

**Student Success and Support Program
Plan Review 2015-16**

College Name: De Anza

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			Diverse inclusion, wide participation.	

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) • Funding sources (matches those listed in budget plan) 	X			Very thorough descriptions and supported with data. Charts, tables and graphs are used effectively.	

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 CCCC • 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>College states, “disproportionate impact is reviewed at the beginning of each quarter. Consequential validity is done as part of the validation studies.” Vague as to the recency of the studies. Should specify as requested. Assume goodwill. (page 33) No mention of cut score validation.</p>	<p>Chancellor’s Office:</p> <ul style="list-style-type: none"> • Please address the issues identified in the “Comments” section in 2016-17 Plan and Budget.

Core Services: Counseling, Advising, and Other Education Planning Services	1	2	3	Comments	Compliance Issue/Page #
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<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 • Technology tools used • Staffing (matches those listed in budget plan) • Funding sources (matches those listed in budget plan) 	X	<p>SSSP comprehensive academic plan defined as at least quarters in DegreeWorks. It does not state that the plan is reviewed and/or approved by a counselor. (pg. 36)</p> <p>College uses email as online advising and plans to explore e-advising in 2015-16.</p>	
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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 monitoring student progress and in early alert systems • Staffing (matches those listed in budget plan) • Funding sources (matches those listed in budget plan) 	X			<p>Plan provided great detail with the exception of their early alert process. Instructional faculty is involved in identifying student progress but process and scope of the early alert program is unclear. (page 56)</p>	<p>Chancellor's Office:</p> <ul style="list-style-type: none"> • Please address the issues identified in the "Comments" section in 2016-17 Plan and Budget.

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 	X			<p>Note about template: The template asks for colleges to describe any institutional research directly related to SSSP but find that most colleges do not describe. Perhaps break that question out.</p>	<p>Chancellor's Office:</p> <ul style="list-style-type: none"> • Please address the issues identified in the "Comments" section in 2016-17 Plan and Budget.

and supplemental instruction cost for at-risk students (matches those listed in budget plan)					
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			Love that the college has an Office of Equity, Social Justice, and Multicultural Education	
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			SSSP Plan participants looks to be a good cross section for the team but could add a student or two (Attachment A)	
Budget Plan: Expenditures	1	2	3	Comments	Compliance Issue/Page #
<ul style="list-style-type: none"> Orientation 	X			Page 24 check # of FTE and funding allocations on budget vs where the position is placed in the plan. Page 25 check funding totals in plan vs budget allocations.	Chancellor's Office: <ul style="list-style-type: none"> Please address the issues identified in the "Comments" section in 2016-17 Budget.
<ul style="list-style-type: none"> Assessment 	X			Page 35 check # of FTE And expenditure title/description in plan against budget.	Chancellor's Office: <ul style="list-style-type: none"> Please address the issues identified in the "Comments" section in 2016-17 Budget.
<ul style="list-style-type: none"> Counseling/ Advising/Other Ed Planning 	X			Page 45 check # of FTE and job titles against budget. Page 46 check funding sources in plan against budget	Chancellor's Office: <ul style="list-style-type: none"> Please address the issues identified in the "Comments" section in 2016-17 Budget.
<ul style="list-style-type: none"> Follow-up 	X			Page 57 check # of FTE against budget and check title of expenditure in plan against budget.	Chancellor's Office: <ul style="list-style-type: none"> Please address the issues identified in the "Comments" section in 2016-17 Budget.
<ul style="list-style-type: none"> SSSP Research/ Coordination 	X				
Budget Plan	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				
<ul style="list-style-type: none"> Follow-up 	X				
<ul style="list-style-type: none"> Coordination 	X				
<ul style="list-style-type: none"> SSSP Research 	X				
<ul style="list-style-type: none"> SSSP Technology 	X				
<ul style="list-style-type: none"> Other Match 	X			Page 58 check # of FTE in plan against budget, job titles and a few budget vs	

			plan allocations. Page 59 check expenditure items in plan against budget.	
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College Name: **Foothill-De Anza**

Team # _____

Team Recommendation

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

Comments:

The college plan is exemplary in their use of data and evidence to support planning/funding requests. The college appears to be progressing well in SSSP planning, implementation, and evaluation. The use of data in the plan was impressive.

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.