

**West Los Angeles College**  
**Program Review Report:**  
**Technology Trends and Needs**  
**2015**

## 07. Functions and Services

### *Academic Affairs Area*

#### **Technological Advances**

##### AH - Certified Nursing Assistant

Template for documentation for monitoring students progress.

##### AH - Dental Hygiene

The program has continued with the development and use of videos as part of the instructional tools in various aspects of the program. The video network in the dental clinic has been utilized during clinical case discussion with small groups of students as a preparation to the assessments and evaluation required in the program. Finally, the faculty is continuously pursuing how to improve the students learning experience using technology. Unfortunately with technology comes the need for repair and maintenance. We have been dealing with quite a bit of repairs and maintenance cost for equipment in the dental clinic.

##### AH - EMT/ Paramedic

The programs have secured state of the art audiovisual services in the location the course is delivered, wireless, and has recently purchased tablets to aid in testing.

##### AH - Pharmacy Technician

New software to generate prescription labels. In addition, we provide our students with electronic copies for the continuously changing laws and regulations which affect the profession and consequentially the material we will teach.

##### AH -Medical Assisting

Technology advancements include Medisoft Computer software, the Centrifuge system, Autoclave/Sterilizer, EKG training and Infection Control skill sets. These skill sets are valuable for employment.

##### Applied Technology

In past years aviation department purchased several state of the art aircraft systems mock-ups to enhance student leaning success through practical hands on training. These mock-ups are the latest aviation industry instructional training aides. In addition, Aviation Department had invited industry specialize to give lecture and hands on training to our aviation program students on advance composite repairs and avionics trouble-shooting techniques.

##### CEMA

###### TECHNOLOGICAL ADVANCES

Film/TV Production regularly meets with its advisory board who provide us with some of the resources needed to keep pace with the technological advances in the industry. This past year has included the rental of the latest cameras and lighting equipment that is state-of-the-art. In addition we are upgrading the editing lab to meet industry standards, however more is needed to provide the appropriate Media Arts Certificate.

##### Computer Science

1) Virtualization technology is an in-demand technology due to significant cost saving afforded to those who implement it. Companies that implement virtualization technology enjoy lower energy cost, reduce administration cost, and lower capital expenditure. To address this growing demand, the CS Division has developed and started offering VMware virtualization technology courses in fall 2015, proposed certificate of achievement is in the process of getting approved.

2) Companies are expecting each employee who has responsibility for the computer network to be knowledgeable about network security and the latest advancements in network security. This expectation put pressure on the division to constantly update the Computer Networking and Security curriculum. The division will be requesting funding to implement Cisco Firewall hardware to support the security curriculum.

There is a huge demand for Ruby on Rails web developers from companies such as: Amazon, BBC, CISCO, IBM,JP Morgan, NASA, Yahoo, etc. By the Year 2022, demand for Web Developers is expected to increase by 31.6 % in California and 20.1% across the entire US. The state data is supplied by California Employment Development Department, and US is data is from Bureau of Labor Statistics. The division has incorporated Ruby on Rails in our web development curriculum to starting summer 2015.

3)The CS Division has incorporated NetLAB to deliver many of its vocational training curriculum. NetLAB is one of the most advanced way to deliver IT training. West is one of the few colleges that was an early adopter. This technology has allowed the division to lower its IT training cost significantly.

#### CS - Business, Other

The division has added Quick books, and other accounting software to meet the ever evolving business requirements and practices.

#### CS - Public Safety

The department of public safety now has new class rooms with one computer and projector to assist the instructor in offering a wide variety of multimedia presentations. In addition, internet services are available in the classrooms and a WIFI internet service is provided campus wide. The library and computer lab are open to students not having their own computers. Our public safety instructors have over 250 hours of specialized ETUDES-NG training. However, the current class technologies needs to be updated because of the constant and continuous changes made and technology that will involve student interaction during the classroom experience

#### CS - Travel & Hospitality

At the present time, the only improvement to the Travel program related to technology is on the curriculum side. Travel 110 and Travel 115, both software courses, have been archived and a new course has been developed in its place. Travel 101, Travel Systems and Technology, is an overview course of the various sales, marketing, booking, and information systems that support the travel industry.

#### Health / Kinesiology

None. PEC, PEC N and PEC S all have very poor Wi-Fi connectivity.

#### Humanities / Fine Arts

A Practice Room/Tutor schedule must be set up and maintained to help tutor students that need further help in voice training, piano training, and theory training. There is space available, but it is only meagerly staffed with one half time, busy individual. This Division has been drastically cut in the past with only the promise of adding more qualified instructors forth coming. Last semester, there was a student worker that was assigned to man the Practice Room area and served as "tutor" without the title, or the expertise, but that was not granted this year. Students are missing this component and asking that be reinstated.

Mentoring students to apply to online internships and freelance projects for more work based

#### Language Arts

Linda Alexander, the full-time Communication Studies faculty member, has implemented the use of programs such as Google Hangout and Zoom for synchronous student presentations in online classes. In addition, video tutorials continue to be available to students in online and on-campus classes.

ESL is implementing voice thread in Etudes. Professor Nancy Sander has a one-year license to integrate voice and video among students.

All ESL classes are hybrid or online. Cohorts/Teams are set up in ESL 6A to work online in chat groups separate from the general chat. The ESL program depends on the Digital Design Studio for videos for online instructional use. Associate Professor Karen Quitschau is a participant in the Flipped Classroom FIG.

Karen Quitschau, ESL instructor, taught a Tech Fair presentation on JITT teaching that uses technology to aid instructors on customizing class content.

---

## Library

---

---

- Libguides, customizable research guides, that can meet specific needs of each discipline and course
- 24/7 online library reference chat
- Implemented Discovery Service search engine
- Upgraded reservation of Mac stations and specialized PCs
- Increased number library catalog stations
- Added 2 network document scanners to computer lab
- Photocopier now available on 1st floor of HLRC
- Upgraded operating systems, productivity software, multimedia production software
- Portable computer projectors
- Improved Library website, social media integration and feedback
- Web-based systems have replaced the LAN (local area network) delivery of course content and supplemental tutorials.

Group live video tutoring, Etudes, Plato PLE, foreign language publisher-based supersites, and Mathematica, are examples of state-of-the-art educational technology systems used by students and implemented by HLRC Tutorial Services. Graphic pens and Boogie Boards (digital writing board) were purchased to experiment with the use of digital writing devices. The Library's (3) Instructional Assistant Info Techs and the Instructional Media Assistant are in the pre-planning discussion stage to acquire funding for use of student multimedia to enhance learning and for student demonstration of course knowledge. Wi-fi access is provided in the entire HLRC building. Wi-fi enabled devices and mobile technologies may provide a direction in creating innovative methodologies to support 21st century teaching and learning practices.

