

Rubric II.11

West Los Angeles College
Program Review: Resource Request Prioritization
Planned Action -- Implementation Plan

Academic Affairs Area

AH - Certified Nursing Assistant

Increase the number of students successfully completing the Certified Nursing Assisting program

Action Description

Meet with facilities to discuss space needs and allocation

Action Plan Results

To increase the number students finding employment upon completion

Action Priority

(blank)

AH - Dental Hygiene

Have a 40 station computer lab: Licensing and Certificatin Testing site

Action Description

Have a 40 station computer room to share withal allied Health disciplines. This room will also serve as a testing

Action Plan Results

Increase the number of students taking the state and national exam immediately after graduation.

Action Priority

2

Hlre a .5 FT Faculty and .5 Clinical coordinator for Allied Health

Action Description

Hire a clinical coordinator to coordinate student clinical rotation schedule for all allied health programs, create and update contracts with facilities, and make new community connections for internships .5 assignment. and teach the other 5

Action Plan Results

Increase the number of rotation for CNA and Medical Assisting, and keep contracts and student clinic schedules

Action Priority

1

Offer a 4year Bachelor Degree in Dental Hygiene

Action Description

With SB 850 signed by Governor Brown, we hope to be selected to offer the pilot project at WLAC. Since the DH students graduate from the program with a minimum of 120 units, this degree will not require any new classes and students will achieve the degree that they deserve. Also, since this is a terminal degree with no transferability options, this 4year degree will allow underrepresented student to achieve a higher degree at a

Action Plan Results

The purpose of this Bill is to increase the number of bachelor degrees in the state. The measurable outcomes

Action Priority

1

Offer a Dental Assistant Program to meet the labor market demand

Action Description

According to the labor market, there will be 1640 job opening in the Los Angeles Area from 2012-2020. With a dental facility available on campus and connections with the local dental community, a dental assistant

Action Plan Results

The number of certificates and degrees

Action Priority

1

Offer a Health care Core Curriculum

Action Description

4 Health care core curriculum course have been created in collaboration with the 9 sister colleges. Students who are interested in a Health care will be directed into these courses via counselors. All 4 courses provide

Action Plan Results

Number of students who successfully complete the core curriculum and move on to programs.

Action Priority

1

Purchase equipment to stay current with employment trends

Action Description

Purchase equipment that will keep students current and employable.

Action Plan Results

Employment numbers

Action Priority

1

To have a budget for equipment repairs and maintenance

Action Description

With technology comes the need to repair and maintain equipment. We need a budget to keep up with the repair needs of the dental clinic and lab. As of last semester, 1 xray unit head needs replaced and the

Action Plan Results

To have a fully functional clinic each semester.

Action Priority

1

AH - EMT/ Paramedic

Identify needed state of the art equipment

Action Description

- Meet with staff to Identify clinical and training equipment needed
- Secure funding
- In-service staff on new equipment
- Train students with new equipment

Action Plan Results

The measureable action is securing new equipment and positive responses to student, faculty and employer

Action Priority

1

Increase diversity in the EMT/Paramedic student population

Action Description

- Obtain baseline data and review with faculty
- Meet with students to generate ideas
- Develop a promotional plan
- Implement the promotions plan

Action Plan Results

Assess the change in student demographics in 1-3 years.

Action Priority

2

AH -Medical Assisting

Increased the number of students succesfully completing the certified Medical Assisting

Action Description

Meet with facilities to discuss space needs and allocation

Action Plan Results

To increase the number of students finding employment upon completion

Action Priority

(blank)

AT - Travel & Hospitality

Connect program to regional and national associations and/or accrediting bodies**Action Description**

Investigate and join associations, accrediting bodies, and curriculum/instructional content partner organizations to broaden the appeal and value of the programs. Increase number of specialized courses and

Action Plan Results

Certification and/or accreditation of WLAC programs. Student achievements including industry recognized credentials, certifications, and designations. Increased enrollments in specialized program tracks and courses.

Action Priority

Moderate

Create and implement a program marketing plan**Action Description**

Marketing plan that includes multiple audiences (high school alliances, industry partners, traditional students, transfer programs, working professionals, continuing education, etc.), opportunities for outreach and message

Action Plan Results

An written marketing plan to including timelines, initiatives, campaigns, and budgets.

Action Priority

High

Create and utilize curriculum maps**Action Description**

Create curriculum maps showing course sequences and schedule offerings for every certificate and degree offered. Final approvals of newly created courses and certificate/degree changes necessary.

Action Plan Results

Discipline and college approved maps available for students, counselors, catalog, and marketing purposes.

Action Priority

Moderate

Cultivate outside funding opportunities from local industry**Action Description**

Develop relationships with industry partners and solicit funding or sponsorship for program development,

Action Plan Results

Contributions to the College and/or Foundation specifically earmarked for Travel & Hospitality initiatives.

Action Priority

High

Develop a business plan for an on campus travel agency lab.**Action Description**

Investigate the possibility of creating an on campus travel agency for students to learn in and gain real world practical experience (like some of our competitor schools - Orange Coast College). Develop a business plan

Action Plan Results

A business plan proposal developed in a collaborative approach.

Action Priority

Low

Evaluate effectiveness of distance learning and explore hybrid scheduling**Action Description**

Review every course and assess the practicality of distance learning and the implications for achieving student learning outcomes. Determine which courses are most appropriate for classroom scheduling, design hybrid

Action Plan Results

A list of delivery modes for each course. Distance learning addendums completed and added to CORs where

Action Priority

Moderate

Evaluate prerequisites/advisories to ensure students are prepared for courses

Action Description

Develop appropriate prerequisites and/or advisories to sequence program courses so students are prepared

Action Plan Results

Curriculum maps and aids that show students the appropriate course sequence. Offered courses scheduled in

Action Priority

Moderate

Implement a student advising initiative

Action Description

Develop a plan to offer program specific advising to students enrolled in or considering Travel & Hospitality. Evaluate usefulness of program orientation. Provide career counseling for students looking for employment.

Action Plan Results

Program specific orientation and advising materials. Career counseling workshops, events, and materials

Action Priority

High

Incorporate project and problem based learning across the curriculum

Action Description

Working with industry partners, design and implement real world projects and problem solving exercises to give students practical experience. Provide students with opportunities to develop their portfolio and/or

Action Plan Results

A practical experience component designed with industry input implemented in every course.

Action Priority

Moderate

Incorporate working professionals into courses and career mentoring of students

Action Description

Recruit working professionals to engage with students in courses, special events and activities, and ongoing career mentoring of students. Target program alumni and others interested in helping.

Action Plan Results

Develop database of interested individuals. Interactions between students and working professionals. Increased success and degree/certificate completions from students engaged with working professionals.

Action Priority

High

Initiate regular feedback via student and alumni surveys

Action Description

Develop and utilize student and alumni database to track contact information, courses attempted, degree/certificate progress, and employment information. Regularly survey students and alumni for feedback

Action Plan Results

Thorough database including lists and data on current students and program alumni. Survey results reviewed

Action Priority

High

Research alternatives to traditional textbooks

Action Description

Due to the increasing cost and limited availability of program/industry specific textbooks, research alternatives using publicly available resources. Utilize industry professionals to develop resources to be used

Action Plan Results

List of available resources evaluated by faculty and industry partners and organized by course.

