

## Dual Credit Proposal Review Rubrics SCWI 2016-17 Approvals

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The following dual credit programs will not be approved:

- new SHSM programs that are not replacing existing programs – student numbers must remain constant;
- eLearning and night school programs where the required rationales are not provided in the proposal;
- delivered at a secondary school with no trips to the college are planned (neither funding request nor rationale as to why no trips to the college);
- Level 1 programs for which the appropriate, signed form (MAESD Seat Purchase, SCWI Seat Purchase, College Oversight Attestation) is not received;
- only part of the Level 1 in-school training is included in the dual credit program or the Level 1 is proposed that extends for more than one school year. EA, CDP, DSW, CYW may continue to be delivered using a modular approach; the entire Level 1 program does not need to be included;
- programs where partners are not identified;
- programs where the necessary current college course and associated college course code are not identified as needed (e.g., “various” inserted in lieu of college course);
- team-taught programs delivered exclusively by a secondary school teacher; and
- programs specifically for adults (21 years and older).

### 1. Proposals - Existing Program Re-approvals Rubric

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
<b>Actuals vs approved dual credit students</b>	<ul style="list-style-type: none"> <li>• Significantly below the 2014-15 provincial average of 92%</li> <li>• Program significantly overfilled and no strategy included to address this issue</li> </ul>	<ul style="list-style-type: none"> <li>• At or within 10% of the 2014-15 provincial average of 92%</li> <li>• Proposal includes sound strategies for improvement where actual vs approved number is above or below average</li> </ul>	<ul style="list-style-type: none"> <li>• Above the 2014-15 provincial average of 92%</li> <li>• Proposal includes sound strategies for improvement where actual vs approved number is below average</li> </ul>

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
<b>Dual credit student retention rate</b>	<ul style="list-style-type: none"> <li>Significantly below the 2014-15 provincial average of 89%</li> </ul>	<ul style="list-style-type: none"> <li>Below the 2014-15 provincial average of 89%</li> <li>Proposal includes sound strategies for improvement where retention rate is significantly below average</li> </ul>	<ul style="list-style-type: none"> <li>At or above the 2014-15 provincial average of 89%, or program has a very low number of students, which impacts the percentage</li> <li>Proposal includes sound strategies for improvement where retention rate is below average</li> </ul>
<b>Dual credit student success rate</b>	<ul style="list-style-type: none"> <li>Significantly below the 2014-15 provincial average of 91%</li> </ul>	<ul style="list-style-type: none"> <li>At or within 10% of the 2014-15 provincial average of 91%</li> <li>Proposal includes sound strategies for improvement where success rate is significantly below average</li> </ul>	<ul style="list-style-type: none"> <li>At or above the 2014-15 provincial average of 91%, or program has a very low number of students, which impacts the percentage</li> <li>Proposal includes sound strategies for improvement where success rate is below average</li> </ul>
<b>Team-taught dual credits -- success in college course</b>	<ul style="list-style-type: none"> <li>Significantly below the success rate in secondary school course</li> </ul>	<ul style="list-style-type: none"> <li>Below the success rate in secondary school course</li> </ul>	<ul style="list-style-type: none"> <li>Aligns with the success rate in secondary school course</li> </ul>
<b>Main target group as identified by the RPT</b>	<ul style="list-style-type: none"> <li>Few students were reported as being in any of the three target groups</li> <li>Most of the students are not in the target group for which the program was designed</li> </ul>	<ul style="list-style-type: none"> <li>Most of the students were reported as being in one of the three target groups</li> <li>Rationale is provided if the majority of the students were not in the target group for which the program was designed</li> </ul>	<ul style="list-style-type: none"> <li>Most of the students were reported as being in the target group for which the program was designed</li> <li>Proposal includes sound strategies for improvement if the majority of students were not in the target group for which the program was designed</li> </ul>
<b>SHSM dual</b>	<ul style="list-style-type: none"> <li>Total number of</li> </ul>	<ul style="list-style-type: none"> <li>Total number of</li> </ul>	<ul style="list-style-type: none"> <li>Number of proposed</li> </ul>