The LSK courses are built into the web-based platform and are available to students in both credit and non-credit sections. Students have access to course content on campus as well as at home. The transition to expanded online use of PLATO resources has encouraged student use of academic support resources for placement test preparation as well as individualized review of concepts to help support their knowledge base in their academic courses. LSK faculty are committed to seek ways to link students with academic support resources using available technology. With revising the curriculum to an online format, more students can be served successfully through expanded use of existing technology resources, as well as strategic planning for technology expansion over the next several years.

### Mathematics

44 of our 78 sections (56%) this semester are held in our math/science building (MSA). All of these rooms have computer projection and are internet equipped. Some teachers are using pod casting and smart classrooms in their presentations. Mr. Feiner and Mr. Harjuno have created and posted videos on YouTube. Other instructors are referring students to YouTube and other online resources.

### Science - Biological Sciences

During the summer of 2015, the Division offered a new course, Biology 285: Techniques in DNA. Since this course offered our students hands-on training in working with DNA in a laboratory setting, pieces of equipment were acquired by the instructor of record, Dr. Patricia Zuk. These pieces of equipment were either donated pieces of equipment or were purchased using her own funds. Those pieces that were purchased have been made available to the Science Division as a whole.

The equipment acquired for Biology 285 were smaller pieces such as vortexers, water baths, micropipets and pipette dispensers. However, large-scale pieces of equipment required for the continued development of the Division are still missing. Some of these pieces of equipment are now being acquired through a grant to develop the College's CTE programs. This equipment will also be made available for the Biological Sciences Division and also to the faculty and students of the Physical Sciences Division (i.e. Chemistry, Biochemistry and Physics).

### Science - Earth Sciences

A few devices and gadgets have been purchased for Environmental Science hands-on exercises. In addition, students in most Earth Science classes (Geology, Earth Science, Environmental Science) have access to instructor-prepared, supplemental online resources in the college's course management system, Etudes. However, a lot remains to be done in terms of incorporating technology to improve and streamline the Earth Science education. A few of the most important technological equipment needed in the Earth Science education include polarizing microscopes, a simple, less-sophisticated seismograph, solar panels for education purpose, and subscription in educational videos and journals to be available in the College Library and in the Earth Sciences lecture rooms.

### Science - Physical Sciences

During the fall semester of 2010, Science Division moved into a new modern building. It houses all of our laboratories, each equipped with the appropriate instruments and accessories (physics has been working on this). The chemistry discipline has two inorganic and organic laboratories. Each lab has essential equipment, such as top-load and electronic balances, volumetric glassware, pH meters, etc. The organic laboratories have specialized equipment, such as precision oven, rotator evaporation, etc. These labs are also supported by a host of modern analytical instrumentation, such as Spec-20, GCs, FTIR, 60 MHz FT-NMR, polarimeter, and AA. Each lecture/laboratory classroom is also supported by a smart board-projection system with CD-ROM, laser disk, document camera and internet access. To meet relevant technological equipment needs and training, physics and astronomy needs a modernization of equipment and curriculum, as well as increase the amount of current equipment stock to increase the number of small groups that can be served. The groups are too large, with 6-8 students per group, where 2-4 would be closer to ideal for student learning and success.

EB This will prove to be an even much larger issue when the physics and astronomy offerings double next semester. In addition, in order to meet the needs for the scheduled growth, another lecture classroom must be identified in order to meet needs for both physics and chemistry.

### Soc Sci (GE)

---

#### ANTHROPOLOGY

The dedicated anthropology classroom (SC 101) is in the process of being upgraded with regards to technology. There is a ceiling-mounted projector and we look forward to a computer, a document camera, speakers, and a new screen in the near future. The planned technology will enhance the learning environment.

Implemented:

Mass email from the district web site for more effective communication among students and instructors.

Using ETUDES as a supplement to classroom based instruction.

The use of interactive websites and video to enhance understanding of course material.

#### ECONOMICS

1. More effective communication among students and instructors using Mass E-mail at the district web site.

2. Use ETUDES-NG as a supplement to classroom based classes, provide Powerpoint, chapter summaries, and lecture notes.

3. Maintain, update, revise the webpage for the Econ Club.

4. Create email list for Econ Club members

5. Integrating ""Commanding Heights"" Documentary to Econ 2 classes.

6. Use BLS Website to collect/analyze/interpret data on unemployment, GDP, and inflation.

7. Use interactive chapter assignments, tutorials, news analyses, and experiments to make economics relevant and engaging for online course offerings.

8. Use the textbook publisher's website for interactive quizzes.

#### HISTORY

Due to faculty's recent move into the new General Classroom bldg., we now have access to (and are utilizing) these "smart classrooms", which offer advanced technology and access to innovative forms of integrating materials into our lectures/classes. We are in the process of optimizing these technological advancements by expanding our students' educational/class awareness and knowledge vis a vis our new "smart classrooms".

#### SOCIOLOGY

"A technological advance that has been implemented is that several faculty have received from grant funds, laptop computers, IPODs, and the equipment

necessary to use them in concert with the technology presently available in our classrooms.

We moved in to newly constructed offices and classrooms that are equipped with new desktop computers. The classrooms have DVD/VHS players, data cameras, ceiling projectors and screens all equipped with remote controls.

---

### Technological Advances (AU)

#### Career & Technical Education

Curriculum:

none have been implemented.

CTE:

The computer science division continues to update and provide state of the art access for our students. This is a result of leveraging grants funds to support the program.

The business division was able to update the quicken software as a result of the block grant.

Allied Health still needs to purchase equipment as part of the block grant.

Paralegal continues to provide the latest research software to students as a result of the block grant funds to the library

#### Contract Education

In 2009, we transitioned to a web-based registration system that allows our students to self register online, 24/7. Students are able to select and pay for their classes, and class confirmations are automatically emailed to them. In addition, instructors are able to access their rosters and email students. Slightly over half our students now self register, sharply reducing the registration workload. Unfortunately our online registration program has a significant number of glitches and problems last year that required much staff attention to rectify, greatly reducing staff productivity.

Efforts to use social media to create awareness and build interest in our Pharmacy Tech program have paid substantial dividends. Registrations for the Spring 2012, Fall 2012 and Spring 2013 cohorts grew sharply over the previous year and the program's FaceBook and Twitter pages are informative and also serve as a year-round recruitment tool.

Changes to our registration/website software also support year-round advertising and recruiting, and we are developing informational pages to accomplish this -- including photos, slideshares, and maybe even flash ads and video. We are also working with CourseHorse to offer our classes through their service, which operates as a class amalgamation site in the Los Angeles area. Think of it like Orbitz for not-for-credit classes. We have not had significant enrollments through them yet, but some of our sister colleges are doing well with them. There are additional amalgamation sites that we may explore this year.

