Student Success and Support Program
Plan Review 2015-16

College Name: **Mt. San Antonio College**

Team #:   Reviewer #:

Directions: When reviewing the plans (Credit or Noncredit), focus on reading each section holistically based on compliance with title 5 and the SSSP Handbook. As a guideline, the rubric below contains the key elements required in each section. Please give each plan section a score. For example, Planning, Orientation, and Assessment/Placement should **each** receive **one** score of 1, 2, or 3, as follows:

  1 – Provides complete description, describes sound practice and appears to meet standards
  2 - Needs improvement; provides inadequate description or is missing key elements
  3- Evidence of compliance concerns or is incomplete/non-responsive per title 5, handbook

Note any compliance issues and the corresponding page number in the last column. It is especially important to note any budget issues, including whether the staff, activities, and expenditures in the plan narrative match the budget plan.

Please include any questions or comments that will help the college improve their plan in the future. Please also be sure to note any best practices.

Once each team member has completed the reviews, please discuss your comments with your team and provide an overall recommendation on the last page of this rubric. Please upload the completed rubric to the appropriate rubrics folder (i.e., Credit SSSP or Noncredit SSSP) on Dropbox.

Note that Noncredit SSSP should serve students in the following areas:
- Elementary and Secondary Basic Skills
- English as a Second Language
- Short-Term Vocational
- Workforce Preparation

You may read the plans outside of our meeting room; however, please do not discuss scores with anyone outside of the teams. Please delete, destroy or turn in to CCCCO staff any paper or electronic documents for this review.

Planning	1	2	3	Comments	Compliance Issue/Page #
• ~~Planning process for updating 2015-16 plan~~ • ~~Considerations for changes made in 2015-16~~ • ~~Coordination with other colleges in district, other plans and campus efforts~~ • ~~Student profile~~ • ~~Partnerships for core services~~				N/A	

Core Services: Orientation	1	2	3		Compliance Issue/Page #
• ~~Adjustments made to orientation based on 2014-15 plan~~ • Number of students provided orientation services in 2014-15 • Percentage of target population served • ~~Steps taken to reduce unmet need or increase participation~~ • Process, timing and topics discussed (see title 5 mandates) including programs on campus sexual violence • Technology use and on-line orientation services offered • Staffing (matches those listed in budget plan) • Funding sources (matches those listed in budget plan)	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	

Core Services: Assessment/Placement	1	2	3	Comments	Compliance Issue/Page #
• ~~Adjustments made to assessment based on 2014-15 plan~~ • Number of students provided assessment in ~~2014-15~~ • Percentage of target population served • ~~Steps taken to reduce unmet need or increase participation~~ • Overview of test process, including timing, and test preparation available • Assessment test(s) for placement into English, math, and ESL • Approval granted for tests from CCCCO • Disproportionate impact and consequential validity studies conducted • Multiple measures used • Policy on acceptance of student assessment results from external colleges or programs • Availability of re-take and recency policies • Staffing (matches those listed in budget plan) • Funding sources (matches those listed in budget plan)	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	

Core Services: Counseling, Advising, and Other Education Planning Services	1	2	3	Comments	Compliance Issue/Page #
• Adjustments made to counseling, etc. based on 2014-15 plan • Number of students provided these services in 2014-15 • Percentage of target population served • Steps taken to reduce unmet need or increase participation • Academic or paraprofessional advising • Processes, timing, and delivery methods for counseling, advising and other education planning services (drop-ins and wait time) • ~~Assistance for students to develop an abbreviated education plan; scope and content of the plan~~ • Assistance for students to develop a comprehensive education plan; scope and content of the plan • Assistance for students to develop a noncredit education plan; scope and content of the plan • Technology tools used • Staffing (matches those listed in budget plan) • Funding sources (matches those listed in budget plan)	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	

Core Services: Follow-up for At-Risk Students	1	2	3	Comments	Compliance Issue/Page #
• ~~Adjustments made to follow-up services based on 2014-15 plan~~ • Number of students provided these services in ~~2014-15~~ • Percentage of target population served • Steps taken to reduce unmet need or increase participation • Services available, strategies, and delivery methods • Notification process for providing services and identifying at-risk students • *~~Involvement of instructional faculty in monitoring student progress and in early alert systems~~* • Staffing (matches those listed in budget plan) • Funding sources (matches those listed in budget plan)	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	

Other SSSP/Match Expenditures	1	2	3	Comments	Compliance Issue/Page #
• Institutional research directly related to SSSP Services • Expenditures for institutional research Expenditures not previously accounted for in prior sections, e.g., Admissions and Records, Transfer and Articulation Services, Career Services,	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	

	1	2	3	Comments	Compliance Issue/Page #
Institutional Research (unrelated to SSSP), instructionally funded tutoring and supplemental instruction cost for at-risk students (matches those listed in budget plan)					
Exemption Policy	**1**	**2**	**3**	**Comments**	**Compliance Issue/Page #**
• Process for exempting students from SSSP-required services in accordance with title 5 section 55532 • Percentage of students exempt (listed by category)	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
Appeal Policy	**1**	**2**	**3**	**Comments**	**Compliance Issue/Page #**
• Student appeal policies and procedures.	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	•
Prerequisite & Corequisite Procedures	**1**	**2**	**3**	**Comments**	**Compliance Issue/Page #**
• Procedures for establishing prerequisites and corequisites in accordance with title 5 section 55003 and procedures for student challenges.	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
Professional Development	**1**	**2**	**3**	**Comments**	**Compliance Issue/Page #**
• Plans for faculty and staff development related to SSSP	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
Attachments	**1**	**2**	**3**	**Comments**	**Compliance Issue/Page #**

	1	2	3	Comments	Compliance Issue/Page #
• Attachment A, *Student Success and Support Program Plan Participants* • Attachment B, *Organizational Chart* • Attachment C, *SSSP Advisory Committee* • Other	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
Budget Plan: Expenditures	**1**	**2**	**3**	**Comments**	**Compliance Issue/Page #**
• Orientation	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	.”
• Assessment	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
• Counseling/ Advising/Other Ed Planning	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
• Follow-up	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
• SSSP Research/ Coordination	1				
Budget Plan	**1**	**2**	**3**	**Comments**	**Compliance Issue/Page #**
• Orientation	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
• Assessment	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
• Counseling/ Advising/Other Ed Planning	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
• Follow-up	1			Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
• Coordination	1			Articulate, detailed and excellent data. Extremely informative report.	

			Should be a model plan.	
• SSSP Research	1		Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
• SSSP Technology	1		Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	
• Other Match	1		Articulate, detailed and excellent data. Extremely informative report. Should be a model plan.	

College Name: **Mt. San Antonio College**

Team # _   Reviewer:

Team Recommendation

1. ___**X**___ Recommend approval with no changes needed.
   Comments:

   This is a model plan! Should be shared statewide

2. _____ Recommend approval with minor changes or clarifications. Please reference specific issues and page from plan.
   Comments:

3. _____Recommend non-approval; suggest major revisions. Please reference specific issues and page from plan. Comments:

4. General observations and/or summary of reviewer. These comments will be provided to the college.