

West Los Angeles College
Rubric II.7
 Program Review
Summary of Planning Section
 2014- 2015

Academic Affairs Area

AH - Certified Nursing Assistant

Unit Goal

Increase the number of underserved students
 Prepare students to enter a competitive workforce

Planned Action

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

Resource Request

8 bed and supplies
 Manniquins--13 and 1 AED
 office assistant

AH - Dental Hygiene

Unit Goal

Continue to prepare student to enter the workforce.
 Create clear completion pathways for students entering Health professions
 Forge Effective alliances with local schools in the community

Planned Action

Have a 40 station computer lab: Licensing and Certificatin Testing site
 Hire a .5 FT Faculty and .5 Clinical coordinator for Allied Health
 Offer a 4year Bachelor Degree in Dental Hygiene
 Offer a Dental Assistant Program to meet the labor market demand
 Offer a Health care Core Curriculum
 Purchase equipment to stay current with employment trends
 To have a budget for equipment repairs and maintenance

Resource Request

A Bachelor of Science Degree in Dental Hygiene
 A budget for equipment repairs and maintenance
 Dental Assistant Program Director
 Hire a new FT faculty (.5 Clinic Coordinator and .5 Instructor) for Allied Health
 Obtain a 40 station Computer Lab
 Purchase Digital Cameras (3)
 Purchase Model Trimmers (2)

AH - EMT/ Paramedic

Unit Goal

Ensure state-of-the-art clinical equipment and technology is used in EMT/Paramedic
 Seek to increase the diversity of students in EMT/Paramedic

Planned Action

Identify needed state of the art equipment
 Increase diversity in the EMT/Paramedic student population

Resource Request

Increase the FTE from .4 to .6FTE for the adjuncty instructor of record
Secure funding for state of the art equipment

AH -Medical Assisting

Unit Goal

Increase the number of underserved students

Planned Action

Increased the number of students succesfully completing the certified Medical Assisting

Resource Request

2 Autoclave
2 Holter Recorder
3 12 leads EKG Machines
4 advanced venipuncture arms
4 Phlebotomy Chairs
4 Vital Sign Patient Monitor
Anatomy Physiology module
Surgical Instruments and Equipments

AT - Travel & Hospitality

Unit Goal

Enhance curriculum with practical experience and connections to industry
Improve student success and certificate/degree completion
Increase enrollment in program courses

Planned Action

Connect program to regional and national associations and/or accrediting bodies
Create and implement a program marketing plan
Create and utilize curriculum maps
Cultivate outside funding opportunities from local industry
Develop a business plan for an on campus travel agency lab.
Evaluate effectiveness of distance learning and explore hybrid scheduling
Evaluate prerequisites/advisories to ensure students are prepared for courses
Implement a student advising initiative
Incorporate project and problem based learning across the curriculum
Incorporate working professionals into courses and career mentoring of students
Initiate regular feedback via student and alumni surveys
Research alternatives to traditional textbooks

Resource Request

Hire full-time faculty position

B&SS - CTE (Other)

Unit Goal

Full time faculty member
Program assistant
Reinstating lost courses

Resource Request

Full time faculty member
Program assistant
Reinstate classes that were removed

Behavioral & Social Sciences (GE)

Unit Goal

Create a new course: International Political Economy

Increasing number of students who transfer and major in economics
Integrate MultiMedia to Learning Environment
Organize Seminars and Workshops
Produce an Economic Impact of WLAC on the Regional Economy
Reinstate classes lost during the budget cuts
Replace damaged and stolen specimens and update teaching collection.