---

### Distance Learning

---

The Online and Hybrid classes website has been recently updated to include Winter and Spring 2016 schedules. . The Multimedia Specialist has been assisting an increasing number of instructors who want to develop welcome videos for their classes and has also worked on videos for the "West Students campaign: and the Digital Design Studio. The College has a new CMS, Kentico, which is used for the Online International Portal. Kentico is also used for Divisions/Departments and individual faculty webpages. The Multimedia Specialist assisted with the College website migration to Kentico and will also be assisting faculty to develop their individual sites. In addition, he has developed the following video tutorials to support faculty:

Etudes

Importing and modifying a single test in Etudes

Saving Tests as PDFs in Etudes

Changing Points in Etudes Tests

How to Embed Films on Demand in Etudes

Slideshare Etudes Embedding 2015

Adding Student Readiness Modules in Etudes

Creating Web Pages In Etudes

Sorting Module Sections in Etudes

Online Student Success Tutorial

How to Integrate the WorldWideWhiteboard in Etudes

Paste From Word in Etudes

Grouped Chat Rooms in Etudes

Gradebook Options

Linking the OEI Quest for Online Success Tutorials in Etudes

Inserting Graphics in Modules in Etudes

Updating Global Special Access in Etudes

Changing Quiz Answers in Etudes

Using Padlet in Etudes

Inserting Images in Questions

Zoom for Online Office Hours

Uploading PowerPoints to Etudes

### Office of Research and Planning

The online program review software, IES, was implemented in fall 2012. This new software significantly impacted the role and function of program review at West. The web-based software has facilitated the institutionalization of the program review-planning-budget prioritization processes. We hope to incorporate improvements to IES, such as the ability to upload documents. Further, the Office was able to provide advice about the use of Adobe pdf forms, including attaching and uploading documents, based on experience in the past with using pdf forms for program review. The new pdf forms are now being used with SLO assessment data. ORP led the effort to evaluate and select a new commercial software to manage SLO assessment data, and will provide implementation and on-going support to the use of the software that is selected. Use of a commercial SLO software will be a significant step forward in institutional effectiveness. The new SIS (PeopleSoft) system will come with some new data query tools that have the potential to substantially impact the work of the Office, and the access the college has to data and information.

### TRiO - CalWORKs

The program, recently, converted to an electronic file management system. This has proven to be a very efficient means of managing and securing program files. In collaboration with other support service programs (EOC, Upward Bound, and Trio), a website has been designed to showcase our services and events.

### TRiO - Educational Opportunity Center

EOC will be implementing a user friendly website that will provide announcements to participants regarding upcoming workshops, on campus visits and hours at the high schools or community agencies and any other important updates. EOC is also looking for self directed GED programs for students who are need of completing the GED program that can be accessed on campus or off site.

#### TRiO - Educational Talent Search

Since the community partners are lacking technology resources, the program takes their own lap top computers/equipment to the school sites to provide services to participants. TRIO Talent Search is required to track students after they graduate from high school, in an attempt to be more efficient racking students and not only rely on the National Clearance student tracking system. We utilize social network portals to maintain communication with our participants.

#### TRiO - Student Support Services

TRIO SSS participants have been directed and encouraged to track their participation in program and campus activities by completing a Survey Monkey survey. The purpose of this survey is to provide student satisfaction feedback on campus trips and presenters. The TRIO SSS Director then uses this information for future program planning- i.e., Was the presenter engaging and did the students feel they learned useful information; Was the campus trip worthwhile and help the students refine their transfer choice?

TRIO SSS tutors have also been given the option to check out a laptop during their tutoring sessions which will allow them to show students how to research information and find additional resources. TRIO SSS tutors also are required to utilize a Survey Monkey survey to provide student evaluations, which allow the TRIO SSS Director to track student participation in tutoring and student academic progression in real time. Students who take advantage of the TIO SSS tutors are also encouraged to complete a Survey Monkey survey to provide feedback regarding the tutors' skills and ability to provide good customer service. This allows the TRIO SSS Director to monitor the tutors' performance when they are outside of the TRIO SSS office.

#### TRiO - Upward Bound Classic - 1&2

Upward Bound Classic utilizes Facebook and Twitter to help us stay connected to both the program participants and parents.

Upward Bound has a mobile computer lab that offers students the opportunity to make use of the online learning platforms used by their school (mainly the science classes with online lab assignments).

### *Administrative Services Area*

#### **Technological Advances (AU)**

##### Business Office

There are no technological advances that have been implemented in the prior year that improved and streamlined the processes at the Business Office.

##### Information Technology

VMware virtual technology has been introduced to IT department few years ago. Web based Content Management system has been deployed to ease the college web supports.

##### Personnel

None in the past year.

##### Plant Facilities

We have launched a computerized maintenance management system (CMMS) which will be helpful in streamlining the workload of the Facilities staff. Otherwise we have had no technological advances in Facilities and track work requests.

### *Learning Communities*

#### **Technological Advances (AU)**

##### Puente

As of Fall 2012 the Puente Counseling 40 and 20 courses have been transformed to hybrid courses. The idea is that students will be introduced to the online format in a very supportive environment that demystifies the distance learning fear found in some students. Also, it is done in order to increase the student's likelihood of a timely completion of associate degree and transfer requirements. Meaning, if a student cannot find a needed course at West, they have distance learning as a viable possibility since the course can be taken from any of the California Community Colleges or out of state colleges as well. Students are also able to schedule appointments using SARS.

### *President's Office*

## **Technological Advances (AU)**

### Marketing / Public Relations

We have successfully implemented phase 1 (department pages) of Kentico. And, we have completed our role in implementing phase 2 which is the creation of individual faculty pages. Training and management of faculty pages is now in the hands of the Digital Design Studio. We are piloting publishing Westweek as a videocast in addition to a newsletter. Feedback from employees has been positive but viewership may not warrant the extra effort needed to create the videocast. Student interest may be higher and is being tracked. Blackboard was distributed by the District to all of the colleges to facilitate emergency text / email / cell phone notifications. Informacast is used to broadcast messages over office phones. Both systems have been successfully tested and the PR Office played a role in setting up the systems, testing them, and training select personnel. The digital sign on Jefferson has recently been added to our responsibilities which can help with both recruitment and student success (keeping existing students informed). And, we are looking into the creation of an ap or ap-like mobile site that makes accessing critical information for continuing students even easier.

