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Dear Community Partner,

The California State University (CSU), Office of the Chancellor is pleased to offer the 2025 CSU Summer Algebra Institute (SAI), a five-week in-person math enrichment program for rising 6th – 10th grade students. Participants will learn skills and techniques to improve their knowledge of mathematics and quantitative reasoning. The SAI program aligns with CSU's 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 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 CSU campus tours.

Approved 2025 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

Improving college readiness will require effective partnerships with community organizations and faith-based allies, and the Office of the Chancellor welcomes all submissions for participation in the 2025 Summer Algebra Institute Program. For more information about the Summer Algebra Institute, please see continue reading.

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

2025

Summer Algebra Institute Host Site Application Packet

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 2025 Summer Algebra Institute (SAI), a five-week math enrichment program for rising 6th – 10th 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 important information on the CSU, college-going resources, and campus engagement tours.

CSU's Commitment to Access and Equity

CSU's Graduation Initiative 2025 aims to help more of these students earn degrees. With the 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 background. 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: Monday, November 4, 2024

Informative Webinar: Thursday, December 12, 2024, at 1:00 p.m. PST

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

Deadline for Submission: Friday, January 10, 2025, by 4:00 p.m. PST

Notice of Intent to Award: Thursday, February 20, 2025, via email

Complete the SAI Plan: Monday, March 10, 2025, by 4:00 p.m. PST

Site Coordinator Virtual Training: Thursday, March 13, 2025, at 10:00 a.m. PST

Tentative Program Schedule Submission: Wednesday, May 14, 2025, by 4:00 p.m. PST

In-Person Site Coordinator & Math Instructor Training **[MANDATORY]:** Saturday, May 17, 2025

Award Disbursements: An award in the amount of \$30,000 will be made in two installments of \$15,000 by May 28, 2025, and by July 9, 2025 (pending ACH verification).

Program Dates: Start date dependent upon local school district calendar. Program must close by Friday, August 1, 2025.

Enrolled Student Roster Submission: End of Week 1 of SAI Program.

Post-Program Debrief: Thursday, August 28, 2025, at 4:00 p.m. PST

For Questions

Contact the Department of Strategic Partnerships & Student Success Initiatives at:

E-Mail: csuexternalrelations@calstate.edu

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 13, 2025**, for site coordinators and the second will take place in-person on **May 17, 2025**, for both math instructors and site coordinators to gain detailed instructions on program implementation.

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. An EdReady pre- and post-assessment will be administered to measure student proficiency levels and monitor improvement over the five-week program.

2. 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.

3. 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.

4. College knowledge activities will be incorporated in the program to support a successful transition from high school to college.

5. CSU Campus Tour

- a. Sites will receive support from the Office of the Chancellor to facilitate a formal partnership with a local CSU campus
- b. Campus staff or self-guided tours will be facilitated to give students an inside look at academic programs, student life, and campus resources offered at the CSU

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

Administrative

- 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

- Minimum bachelor's degree required
- Supervisory or administrative experience in social and/or academic program operations
- Experience working with K-12 students preferred.

Credentialed Instructor

The credentialed 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, 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

- Confirmation that he/she has received Mandated Youth Protection Training
- Minimum bachelor's degree required
- Provide (1) professional reference
- Elementary Education Credential, Math Credential, or Graduate Student in progress of Credential Program

Organizational Qualifications/Requirements

Qualifying organizations must meet the following minimum qualifications/requirements:

1. College Access Programs, operating for 3 or more years, that offers K-12 educational programming.
2. Program required to have General Liability, Sexual Abuse, and Molestation insurance coverage.
3. Confirm program staff and volunteers will have received Mandated Youth Protection training.
4. Have the ability to dedicate staffing and facilities for a five-week summer program without interruption.
5. Recruit and retain a minimum of 50 students (rising 6th - 10th graders) through a structured application process with common criteria.
6. Have established computer facilities capable of hosting a minimum of 25 students at a time.
7. Classroom facilities large enough to host all on-site activities.
8. Ability to hire full staff to meet program needs.
9. Keep accurate records for reporting purposes.
10. Facilitate a minimum of one off-site activity at a CSU campus.

Term

The SAI program will occur for a period of **five weeks** and end by **August 1, 2025**. In addition, site coordinators and math instructors will be required to attend the in-person training on May 17, 2025, and a program debrief on August 28, 2025.

Evaluation and Selection Criteria

Applicants will be evaluated based on the program qualifications and requirements. Selected sites will receive an interview and site visit in the timeframe specified in the schedule of events. All sites will be notified via email by February 20, 2025.

Award of Contract

A "Notice of Selection" will be sent to the selected applicant(s) by February 20, 2025.