Planned Action

Create excel Worksheet to see how many sections cut for each discipline
Increase number of transferring students
Promoting Honors Transfer Program
Run regression on local economy
Use Commanding Heights Documentary in Econ 2
Work with UCLA Global Development and SMC Economics Faculty

Resource Request

Replace damaged and stolen specimens and update teaching collection.
Full Time Political Science Instructor
Purchase Commanding Heights Series
Purchase STATA 13
Reinstate lost classes.
Reinstate Vice Chair

Business (Other)

Unit Goal

Increase the number of certificates and degrees in Business programs
Prepare students for a successful careers in Business

Planned Action

Create certificates for the emerging business trends
Create pathway for new and existing courses

Resource Request

office assistant
Computer lab suitable for 60 students
Full Time Faculty (at least 3 needed)

Business (Paralegal)

Unit Goal

Improve Certificate and Degree Awards

Planned Action

Improve student completion rate

Resource Request

Need staff member, brochures, flyers, website updates

Career & Technical Education

Unit Goal

A curriculum unit that is knowledgeable and provides support to the college community.
Provide department support to the film production program

Planned Action

Hire a lab assistant/aide
Participate at curriculum workshops and conferences provided by the state chancellor's office.

Resource Request

Funding for curriculum conferences and workshops
funding for instructional aide - vocational arts

Computer Science

Unit Goal

Improve student success at course and program level
Improve Student Job Market Readiness

Planned Action

Create new cloud and virtualization training certificate
Facilitate course delivery and class instruction
Offer TMC Computer Science degree program

Resource Request

Hire a new tenure faculty member
Upgrade Computer Classrooms
Upgrade Network Security Program

Dance, Health & Physical Education

Unit Goal

Provide a safe and up to date fitness laboratory for the students.
Provide consistent instruction in the Health classes.
Provide safe access to and from the pool.
Expand the Dance program
Provide adequate equipment for dance students

Planned Action

Hire a full time Health instructor
Repair and maintain equipment in the Fitness Center and Weight Room
Hire a full time Dance instructor
Purchase equipment for the dance program.
Purchase non slip flooring for PEC S & N

Resource Request

Purchase Lighting Equipment
Purchase non slip flooring for PEC N & S
Hire a full time instructor
Replace broken equipment in the Fitness Ctr and Weight Room
Service contract for fitness equipment maintenance and repair.

Distance Learning

Unit Goal

Engage in professional development and outreach activities promoting online instruction
Enhance instructional technology & resources to improve student success in Distance Learning courses

Ensure that West continues to meet all Distance Education Regulations and Compliance Requirements

Expand LMS use in on-campus classes to improve student success measures. Joint with OTL
Expansion of International Student Program through Marketing, Partnership & Program Development

Improve filing and document organization to increase efficiency.

Planned Action

Complete missing Distance Learning Addendums for all hybrid and online classes
Develop an online Quality Matters (QM) resource center for the Online and Hybrid Classes Website
Develop and offer LMS training targeting on-campus instructors.
Increase the number of online instructors using images or videos on their homepages
Link online readiness pre-assessment with West Expressway

Migrate websites from Dreameaver and Omniupdate to Kentico.
Professional Development Blog on the Online and Hybrid Classes Website

Humanities & Fine Arts (CTE)

Unit Goal

Develop Sound Stage Instructional Lab
Develop Multimedia transfer program
Increase the number of Certificates of Achievement in Film/TV Production Crafts
Test Goal

Planned Action

Hire Full Time Multi-media Faculty
Create a Sound Stage Instructional Lab
Hire full time Film/TV Production faculty

Resource Request

Construction of a Sound Stage
Full Time Multi-media Instructor
Full time Film/TV Production Crafts Instructor

Humanities & Fine Arts (GE)

Unit Goal

HFA. upgrade equipment.
Develop Sound Stage Instructional Lab
Develop Multimedia transfer program
Assign a full time clerical/classified staff member to manage HFA paperwork
Create a Museum Studies transfer program.
develop Recording Arts/Eletronic Music transfer/CTE program
secure Art History transfer program/ assign/hire a dedicated faculty coordinator.