### *Student Services Area*

## **Technological Advances**

### Counseling

Counseling Division:

With the implementation of SB 1456, traditional contact methods are inadequate. The Division has adopted strategies such as texting, emailing, classroom visits, and SARS calls to reach students which streamlined and ensures that pertinent information is disseminated to all students. The emerging trend in Counseling includes a cloud-based Appointment Scheduling and Reporting System (SARS). This software allows the Division to schedule appointments, track students, and message/call students. Additional technology utilized by counselors includes CSEP Depot, a cloud-based planning tool to create student education plans and financial aid appeals, EUREKA, Assist, DEC, TES, Viatron, E-Counseling, and Website Alive. The CSEP Depot allows for easy access to student educational plans, easier tracking of Abbreviated Student Educational Plans and Comprehensive Student Educational Plans and it saves the educational plans by the counselor for easier retrieval and accurate data collection in an organized format. Furthermore, signature pads were purchased to capture each student's signature which is required by Financial Aid and SSSP mandates.

Technological Advances

Personal Development:

Ground-based courses have the ability to create Etudes shells to provide easier communication, delivery, and submission of assignments to students.

## DSP&S

The DSPS department has the equipment and programs but need to provide the services of teaching students how to use them.

Dragon speech recognition computerized program helps students with accurate dictation and transcription, advanced customization, and seamless integration across devices.

Jaws is a screen reader program developed for computer users whose vision loss prevents them from seeing screen content or navigating with a mouse. JAWS provides speech and Braille output for the most popular computer applications on your PC.

Kurzweil 3000-firefly, Read text that is at or just beyond learners' proficiency levels, help develop a deeper comprehension of content materials, help organize complex thoughts and connect ideas with supporting evidence and help complete writing assignments and tests independently.

CCTV enlarges reading material and is transmitted on to the television screen.

Needed ZoomText Magnifier/Reader is a fully integrated magnification and screen reading program that enlarges, enhances and reads aloud everything on the computer screen

AcuPlacer (Assessment for English and Math) is compatible to Jaws.

E-text are electronic books that could be read to students via a computerized program such as Jaws and Kurzweil 3000

The DSPS department has technology students can use however an Alternative Media/ High Tech Coordinator would teach them how to use and access services they are entitled to like E-Text.

## **Technological Advances (AU)**

### Admissions and Records

In the past year, we shifted to a new online application system in anticipation of the new SIS system. This made the process slower and less efficient, not more, but it should pay off in the long term. We also shifted to online graduation petition submission only.

### Athletics

We have not implemented technological advances; but have included an updated proposal for an academic advancement area contained in PEC.

### Child Development Center

The CDC program visibility on the college website has increased awareness of our program services; however, as stated last year, additional visibility is needed to ensure ongoing consistent and full enrollment. The CDC Director continues to coordinate with West's Public Relations/Advertising representative to ensure that the CDC updates regarding enrollment opportunities are covered in the West Los Angeles College Weekly email Newsletters and also that the CDC is highlighted on West's Facebook page

### EOP&S / CARE

The program is in the process of implementing on-line counseling, skypeing, and texting to students to notify them of various events on campus. The program has developed an mobile application to better serve the students.

### Financial Aid

The advances and programs utilized are the basically the same as outlined on what Financial Aid does with dealing with the technology trends The new SIS (PeopleSoft management system) promises to bring a more robust and user friendly level of access for students when inquiring on a financial aid status and online applications of aid.

### International Student Center

---

ISP implemented a further streamlined application. The published application is PDF fillable and enables students to type, save, and send. The application eliminates unnecessary redundancies and only requires information necessary to generate an LACCD Identification Number and a Form I-20 in the Student Exchange Visitor Information System (SEVIS). Initial feedback provided by applicants indicates a more intuitive, user-friendly format. ISP staff share that typed, versus handwritten applications, are enabling them to process with fewer errors and with a faster turnaround time.

International Student Program recently installed webcams to communicate via Skype and other video conference sites to better communicate with prospective students. This will enable us to be more responsive and to personalize the application process to West Los Angeles College.

The program is also piloting web-enabled applications for easier application completion.

### Student Success & Support Programs

SS&SP has implemented Zoom virtual rooms to provide all SSSP services to students to include: workshops for probation, educational planning, majors, career assessment, counseling and advising and more. SSSP also uses text messaging, instant messaging, and Facebook to make student contact. SSSP has updates the West ExpressWay each year to reflect academic and student services changes. re-designed its webpage (KENTICO) and is using the existing WLAC website to inform students of the upcoming changes to their registration process as SB 1456 has instituted Registration Priority and other educational policy changes. Additionally SS&SP designed a student portal entitled West ExpressWay to direct New students through the WLAC Orientation, Pre/ Assessment, Assessment and Student Educational Planning as well as Financial Aid and Career Planning modules. SS&SP has made significant recent updates to the SARS Student Accountability Record System implemented at WEST. These updates allow students to function in a web-based online platform such that appointments in each of the SS&SP areas: Assessment / Orientation, Counseling and well as all other student service areas: Financial Aid, International students, EOPS, DSPS etc. can be made by students online. Additionally, student updates pertaining to SB 1456 educational policy changes as well improvements to the student profile page prompting students for their cell number, email and contact preference enhances and improves the ability to contact students. A SARS online email messaging system has also been added. Additional updates have been made to the online Orientation to include pertinent information students need to successfully navigate through the college programs and services to completion of a degree, certificate or transfer. SS&SP offers virtual and on ground workshops for all At-Risk student populations weekly through ZOOM. Additionally, SS&SP collection of data and forms has been streamlined using technology to more efficiently manage data and required forms that students/faculty complete and submit.

### Transfer Center / TAP

The Transfer Center & honors program continues to maintain a websites to disseminate transfer related information, events and materials. The site includes the following pages: Events, News, Calendar as well as a separate page for the Transfer Honors program. The site is updated regularly to ensure accurate information is posted. Approximately 3 years ago the Transfer Center developed the ability for students to connect with 4 year university outreach and admissions representatives via the web in real-time using e-chat service. The transfer center continues to use college text messaging service to inform student about upcoming transfer events, dates or other important related announcements.

---

## 09. Curriculum

### Academic Affairs Area

#### Outreach, Online & Hybrid Classes

##### AH - Certified Nursing Assistant

None of the classes are offered online or hybrid. We offer information workshops regularly to attract students.

##### AH - Dental Hygiene

The Dental Hygiene program holds information and application workshops 2-3 times per year. We have recently connected with the outreach department on campus and have discussed offering the Healthcare Core Curriculum at local high schools to students who might have an interest in health careers. At this time, one course is offered online for dental hygiene. As far as I know, the COR is updated and there is a DE uploaded for the course. The faculty is exploring the possibility to utilize methods such as Etudes or Moodle to provide material support to the courses in a hybrid type of lectures.

With the new bachelor program, we will be offering more hybrid/online courses.

##### AH - EMT/ Paramedic

The EMT program offers 6 distant learning (Hybrid) courses opportunity for students. The paramedic program offers a part-time program supported by real-time instruction that allows students to attend class from home or work and attend practical skills four days each month.