Action Priority

Low

Behavioral & Social Sciences (GE)

Create excel Worksheet to see how many sections cut for each discipline

Action Description

Use ESC to calculate sections for the last 5 years
Create spread sheet to calculate section cuts /adds
Summarize and present to the division

Action Plan Results

(blank)

Action Priority

3

Increase number of transferring students

Action Description

(blank)

Action Plan Results

(blank)

Action Priority

(blank)

Promoting Honors Transfer Program

Action Description

Contact Helen Young
Invite her classrooms

Action Plan Results

See how many sign for Honors Program

Action Priority

1

Run regression on local economy

Action Description

Collect data on Culver City
Run regression
Produce the Economic Report

Action Plan Results

Economic Report

Action Priority

4

Use Commanding Heights Documentary in Econ 2

Action Description

(blank)

Action Plan Results

(blank)

Action Priority

(blank)

Work with UCLA Global Development and SMC Economics Faculty

Action Description

Meet with UCLA Faculty who are part of the Global Development Program and SMC Economics Faculty (Prof. Rabach)

Action Plan Results

(blank)

Action Priority

2

Business (Other)

Create certificates for the emerging business trends

Action Description

Build upon the courses already delivered, create new courses and embed new courses to perfect a certificate that will lead to professional designations in the marketplace; CPM, Real estate, appraisal, Escrow, Payroll,

Action Plan Results

Professional designations, employment and transfer.

Action Priority

High

Create pathway for new and existing courses

Action Description

Pathways will assist the students in completing degree and certificate programs successfully

Action Plan Results

of students achieving certificates and degrees

Action Priority

High priority

Business (Paralegal)

Improve student completion rate

Action Description

Facilitate course delivery and class instruction

Action Plan Results

Increase student success at course and program level

Action Priority

(blank)

Career & Technical Education

Hire a lab assistant/aide

Action Description

submit paperwork to personnel commission.

Action Plan Results

labs will be prepared for instruction, student documents will be prepared for internships.

Action Priority

2

Participate at curriculum workshops and conferences provided by the state chancellor's office.

Action Description

Provide the opportunity for curriculum committee members, the chair and articulation officer to attend state

Action Plan Results

To have a faculty group that is knowledgeable in the foundation of curriculum development and

Action Priority

High

Computer Science

Create new cloud and virtualization training certificate

Action Description

A Cloud and Virtualization Training certificate consisting of four courses will be created.

- 1) Develop courses
- 2) Submit certificate proposal to the State

Action Plan Results

State approval of the new proposed certificate.

Action Priority

1

Facilitate course delivery and class instruction

Action Description

The division has identified critical areas requiring the following:

- upgrade 2-4 Computer Science classrooms to equip with smart board that allow faculty to record the lecture and post it on-line.

Action Plan Results

Increase students' access to technology facilities and increase student's success at course & program level.

Action Priority

1

Offer TMC Computer Science degree program

Action Description

New TMC degree in Computer Science was approved by the District and was submitted to the State in Jan,

Action Plan Results

State approval of the new TMC Computer Science degree program

Action Priority

1

Dance, Health & Physical Education

Hire a full time Dance instructor

Action Description

Submit FPIP request. Select courses, advertise, interview and hire a new full time instructor.

Action Plan Results

Full time instructor hired. Meet the state mandate to have 3/4th's of the departments courses taught by full

Action Priority

High

Hire a full time Health instructor

Action Description

Submit FPIP request, advertise, interview and employ.

Action Plan Results

Full time health instructor is hired.

Action Priority

High

Purchase equipment for the dance program.

Action Description

Purchase lighting equipment for dance performances. Purchase equipment for the dance studios.

Action Plan Results

Improved student achievement.

Action Priority

High

Purchase non slip flooring for PECS & N

Action Description

Purchase non slip flooring for the hallway in PEC S & N so the students returning to the locker room after Aqua

Action Plan Results

Improved student safety.

Action Priority

High

Repair and maintain equipment in the Fitness Center and Weight Room

Action Description

Repair and maintain equipment in the Fitness Center and Weight Room

Action Plan Results

Equipment will be repaired, maintenance agreement will be signed.

Action Priority

High

Distance Learning

Complete missing Distance Learning Addendums for all hybrid and online classes

Action Description

Identify which classes are missing the required DE Addendums by comparing the list of all approved online/hybrid classes with digital and hard copy documents,
Contact the appropriate Division Chairs to request missing addendums.
Work with the Division Chairs and faculty to create the required addendums.

Action Plan Results

All hybrid and online classes will either have the required addendums on file or will be archived.

Action Priority

High

Develop an online Quality Matters (QM) resource center for the Online and Hybrid Classes Website

Action Description

This site will include information for Instructors regarding the QM Rubric and Standards for online and blended courses, checklist for self-assessment and best practices on implementation of the QM standards.
Information on completing QM courses and attending workshops. This will facilitate the process for

Action Plan Results

Availability of a comprehensive Quality Matters online resource center.

Action Priority

High

Develop and offer LMS training targeting on-campus instructors.

Action Description

Currently WLAC provides hybrid LMS certification training which requires 3 weekly lab meetings in addition to 20 hours of work online. Developing a training workshop that can be completed in 4 hours will be much more

Action Plan Results

Offer this new workshop through Tech Fair at least twice each semester.

Action Priority

High

Increase the number of online instructors using images or videos on their homepages

Action Description

Determine which Instructors do not use images on their homepage.
Email all certified instructors and offer assistance to load images or videos into their Etudes shells.

Action Plan Results

Increased student engagement in online/hybrid classes.

Action Priority

Medium

Link online readiness pre-assessment with West Expressway

Action Description

As a result of our participation in the Online Education Initiative Student Readiness Pilot WLAC students will have access to an online pre-assessment which we hope to integrate into the West Expressway. This pre-

Action Plan Results

Availability of the pre-assessment tool

Action Priority

High

Migrate websites from Dreameaver and Omniupdate to Kentico.

Action Description

Moving the Online and Hybrid Classes website & the International Student Portal to Kentico will allow for easier updates and a more responsive design. This will better serve the increasing number of students who primarily access the website through mobile devices and tablets. This will also make the site consistent with

Action Plan Results

Completion of content migration and website redesign using Kentico.

Action Priority

High

Professional Development Blog on the Online and Hybrid Classes Website

Action Description

A blog for instructors allows for instant delivery of information including technological developments, Content and Learning Management System changes/updates, Apps, teaching strategies and sharing of Best Practices.

Action Plan Results

An ongoing blog which will be updated at least 6 times per year. Reminders will be emailed to instructors who

Action Priority

High

Humanities & Fine Arts (CTE)

Create a Sound Stage Instructional Lab

Action Description

Work with Facilities Committee and Academic Affairs on the development and construction of a sound stage for the Film/TV Production Crafts 10 classes. Critical steps to make this happen are the approvals of the

Action Plan Results

Expected results would be breaking ground in Fall 2013 and outcomes would be completed sound stage in 2014-2015. If these goals are met there would be safe and appropriate learning space for students. The student learning outcomes would improve as they would be training in space designed for the crafts. More

Action Priority

top

Hire full time Film/TV Production faculty

Action Description

Complete FPIP process. Critical steps will be the presentation of the justification for this new faculty.

Action Plan Results

Measurable results will be students completing their Certificate of Achievement earlier. Currently due to staffing limitations it takes students sometimes more than 2 years to complete their certificate.

Action Priority

1

Hire Full Time Multi-media Faculty

Action Description

Prepare and submit another application to FPIP.

Action Plan Results

Full time multi-media faculty will be hired for Fall 2015

Action Priority

top

Humanities & Fine Arts (GE)

Develop Sound Stage Instructional Lab

Action Description

Film/TV Production Crafts students need a sound stage. We will work with the Facilities Committee and Academic Affairs on the development of safe and appropriate instructional space for the students.

Action Plan Results

This will provide a functioning inter media classroom designed to allow students to practice the various crafts employed in the film production industry on a level that accurately reflects the work that takes place in this

Action Priority

important Space to perform these educational exercises is limited.

Buy and replace equipment

Action Description

get easels, tables and repair replace classroom furniture.