Planned Action

Hire/ replace retired/ for Art/ Art History Instructor
Develop Sound Stage Instructional Lab
Buy and replace equipment
hire a full time clerica/lclassified staff member
Hire a Multimedia instructor
Hire full time faculty in the area of Museum Studies
Hire full time Recording Arts/Eletronic Music Instructor

Resource Request

Hire/ replace retired/ for Art/ Art History Instructor
Develop Sound Stage Instructional Lab
Buy and replace equipment
hire a full time clerica/lclassified staff member
Hire full time faculty in the area of Museum Studies
Hire full time Recording Arts/Eletronic Music Instructor
Hire full time multimedia instructor

Language Arts

Unit Goal

EMP 2.4 Enhance and maintain facilities and technology to promote effective teaching and learning
Increase Persistence and Success Rates in English Sequence

Planned Action

1.1 of the Ed Master Plan - Improve student achievement among the underrepresented.
EMP 2.4.1 Facilites' modification will optimize use and build in appropriate technologies

Resource Request

10 chairs and 2 tables for division spaces
 2 full-time tenure track faculty in English
 2 laptops, Mac display adapter, & doc camera for Lang Arts' use
 Office Assistant (to share with another division)
 Office with secured area for West's Online Magazine video and camera equipment
 Phones and computers in 2 empty GC offices
 Super Smart Classroom with full technology for documenting pedagogy - EMP 2.4., 2.4.1, 2.4.3

Library**Unit Goal**

Improve Access to Library Services for Students, Faculty, Staff and Community
 Increase accessibility to tutoring services and academic instructional technologies
 Provide consistent support and maintenance of Instructional Media in classrooms and campus wide

Planned Action

Maintain and Update Library Instructional Resources
 Bring library staffing levels up to meet demand for library resources
 Develop and Implement (SI) Supplemental Instruction tutoring program
 Implement a math lab for tutoring/teaching with emphasis on mobile technologies
 Improve availability and support for student use of computer labs
 Improve security to prevent loss of instructional resources
 Increase of Information Competency instruction
 Provide consistent support and maintenance of Instructional Media in classrooms and campus wide

Resource Request

computers and printers for student computer labs in Library
 computers for library staff and faculty
 Hire 0.5 FTE Library Technician
 Hire 1 FT Library Technician
 Hire 1 full time Instructional Assistant & IT
 Hire 1 full time Instructional Media Specialist
 Hire SI (Supplemental Instruction) Coordinator
 Hire SI Tutors and SI Program Equipment and Supplies
 Library collection development fund
 Math Lab - provide tutoring/teaching technology resources
 Security system: alarms and cameras to protect Media Center equipment
 A/V Update Campus Wide 2014-2015
 A/V Update Campus Wide 2015-2016
 A/V Update Campus Wide 2016-2017
 Hire 1 full time Learning Center Director
 Hire 1 full time Librarian - Cataloging
 Hire 1 full time Librarian - Collection Development & Faculty liaison
 Hire 1 full time Librarian - User Experience
 Instructional Media Center budget for annual expenditures
 Motorized utility golf cart for delivery of A/V equipment

Mathematics**Unit Goal**

Develop Math Web Site
 Explore online Homework options
 Improve Communication between Counseling and Transfer and the Math Dept

Increase faculty involvement in SLO assessment and Faculty Governance Process (2013)
Increase student success in non-STEM level math classes (such as STATISTICS 2013).
Increase student success in STEM-level math classes (2013)
More fully utilize MSA building
Reduce average completion time for Algebra sequence (2013)
Improve Dialogue between Math and the Learning Center

Planned Action

Continue teaching Math 123ABC
Improve instruction of non-STEM related math courses (STATISTICS).
Improve mathematics instruction to STEM students.
Acquire Braille Math texts
Acquire Mathematics Software
Acquire new equipment for Mathematics Division
Add 1-unit Math courses to schedule
Hire a Math SLO coordinator
Improve ALGEBRA skills mathematics instruction.
Improve Basic Skills Math by studying SLO assessment
Increase offerings of Math 110 as compared to Math 112
Introduce Accelerated Math 105-112
Introduce Mathematics Summer Bridge, BootCamps, and Workshops
Organize WLAC Math Video Lessons
Purchase of foreign-language math texts for key courses and languages to assist ESLs
Purchase two classroom sets of TI-84 Graphing Calculators
Repurpose underutilized MSA classrooms