##### AH - Pharmacy Technician

Since the program is relatively new we have not developed hybrid and online courses yet. We believe we will have a significant increase in enrollment when we offer courses in alternate forms due to the flexibility of time students will have. We have promoted our program through the schedule of courses.

##### AH - Medical Assisting

The Medical Assisting program offers 3 online courses and 1 hybrid class; Medical Terminology (open to all WLAC students), Medical Insurance and Computers for the Medical Assistant. All of the courses we offer have a COR addendum for Distance Education. We have not experienced any problems with online education. Rather, it has been a great experience for the faculty since they are fully supported by the Distance Ed Department on campus.

#### Applied Technology

The aviation program currently cannot be online. However, there is a possibility FAA Ruling changes in the making to allow some subject areas to be offered for on line training in the near future.

#### CEMA

##### OUTREACH, ONLINE & HYBRID CLASSES

The division has a very strong outreach through Film Production, Cinema, Dance and Theater. All disciplines offer classes through Jumpstart at Culver City High School, Hamilton High School and University High School.

Online classes are Cinema 107, Theater 100 and Theater 110 and all have updated CORs and DL Addendums

Our outreach classes are:

Culver City High School 8 classes: Film Production 100 and 385; Cinema 005 and 111; Theater 130 and 265; Dance 463 and 822

Hamilton High School 1 class; Basic Skills-Academic Guidance

University High School 2 classes: Film Production 285 Adobe Certipoint Preparation and Film Production 285 Principals of Film making

The outreach is providing us with an opportunity to orient, educate and inspire (hopefully) high school students to college and/or a career.

The problems have been in application processing. We actively started promoting our programs in January 2015 and shortly after, the support person for Jumpstart resigned and the director was pulled into other areas. We have struggled to get applications completed properly, submitted and entered into the system. However in September the new interim student services VP authorized help and it is beginning to become more streamlined.

### Computer Science

The division has reached out two high schools by offering on-site Computer Science class or sharing the division NetLab virtualization curriculum resources:

- 1) Offering CS902 to students in Academy of Science and Engineering Fall 2015
- 2) Support and share the division virtualization resource (NetLab) to Culver High school Fall 2015.

Since a significant percentage of students participating in our programs are working adults, our core courses are offered in a hybrid format and during the evening, weekend, and on-line.

The goal is to improve class availability and accessibility. For example we adopted a new online model for teaching programming classes. The class had many online lectures and lab sessions, scheduled through CCCConfer webinar system. Student feedback on this new approach was very favorable and many students asked for more online courses to be offered in the same format.

Since 2014 hybrid classes have demonstrated better student retention rates and student success rates. We plan to incorporate more hybrid and online courses using CCCConfer webinar based approach. In order to help students succeed in completing Computer Science courses, the division has offered CS courses by alternating between on-line and on-campus. On-line can reach distant students while hybrid classes allow local students to have more direct interaction with the instructors.

### CS - Business, Other

All courses being offered in our division are either online, face-to-face or hybrid. We find that students' success in all modalities is very similar. We offer face-to-face outreach courses at the high schools and we provide pathways to the AS degrees in Business. The business division is looking to offer non-credit outreach courses on our campus as a way to bridge the high school/college transition as well as to promote veterans and retirees to return to college. The Business Division fully supports outreach college efforts and student initiatives.

### CS - Public Safety

The on-line format saves the students transportation costs and allows the college to offer fire courses state wide. We have been very pleased with the on-line course presentations and are working at improving them by enhancing online technology, pictures, videos and research articles in an effort to improve the educational experience. All courses are offered online. Outreach can be improved by reach out to local agencies cadet programs, and personnel who are seek advancement

### CS - Travel & Hospitality

At the present time, the Travel & Hospitality disciplines do not offer outreach or hybrid classes. For both the fall and spring 2014 semesters, 100% of the courses scheduled were offered online. While there are some advantages for this, it is not a trend that should become permanent. Compared to classroom sections, Travel's fall 2013 retention rate was 9% lower for online classes and the success rate was 15% lower. By contrast, the Hospitality retention rate is about equal for online and classroom sections, however the average success rate is 11% lower for online classes.

One of the goals of this program review is to improve student success and certificate/degree completion. To achieve that goal, one of the planned actions is to evaluate the effectiveness of distance learning and explore hybrid scheduling. The challenge for both disciplines is that purely online is not the best environment for some classes (for example, the industry advisory boards feel strongly that courses on selling should only be offered in classroom delivery). Both disciplines would like to experiment with hybrid classes and need to evaluate which classes should be offered as classroom vs. online. The second challenge with only offering class sections online is that it does not consider the needs of the students. It takes extra attention, self discipline, and time management to be successful in online classes. We tell students they need to take a self-assessment to determine if they are a good fit for online learning. But in the situation where the program does not schedule classroom sections, many students are at a disadvantage from the start by not being able to register for sections that fit their learning style for maximum success.

Both disciplines need to evaluate the place of classroom, online, and hybrid classes and determine to what extent each works best for the programs and improves student retention and success. Additionally, there are opportunities for both disciplines to explore outreach classes at partner schools and job training centers.

### Health / Kinesiology

Fall 2014:

Health 11 for the ACT Program

Health 11 for POPP

Health 11 synchronous online

Health 11 10 sections online

DE addendums for Health 11 have been submitted to the Distance Education office and attached to the COR in ECD.

The number of Health sections being offered are increasing. Only 18% of the sections offered in Fall 2014 were taught by FT faculty. With 20 adjuncts and 1 full time instructor the department is ineffective when trying to instigate changes. The Health department needs two additional full time instructors.

### Humanities / Fine Arts

Online HUMANITIES 2

MUSIC Theory 3 and History 2

VISUAL ARTS, History

Outreach POP Humanities 1

Hybrid Art, History

Music, Appreciation

Online: Multimedia 2

### Language Arts

Many core courses in English and E.S.L. and many Communication Studies courses are offered online. Some courses are hybrid, and most core courses are web-enhanced with Etudes shells.

English: On-Campus Classes: From the period of 2009 to 2013, the number of on-campus English classes declined from 46 to 36. English offerings show a general pattern of decreased number of classes. There were 50 sections in 2008, 46 in 2009, and 31 in 2012. In 2013, there was a slight increase such that 36 sections were offered. English: Online Classes: The number of online English offerings has also decreased over time. In 2009, there were 26 sections. In 2012, the number decreased to 22, and there were 21 offerings in 2013. English: Hybrid Classes: In 2008 and 2010, no hybrid English classes were offered. One section was offered in fall 2011, none in fall 2012, and two were offered in fall 2013. English: Outreach Classes: Sections were offered through ACT, Puente, FACE, WEC, UMOJA and Black Scholars programs. In 2008, English offered three ACT classes, three in fall 2012 and fall 2013. There were four FACE classes in 2009 vs. none in 2013. Puente offered one class in 2008, 2009, 2012, and 2013. WEC offered one class in 2009 but none in 2013. . The UMOJA Program began in 2010 with four sections of English and offered two sections of English in 2012. There were two Black Scholars English classes in 2013.