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
<b>credits -- number of student participants (based on approved numbers of SHSM students for participating boards)</b>	approved SHSM students is far less than the proposed number of dual credit students	approved SHSM students is equal to or greater than the proposed number of dual credit students	students is reasonable when compared to approved SHSM students/sector/board or region given that not all SHSM students are in the college/apprenticeship pathway
<b>Ages of Students (*2014-15 average not available at the time of approvals)</b>	<ul style="list-style-type: none"> <li>Number of students 21 years or older is significantly higher than the 2013-14* provincial average of 5.3%</li> </ul>	<ul style="list-style-type: none"> <li>Number of students 21 years or older is slightly higher than the 2013-14* provincial average of 5.3%</li> </ul>	<ul style="list-style-type: none"> <li>Number of students 21 years or older is at or below the 2013-14* provincial average of 5.3% or program has a very low number of students which impacts the %</li> </ul>
<b>Level 1 Apprenticeship Dual Credits (Signed forms required for proposals to be considered)</b>	<ul style="list-style-type: none"> <li>Level 1 apprenticeship identified in EDCS does not match Level 1 apprenticeship on signed form</li> </ul>	<ul style="list-style-type: none"> <li>Number of students in EDCS does not match number of students by trade on signed form and requires follow-up</li> </ul>	<ul style="list-style-type: none"> <li>Number of students by trade in EDCS matches number of students on signed form</li> </ul>
<b>Transportation Funding Requests -- Students</b>	<ul style="list-style-type: none"> <li>Significantly above the provincial average</li> <li>No rationale provided, or rationale does not support higher costs</li> <li>Does not align with program delivery description (e.g., bus passes provided although students only on campus 8 times)</li> </ul>	<ul style="list-style-type: none"> <li>Insufficient details provided regarding transportation costing requiring follow-up</li> <li>Above the provincial average; rationale may support higher costs</li> <li>Transportation request and program delivery description may require clarification</li> </ul>	<ul style="list-style-type: none"> <li>At or below the provincial average</li> <li>If above the provincial average, rationale supports higher costs</li> </ul>

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
<b>Transportation Funding Requests -- Dual Credit Teacher</b>	<ul style="list-style-type: none"> <li>Funding requested for dual credit teacher transportation and parking</li> </ul>	<ul style="list-style-type: none"> <li>Funding requested for dual credit teacher transportation; follow-up required</li> </ul>	<ul style="list-style-type: none"> <li>No funding for dual credit teacher transportation requested</li> <li>Funding request and rationale explains extraordinary circumstance</li> </ul>
<b>Transportation Funding Requests -- Dual Credit Faculty</b>	<ul style="list-style-type: none"> <li>Funding for dual credit faculty transportation does not align with course delivery</li> <li>Over the provincial approved amount</li> </ul>	<ul style="list-style-type: none"> <li>Funding for dual credit faculty transportation does not fully align with course delivery; follow up required</li> <li>Possibly over the provincially approved amount</li> </ul>	<ul style="list-style-type: none"> <li>Funding aligns with course delivery</li> <li>At the provincially approved amount or rationale justifies higher request</li> </ul>
<b>Transportation Funding Expenditures</b>	<ul style="list-style-type: none"> <li>Significantly under spent in previous year</li> </ul>	<ul style="list-style-type: none"> <li>Under spent in previous year; no rationale required if new request is the same or lower than previous year</li> </ul>	<ul style="list-style-type: none"> <li>Spent approved amount, or if under spent/ overspent reasonable rationale provided</li> </ul>
<b>Miscellaneous Funding Requests</b>	<ul style="list-style-type: none"> <li>Includes numerous unacceptable requests that are not justified in the rationale</li> <li>Significantly above the provincial average</li> </ul>	<ul style="list-style-type: none"> <li>Includes unacceptable requests that may or may not be explained in the rationale and may require follow-up</li> <li>Above the provincial average</li> </ul>	<ul style="list-style-type: none"> <li>All requests acceptable</li> <li>At or below the provincial average</li> <li>If above the per student provincial average, clearly detailed and justifiable rationale provided</li> </ul>
<b>Miscellaneous Funding Expenditures</b>	<ul style="list-style-type: none"> <li>Significantly under spent in previous year</li> </ul>	<ul style="list-style-type: none"> <li>Under spent in previous year and same request made</li> </ul>	<ul style="list-style-type: none"> <li>Spent approved amount and same request made, or if under spent rationale provided or request reduced to align with actual expenditures</li> </ul>