Action Plan Results

allow students to work in the proper format rather than the floor.

Repair and replace equipment to prevent potential injury to students.

Action Priority

important

hire a full time clerica/lclassified staff member

Action Description

Create a clerical staff position to manage the day to day and annual paperwork required by the state.

Action Plan Results

this will streamline the business infrastructure allowing more time for faculty to develop, guide and manage existing and proposed advancing programs. Consistent efficient service will promote student success and

Action Priority

(blank)

Hire a Multimedia instructor

Action Description

Hire a Multimedia instructor to over see , create and support various certificates in the field of study and develop an AA transfer degree program in addition to teaching the required course load.

Action Plan Results

Students will be granted certificates in specific areas of study leading to job opportunities and complete course

Action Priority

important

Hire full time faculty in the area of Museum Studies

Action Description

Hire a Museum Studies faculty. Additional courses will need to developed to be able to offer educational opportunities in all aspects of curating and cataloging as well as applicable partnerships with business and and

Action Plan Results

Employment and transfer.

Action Priority

important

Hire full time Recording Arts/Eletronic Music Instructor

Action Description

Expand an existing course in great demand by students to meet an industry need. It supports several of the existing music courses being currently taught. This would aid in modernizing our offerings of Music.

The steps are to hire someone who spend the proper amount of time to develop and manage the program.

Action Plan Results

This would train students in this industry leading to high paying jobs in the digital recording industry.

Action Priority

important

Hire/ replace retired/ for Art/ Art History Instructor

Action Description

Hire a faculty member who can teach course loads in both Art History and Art,. Both meeting the Humanities

Action Plan Results

Provide Students with foundation courses for the AA in Fine Arts and provide students from all campus

Action Priority

important

Language Arts

1.1 of the Ed Master Plan - Improve student achievement among the underrepresented.

Action Description

To insure continuing progress toward achieving goal 1.1 of the Ed Master Plan, hiring two tenure-track faculty members will add high-value instructional expertise, especially in foundation skills courses.

Action Plan Results

English seeks to improve the data on retention, completion and success and to increase the numbers of

Action Priority

1

EMP 2.4.1 Facilites' modification will optimize use and build in appropriate technologies

Action Description

Requesting resource request of enhanced wiFi, a super smart classroom, added computers and phones to

Action Plan Results

Should the resource requests be funded, facilities that are currently underutilized will be put to good use by

Action Priority

4

Library

Bring library staffing levels up to meet demand for library resources

Action Description

7,000+ FTES

Hire library staff to at least meet Title V sec 58724 minimum standards and as well as additional demand from student and faculty needs

Develop a plan for compliance with minimum standards (Title V, Section 58724) for resources for community

Action Plan Results

50% of collection to become current with 10 years
faculty satisfaction with collection, resources, services
student satisfaction with collection, resources services

of students using library website to do research for an assignment
of faculty satisfied with the quality of library resources
of faculty satisfied with the quantity of library resources

50% of collection to become current with 10 years
faculty satisfaction with collection, resources, services
student satisfaction with collection, resources services

Action Priority

2
high priority
State Title V sec. 58724 minimum standards

Develop and Implement (SI) Supplemental Instruction tutoring program

Action Description

Supplemental instruction (peer to peer) led tutoring has been known to have positive impact on student success. Action to create a pilot (SI) program that
1. targets classes that students often fail or earn D grades. 2. hire SI leader tutors as role model students and facilitate peer tutoring in these classes
3. hire SI faculty coordinator (train and certified for SI) to supervise and report findings

Action Plan Results

First semester, 5-10% increase in pass rate in targeted subjects. Student tutorial survey indicates satisfaction with SI program. Second semester, 10-20% increase in pass rate in targeted subjects. Increased student

Action Priority

high
student success

Implement a math lab for tutoring/teaching with emphasis on mobile technologies

Action Description

Math classes are gatekeepers - students must pass foundational classes to earn certificates and AA degrees and must pass transfer level classes to transfer to the university. Giving tutors and instructors technology tools to present, create and study math concepts is critical. Digital smartboards, laptops with projectors, Wi-fi

Action Plan Results

5 - 10 % increase in student retention, success in math classes, especially at foundational level. 5 - 10 % increase in students progressing in certificate, AA and transfer programs. Student satisfaction of math tutoring

Action Priority

high
student success

Improve availability and support for student use of computer labs

Action Description

The Library Instructional Research Lab (LIRL) is the only computer lab open to all students on campus. It also provides support for the Language Lab. With over 250 computer stations additional personal is needed to

Action Plan Results

increase student satisfaction with availability of Library computer labs
increase student satisfaction with support services in Library computer labs

Action Priority

2

Improve security to prevent loss of instructional resources

Action Description

Need to add security cameras and alarms to counteract rise in thefts of campus equipment

Action Plan Results

Prevent the loss of college instructional resources

Action Priority

3

Increase of Information Competency instruction

Action Description

Increase of Information Competency instruction through workshops, classroom instruction and orientation,

Action Plan Results

increase in the % of student using the library website to do research for an assignment
increase the # of students completing transfer, degree, or certificate

Action Priority

1

Maintain and Update Library Instructional Resources

Action Description

Maintain and update library online and print resources to support student learning and instructional curriculum

Action Plan Results

of students using library website to do research for an assignment

of faculty satisfied with the quality of library resources

of faculty satisfied with the quantity of library resources

50% of collection to become current with 10 years

faculty satisfaction with collection, resources, services

student satisfaction with collection, resources services

Action Priority

high priority

State Title V standards

Previous Accreditation recommendation 6

Provide consistent support and maintenance of instructional Media in classrooms and campus wide

Action Description

Currently there is no dedicated materials budget to provide support and maintenance of instructional media campus wide.

Action Plan Results

(blank)

Action Priority

(blank)

Mathematics

Acquire Braille Math texts

Action Description

Locate and purchase suitable hard-copy Braille texts for key mathematics courses (Algebra, Statistics) or have existing texts brailled.

Consult with LACC (which has a large blind-student population) on manipulatives that we should purchase. Math faculty to be trained on equipment already owned by WLAC.

Bucher, Jankans and Blustein have worked with DSPS and blind students to meet their specialized math instructional needs.

Action Plan Results

Improved success rates among DSPS students. This is an EQUITY issue.

Action Priority

Medium

Acquire Mathematics Software

Action Description

Acquire Mathematics Software, such as Maple or MiniTab.

Minitab is a statistical software package we could load on each work-station in a Computer Statistics Lab.

Need cost of site-license for MiniTab.

Action Plan Results

Improved student success at all levels, but in particular, in a crucial transfer level math course Math 227

Action Priority

Medium

Acquire new equipment for Mathematics Division

Action Description

Replace computers, or at least start buying a few each semester to rotate the "old" ones out, for offices and classrooms.

Acquire a heavy-duty high-speed printer (new GC bldg. has one, why can't we?), and Scanner/Fax machine (or

Action Plan Results

Instructors have reliable equipment to perform regular duties.

Action Priority

Medium

Add 1-unit Math courses to schedule

Action Description

Add one or more of the 1-unit courses offered elsewhere in the LACCD to supplement the existing sequence, starting with Math 107 (How to do Word Problems) using Reading Apprenticeship.

Blustein, Robertson, Franden have participated in RA training.

Action Plan Results

Improved retention, success in any math class requiring reading comprehension - Math 115 and Math 123A

Action Priority

Medium

Continue teaching Math 123ABC

Action Description

Continue teaching Math 123ABC, while phasing out the 4 semester sequence of Algebra Math 117/118 and 127/128. Research the retention/success rates of this new sequence.

Action Plan Results

Higher success/retention rates in the Math Dept Algebra sequence.