All E.S.L. classes are either hybrid or online. In Fall of 2013, there were 6 hybrid classes and one online class. ESL did not offer courses in outreach programs. Communication Studies: On-Campus Classes: There were 17 on-campus sections in 2008, 14 sections in 2009, nine in 2012, and 9 in 2013. For ACT, one section was offered in 2008, two in 2009, one in 2010, none in 2011, one in 2012 and none in 2013. For Black Scholars, one class has been offered in the years 2010 through 2013. For Jumpstart, there was one class offered in 2008 and 2009, but none in subsequent years. Examination of the Successful Course Completion Rate by Discipline reveals that ESL continues to experience high Successful Course Completion Rates. It held steady at 77% from 2009-2011, experienced a slight decrease in Fall 2012, and reached 86% in 2013. The success rate of hybrid classes in fall 2013 (90%) is higher than that of online courses in fall 2013 (74%) and this disparity needs to be addressed. In English, the success rate of hybrid classes in fall 2013 (62%) is higher than that of online courses in fall 2013 (52%) because there are only two hybrid English sections in fall 2013, and the rest are ESL hybrid sections which have a high success rate. Therefore, the 80% success does not make a fair comparison to the online success rates. Across the college, student success rates in online courses are now nearly equivalent to the success rates in classroom courses. Online, outreach, and hybrid classes serve the needs of students whose needs are not met by traditional classroom courses. Working adults, military personnel, caregivers, and shift workers can attend and succeed in

## Library

For outreach, we offer individualized Library and Information Competency instruction to students and instructors in every discipline. Our Instruction Librarian has implemented several outreach programs, visited various division meetings, and is involved in Curriculum and the Student Success committee. Our adjunct librarians have created displays to highlight resources that are relevant or Professional Development and of general interest to students. All Library Science and Education courses are currently offered online. All active courses in the division have a COR addendum for DE.

In the Fall 2013, the LSK faculty offered twelve (12) online LSK classes and one (1) hybrid course. LSK 2A, 2B, 3C, 4, 5, 10A, 10B, 30, 73, 74, 75, and 50 were offered in an online format, with plans for creating hybrid sections of each course in the 2013-14 academic year. LSK 15A is a hybrid course which uses both an Etudes shell and Plato based resources to supplement weekly classroom instruction. All courses are available in both for-credit and non-credit formats, accessible from on and off campus sites by West students. In Spring 2014, LSK 4, 30, 73, 74, 75 were cancelled due to traditionally low enrollment and low student success rates. More emphasis will be placed on increasing LSK faculty and student engagement to better address the needs of individual students. LSK faculty will collaborate with English and Math faculty to ensure that the concepts that students tend to struggle with can be addressed by LSK faculty.

## Mathematics

We offer elementary algebra and intermediate algebra online (with on-campus exams). Hybrid we offer college algebra and statistics. Benefits - they can work at home and learn at home. Problems - many need class room hands on instruction. Many lack the discipline and background necessary for successful completion of online courses.

Last Fall (2014), we introduced a new ACT Math 125 hybrid class, creating two online/hybrid Math 125 classes taught that semester, something that quite a few members of the Math Department were uncomfortable with.

Last year, the math chair decided to eliminate the online/hybrid version of Math 227, due to historically low success rates. Other sections of Math 227 start with around 50 active students, and end in the thirties or forties. Historically, I have seen the online/hybrid version of Math 227 start with 40 active students, and end in the teens. A different solution would be assigning a different instructor to teach the online/hybrid section of Math 227 Statistics.

This semester we teach a total of 3 online/hybrid sections in the math department (Math 115, 125, and 245).

### Science - Biological Sciences

The Biological Science Division now has eight different Biological Sciences courses and each has a laboratory component. To-date, they are all taught in classrooms. However, Biology 3A was offered as a hybrid for the first time in Spring 2011 and we continue to support one such class every semester. This year, hybrid Biology 3A was taught by Dr. Kareen Martin. Analysis of this hybrid class identifies an 85% retention rate and a success rate of 68% which is higher than the Division success rate of 65%.

Analysis of hybrid Biology 3A has shown that it consistently has higher retention and success rates in comparison to traditional classroom methodologies. This is likely due to its more flexible schedule. As a result, the Division wishes to offer additional hybrid sections of Biology 3A, thus increasing its enrollment and success levels. In addition, the Division also wishes to develop additional hybrid classes such as Biology 7 and Physiology. Both Bio 7 and Physiology would offer on-line lectures coupled to on-campus discussion sections and traditional labs. Since Bio 7 and Physio labs are quite complex, a hybrid format would allow our faculty to substantially expand these labs, coupling them to short discussion sections and offering our students a more rigorous and better learning experience without the time restrictions imposed by traditional lecture/lab courses.

To create these hybrid offerings, the Division will work with the library and its media techs to examine the feasibility of recording lectures for hybrid courses. Hybrid classes would allow the Division to expand its enrollment levels by offering access to students who would take classes with us but cannot adapt their schedules adequately to come to class several times a week. It would also allow the students 24/7 access to lectures, allowing them to learn on their own time and to view lectures multiple times. Such a format would improve their chances of success.

If feasible, the Division will prepare COR addenda for each hybrid class in concert with the curriculum committee.

In terms of outreach, this past spring semester, Dr. Patricia Zuk met with the Biology faculty at Culver City High School. Culver City High School has worked with many Divisions at West for many years and has expressed a desire to work more closely with the Biological Sciences Division. As a start to this outreach, students were invited to enroll and attend this past summer's Biology 285 directed study class. Two students attended the course. The Biological Sciences Division will open access to this summer course again in 2016 in the hopes of attracting more students. Dr. Zuk and Dr. Simons and Dr. Cooper from CCHS also discussed inviting their biology classes to attend some of the college's science lectures and labs so that the students could experience college classes firsthand.

### Science - Earth Sciences

During the Fall semesters of 2007 through 2009 Geology classes were taught in classrooms. A successful hybrid Geology 1 was offered in the Winter of 2010. Beginning Spring 2011, Geology 1 was offered both on campus and as online course. These new efforts are attracting new students to the discipline as witnessed by huge turnouts and classes were at maximum capacities. Many had to be turned away. There is a huge demand for online geology classes. Given the high demand, there is a need to add more sections. The one big challenge with the online Geology 1 class, as with all online classes, is ensuring whether students are taking the exams themselves or are being helped by others. My personal suggestion would be to require students to take midterm and final exams on campus or, for those who can't make it to come to WLAC, to establish examination centers at all educational institutions throughout the nation that promote online education so that students are required to take the comprehensive final exams in these centers.