Resource Request

Classroom and office supplies (2013)
Funds to reconstruct MSA 105/104 into a usable Statistics Lab
Graphing Calculators
Improve/maintain MSA classroom technology
Mathematics Division Clerical AID (2013)
SI tutors to work with willing faculty in specific math courses. (2013)
Hire a Math SLO coordinator
Acquire Mathematical software
Allocate funds for mathematics program expansion
Alternative Math textbooks
Hire a PART time MATH LAB instructor
Replace office computers, purchase new equipment
Tutorial Math Lab

Office of Research and Planning

Unit Goal

Support Educational Master Plan development and monitoring
Support SLO assessment data collection, storage and analysis
Educational Master Plan: Evaluate achievement of goals
Enrollment Management
SLO Data Management
SS&SP Assessment/ Placement Evaluation
Support data-informed decision making

Planned Action

Adequate staffing for SLO assessment data support

Adequate staffing to support new SB1456 and accreditation requirements
Identify software to support SLO assessment data system
Create Fact Book
Cut Score Validation
Data Visualization: Explore Options
Develop outcomes-based allocation plan for the Class Schedule
Disproportionate Impact in Assessment/ Placement
SLO Data Migration
SLO Software Configuration
SLO Software Training
Use IES to support evaluation by PIE of progress on the EMP

Resource Request

Adequate support staff for SLO assessment system-Ass't Research Analyst
SLO Assessment Data System
Staff support to meet SB1456 and accreditation requirements - Assistant Research Analyst

Office of Teaching & Learning

Unit Goal

Develop and implement grants
Improve technology resources
Support SLO assessment data collection-joint goal with ORP
Support student success initiatives
Develop and direct systematic faculty/staff devt programs
Provide support and leadership for campus-wide outcomes assessment

Planned Action

Attend Title V HSI grant workshops/conference
Develop 3 new online training courses on new media
Increase educational content available online
Participate in technology-related professional development
Continue new media & tech workshops and increase one-on-one faculty training
Create adequate staffing level for support and leadership of SLO cycle
Develop a Super Smart Classroom for all disciplines
Expand use of LMS & Joint with DL
Increase contacts with West faculty using DDS services
To establish a DDS reporting function for the college community
Work with faculty to create 25 webpages

Resource Request

Adequate staff support for outcomes process
Improvements to the Digital Design Studio facility
Super Smart Classroom for all disciplines

Science - Biological Sciences

Unit Goal

Development and Implementation of a Biochemistry Course
Development and Implementation of a Biotechnology Course
Expand Support of Science Curriculum
Improvement and expansion of Anatomy Program

Planned Action

Creation of a Biotech Course for Biology majors
Creation of a Science Division Learning Resource Center

