



Student Success Council Proposal Review Process

How can we promote student success at Columbia College?

1. An individual or group with an idea to promote student success at Columbia College completes proposal form (available at: [Student Services website](#)).
2. Proposer submits the form to Student Success Council Co-Chairs Melissa Raby raby@yosemite.edu or Marcus Whisenant whisenantm@yosemite.edu.
3. Council Co-Chairs will review the proposal and request additional information (if needed) within two weeks of receiving the proposal
4. The complete proposal will be placed on the agenda for the next Student Success Council meeting.

OR

If the proposal is not a fit with the scope of the Student Success Council, the Co-Chairs will notify the person/group making the proposal as soon as possible and facilitate bringing the idea to the appropriate group. The Co-Chairs will also notify the Council about the proposal and the follow up that has been provided to the proposers.

5. The Student Success Council will review proposals at each meeting and make adjustments to the integrated plan as needed to accommodate new ideas. Individuals or groups proposing ideas will be invited and encouraged to attend the Student Success Council meeting to discuss the proposal with the group. The Council will use a priority ranking process using the following rubric:
 - A = Absolutely have to do this and must fund it.
 - B = Need to do this and will try to find funding.
 - C = Great idea if the funding is available.
6. The Council Co-Chairs will communicate the status of the proposal to those proposing it within a week of the Council meeting where the proposal is discussed. An evaluation plan will be developed with those proposing the idea.
7. Progress on and data about Student Success initiatives will be presented throughout the year at Student Success Council meetings.
8. The Student Success Council will document and share information about increased student success at Columbia College with the campus community.