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
<b>Night School (see RFP Requirements – rationale for night school delivery required for program to be reviewed)</b>	<ul style="list-style-type: none"> <li>Requirements as set out in the RFP not met</li> <li>Program designed for OYAP or SHSM students</li> </ul>	<ul style="list-style-type: none"> <li>Requirements as set out in RFP may be met but proposal requires clarification</li> <li>Primary target group flagged as group for whom the program designed, but program descriptions may indicate otherwise</li> </ul>	<ul style="list-style-type: none"> <li>Requirements as set out in RFP met</li> <li>For students in primary target group</li> </ul>
<b>Elearning (Participating schools must be listed – RFP requirement)</b>	<ul style="list-style-type: none"> <li>Program designed for OYAP or SHSM students</li> <li>Students have access to face-to-face dual credits</li> <li>Participating schools not identified</li> </ul>	<ul style="list-style-type: none"> <li>Primary target group flagged as group for whom the program designed, but program descriptions may indicate otherwise</li> <li>Students have access to face-to-face dual credits</li> <li>Participating schools identified, but unclear</li> </ul>	<ul style="list-style-type: none"> <li>For students in primary target group</li> <li>Students, due to distance, would not be able to access a face-to-face dual credit.</li> <li>Participating schools identified</li> </ul>
<b>SWAC – Program Requests</b>	<ul style="list-style-type: none"> <li>No plan for students to attempt dual credits</li> <li>No plan for students to attempt Ontario Curriculum courses</li> <li>Not housed on a college campus</li> </ul>	<ul style="list-style-type: none"> <li>Indication that students will attempt dual credits unclear; dual credit courses are listed on the proposal</li> <li>Indication that students will attempt Ontario Curriculum courses unclear</li> <li>Housed on a college campus; students may be participating in cooperative education placements off campus</li> </ul>	<ul style="list-style-type: none"> <li>Every student attempting one or more dual credits as listed on the proposal</li> <li>Every student attempting one or more Ontario curriculum courses</li> <li>Housed on a college campus, full days</li> </ul>
<b>SWAC – Facilities</b>	<ul style="list-style-type: none"> <li>Significantly over the provincial mean of</li> </ul>	<ul style="list-style-type: none"> <li>At or above the provincial mean of</li> </ul>	<ul style="list-style-type: none"> <li>At or below the provincial mean of</li> </ul>

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
Requests (mean is based on regular school year programs)	\$1,400/ month/ room	\$1,400/ month/ room; details may require follow up	\$1,400/ month/room

## 2. Proposals – Existing Program – Requesting Growth Rubric

Aligns with SCWI priorities: SWACs, programs for primary target audience, programs with TCU Seat Purchase

(Rates a level 3 on the previous rubric to be considered for growth)

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
<b>Board Participation Rate in Dual Credits</b>	<ul style="list-style-type: none"> <li>Increases opportunities for students in areas where participation rate is above the provincial footprint with 100% of schools participating. No compelling rationale for growth.</li> </ul>	<ul style="list-style-type: none"> <li>Increases opportunities for students in areas where participation is close to the provincial footprint and 100% of schools participating. Compelling rationale for growth included.</li> </ul>	<ul style="list-style-type: none"> <li>Increases opportunities for students in underrepresented areas (the provincial footprint and/or below 100% of schools participating).</li> </ul>
<b>Target Audience</b>	<ul style="list-style-type: none"> <li>Increases opportunities for students who are not part of one of the three target audiences</li> </ul>	<ul style="list-style-type: none"> <li>Increases opportunities for students in SHSM programs</li> <li>Increases opportunities for students in Level 1 apprenticeships with SCWI seat purchase</li> </ul>	<ul style="list-style-type: none"> <li>Increases opportunities for students in primary target group</li> <li>Increases opportunities for Level 1 apprenticeships with TCU seat purchase</li> </ul>
<b>Number of Credits per Student, for Regular Dual</b>	<ul style="list-style-type: none"> <li>Students will complete three or more dual credits</li> </ul>	<ul style="list-style-type: none"> <li>Students will complete multiple dual credits; follow-up will confirm the</li> </ul>	<ul style="list-style-type: none"> <li>Dual credit program clearly indicates students will complete one or two</li> </ul>