Creation of Biochemistry Course within the Chemistry Division

Development of a Human Cadaver Lab for Anatomy 1 students

Resource Request

Creation of a Biotech Course for Biology majors

Creation of a Science Learning Resource Center

Improvement and expansion of Anatomy 1 Curriculum

Science - Earth Sciences

Unit Goal

Improve Student Learning Outcomes by Upgrading Laboratory Facilities

Planned Action

Hire a Physical Science Laboratory Technician

BUILDING A SEISMOLOGICAL STATION AT WEST

Resource Request

HIRE A PHYSICAL SCIENCE LABORATORY TECHNICIAN FOR THE EARTH SCIENCES

SETTING-UP A SEISMOLOGICAL STATION

Science - Physical Sciences

Unit Goal

Creation of Biochemistry Course within the Chemistry Division

Improving Physics/Astronomy Laboratories and OSHA Standards

Upgrading Facilities in the Organic Chemistry Laboratories

Planned Action

Hire A Laboratory Technician

Hire Tenure-track Biochemist

Procurement of Chemistry Laboratory Equipment

Setting-up Astronomy Laboratory Station

Resource Request

Procurement of Chemistry Laboratory Equipment

Setting-up Astronomy Laboratory Station

Hiring a Physical Science Laboratory Technician

The Hiring of a Biochemist

Administrative Services Area

Business Office

Unit Goal

Educate other Departments about the Business Office policies and procedures
Implement Strong internal control over Cash, Procurement and Accounts Payable
Improve the collection of Student Dues to the College
Improve the working relationship of all staff at the Business Office

Planned Action

Disseminate District policies related to travel requests and reimbursement of travel expenses
Disseminate to all concerned employees policies for Procurement and Processing of Vendor Invoices

Re-evaluate staff responsibilities to maximize efficiency and ensure strong internal control
Research all policies related to Cal Card and consolidate. Distribute to all CalCard holders.
Send email reminder to students with student fees due.
Submit past dues student fees to COTOP

Resource Request

Cashier

Enterprise Services

Unit Goal

Rethink the traditional model for textbook sales.

Planned Action

Test "marketplace sourcing"

Information Technology

Unit Goal

Continue to Enhance Technology to Support WLAC processes for Learning, Teaching, and Research
Improve and Support College Administrative Efficiency for Students, Faculty, and Staff.
Maintain and Improve Networking and Infrastructure to College

Planned Action

Rebuild new fibers network through-out Campus
Deploy all new computer equipment, Smart AV devices, VOIP ,10Gb network infrastructures.
Provide new Kentico Content Management System for Website
Rebuild Digital Curriculum Storage from new CMS system. Build New Digital Libradry Media for Faculty

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

Resource Request

Web Designer
Hiring a new assistant Computer Network Support Specialist
Hiring Sr. Computer Network Support Specialist
Need Additional Network Storage

Plant Facilities

Unit Goal

Improve efficiency in front office procedure and deadlines.
To improve timeliness of mobility assisting students and faculty, and staff.

Planned Action

Hire Automotive Mechanic

Learning Communities

POPP

Unit Goal

Improve diversity

Planned Action

get support from members of the BSS division

Resource Request

Program Assistant for POPP

Program director

Puente

Unit Goal

Increase the number of university transfers

Planned Action

Increase the number of university transfers

Resource Request

\$5000 yearly

President's Office

Marketing / Public Relations

Unit Goal

- Enhance the WLAC.edu web site
- Improve Ability to Promote / Inform On Campus
- Strengthen connections to community

Planned Action

- Expand knowledge of Kentico Software
- experiment with message delivery and content
- Train Representatives from Programs in Kentico

Student Services Area

Admissions and Records

Unit Goal

- Rehab "Freudian Sip" into Info Center staffed by four CGCAs
- Secure older admissions records in compliance with accreditation recommendation II.c.a

Planned Action

- Move records currently stored in paper boxes to metal boxes.
- Rehab "Freudian Sip" into Info Center with telephone support.

Resource Request

- Records security
- Rehab Freudian Sip with Telephone Support

ASO

Unit Goal

- Create an inviting atmosphere for students in the ASO Office and Lounge.

Planned Action

- Update computers in office
- Update furniture and technology in the ASO lounge.

Resource Request

- Buy new computers.
- Buy new furniture, TV, and microwave for the Student Lounge.

Child Development Center

Unit Goal

- Improve the security at the CDC.
- To further enhance the quality of services for children, families and Child Development students

Planned Action

- Assist with developing new & revised policies/procedures regarding specific safety/security issues.
- Enhance indoor and outdoor learning environments.
- Having an emergency button on the phones in the CDC building.
- Increase parent participation in attending CDC Meetings/Trainings.
- Installing a buzzer security system in the hallway door (located before the CDC Director's office).
- Coordinated activities with the CD Faculty, CDC Faculty/staff & the CD Club to link practices.
- Enhance the educational quality by having a substitute Teacher/TA pool.
- Enhance the educational quality by having additional staffing in the toddler class.
- Ensure program quality by having a new copy machine that also has a scanning feature.
- Explore infant/toddler grant opportunities.
- To strengthen the program quality by developing a Faculty/Staff Handbook.

