



WEST LOS ANGELES COLLEGE

EDUCATIONAL MASTER PLAN 2014 - 2020

ANNUAL EVALUATION OF PROGRESS

THANK YOU FOR YOUR HARD WORK IN HELPING OUR COLLEGE WORK TOWARD OUR EDUCATIONAL MASTER PLAN!

Directions:

1. Please find your name in the table below
Note: Individuals responsible for objectives requiring collaboration may be listed more than once.
2. Complete the **Qualitative** and **Quantitative** Evaluation forms below for EACH OBJECTIVE you are assigned.

For more information on the objectives and the Strategic Directions and Goals they work toward, follow [this link for the full text of the Educational Master Plan](#).

Person	Responsibility or Affiliation	Objective
Clare Norris Walter Jones	Student Success Committee / Co-Chairs	1.1.1 Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (e.g., ACE).
		1.1.2 Strengthen the effectiveness and coverage of the tutoring program.
Michael Goltermann	VP Student Services	1.1.3 Complete development of the Student Equity Plan and implement it.
	SAEC Committee	3.1.2 Provide access and follow-up services to ensure that students enter and follow the correct pathways until they attain their goals.
		3.1.2 Provide access and follow-up services to ensure that students enter and follow the correct pathways until they attain their goals.
		3.2.2 Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.
3.3.1 Develop a career and job placement center.		
Matt Robertson Tim Russell	Math Division Chair Learning Skills Math Instructor	1.1.4 Create a Math Lab.
Mary-Jo Apigo Luis Cordova	SLO / Committee Chairs	2.1.1 Improve the frequency and quality of dialogue about SLO/SAO assessment and improvement within programs, disciplines, divisions and the Academic Senate.
		2.1.2 Apply the results of SLO assessment and dialogue to the ongoing improvement of the curriculum.
		2.2.1 Establish and promote a systematic, evidence-based process for proposing, developing, implementing, evaluating and sustaining programs.
Fran Leonard	College Council / Chair	2.3.1 Ensure that grant development and administration processes are transparent.
		4.1.1 Design and implement an initiative to systematically raise the proportion of faculty, staff, students and administrators involved in committees and leadership activities.
Fran Leonard Mark Pracher	College Council / Chair Dean, Sponsored Programs & Development	2.3.1 Ensure that grant development and administration processes are transparent.
Ara Aguiar	Dean, CTE	3.1.1 Create and promote roadmaps for all degrees and certificates and align class scheduling with them.
Ara Aguiar Sherron Rouzan	Dean, CTE Counseling Chair	3.3.1 Develop a career and job placement center.

NARRATIVE EVALUATION OF PROGRESS ON OBJECTIVES

FALL 2014 INITIATION

Objective Number and Name:

Name of Respondent:

1. Progress Describe the progress that has been made so far in achieving this Objective. Which of the Suggested Action Steps have been completed?

2. Challenges Describe the challenges or difficulties, including those beyond your control, encountered in completing the Suggested Action Steps.

3. EMP Action Steps: Modifications If you recommend changing, adding, or deleting action steps, please describe them.

4. Next Steps Describe the next steps planned to achieve this Objective, the estimated time frame, who will be responsible.

5. Objective Measures Please provide the data for the Achievement Measures (described in the Educational Master Plan) for this Objective.

6. Objective Completion Estimate the % complete for this Objective

0%	Not yet started
5% - 10%	Just getting started
15% - 25%	Making progress
25% - 45%	Continuing progress
50%	Half way done
55% - 75%	Substantially done
75% - 95%	Almost done
100%	Objective completed
100% +	Objective is now on-going

7. Recommendation Regarding Objective Do you have any recommendations regarding this Objective? For example, should work continue on the Objective, as written? Or should any changes be made to the Objective for next year?

QUANTITATIVE MEASURE OF PROGRESS ON OBJECTIVES

FALL 2014 INITIATION

Directions:

1. Locate the Objective in the pages below (List of Objectives)
2. Copy and paste the grid of quantitative measures for the Objective
3. Provide the data in the grid.

EXAMPLE:

OBJECTIVE 9.9.9	Objective Name
Objective Measure 1	Provide your response here.
Objective Measure 2	Provide your response here.

