



Moreno Valley College

Supplemental Instruction Program

SI Program Timeline*

Fall - August/ Spring - January	SI Leader hiring process completed. No additional SI Leaders will be hired for terms beyond the August BOT (Fall) and January BOT (Spring).
Fall - August/ Spring - January	SI Leader and Mentor Training for attendance and training. Mentor/Mentee schedules completed. Weekly meetings, schedules set for term. SI Program tracking system training (new SI Leaders).
WEEK 1	SI Leaders submit SI session schedules and room requests. R25 requests completed. Draft SI session schedules posted.
WEEK 2	Final SI Leader room assignments completed. Individual SI Leader weekly meetings with SI Program staff start. Final SI session schedule confirmed and posted (on-line and in SSSC).
WEEK 3	SI Leader peer observations start. SI Program staff SI session observations scheduled (per SI Leader). SI Leaders individual weekly meetings are confirmed and continued throughout semester.
WEEK 4	SI Leader peer observations continue. SI Leader In-Service Training – Appropriate SI Techniques and Materials and Approaches to use with Students. SI Leader mentors meet with SI Leader mentees.
WEEK 5	SI Program staff check-in with SI Leaders and faculty (attendance, challenges, positives, changes). SI Program staff run attendance system reports.
WEEK 6	SI Leader peer observations concluded. Mentors provide SI Leader mentees reviews and peer training at new SI Leader In-Service Training with mentors. SI Program staff observations continue through week 8.
WEEK 7	SI Leader In-Service Training – Evaluating Attendance and Approaches.
WEEK 8	Send out mid- term survey for SI Leaders, faculty, and SI participants. SI Program staff complete SI Leader observations. SI Leader mid-term evaluation meetings scheduled.
WEEK 9	SI Leader evaluations completed by SI Program staff.

WEEK 10	SI Leader In-Service Training – SI Programs at Community Colleges and What SI Leaders Now Know.
WEEK 11	SI Program staff run attendance system reports.
WEEK 12	SI Leader In-Service Training – Preparing Students for Final Exams.
WEEK 13	SI Program staff start final observations and SI Leader evaluation process.
WEEK 14	SI Program staff schedule final observations and evaluations.
WEEK 15	SI Program staff distribute final SI Leader and SI program evaluations (surveys) to students, faculty, and SI leaders. LAST week for SI sessions.
WEEK 16	SI Program staff complete final SI Leader evaluations. NO SI sessions.

*Winter and Summer terms are condensed. New SI Leaders may not work in winter or summer terms. SI Program staff will only meet individually with SI Leaders three (3) times during the term and complete only one (1) formal observation and evaluation. SI Leaders will conduct “mid-term” surveys at week three (3) and a final survey at their closing SI session.

Timeline may be modified and revised as required to maintain an effective and quality SI Program by assigned staff and/or administrators.