Resource Request

- Enhance program quality by having outdoor sand boxes that are consistently clean.
- Increase parent participation in attending CDC Meetings/Trainings
- Installing a buzzer security system in the hallway located before the CDC Director's office.
- Purchase additional indoor and outdoor education equipment/materials
- Enhance the educational quality by having a substitute Teacher/TA pool.
- Enhance the educational quality by having additional staffing in the toddler class.
- Purchase a new Cannon Copier along with an extended services plan.

Counseling

Unit Goal

- Continue to provide student's with timely customer service and access
- Increase Accessibility to Year Round Counseling

Increase Student Success and Retention

Planned Action

- Classified Support
- Convert C basis Counselors to D basis
- Develop a structured Personal Development Division
- Provide Educational Plans and counseling services to meet Senate Bill 1456
- Provide Educational Plans and services for DSPS Students
- Provide Educational Plans and services for EOP&S students
- Provide Educational Plans and services for Online students
- Provide Educational Plans and services for Transfer students
- Provide Educational Plans and services for Undecided students
- Provide Educational Plans for Veterans students

Resource Request

- C basis to D basis
- Counseling Classified
- Fulltime Career Counselor
- Fulltime DSPS Counselor
- Fulltime EOP&S Counselor
- Fulltime Online Counselor
- Fulltime Personal Development Counseling Faculty
- Fulltime Transfer Counselor
- Fulltime Veteran Counselor
- General Counselor 2
- General Counselors 1

DSP&S

Unit Goal

- To hire a fulltime DSPS Counselor
- To hire Assistive Technology Specialist

Planned Action

- To hire fulltime DSPS counselor

EOP&S / CARE

Unit Goal

- Provide counseling services to EOPS/CARE students

Planned Action

- Hire Fulltime EOPS/CARE Counselor

Resource Request

- Provide counseling services to students

Financial Aid

Unit Goal

- Increase certificate of achievement, number of degrees granted and transfer rates for students

Planned Action

- Hire a A Shift Financial Aid Assistant

Resource Request

- Hire an A Shift Financial Aid Assistant

International Student Center

Resource Request

- Summer Bridge
- Support to enhance international outreach and recruitment

Learning Skills

Unit Goal

Increase the # of students enrolled in LSK courses and # of students using academic support services

Planned Action

Affirm institutional commitment to student learning

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

Resource Request

Annual renewal of PLATO subscription

Dedicated Learning Skills computer lab with 35 computer stations

Full Time Tenure Track Language Arts Learning Skills faculty

School Relations and Outreach

Unit Goal

Develop stronger relationships with government and cultural ministries

Establish International Student Summer Bridge and cohort

Identify the educational outcomes of International Students at West

Planned Action

Develop liaisons with local consulates and cultural ministries

Establish International Student Summer Bridge

Gather and analyze success educational outcomes data

Increase outreach to target groups

Jumpstart Alignment

Resource Request

Additional support for HS outreach

Student Success & Support Programs

Unit Goal

Implement SB 1456 mandates

Planned Action

Assessment

Counseling Student Educational Planning

Follow-up

Orientation Expansion / Welcome Center

Resource Request

Counseling / Advisement Student Educational Planning

SS&SP Support: Assessment / Follow-up

Welcome Center / Orientation

Transfer Center / TAP

Unit Goal

Full Time Tenure Track Transfer Counselor

Personal Development/Counseling Transfer Course

WEST Sponsored University Visit Fieldtrip

Resource Request

Tenure Track Transfer Counselor