

2016-2017 DELIVERABLES SCHEDULE
MESA SCHOOLS PROGRAM (MSP)
(Contract Dates: July 1, 2014 – June 30, 2017)

Note: The P.I. will be notified on the 3rd reminder of a Deliverable being past due

DELIVERABLE	DUE DATE	COMMENTS / NOTES	POINTS (for On-Time Submittal)
1) 2016 Senior Transcripts Send hard copies to MESA Statewide	Monday, September 26, 2016 (Hard copies are due)	<ul style="list-style-type: none"> ➤ To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report 	14
2) Enrollment Progress Census (Review of enrollment progress using <i>SCHOOL INFO</i> Template from MPP)	Friday, December 2, 2016 (Electronic submittal)	<ul style="list-style-type: none"> ➤ For UC Legislative Reports and to track UC Eligibility Rates 	4
3) MSP DATA: a. 2016-2017 Student Data Enter into MESA Database b. 2016-2017 Advisor Profiles Enter into MESA Database c. 2016-2017 Personnel Profiles Enter into MESA Database d. Senior Survey on college enrollment of June 2016 high school graduates Enter into MESA Database e. Hard (or scanned PDF) <u>copies</u> of signed Site Agreement for all schools Send to MESA Statewide	Friday, February 3, 2017* * <u>Notes:</u> <ul style="list-style-type: none"> ➤ Items a –d: No report due. MESA Statewide will access your data directly from the MESA Database. ➤ Item e: Hard (or scanned PDF) copies due on 2/3/17 	<ul style="list-style-type: none"> ➤ To track student demographic data for MESA and UCOP ➤ To track advisor demographic/academic data for MESA and UCOP ➤ To track staff demographic data for MESA & UCOP ➤ To track actual college-going-attendance rates for students (MESA & UCOP use) ➤ To validate school-site and/or district commitments to program; determine potential cash/in-kind commitments to Center (for MESA, UCOP & Legislature) 	18
4) Mid-Year/Interim Report (Summary of progress on goals & objectives using <i>GOALS OVERVIEW</i> Template from MPP, and MSP Assessment Summary Sheet)	Friday, February 10, 2017 (Electronic submittal)	<ul style="list-style-type: none"> ➤ To assess individual Center's progress in meeting short/long term goals 	10

<p>5) Advisor Award Nomination Forms/Notification</p>	<p>Friday, March 17, 2017 (Electronic submittal)</p>	<p>➤ To determine and award outstanding advisors in the state. Awards to be presented at local and/or MESA Statewide recognition events.</p>	<p>4</p>
<p>6) End of Year Awards Banquet Event Form/Notification</p>	<p>Friday, March 17, 2017 (Electronic submittal)</p>	<p>➤ To ensure that required documents are sent to Centers in a timely manner and to plan for a MESA Statewide representative's attendance when possible.</p>	<p>4</p>
<p>7) 2017-2020 MESA Program Plan (MPP)</p>	<p>Friday, April 14, 2017 (until further notice) (Electronic submittal)</p>	<p>➤ To monitor Center's development of and/or progress toward program goals and to determine financial need and allocations for Centers.</p>	<p>14</p>
<p>8) No-Cost Extension Request (if applicable)</p>	<p>Friday, May 19, 2017 (Electronic submittal of signed original in PDF format)</p>	<p>➤ To enhance MESA Budget allocation process (i.e., determine availability of funds for next fiscal year, etc.)</p>	<p>4</p>
<p>9) Final Program Report (including MSP Assessment Document)</p>	<p>Friday, August 25, 2017 (Electronic submittal)</p>	<p>➤ To assess completion of program goals and determine Center needs</p>	<p>14</p>
<p>10) Final Expenditure Report (Fiscal Year Cash Reconciliation Report - <u>and</u> narrative)</p>	<p>Friday, August 25, 2017 (Electronic submittal of signed original in PDF format)</p>	<p>➤ To determine individual and Statewide use and availability of resources and to determine availability of funds for next fiscal year.</p>	<p>14</p>

TOTAL POINTS = _____

÷ 10

= TOTAL SCORE* _____

*Total Score corresponds to percentage reflected in "MSP Deliverables" component on the *MSP Assessment Summary Sheet*