Offer two sections of Math 123a in Spring 2013

Offer at least two sections of Math 123a and one section of Math 123b in Fall 2013.

Offer at least four sections of Math 123a, two sections of Math 123b, and one section of Math 123c in Spring 2014

Once the sequence is fully phased in, measurable outcomes will be developed with respect to course

Action Priority

High

Hire a Math SLO coordinator

Action Description

Hire a Math SLO coordinator to oversee ALL Math SLO assessments

Action Plan Results

SLO assessments completed on time

Action Priority

High

Improve ALGEBRA skills mathematics instruction.

Action Description

After hiring a new math faculty member, their duties will involve: a) coordinate our new Algebra sequence Math 123ABC by gathering and analyzing course data (success, retention) and monitoring the cycle of Math123ABC course SLOs, b) assessing and making recommendations on the foundations math sequence, overseeing course SLOs regarding this sequence, c) participate in Supplemental Instruction, Learning Center tutor training, help train math faculty members and tutors for in-class tutoring effectiveness and addressing math anxiety, d) assist piloting in-class tutors in at least three Math 115/117 classes (or Math 123ABC), e) help create a Math Lab where other math faculty spend some office hours, f) assist UMOJA instruction in foundation skills mathematics, and g) serving on Student Success Committee.

Action Plan Results

Number of semesters required to get through Algebra sequence (will decrease), the number of students going

Action Priority

extremely high

Improve Basic Skills Math by studying SLO assessment

Action Description

Math 105 committee has met to review and discuss results of SLO assessment.

Expand this committee to include Math 110/112.

To facilitate participation of adjuncts and ongoing communication, it would be helpful to have funds to

Action Plan Results

(blank)

Action Priority

High

Improve instruction of non-STEM related math courses (STATISTICS).

Action Description

After hiring a new math faculty member, their duties will involve: a) overseeing any non-STEM related issues, making recommendations on non-STEM courses, overseeing course SLOs regarding these courses, supporting the mathematics evening program regarding these courses, b) serve as the course coordinator of the math department's STATISTICS courses, the main NON-STEM transfer level course, c) explore alternative STATISTICS pedagogy such as STATWAY, initiate the installation of this type of course at WEST, d) coordinate with the WEST TRANSFER CENTER to help disseminate information regarding transfer, along with serving as the faculty mentor for the CURSA program, e) training in Readers Apprenticeship to improve student success

Action Plan Results

Improve mathematics instruction in non-STEM related mathematics courses, in particular STATISTICS (Math 227). Increase the success and retention in all non-STEM mathematics courses, but in particular, STATISTICS.

Action Priority

extremely high

Improve mathematics instruction to STEM students.

Action Description

After hiring a new math faculty member, their duties will involve: a) teaching mathematics to STEM students in the RRMT project, b) assessing and making recommendations on all STEM related math course, c) overseeing course SLOs regarding these courses, d) coordinate with the WLAC Science Division (especially Physics) on scheduling of key STEM math courses, e) teach/support the evening mathematics program, f) serve as a mentor to any declared mathematics major, g) start a math club, and h) serve on the Curriculum

Action Plan Results

Number of STEM mathematics students, number of STEM mathematics courses, math faculty involvement/mentoring of STEM students should all increase. Result with be more WEST students with stronger math backgrounds, with some tutoring in the LEARNING RESOURCE CENTER, thus improving WEST

Action Priority

extremely high

Increase offerings of Math 110 as compared to Math 112

Action Description

Historical data show higher success rates in Math 110 (5-unit pre-algebra) than in Math 112 (3-unit pre-algebra).

For spring 2015, some 112 sections have been replaced with 110 sections.

More research could investigate possible confounding variables such as student characteristics and/or instructors.

Action Plan Results

(blank)

Action Priority

High

Introduce Accelerated Math 105-112

Action Description

Schedule a pilot project of an 8-week Math 105 followed by an 8-week Math 112 with the same instructor, same time slot. Consider using the version of PLATO used at CSUN (which is different from the one currently used in Learning Skills). Movsisyan to teach pilot sections.

Need access to computer-lab classroom, such as CE 226 for 4-day time slot. Class size limited by stations in computer lab. These sections should be funded *above* the regular Division allocation since this is an

Action Plan Results

Improved retention, success rates for Students at the Math 105/112 level.

Action Priority

High

Introduce Mathematics Summer Bridge, BootCamps, and Workshops

Action Description

Investigate and initiate summer-bridge program like PCC Math Jam Also investigate reducing class size and increasing number of sections along the lines of PCC.

Start "boot camps" (possibly a two week course) to get students ready for the coming semester, reviewing old material and making sure foundational skills are good before entering a course like intermediate algebra.

Workshops: Some type of workshops in the HLRC (run by faculty) that would help our students with certain topics (factoring, quadratic equations, fractions, etc) that would help get our success rates higher in those developmental classes (112, 115, etc).

Action Plan Results

Higher retention, success for Foundations Skills,Algebra classes.

Action Priority

High

Organize WLAC Math Video Lessons

Action Description

Video lessons produced by Thomas Harjuno and Henri Feiner, on selected topics (Math 105- 125) and also geared toward common final exams.

Organize these existing materials directly on new Math Division web page. Closed-caption them for the hearing-impaired.

Action Plan Results

(blank)

Action Priority

Medium

Purchase of foreign-language math texts for key courses and languages to assist ESLs

Action Description

Math Division to work with International Students Office to find solutions to problems involving placement and support of students who are adept at computation but who lack the English skills to succeed with word problems (a major component of all math courses) or to benefit from math instruction in English.

Action Plan Results

Better retention, success among ESL students in mathematics courses.

Action Priority

Medium

Purchase two classroom sets of TI-84 Graphing Calculators

Action Description

Replenish (with TI-84s) the Math Division's dwindling supply of TI-83 graphing calculators by purchasing 1-2 complete classroom sets that could be used as "loaners".

Will require funds to purchase calculators. This is an equity issue since "at risk" students are less likely to have

Action Plan Results

More "at risk" students able to take and successfully complete Math 227 Statistics or Math 124 Trigonometry.

Action Priority

High

Repurpose underutilized MSA classrooms

Action Description

Repurpose underutilized MSA classrooms:
One as specialized mathematics laboratories with manipulatives and/or group seating arrangements for instructors who choose to use these pedagogies.
One large room could be repurposed as a specialized Statistics Laboratory classroom with in-desk computer stations.

Room use issues.
Budget for manipulatives. Budget for computers.

Action Plan Results

(blank)

Action Priority

High

Office of Teaching & Learning

Attend Title V HSI grant workshops/conference

Action Description

In order to stay current on grant regulations and compliance issues, the SFP Technician will attend Title V HSI grant workshops/conference. This year AHSIE will be sponsoring a national HSI/Title V Best Practices Conference designed to unite and mobilize HSI institutions and empower educators and practitioners with the latest methods and resources.

Action Plan Results

Number of workshops/conferences attended

Increased knowledge of grant regulations and compliance

Action Priority

High

Continue new media & tech workshops and increase one-on-one faculty training

Action Description

The DDS has offered 6 or more workshops per academic year through the Tech Fair. In addition to continuing the Tech Fair workshops, our focus for 2014-2015 will be to increase the number of one-on-one workshops and training. Our goal this academic year is to have 25 individual sessions.

Action Plan Results

Number of Tech Fair workshops scheduled

Number of one-one workshops and trainings

Action Priority

High

Create adequate staffing level for support and leadership of SLO cycle

Action Description

Currently, the SLO Coordinator position is 0.5. This level is inadequate to meet the outcomes assessment demands across the campus for courses, programs, and institutional SLO assessment. In addition, the SLO Coordinator also provides leadership not only for the instructional areas, but also for the campus service areas: student services and administrative services. There is a long-term need for a 1.0 SLO Coordinator.

