

CORE SERVICE	Provided? (Y/N)	Are we meeting the SSSP Core Service expectations and requirements?	Y/N	How are we meeting expectations/requirements? (Evidence)	What are the gaps?	IP? (Y/N)	Expected Target Date	Resources Needed
		<ul style="list-style-type: none"> Program Information 	Y	Program information handbook, discussion during orientation	Handbook needs to be updated online Class registration process is not used in detail.	N	Winter 2015	Update of brochure and link to online information
		<ul style="list-style-type: none"> Support services information and access, including career development, counseling, and educational planning 	Y	Program information handbook, discussion during orientation				
		<ul style="list-style-type: none"> Facilities information 	Y	Program information brochure, discussion during orientation				
		<ul style="list-style-type: none"> Academic Expectations, including progress and probation standards 	Y	Program information brochure, discussion during orientation				
		<ul style="list-style-type: none"> College and program policies and expectations 	Y	Program information brochure, discussion during orientation				

				Important dates are listed and reviewed in the brochure during orientation				
		<ul style="list-style-type: none"> Academic calendar Registration information 	Y/N	Discussed during orientation	Missing academic calendar Is provided, but not written in detail in brochure	N	Winter 2015	Add link to College Calendar and provide for students if they want it Add link to online program information
		<ul style="list-style-type: none"> Other information 	Y	Info included: College info, guidelines/policies. Medi-Cal, general assistance, privacy, Campus Map, ID & parking, Transcript fees. Informed of all necessary information to begin the program				
		<ul style="list-style-type: none"> Mandatory 	Y					

Commented [MA1]: Is this enough? Website?

Assessment		<ul style="list-style-type: none"> Computational 	N/A		Not needed for AD program			
		<ul style="list-style-type: none"> EL proficiency 	Y	CASAS				
		<ul style="list-style-type: none"> Study Skills 	Y	Study Skills Course, PLATO software				
		<ul style="list-style-type: none"> Career Assessment 	Y	Upon students' request or staff referral. Myers-Briggs, COPS, Eureka, Career Café	Not all students need to or want to participate. Already on a career path; logistics are an issue for administering and interpreting results	Y	Fall 2015	Include it in the curriculum
		<ul style="list-style-type: none"> Multiple ways of assessing 	Y	TABE CASAS Mt. SAC Placement Tests Transcripts		N	Pending	
		<ul style="list-style-type: none"> College and Career readiness standards 	Y	Embedded in curriculum, counselor appointments; have no control over content.		N	NA	

Commented [MA2]: Required for all programs; we'll have to figure out how to include this

		<ul style="list-style-type: none"> Mandatory 	NA	Assessments are required to begin AHSD program, while others are offered while student is IP;			NA	
					gaps	In progress	Target date	Resources needed
Educational Plan		<ul style="list-style-type: none"> Electronic 		<p>Preliminary Credit Check/Graduation Contract on the ABE database</p> <p>Ed Plan is road map; description of an educational pathway that leads to a completion of an educational or career goal. It has to have a timeline, plan semester by sem or by year;</p>	Need to develop road map	Y	Fall 2015	<p>Database updated as needed</p> <p>Omi will create a student to see how it prints out</p>
		<ul style="list-style-type: none"> Educational goal (certificate, skills, transition) 		Subject certificates, the Adult Diploma certificate, we provide basic skills, AHSD team assists in transition of student to various post-secondary goals		Y	Fall 2015	
		<ul style="list-style-type: none"> Career goal/course of study (specifics/courses) 		Career Symposium, career counseling, Planning & Guidance class (Career College Planning), Career Exploration &	Frequency and availability of class taken as needed	Y	Jan 2015	

Commented [MA3]: We should define an "ed" plan. PCC and grad contract are a counseling resource. Some work needed.

Commented [MA4]: Yes, AD certificate4

Commented [MA5]: Not necessary on ed plan

				Job Prep Workshops				
		<ul style="list-style-type: none"> Provision of information so student can make an informed choice 		Program Information Brochure showing information on which program to select (HSE, diploma, credit) faculty advisement	Update the language	Y	Winter 2015	
		<ul style="list-style-type: none"> Provided to students on probation/progress stage 		Progress Policy	NA			
		<ul style="list-style-type: none"> Mandatory 			Needs to be Part of initial enrollment; needs to be in handbook, website, all documents, video	Y	Spring 2015	

Commented [MA6]: We need discussion on this to decide how this will look – video?