

**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 CCCC staff any paper or electronic documents for this review.

Planning	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> • 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 	X			<p>Great student profile data provided.</p> <p>Sounds like an innovative and proactive outreach program: "Mt. San Antonio College (Mt. SAC) has a comprehensive High School Outreach effort that partners with 51 feeder high schools in 12 local districts. The <u>Connect Four program provides core SSSP services to incoming high school students both at their high schools and at the college.</u>"</p>	

Core Services: Orientation	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> • 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) 	X			<p>Excellent job matching staffing and funding courses in Plan with Budget. Easy to verify information.</p>	

<ul style="list-style-type: none"> Funding sources (matches those listed in budget plan) 					
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Core Services: Assessment/Placement	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> 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 CCCCCO 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) 	X			<p>Best Practices: "Directions provided to students regarding the English and math Information Sessions are coordinated so that <u>students are able to prepare for both the English writing test and the math placement test.</u>"</p> <p>Wow!: "<u>95.3%</u> of new, first time students completed assessment during and outside of the July 1, 2014 to June 30, 2015 time frame in preparation for enrolling in either fall 2014, winter 2015, spring 2015 or summer 2015 terms." Great job!</p> <p>Sounds interesting: "One of the outcomes of the retreat was the development of the "Student Success Inventory," a survey of questions that, based on faculty research, <u>indicate a student's ability to be successful beyond an initial test result. The survey gathers multiple measures of information regarding the student's past academic history (e.g., high school GPA), life</u></p>	

				<u>situation, and the ability to undertake the rigor expected of college level courses.</u> All students complete the inventory prior to taking their assessment tests."	
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Core Services: Counseling, Advising, and Other Education Planning Services	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> • 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 	X			<p>Great idea: "A check list of SSSP Core requirements has been developed and implemented in the student portal <u>informing students whether they have completed an orientation, assessment, and an abbreviated or comprehensive education plan.</u>"</p> <p>Another great idea: "<u>Summer Transition Enrichment Program (STEP).</u> The STEP program invites new, first-time college students to take a summer counseling course (COUN 1 Introduction to College) <u>to assist their transition from high school to college.</u>"</p>	

<ul style="list-style-type: none"> • Technology tools used • Staffing (matches those listed in budget plan) • Funding sources (matches those listed in budget plan) 					
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Core Services: Follow-up for At-Risk Students	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> • 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 	X			<p>Good job on providing Follow up services to: 51.4% of undecided students 64.5% of basic skills students 97.1% of probation students</p> <p>Best practices: "Most recently, the <u>Early Alert system has been modified with IT support to enable all teaching faculty to refer students in their classes to the Counseling Center for academic, career and personal counseling.</u> A more robust Early Alert program is planned and under development."</p>	

monitoring student progress and in early alert systems <ul style="list-style-type: none"> • Staffing (matches those listed in budget plan) • Funding sources (matches those listed in budget plan) 				Staffing and Funding sources easily matched to budget plan. ☺	
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Other SSSP/Match Expenditures	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> • 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, Institutional Research (unrelated to SSSP), instructionally funded tutoring and supplemental instruction cost for at-risk students (matches those listed in budget plan) 	X			Interesting and detailed chart: "...sample list of research projects completed during the academic year 2014-15."	
Exemption Policy	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> • Process for exempting students from SSSP-required services in accordance with title 5 section 55532 • Percentage of students exempt (listed by category) 	X				

Appeal Policy	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> Student appeal policies and procedures. 	X				
Prerequisite & Corequisite Procedures	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> Procedures for establishing prerequisites and corequisites in accordance with title 5 section 55003 and procedures for student challenges. 	X				
Professional Development	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> Plans for faculty and staff development related to SSSP 	X				

Attachments	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> Attachment A, <i>Student Success and Support Program Plan Participants</i> Attachment B, <i>Organizational Chart</i> Attachment C, <i>SSSP Advisory Committee</i> Other 	X				
Budget Plan: Expenditures	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> Orientation 	X				
<ul style="list-style-type: none"> Assessment 	X				
<ul style="list-style-type: none"> Counseling/ Advising/Other Ed Planning 	X				

• Follow-up	X				
• SSSP Research/ Coordination	X				
Budget Plan	1	2	3	Comments	Compliance Issue/Page #
• Orientation	X				
• Assessment	X				
• Counseling/ Advising/Other Ed Planning	X				
• Follow-up	X				
• Coordination	X				
• SSSP Research	X				
• SSSP Technology	X				
• Other Match	X				

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

Team # _____

Team Recommendation

1. **X** Recommend approval with no changes needed.

Comments:

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.