Action Plan Results

The SLO Coordinator is responsible for providing leadership and guidance to faculty and staff for the development and assessment of Student Learning Outcomes at the course, program, institutional, student services, and administrative services levels. The SLO Coordinator also provides workshops and training, serves

Action Priority

Critical

Develop 3 new online training courses on new media

Action Description

Develop 3 new training courses for West faculty on new media use in the traditional classroom or digital environment.

The action plan was modified to one-on-one in-person training for faculty. The three training modules are PowerPoint, Blogging and Video Production. We have enacted all three modules for seven faculty members since Summer 2014 to date.

Action Plan Results

Increased faculty trained on new media use

Increased use of new media in courses

Action Priority

High

Develop a Super Smart Classroom for all disciplines

Action Description

There are several exciting pedagogical initiatives happening on campus at West. This action item includes creating a learning environment that would serve all disciplines.

This action item must consider the need for enhanced wireless capabilities on campus. Currently, it is very difficult for a room of 40 students to get online simultaneously through our wireless services. This type of collaborative learning is now becoming more and more critical to digital literacy development for our students and faculty. We need more effective wireless service for students and staff to fully access the internet for classroom and pedagogical collaboration in classrooms and in meeting rooms.

Action Plan Results

Completion of set-up of the Super Smart Classroom

Number of faculty using the Super Smart Classroom

Action Priority

Medium

Expand use of LMS & Joint with DL

Action Description

In order to continue the expansion of LMS-use for on-campus classes, the Office of Teaching & Learning and Distance Learning staff will work together to provide expanded Etudes training, facilitate roster importation, and provide additional technical support.

Action Plan Results

5% increase in web-enhanced sections per year (baseline is 103 sections, Fall 2014)

Number of Etudes trainings scheduled

Action Priority

High

Increase contacts with West faculty using DDS services

Action Description

To increase contacts with West faculty using media production services. For the past four semesters, the DDS has averaged over 20 faculty users per semester developing media for their classes, ranging from heavy weekly users to frequent consultations to one-time requests for assistance. Our action plan this year is to increase our user contacts by 20%.

Action Plan Results

Numbers of faculty using DDS services

Action Priority

High

Increase educational content available online

Action Description

Increase the educational content on West's iTunesU and YouTube academic channels by 25% over the 2014-2015 calendar year.

This action plan is on track and exceeding expectations for the YouTube channel. We have increased educational content by 17% for the current 2014-2015 academic year so far. For the calendar year 2014, the YouTube channel has increased the viewing hits by 70% and the subscriptions have increased 100%.

Action Plan Results

The action will be completed upon receipt of Etudes certification and MOUS certification.

Action Priority

High

Participate in technology-related professional development

Action Description

The SFP Technician will participate in trainings for Etudes certification and MOUS (Microsoft Office User Specialist) certification to better assist faculty in implementing new tools, technologies, and resources for instruction.

The SFP Technician will attend CUE 2015 conference to discover new educational content, and technology solutions that support student success. Also, participate in trainings for Etudes certification and MOS (Microsoft Office Specialist) certification to better assist faculty in implementing new tools, technologies, and resources for instruction. The SFP Technician will also attend the Etudes Summit (Nov 2014) and complete Etudes Certification in January 2015.

Action Plan Results

The action will be completed upon attendance to CUE 2015 conference, Etudes Summit, and receipt of Etudes certification and MOS certification.

Action Priority

High

To establish a DDS reporting function for the college community

Action Description

The DDS is ready to present reports at an appropriate committee for the college community. Our current recommendation is for the DDS to report regularly to the Technology Committee and the Distance Education Committee.

Action Plan Results

Monthly reporting at the Technology Committee

Monthly reporting at the Distance Education Committee

Action Priority

Medium

Work with faculty to create 25 webpages

Action Description

Provide faculty training and support so that 25 faculty webpages are launched within 6 months after Kentico implementation.

Kentico was launched in late September 2014, we are on track to completing this action. We have 16 faculty members currently signed up for training where a faculty page will be created.

In collaboration with the Kentico training team, the DDS will provide services and resources to train faculty in web design and management. Our new action plan is to train 100 faculty members and have 30 live pages by Summer 2015.

Action Plan Results

Number of faculty trained in Kentico

Number of live faculty webpages

Action Priority

High

Science - Biological Sciences

Creation of a Biotech Course for Biology majors

Action Description

This Planned Action describes the creation of a new course within the Science division. This course (tentatively called Biotech 001 Principles of Biotechnology) would be created for enrollment by those students wishing to pursue careers in Biology, Chemistry or the health sciences (e.g. medical school). This course could also be considered for inclusion within the college's STEM program. This course would give students hands-on experience and training in many protocols used in today's biotechnology labs. It would also give them comprehensive theoretical training that could be used by the student to transfer into the UC and CSU system as science majors.

The steps to this planned action are:

1. Creation of the Biotech 001 curriculum including both lecture and lab topics

Action Plan Results

A.Enrollment of students in this course at a level comparable to other majors Biology and Chemistry courses. However, an initial target of 12 to 18 students within the first year of its implementation would be acceptable. Expansion of enrollment to 28 students per semester would be the ultimate goal.

B.Increased retention of many of our Biology and Chemistry students here at West as they remain at the

Action Priority

1

Creation of a Science Division Learning Resource Center

Action Description

This Action describes the creation of a Science learning resource center (LRC) for students enrolled within the Science Division and intended to provide support for numerous science curricula, including, Anatomy, Biology 3A/3B, Biology 6 & 7, Microbiology, Biochemistry, Chemistry and Physics. This Science LRC could also be used by students within the Allied Health division as several of the support materials (i.e. models, histology slides) could be used by dental hygiene students.

The steps to this planned action are:

1. Purchase of anatomy models for anatomy curriculum
2. Purchase of microscopes for anatomy, biology and microbiology curricula
3. Purchase of histology slides for anatomy, biology and microbiology curricula
4. Purchase of computers for all science division curricula
5. Purchase of virtual experiment systems for physiology, chemistry and physics laboratory curricula

Action Plan Results

- A. Use of the Science LRC by science students outside of their class hours
- B. Increases in success by our science students.
- C. Use of the Science LRC by outside divisions, such as the Allied Health Division

Action Priority

1

Creation of Biochemistry Course within the Chemistry Division

Action Description

This Action describes the creation of a Biochemistry course (Chem 221 Principles of Biochemistry) that would be created for those students wishing to pursue careers in Chemistry, Biology, in addition to profession health science schools. This course could also be considered for inclusion within West's STEM program. This course would give students both comprehensive theoretical and practical training in biochemistry via lecture and laboratory portions. This course could be used by the student to transfer into the UC and CSU system as chemistry majors.

The steps to this planned action are:

1. Creation of a one-semester biochemistry curriculum encompassing both lecture and lab periods

Action Plan Results

- A. Enrollment of students in this course at a level comparable to other majors Biology and Chemistry courses.
- B. Increased retention of many of our Chemistry students here at West as they remain at the college to take this biochemistry course.
- C. Increased enrollment in several chemistry and biology courses that would be a pre-requisite to this newly

Action Priority

2

Development of a Human Cadaver Lab for Anatomy 1 students

Action Description

This planned action outlines the creation of a cadaver lab in order to expand our Human Anatomy 001 program. Numerous facilities are available for the purchase of cadavers for anatomy labs. The most appropriate one is located within the University of California San Diego.

The steps to this planned action are:

1. Purchase of a cadaver from UCSD
2. Transport of cadaver to WLAC via approved transport services. Transport of human remains must be done according to state and federal guidelines.