#### Science - Physical Sciences

Astronomy now offers a hybrid course for those students who are unable to attend the on campus section because of scheduling or capacity. At this time No chemistry course is offered on line. There is discussion about which course would be a better candidate to offer in a hybrid format. Astronomy also offers a fully online section (typically in winter and summer sessions).

#### *Student Services Area*

### **Outreach, Online & Hybrid Classes**

#### Counseling

The Personal Development Discipline currently offers PD 5, 8, 20 and 40 either in an online or hybrid format. Each of our courses is offered via Distance Education and all of them have updated COR addendums for DE. Ongoing training and mentoring for faculty teaching via Distance Learning can assist in improving our courses. Faculty are encouraged to participate in professional development for continuous online instruction techniques. The Personal Development Discipline partners with local high schools and agencies such as Pacific Palisades High School, Culver City High School, View Park Preparation High School, and The Brotherhood Crusade to deliver student success seminars and transferable college courses.

#### DSP&S

NA

## 15. Environmental Scan

### Academic Affairs Area

#### Technology Trends

##### AH - Certified Nursing Assistant

New Simulation mannequins for CPR and patient care training. There are increasing healthcare facility with electronic medical record and documentation for students and future employees.

##### AH - Dental Hygiene

Although it was discussed during the previous Program Review, a trend that will affect the program is the transition from an A.S. Degree to a Bachelors Degree. This transition will benefit our new graduated students putting them in advantage to better jobs in all the ares of the dental hygiene field, and also as an advancement towards a masters degree.

As part of the bachelor degree program, the program requires upper division GE courses. The English department and Anthro department have agreed to create and teach the programs for the dental hygiene bachelor degree completion pathway and program.

A Bachelor degree work group has been established and consists of members college wide; student services, financial aid, counseling, articulation, dental hygiene, academic affairs, academic senate and members from the district.

Other technology trends that are continuing in the program are digital radiographic images, digital devices used in caries detection, use of laser in periodontal procedures, and most recently, our faculty has been certified in the application of Interim Therapeutic Restorations (ITR), a new duty in the scope of a Registered Dental Hygienist, that according to the Dental Hygiene Committee of California (DHCC) it must be incorporated in the dental hygiene curriculum by 2018. The WLAC dental hygiene program will not only instruct the program students in the new duty, but also provide training towards the certification for current registered dental hygienists.

##### AH - EMT/ Paramedic

Funding has limited the program to fully address the technology needs of the program. Simulation manikins and training monitor defibrillators have been requested, through college grant and funding sources, but have not yet been secured.

##### AH - Pharmacy Technician

Our instructors uses the symposium to illustrate the lecture materials by projecting the powerpoints, and videos to clear some important concepts. Additionally, we provide our students with the latest version of the pharmacy computer software.

##### AH -Medical Assisting

The emerging trends in technology include updated computer software and needles with safety clips. The biggest program within the program is that we lack a computer lab for the program. Most of the computer labs on campus are reserved and the program is having to work around many schedules to accommodate the students. On the upside, hospitals are now hiring more medical assistants to work in the ambulatory setting. This is a shift in that Medical Assistants were generally being hired by clinics. We will be seeking advisory board membership by at least one hospital member.

##### Applied Technology

The emerging trends in technology associated with aviation maintenance have expanded into advance avionics (aviation electronic) systems which integrate radar, global positioning system (GPS) and advanced auto-flight computer system. In addition, advance construction material such as carbon composite is common usage for modern aircraft.

##### Career & Technical Education

Curriculum:

New SIS system

Curricunet

CTE:

Need to remain up to industry standards with all programs

##### CEMA

## TECHNOLOGY TRENDS

Below is an article from the Daily Variety September 16, 2015 by Chris Morris. Cinema, Film/TV Production and Media Arts need to be at the forefront of the ever changing and fast growing technology field.

Innovations already in the works are going to transform entertainment for pros and consumers alike.

Entertainment technology has shrunk time and space over the centuries, preserving performances for posterity and allowing them to be seen far away from the performance venue. The next generation of tech promises to deliver to audiences ever-more-lifelike screen images, to give filmmakers and shutterbugs alike more flexibility at less cost, to take audiences to places they could never go and even to change the way audiences perceive reality in real time.

### Virtual Reality

What is it?

A three-dimensional environment the user can experience and interact with through a specialized headset and controller.

Why is it important?

Virtual reality could be the next big thing, especially in videogames. It creates a much more immersive environment than playing on a two dimensional screen. Other entertainment industries are also exploring how to capitalize on the technology, bringing customers into worlds they create.

Who's doing it?

Facebook-owned Oculus is making both a PC-centric headset (the Rift) and a mobile one in conjunction with Samsung (Gear VR). Sony, meanwhile, is at work on a headset for the PlayStation 4. Valve Software and HTC are working on Vive.

### Augmented Reality

What is it?

Technology that superimposes computer generated images on top of real world objects.

Why is it important?

Imagine being able to build a Minecraft creation on a table, rather than a screen. Or attending an NFL game and seeing markers like the yellow first down line. AR lets tech companies extend the entertainment experience beyond typical arenas.

Who's doing it?

Microsoft's HoloLens project is the most high-profile AR project at present, but Intel has been actively investing in the field since 2013, acquiring several companies. And Google continues to explore the area. Apple is also reportedly developing an AR headset, according to an analyst, and has hired away a Microsoft engineer.

### High Dynamic Range

---

## Computer Science

---

Virtualization, cloud computing, network security, and the increase use of mobile devices has and will continue to impact the division in numerous ways. Cell phones, laptops, and tablet computers has and will impact what programming courses will be offered and how those classes are taught.

Mobile devices are also creating demand for wireless technicians being capable of designing, installing and troubleshooting wireless networks. We currently do not offer any courses specifically addressing those needs. Development of a wireless course is being considered.

Virtualization technology is another in-demand technology due to significant cost saving afforded to those who implement it. Companies that implement virtualization technology enjoy lower energy cost, reduce administration cost, and lower capital expenditure. To address this growing demand, the CS Division has developed and started offering VMware virtualization technology courses in fall 2015 .

Companies are expecting each employee who has responsibility for the computer network to be knowledgeable about network security and the latest advancements in network security. This expectation put pressure on the division to constantly update the Computer Networking and Security curriculum. The division will be requesting funding to implement Cisco Firewall hardware to support the security curriculum.

There is a huge demand for Ruby on Rails web developers from companies such as: Amazon, BBC, CISCO, IBM,JP Morgan, NASA, Yahoo, etc.

By the Year 2022, demand for Web Developers is expected to increase by 31.6 % in California and 20.1% across the entire US. The state data is supplied by California Employment Development Department, and US is data is from Bureau of Labor Statistics.