For more information on the objectives and the Strategic Directions and Goals they work toward, follow [this link for the full text of the Educational Master Plan](#).

REFERENCE: List of Objectives

Clare Norris; Walter Jones

OBJECTIVE 1.1.1	Refine and/or develop and implement effective programs and services to improve the performance of targeted groups of historically lower-achieving students (e.g., ACE).
Documented implementation of pilot program(s)	
Size of gaps in applicable achievement measures between historically lower-achieving and higher-achieving subgroups	

Clare Norris; Walter Jones

OBJECTIVE 1.1.2	Strengthen the effectiveness and coverage of the tutoring program.
1a) Number and proportion of faculty members collaborating with learning center staff	
1b) Number and proportion of tutors in regular communication with one or more discipline faculty members	
Adoption of a formal Tutoring Plan	

Michael Goltermann

OBJECTIVE 1.1.3	Complete development of the Student Equity Plan and implement it.
Approval of Student Equity Plan	
Documentation of implementation	

Matt Robertson; Tim Russell

OBJECTIVE 1.1.4	Create a Math Lab
Completed installation of lab facility.	Funding for a Math lab was requested through program review. Allocation of funds is being determined.
2a) Number of student sign-ins indicating lab use	
2b) Math achievement of students using lab, compared to similar students not using lab	

Mary-Jo Apigo; Luis Cordova

OBJECTIVE 2.1.1	Improve the frequency and quality of dialogue about SLO/SAO assessment and improvement within programs, disciplines, divisions and the Academic Senate.
Number and proportion of faculty involved in assessment and dialogue	
Faculty, staff, and administrator responses to survey questions regarding the quality of dialogue	

Mary-Jo Apigo; Luis Cordova

OBJECTIVE 2.1.2	Apply the results of SLO/SAO assessment and dialogue to the ongoing improvement of the curriculum and services.
Number of courses and services improved as a result of SLO/SAO assessment and dialogue	

Mary-Jo Apigo; Luis Cordova

OBJECTIVE 2.2.1	Establish and promote a systematic, evidence-based process for proposing, developing, implementing, evaluating and sustaining programs.
Documentation of the process	
Faculty, staff, and management awareness and understanding of process, as indicated in survey responses	

Fran Leonard; March Pracher

OBJECTIVE 2.3.1	Ensure that grant development and administration processes are transparent.
1a. Number and frequency of reports to College Council and Academic Senate	
1b. Number and frequency of grant-related items posted to the web site	
Faculty, staff, and management awareness and understanding of grant development and administration processes, as indicated in survey responses	

Ara Aguiar

OBJECTIVE 3.1.1	Create and promote roadmaps for all degrees and certificates and align class scheduling with them.
Publication of roadmaps to degree and certificate completion in catalog and website.	
Number of programs aligned with roadmaps	

Michael Goltermann

OBJECTIVE 3.1.2	Provide access and follow-up services to ensure that students enter and follow the correct pathways until they attain their goals.
Number and proportion of students who entered the correct pathways, and who remained in it after one, two, and three years	
Periodic summary of significant achievements of students who followed the correct pathways distributed College wide	

Michael Goltermann

OBJECTIVE 3.2.1	Improve pre-enrollment services targeted to potential at-risk students.
Number and proportion of at risk students participating in pre-enrollment services	
Summary report of evaluation of action plan	

Michael Goltermann

OBJECTIVE 3.2.2	Enhance services to improve the retention and success rates of Black/African American and Hispanic/Latino students.
Creation and dissemination of the enhancement plan	
2a) Success rates of the two groups 2b) Retention rates of the two groups	

Ara Aguiar; Sherron Rouzan

OBJECTIVE 3.3.1	Develop a career and job placement center.
Documentation of center establishment and services	
Number and proportion of students who gain work experience through the center	

Fran Leonard

OBJECTIVE 4.1.1	Design and implement an initiative to systematically raise the proportion of faculty, both full-time and adjunct, staff, students and administrators involved in committees and leadership activities.
Number and proportion of individuals in each group serving on committees and participating in leadership activities	