Action Plan Results

- A. Increased performance and success rates of our anatomy students within this discipline
- B. Increased enrollment within our anatomy division from outside students
- C. Increased retention and enrollment within other health science pre-requisites e.g. physiology, microbiology
- D. Increased interaction with other campus divisions such as the Allied Health Division

Action Priority

1

Science - Earth Sciences

BUILDING A SEISMOLOGICAL STATION AT WEST

Action Description

The greater Los Angeles area is located in a seismically active region. The world famous San Andreas Fault is less than 100 miles away to the east. In addition, there are about a dozen other significant faults that are capable of generating strong earthquakes. The Newport-Inglewood Fault is one of these. The fault extends for about 45 miles from Culver City southeast, via Inglewood to Newport Beach at which point it runs out into the

Action Plan Results

Measurable results

- 1.Data collected on this fault will be used to study the Newport-Inglewood Fault, the data & analyses of which will be provided to State, County, & City policy makers towards mitigating earthquake hazards. Communities at or near this active fault as well as seismological research institutions will thus be the direct beneficiaries from this station.
- 2.Earth Science students at the West Los Angeles College will be involved in the data collection and analysis. This activity shall introduce them to the field of seismology, and hopefully inspire them to pursue seismological studies as they transfer to four-year colleges/universities.

Action Priority

2

Hire a Physical Science Laboratory Technician

Action Description

Having a Laboratory Instructional assistant on hand would significantly alter the operational aspect of our labs: support for students' activities and projects would be superb and highly mechanized. the lab tech can

Action Plan Results

Increase number of students who take a host of earth Sciences courses; some of them would also major in

Action Priority

1

Science - Physical Sciences

Hire A Laboratory Technician

Action Description

Physics/Astronomy/Engineering laboratory classrooms must be supported by trained laboratory technicians that would support students' activities and projects by performing a broad range of duties to facilitate the day-

Action Plan Results

Increased number of students that would successfully complete the sequence of the courses that are need.

Action Priority

High

Hire Tenure-track Biochemist

Action Description

This action describes the hiring of a Biochemist who would oversee the establishment of Biochemistry Program that serves the needs of our division in particular but also could serve in Allied Health and Dental

Action Plan Results

- (1) Development of a one-semester Biochemistry curriculum encompassing both lecture and lab sections
- (2) Expand the current Organic Chemistry series of courses, that will necessitate the purchase of additional equipment and supplies
- (3) Strengthen the Biological Sciences curriculum

Action Priority

1

Procurement of Chemistry Laboratory Equipment

Action Description

This Action describes the creation of a Biochemistry course (Chem 221 Principles of Biochemistry) that would be created for those students wishing to pursue careers in Chemistry, Biology, in addition to profession health science schools. This course could also be considered for inclusion within West's STEM program. This course would give students both comprehensive theoretical and practical training in biochemistry via lecture and laboratory portions. This course could be used by the student to transfer into the UC and CSU system as chemistry majors.

The steps to this planned action are:

1. Creation of a one-semester biochemistry curriculum encompassing both lecture and lab periods

Action Plan Results

- A. Enrollment of students in this course at a level comparable to other majors Biology and Chemistry courses.
- B. Increased retention of many of our Chemistry students here at West as they remain at the college to take this biochemistry course.

Action Priority

3

Setting-up Astronomy Laboratory Station**Action Description**

In order to grow the Astronomy program the Division wishes to initiate the process of appropriately equipping the astronomy laboratory in a way as to be competitive with other sister colleges in the district, in attracting students desiring to study hands-on astronomy and complete their science requirement for transfer for non-

Action Plan Results

The astronomy program as it is (typically one lecture class per semester) has grown incredibly fast. During summer of 2013, West offered two completely populated astronomy classes. Further, an additional astronomy hybrid course has been added this fall to meet the needs of the growing population of students interested in taking astronomy.

In addition, the WLAC Star Fire Astronomy club was formed and chartered in the fall of 2012 and held two

Action Priority

4

Administrative Services Area**Business Office****Disseminate District policies related to travel requests and reimbursement of travel expenses****Action Description**

1. Research District policies related to travel requests and subsequent reimbursement of travel expenses.
2. Disseminate all relevant information about the policies to all concerned employees

Action Plan Results

improved business process

Action Priority

High

Disseminate to all concerned employees policies for Procurement and Processing of Vendor Invoices**Action Description**

1. Meet with our contact for Procurement, Kim Hoffman and discuss the District's Procurement Manual. Meet with Accounts Payable Manager and discuss the district's Accounts Payable manual.
2. Create a document that will summarize critical information in the Procurement and Accounts Payable manual. Disseminate to all concerned employees.

Action Plan Results

awareness of employees about District Policies; efficiency and effectiveness of business processes

Action Priority

High

Re-evaluate staff responsibilities to maximize efficiency and ensure strong internal control

Action Description

1. Assess the workload of each staff at the Business office and determine if efficiency is optimized.
2. Re-assign responsibilities, if necessary.
3. Evaluate if strong internal control is maintained with the current allocation of responsibilities.
4. Inquire what other colleges do and evaluate which is best practice.

Action Plan Results

strong internal control thru proper segregation of duties

Action Priority

High

Research all policies related to Cal Card and consolidate. Distribute to all CalCard holders.

Action Description

1. Research all related policies related to the issuance of CalCards, approval and processing of payments, submission of supporting documents by the CalCard holders to the Business Office.
2. Consolidate all policies into one manual and disseminate to all CalCard holders.

Action Plan Results

Efficient processing of CalCard payments and recording of expenses.

Action Priority

High

Send email reminder to students with student fees due.

Action Description

1. Obtain from the District the list of all outstanding accounts receivable from students for West LA College.
2. Draft a letter that will be sent out to the students.
3. With the help of InfoTech, Business Office will send mass email to students who have outstanding dues.

Action Plan Results

Completion of the mailing

Action Priority

High

Submit past dues student fees to COTOP

Action Description

1. Research the process by which Colleges submit their past due accounts receivable from student to the Chancellor's Office Tax Offset Program (COTOP). COTOP is a program that facilitates collection of past due student fees via intercept by the Franchise Tax Board of tax refunds the students have.
2. Ask the other CFAs and AVPs of other Colleges of the District who implement the same collection process.

Action Plan Results

improved collection process for student fees

Action Priority

High

Enterprise Services

Test "marketplace sourcing"

Action Description

Test the impact of marketplace sourcing to improve market share. Buy textbooks in the peer to peer marketplace and other online marketplaces below nominal wholesale cost to lower the stores cost of goods

Action Plan Results

An improvement in units per FTES and/or gross profit on textbook sales/rentals per FTES. These metrics have declined steadily and dramatically since 2008 so a slowdown in the rate of decline would be positive but our

Action Priority

Primary focus after meeting our obligation to provide books and services to the campus community.

Information Technology

Deploy all new computer equipment, Smart AV devices, VOIP ,10Gb network infrastructures.

Action Description

Gain bond Funding, Plan Purchase and deploy the project.

Action Plan Results

100% fully Operation

Action Priority

High

Provide new Kentico Content Management System for Website

Action Description

1 - Analyze , Research and Inquiry Kentico CMS Product 2 - Work with Techonology Committee to setup a taskforce tam to implement the product. 3 - Purchase Product license and maintenance contract. 4 - Prepare

Action Plan Results

20% College Kentico websites will be roll-out by 2013 40% by 2014 and 60% for 2015

Action Priority

High

Rebuild Digital Curriculum Storage from new CMS system. Build New Digial Libradry Media for Faculty

Action Description

- 1 - Inquire and install new high-end 16TB storage
- 2 - Analyze storage capacity for user requirement
- 3 - Integrate with Kentico CMS
- 4 - Provide Training

Action Plan Results

20% completed by 2014 40% completed by 2015 40% completed by 2016

Action Priority

High

Rebuild new fibers network through-out Campus

Action Description

- 1 - Plan and Analyze the college pathway every building
- 2 - Estimate Cost for Material and labor
- 3 - Install phase by phase

Action Plan Results

- 10% completion by 2014
30% completion by 2015
60% completion by 2016

Action Priority

Medium

Replace new computers to all Student Computer LAB computers with 5 years old PCs.