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
<b>Credit Programs</b>		number of credits per student is two or fewer	dual credits; if more credits per student are requested a compelling rationale is provided
<b>SWAC – Program Requests</b>	<ul style="list-style-type: none"> <li>• No plan for students to attempt dual credits</li> <li>• No plan for students to attempt Ontario Curriculum courses</li> <li>• Not housed on a college campus</li> </ul>	<ul style="list-style-type: none"> <li>• Indication that students will attempt dual credits unclear; dual credit courses are listed on the proposal</li> <li>• Indication that students will attempt Ontario Curriculum courses unclear</li> <li>• Housed on a college campus, students may be participating in cooperative education placements off campus</li> </ul>	<ul style="list-style-type: none"> <li>• Every student attempting one or more dual credits as listed on the proposal</li> <li>• Every student attempting one or more Ontario curriculum courses</li> <li>• Housed on a college campus, full days</li> </ul>
<b>SWAC – Facilities Requests (mean is based on regular school year programs)</b>	<ul style="list-style-type: none"> <li>• Significantly over the provincial mean of \$1,400/ month/ room</li> </ul>	<ul style="list-style-type: none"> <li>• At or above the provincial mean of \$1,400/ month/ room</li> </ul>	<ul style="list-style-type: none"> <li>• At or below the provincial mean of \$1,400/ month/room</li> </ul>
<b>Level 1 Apprenticeship Dual Credits (Signed forms required for proposals to be considered)</b>	<ul style="list-style-type: none"> <li>• Level 1 apprenticeship identified in EDCS does not match Level 1 apprenticeship on signed form</li> </ul>	<ul style="list-style-type: none"> <li>• Number of students in EDCS does not match number of students on signed form and requires follow-up</li> </ul>	<ul style="list-style-type: none"> <li>• Number of students in EDCS matches number of students on signed form</li> </ul>

### 3. Proposals – New Programs Rubric

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
<b>Board Participation Rate in Dual Credits</b>	<ul style="list-style-type: none"> <li>Higher than the provincial average with 100% of schools participating</li> </ul>	<ul style="list-style-type: none"> <li>At or below the provincial with approximately 100% of schools participating</li> </ul>	<ul style="list-style-type: none"> <li>Below the provincial average with less than 100% of schools participating; if at or above the provincial average, there is a compelling reason to approve</li> </ul>
<b>Program Description</b>	<ul style="list-style-type: none"> <li>Few or no details to assist reviewers in understanding the program</li> <li>Does not meet the mandate of the Student Success initiative</li> </ul>	<ul style="list-style-type: none"> <li>Meets mandate of the Student Success initiative; but some details may be unclear</li> </ul>	<ul style="list-style-type: none"> <li>Clearly describes program and meets mandate of the Student Success initiative</li> </ul>
<b>Proposed Student Numbers</b>	<ul style="list-style-type: none"> <li>Unreasonable (i.e., will not generate sufficient funds for the college to operate the class, secondary school class size too small in the case of team-taught to run the course)</li> </ul>	<ul style="list-style-type: none"> <li>Seems realistic but requires follow-up</li> </ul>	<ul style="list-style-type: none"> <li>Seems realistic</li> <li>Based on understanding of funding models at secondary school and funding needs for college or apprenticeship delivery</li> </ul>
<b>Number of Credits per Student, for Regular Dual Credit Programs</b>	<ul style="list-style-type: none"> <li>Students will complete three or more dual credits</li> </ul>	<ul style="list-style-type: none"> <li>Students will complete multiple dual credits likely credits per student is two or fewer</li> </ul>	<ul style="list-style-type: none"> <li>Dual credit program clearly indicates students will complete one or two dual credits; if more credits per student are requested a compelling rationale is provided</li> </ul>
<b>Student Selection Process</b>	<ul style="list-style-type: none"> <li>No clear process for student selection by a school/board team</li> </ul>	<ul style="list-style-type: none"> <li>Process described, but does not include Student Success Team</li> </ul>	<ul style="list-style-type: none"> <li>Includes Student Success Team or other appropriate</li> </ul>



Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
	<ul style="list-style-type: none"> <li>described</li> <li>Students self-select for program</li> <li>Not geared to one of the target groups</li> </ul>	<ul style="list-style-type: none"> <li>or other appropriate school/board team</li> <li>Criteria for Student Selection applied</li> </ul>	<ul style="list-style-type: none"> <li>school/board team</li> <li>Criteria for Student Selection applied</li> <li>Focus on at risk student populations</li> <li>May be part of a local re-engagement strategy (12/12+)</li> </ul>
<b>Level 1 Apprenticeship Dual Credits (Signed forms required for proposals to be considered)</b>	<ul style="list-style-type: none"> <li>Level 1 apprenticeship identified in EDCS does not match Level 1 apprenticeship on signed form</li> </ul>	<ul style="list-style-type: none"> <li>Number of students by trade in EDCS does not match number of students on signed form and requires follow-up</li> </ul>	<ul style="list-style-type: none"> <li>Number of students by trade in EDCS matches number of students on signed form</li> </ul>
<b>Transportation Funding Requests – College Delivered Dual Credits -- Students</b>	<ul style="list-style-type: none"> <li>Significantly above the provincial average</li> <li>No rationale provided, or rationale does not support higher costs</li> <li>Does not align with program delivery description</li> </ul>	<ul style="list-style-type: none"> <li>Insufficient details provided regarding transportation costing requiring follow-up</li> <li>Above the provincial average; rationale may support higher costs</li> <li>Transportation request and program delivery description may require clarification</li> </ul>	<ul style="list-style-type: none"> <li>At or below the provincial average</li> <li>If above the provincial average, rationale supports higher costs</li> <li>Transportation request aligns with program delivery description</li> </ul>
<b>Transportation Funding Requests – Dual Credit Teacher</b>	<ul style="list-style-type: none"> <li>Funding requested for dual credit teacher transportation</li> </ul>	<ul style="list-style-type: none"> <li>Funding requested for dual credit teacher transportation; follow-up required</li> </ul>	<ul style="list-style-type: none"> <li>No funding for dual credit teacher transportation requested</li> </ul>
<b>Transportation Funding Requests – Dual Credit Faculty</b>	<ul style="list-style-type: none"> <li>Funding for dual credit faculty transportation does not align with course delivery</li> <li>Over the provincial per km approved</li> </ul>	<ul style="list-style-type: none"> <li>Funding for dual credit faculty transportation does not align with course delivery; follow up required</li> <li>Possibly over the</li> </ul>	<ul style="list-style-type: none"> <li>Funding aligns with course delivery</li> <li>At the provincially approved per km amount</li> </ul>

Criteria	Unacceptable (1)	Acceptable (2), but possibly requiring follow up	Strong (3)
	amount	provincially approved per km amount	
<b>Miscellaneous Funding Requests</b>	<ul style="list-style-type: none"> <li>Includes numerous unacceptable requests that are not justified in the rationale</li> <li>Significantly above the provincial average</li> </ul>	<ul style="list-style-type: none"> <li>Includes unacceptable requests that may or may not be explained in the rationale and may require follow-up</li> <li>Above the provincial average</li> </ul>	<ul style="list-style-type: none"> <li>All requests acceptable</li> <li>At or below the provincial average</li> <li>If above the per student provincial average, clearly detailed in the rationale and justifiable</li> </ul>
<b>SWAC – Program Requests</b>	<ul style="list-style-type: none"> <li>No plan for students to attempt dual credits</li> <li>No plan for students to attempt Ontario Curriculum courses</li> <li>Not housed on a college campus</li> </ul>	<ul style="list-style-type: none"> <li>Indication that students will attempt dual credits unclear and requires follow up; dual credit courses are listed on the proposal</li> <li>Indication that students will attempt Ontario Curriculum courses unclear</li> <li>Housed on a college campus, students may be participating in cooperative education placements off campus</li> </ul>	<ul style="list-style-type: none"> <li>Every student attempting one or more dual credits; courses are listed on the proposal</li> <li>Every student attempting one or more Ontario curriculum courses</li> <li>Housed on a college campus, full days</li> </ul>
<b>SWAC – Facilities Requests</b>	<ul style="list-style-type: none"> <li>Significantly over the provincial mean</li> </ul>	<ul style="list-style-type: none"> <li>At or above the provincial mean; details may require follow up</li> </ul>	<ul style="list-style-type: none"> <li>At or below the provincial mean</li> </ul>