): _____

City: _____ State: _____ Zip: _____

Organizational Summary

Provide a brief overview of your organization's purpose and describe significant activities such as programs, initiatives, and/or services.

Have you previously hosted/offered programs that served 8th -12th grade students? If yes, please provide detail on the programs; include program goals, number of students served and outcomes.

Acknowledgement of Eligibility

Please initial next to each requirement, certifying that your organization will:

- _____ Provide dedicated staffing and facilities for a 5-week summer program without interruption
- _____ Attend mandatory pre-program training
- _____ Attend mandatory post-program debrief
- _____ Administer all of the required program testing, assessments, and curriculum
- _____ Recruit a minimum of 50 high school students (rising 8th thru 12th graders) through a prescribed application process
- _____ (In-person programs) Have established computer facilities capable of hosting a minimum of 25 students at a time
- _____ (In-person programs) Provide classroom facilities large enough to host all on-site activities, with appropriate social distancing
- _____ (Virtual programs) Set up a virtual classroom platform for a minimum of 50 students
- _____ Provide or hire staff to meet program needs
- _____ Keep accurate records for reporting purposes
- _____ Facilitate a minimum of one off-site activity
- _____ Establish a partnership with a local CSU campus

___ By checking this box, _____ acknowledges the organizational requirements for hosting a Summer Algebra Institute Math Enrichment Program and hereby certifies that _____ meets or exceeds all of the criteria.

2024 Summer Algebra Institute Plan

We would like to know more about your plan for the 2024 Summer Algebra Institute.

1. Do you currently have candidates for the math instructor positions?

Y / N

2. Do you currently have candidates for tutoring positions?

Y / N

3. Do you currently have candidates for the site coordinator position?

Y / N

4. Will this funding be used to enhance an existing academic program?

Y / N

If so, please describe the program in more detail:

5. Briefly outline how you plan to recruit students for 2024 SAI program:

6. How many students do you estimate you will recruit to attend the 2024 SAI program? _____

Grade Levels: _____

7. What STEAM opportunities would you offer in your 2024 Summer Algebra Institute program if you are selected as a host site?

8. How many students does your organization serve annually? _____
Grade levels: _____