Action Description

- 1 - PC Inventory
- 2 - Request Funding
- 3 - Deploy each location per semester

Action Plan Results

Medium

Action Priority

Medium

Techonolgy Training

Action Description

- 1- Research technology training firms. 2 - request funding 3 - Schedule for staff training

Action Plan Results

20% staff training for 2014
15% staff training for 2015
15% staff training for 2016
15% staff training for 2017
15% staff training for 2018

Action Priority

Medium

Plant Facilities

Hire Automotive Mechanic

Action Description

Need funding

Action Plan Results

Fleet Maintenance

Action Priority

1

Learning Communities

POPP

get support from members of the BSS division

Action Description

Create an agenda item to talk about the POPP

Action Plan Results

Including feedback in the minutes

Action Priority

1

Puente

Increase the number of university transfers

Action Description

Secure/Provide for the necessary resources/funding for timely transfer (within 3 years) to institutions of higher learning. Continue to use EOPS office for Puente students for the purposes of privacy/confidentiality

Action Plan Results

Students would no longer be faced with a lack of resources available from the Puente team due to budgetary constraints. The uncertainty that the program has faced yearly about whether or not it will continue affects both the staff and participants of Puente. As a result of institutionalization of the Puente Project and more

Action Priority

Work toward student success even with financial uncertainty.

President's Office

Marketing / Public Relations

Expand knowledge of Kentico Software

Action Description

obtain training for Clarissa and Michelle (to share with others) via online lessons, seminars, research or other

Action Plan Results

Michelle and Clarissa will know how to password protect pages, create templates, set up users, and use

Action Priority

Medium

experiment with message delivery and content

Action Description

Experiment with methods of delivering news to students and employees including social media, in-class videos, videos on the web, enriching the content of Faculty/Staff Westweek, better using the college TVs...

Action Plan Results

Higher marks on the student and employee surveys and higher viewership reports on the web tracking data

Action Priority

Medium

Train Representatives from Programs in Kentico

Action Description

Provide training to representatives from academic and service programs and provide a repository of easily

Action Plan Results

All programs (not individual faculty) who want to have a person trained in Kentico will have it

Action Priority

Medium

Student Services Area

Admissions and Records

Move records currently stored in paper boxes to metal boxes.

Action Description

1. Receive bid from Allen Hanson
2. Move and reorder (where needed) in secure metal boxes

Action Plan Results

We will be in compliance with accreditation standard II.c.a.

Action Priority

The highest

Rehab "Freudian Sip" into Info Center with telephone support.

Action Description

A bid from Allen Hanson will be made in fall 2014. Four CGCAs need to be hired and extensively trained. The dean has already spoken to the outreach coordinator and recruiter about layout plans and management. The

Action Plan Results

Incoming calls and visits related to online self-service will be directed to the Info. Center. The info center can walk students through information and processes found online. The Center will help students complete online

Action Priority

2nd

ASO

Update computers in office

Action Description

Update computers for officers, senators, and add a computer to the main counter so that students can check

Action Plan Results

1. Officers and senators will save time because they will not have to wait for the computer to function properly.

Action Priority

1

Update furniture and technology in the ASO lounge.

Action Description

Update the furniture, microwave, and TV in the ASO lounge to create an inviting atmosphere for students.

Action Plan Results

Students will feel more comfortable spending time on campus, which will lead to student success.

Action Priority

1

Child Development Center

Assist with developing new & revised policies/procedures regarding specific safety/security issues.

Action Description

Coordinate (i.e., give feedback and suggestions) with the Work Environment Committee regarding new &

Action Plan Results

New & revised safety/security policies/procedures are developed and implemented that address safety and

Action Priority

Medium/High

Coordinated activities with the CD Faculty, CDC Faculty/staff & the CD Club to link practices.

Action Description

Schedule/implement meeting/trainings at least twice a year (fall and spring). Discuss strategies and approaches that can be implemented in the Child Development Center & possibly in the CD/Practicum classes (i.e., review possible techniques to enhance the practicum training experience). Also, plan events with the CD

Action Plan Results

CDC and the CD Department practices will be more in alignment with each other. CDC program will create and implement a tool to assess the practicum experiences and based on the results, explore new

Action Priority

High

Enhance indoor and outdoor learning environments.

Action Description

Purchase additional indoor and outdoor educational equipment/materials based on the Thelma Harms Environment Rating Scale, which will include having indoor & outdoor learning centers (math, science, art,

Action Plan Results

The purchase of additional indoor and outdoor educational equipment/materials based on the Thelma Harms Environment Rating Scale, will enhance early learning opportunities by having a wide variety of educational

Action Priority

High

Enhance the educational quality by having a substitute Teacher/TA pool.

Action Description

When CDC Faculty & staff (TA's) are absent, the program needs to be able to replace them with a substitute. This impacts meeting required ratios, which puts the program out of compliance with Title 22 & 5. The program would need to develop a sub-pool. This would include having 3-4 qualified people that have at least 12 units in child development, an associate teacher permit or higher, TB & fingerprint clearances.

Action Plan Results

The program has a sub-pool list and the budget to support having substitutes when needed. This would ensure

Action Priority

High

Enhance the educational quality by having additional staffing in the toddler class.

Action Description

Having additional teacher assistants (with 12 or more Child Development units) to provided needed/required coverage in the toddler room for 6 hours (4 days a week)

The program will need to hire and train qualified teacher assistants.

Teacher Assistant (ideally this will be former practicum or student worker that is familiar with the program).

Action Plan Results

Meeting required ratios throughout the day (1/4-adult & child ratio).

Action Priority

High

Ensure program quality by having a new copy machine that also has a scanning feature.

Action Description

In order to ensure program quality, the program needs a new copy machine that also has a scanning feature. Currently, the program has a very old copy machine that breaks down frequently. The program has been informed by Cannon and by our IT Department that once any major part needs to be replaced (which could at

Action Plan Results

The result will be that the program has a reliable and up to date copier/scanner.

Action Priority

High

Explore infant/oddler grant opportunities.

Action Description

Being able to increase enrollment based on the need for additional infant/toddler services. This would include researching and applying for grant opportunities and also increasing our license to serve children under the

Action Plan Results

The result would be that the program could increase enrollment based on the need for additional infant/toddler services. Currently, the program is only able to serve children starting at the age two.

Action Priority

Medium/High

Having an emergency button on the phones in the CDC building.

Action Description

- ¿ Having an emergency button on the phones in the CDC building that would that would alert the Sheriff¿s department.
- ¿ Coordinating with info-tech regarding them programming a one touch alert system on each phone located in the CDC building that would connected directly with the Sheriff¿s department.
- ¿ Revised policies regarding the new one touch alert system.
- ¿ Training CDC faulty/staff and student workers.

Action Plan Results

- ¿ Info-tech programs a one touch alert system on each phone located in the CDC building that is connected with the Sheriff¿s department.
- ¿ Revised policies regarding the new one touch alert system are completed.

Action Priority

High

Increase parent participation in attending CDC Meetings/Trainings.

Action Description

Increase student/parent participation in attending CDC Meetings/Trainings by being able to offer meals vs. snacks and by having incentive raffles (i.e., educational materials the parents can utilize at home with their

Action Plan Results

The program would see an increase in parents signing up and attending parent meetings/trainings. The will be measured by seeing an increase in attendance, which will be reflected on the sign-in sheets. .

Action Priority

Medium

Installing a buzzer security system in the hallway door (located before the CDC Director¿s office).

Action Description

- Coordinate with facilities to obtain bids for a security buzzer.
- ¿ Follow-up with facilities to ensure the security buzzer installed.
- ¿ Document procedures for the security buzzer.
- ¿ Training for Faculty/staff and student workers (that cover the front desk) regarding the security buzzer.

Action Plan Results

- The security buzzer is installed.
- ¿ Procedures for the security buzzer are completed.
- ¿ Training for Faculty/staff and student workers (that cover the front desk) regarding the security buzzer is completed.

Action Priority

High

To strengthen the program quality by developing a Faculty/Staff Handbook.

Action Description

Enhance the educational quality by creating a CDC Faculty/Staff Handbook. The handbook will be developed by reviewing the currently revised Parent Handbook (revised as of July 2014) and the review of some of the other CDC's Faculty/Staff Handbooks to gain additional ideas/approaches. The process will also include

Action Plan Results

A Faculty/Staff Handbook will be a support/resource for CDC Faculty/Staff, student workers and practicum students by clarifying procedures. Also, it will include a resource section that would cover best practices techniques/strategies. The Faculty/staff, student workers and practicum students will complete a brief survey/feedback form to assess new handbook. The information from the feedback forms will be utilized

Action Priority

Medium

Counseling

Classified Support

Action Description

(blank)

Action Plan Results

(blank)

Action Priority

(blank)

Convert C basis Counselors to D basis

Action Description

(blank)

Action Plan Results

(blank)

Action Priority

(blank)

Develop a structured Personal Development Division

Action Description

(blank)

Action Plan Results

Increase availability of counseling services for abbreviated and comprehensive educational master plans.

Action Priority

(blank)

Provide Educational Plans and counseling services to meet Senate Bill 1456

Action Description

(blank)

Action Plan Results

Increase availability of counseling services for abbreviated and comprehensive educational plans.

Action Priority

(blank)

Provide Educational Plans and services for DSPS Students

Action Description

(blank)

Action Plan Results

Increase availability of counseling services for abbreviated and comprehensive educational plans.

Action Priority

(blank)

Provide Educational Plans and services for EOP&S students

Action Description

(blank)

Action Plan Results

Increase availability of counseling services for abbreviated and comprehensive educational plans.

Action Priority

(blank)

Provide Educational Plans and services for Online students

Action Description

(blank)

Action Plan Results

Increase availability of counseling services for abbreviated and comprehensive educational plans.

Action Priority

(blank)

Provide Educational Plans and services for Transfer students

Action Description

(blank)

Action Plan Results

Increase availability of counseling services for abbreviated and comprehensive educational plans.

Action Priority

(blank)

Provide Educational Plans and services for Undecided students

Action Description

(blank)

Action Plan Results

Increase availability of counseling services for abbreviated and comprehensive educational plans.

Action Priority

(blank)

Provide Educational Plans for Veterans students

Action Description

(blank)

Action Plan Results

Increase availability of counseling services for abbreviated and comprehensive educational plans.

Action Priority

(blank)

DSP&S

To hire fulltime DSPS counselor

Action Description

To hire a fulltime DSPS counselor the position would have to be approved by FPIP and the President for hire.

Action Plan Results

To assist more students with disabilities.

Action Priority

1

EOP&S / CARE

Hire Fulltime EOPS/CARE Counselor

Action Description

Request approved by FPIP and President

Action Plan Results

Hiring of EOPS/CARE counselor

Action Priority

1

Financial Aid

Hire a A Shift Financial Aid Assistant

Action Description

Request and complete the college and district office hiring forms for the Financial Aid Assistant

Action Plan Results

The Financial Aid Assistant will work at the counter for intake of documents, answer phone calls from students and parents and provide information that is critical for completion of the awarding process. To reduce the

Action Priority

The priority should be considered high in order to meet the unit goal

Learning Skills

Affirm institutional commitment to student learning

Action Description

By providing academic support to foster lifelong learning as well as having a dedicated space that is conducive

Action Plan Results

increased the number of students who participate in the LSK program

Action Priority

1

To improve successful course completion rates in pre-collegiate English and math sequence

Action Description

Hire a full time tenure English learning skills instructor to address the needs of WLAC foundation students in

Action Plan Results

increase the # of students who obtain degrees and or certificates

Action Priority

2

School Relations and Outreach

Develop liaisons with local consulates and cultural ministries

Action Description

Establish liaisons at local consulates and cultural ministries; especially from countries in the Middle East.

Action Plan Results

Establish a regularly scheduled meeting of government officials at West with the intent of strengthening

Action Priority

3

Establish International Student Summer Bridge

Action Description

Obtain consent and support from instructional faculty, administration, SSSP, and Counseling to support the

Action Plan Results

Improve basic skills success rates and completion of 15 units; a success indicator.

Action Priority

2

Gather and analyze success educational outcomes data

Action Description

Analyze academic records to develop an education outcomes benchmarks: pass and persistence rates, degree attainment, university transfer, etc.

Action Plan Results

Establish a baseline for various academic measures. This will enable us to better evaluate the outcomes of our

Action Priority

1

Increase outreach to target groups

Action Description

Develop stronger relationships with resource coordinators that work with these populations.

Action Plan Results

Targeted Outreach would address the following strategic directions and goals written in the 2014-2020 Educational Master Plan: 5.1.1 establish pathways for students at specific high schools to transition to West and succeed, (4.2.1) develop and implement a plan to improve collaboration between instructional and student services departments, (3.2.1) Improve pre-enrollment services targeted to potential at-risk students,

Action Priority

(blank)

Jumpstart Alignment

Action Description

Develop comprehensive, multi-semester pathways for students to earn credit in college classes offered at their high school for a specific CTE program and/or university transfer.

Action Plan Results

Identify the number of plans that are developed between our K-12 partner schools and West.

Action Priority

(blank)

Student Success & Support Programs

Assessment

Action Description

Action 2:

To provide Assessment services to all new / returning (after 3 years) non-exempt students and not-new students who plan to re-test.

Action Plan Results

Increased number of new students who complete assessment testing.

Action Priority

2

Counseling Student Educational Planning

Action Description

Action 3:

Student educational planning/counseling and advisement:

1. To increase the number of Abbreviated Student Educational plans for:
new/returning students (after 3years)
students on probation
students who need to determine an educational goal/major
students who need career assessment and development
students enrolled in basic skills/ESL courses
through the West ExpressWay.

2. To increase the number of not new continuing students to receive counseling and advisement and

Action Plan Results

Increased numbers of students with Abbreviated and Comprehensive Student Educational Plans.

Action Priority

Priority 3

Follow-up

Action Description

To provide Follow-up services to At-risk students on probation, in basic skills courses , and undeclared in their

Action Plan Results

Increased number of at-risk students attending workshops and counseling services.

Action Priority

4

Orientation Expansion / Welcome Center

Action Description

Action 1: Expand Orientation Services

To provide in-person, group and online orientations to all new and returning (after 3 years) non-exempt students and exempt students who elect to go through the college orientation. To assist with gathering the data on

1. Orientations offered by faculty for academic programs and also
2. Student service programs/projects that offer orientations concerning the student service program.
3. To develop and implement a " Welcome Center " that will offer Counseling services and information on all academic and student services programs at WLAC. The center will serve as a focal point for students to gather

Action Plan Results

Increased number of students being reached through the welcome center as a "touch point". Increased the number of students oriented and receiving counseling advisement / educational plans.

Action Priority

1

Grand Total