### Contract Education

More and more programs require updated classroom tools for instructors, and students expect it especially those in our professional programs and contract education. Fortunately we have usually been able to secure space in buildings with good instructor tools. In 2015 CE 226 was outfitted with better computers so we gained a very useful computer lab and put that to good use for computer classes and our Pharmacy Technician programs. Now that we are properly staffed, we may launch our own separate Facebook page to better market our offerings.

### CS - Business, Other

The full-time business administration instructors are in need of Macintosh computers and iPads for use in the classrooms to demonstrate critical new business applications that illustrate new and emerging relevant course content in the classrooms. Ideally, three classrooms would also have 10 to 15 iPads for students to utilize during group work (20,000.00).

### CS - Public Safety

The constant change in technology there is a need to update and stay current with the latest trends such as actual face time and chat for students to engage in class or online. There is a need to incorporate into the criminal investigation course the latest 3-D technology used in law enforcement to recreate crimes scenes and to properly investigate. Adding computers or tablets in the class will be beneficial to engage students in classroom lectures and activities which will increase participation success.

### CS - Travel & Hospitality

One of the great misconceptions about the travel industry is that the prevalence of internet and mobile technologies has made travel agents obsolete. This is absolutely false and in fact the opposite is true. The rise of internet and alternative booking technologies has made travel agents a very valuable asset. Consumers are seeking the services of skilled and trained travel agents to help them navigate the abundance of information available at their fingertips, and to analyze that information in new and advanced ways. In addition, what many uninformed consumers think of first when booking travel, online websites like Expedia and Travelocity, or non-traditional retail locations like AAA and Costco, are in fact travel agencies who employ thousands of agents in a variety of job functions. All this technology is driving the need for highly skilled and trained travel agents and other agency employees. Technology is an important part of the hospitality industry

### Distance Learning

An increasing number of students and faculty are using smartphones and tablets to access their courses. This increased use of mobile computing devices was one of the reasons for the College's decision to move our website to a new Content Management System, Kentico, which automatically adjusts to the device being used. West has expanded our use of Turn it In and Etudes (the College's LMS) to support all instructors, not just those teaching online and hybrid classes.

### Health / Kinesiology

None

### Humanities / Fine Arts

Updating of all software in Music, Art, Recording Arts, Multimedia used by this Division is badly needed., since most has not been renewed or updated at all. The use of Multimedia and the Recording Arts and Music is branching out and connecting to a larger new media industry. From Social media to Video Games (which is the largest employer of newly composed music today) there are evolving new careers that are unfolding that requiring expertise in all these fields. Our current software and hardware equipment is close to being obsolete and will require updating.

### Language Arts

Most division instructors, both full-time and adjunct, use the in-room tech to enhance their classes. This has been observed firsthand by the peers who evaluate instructors in our division.

Online instructors also use the Digital Design Studio resources to create videos for their Etudes shells.

### Library

Plan on implementing Guide on the Side, which was developed by University of Arizona, to produce step by step, hands on tutorials for research, requires a Linux server to operate. Smart boards in study rooms have proven to be effective at other universities and colleges, new and improved group study methods have developed from student initiative in using the technology to enhance small group learning. Move to the Kentico content management system increases flexibility to improve the Library and Learning Resources website and will most likely improve user experience.

A move towards online learning affects library services, as we have to be able to assist our users needs. Many students have sought assistance with logging into their course pages, viewing online content, and submitting assignments online. During library orientation sessions, students are also asking about evaluating web sites to determine their appropriateness of use for research assignments.

At this time there are no emerging trends in computer aided instruction that affect the LSK program. However with professional development growth opportunities, LSK faculty will have the opportunity to seek new technologies to enhance student learning outcomes.

### Mathematics

It was pointed out that this is the year of technology and we need to make sure we are asking for technology for our department. Many things were discussed such as tablets, Maple software, Reduce (free), Also site licenses for other programs.

We are interested in acquiring tow different types of Math Labs 1) housing computer work-stations, something like CE 226, and 2) for primarily mathematics tutoring, outside classroom SI instruction, larger class review sessions, etc. This could also have manipulatives, dedicated tutors, or instructors office hours. The "computer Lab could be used as a classroom setting - for example, for the Math 105/112 compressed classroom, using online HW through XYZ, or for Math 227 classes, where each workstation has a statistical software package, such as Minitab, loaded onto the computer. We could create a 1-unit LAB component that goes with Math 227, where the students actually work with real-life data.

### Office of Research and Planning

Data visualization and dashboarding technologies have the potential to further disperse the availability and usability of data for decision-making college-wide. These technologies have continued to evolve into more user-friendly interfaces that are easier to design and maintain. ORP explored the data visualization software, Tableau, which appeared to offer much of the capability we would want to make available at West. However, we found that the software is very expensive, and has limited text capability. If ORP were to make use of data visualization and/or dashboarding applications, additional staff would be required.

### Science - Biological Sciences

Biological Sciences based programs are central to all other science programs as every facet of life is biologic.

Many of our students are preparing to enter clinical programs such as nursing, respiratory therapy, physical therapy, and other professional programs, including those in medicine, dentistry, pharmacy. Demand in these fields is anticipated to increase in the foreseeable future. As the demand for these health science professionals increases, it is evident that the Biological Sciences discipline will need to develop more innovative approaches to attract and train those students wishing to enter these fields. In response to this, one of the Unit Goals of this Program Review is the development of the Division's Virtual teaching methodology. Today, students readily and easily incorporate virtual software programs and smart phone/tablets into their everyday learning experience. To remain relevant and impact these students, our Division needs to recognize the power of these virtual tools and incorporate them into our teaching methodologies.

In addition to entering the health sciences field, many of our students are interested in STEM training. An increasing segment of the labor market today requires advanced training in STEM. The biosciences industry is emerging as a key economic driver. Both non-hospital and total bioscience employment trends have increased steadily over that last decade. Within LA County, there are over 2,900 Life Science and Biotechnology companies, employing over 45,000 workers. The Culver City/Inglewood area has 4 major biotech companies, with 12 additional ones located in Santa Monica and 20 more within a 30 minute drive of West's campus. Local educational institutes are the primary source of employees for these companies, with community colleges being targeted as the most promising future source.

The Battelle report identified LA County as generating the most number of college graduates with bio-related degrees. In 2010, LA County graduated 5,053 students with degrees ranging from AA degrees to doctoral degrees. Of those 5,053, 1,237 were Associate degrees. West LA College is a critical contributor to these graduates. In response, West's Science Division recently created a successful STEM program that continues to enroll an increasing number of students each year. However, to keep up with the increasing demand for students with STEM training, the Science Division will need to expand their course offerings to include more upper level science courses such as molecular and cell biology, biochemistry and biotechnology.

One emerging trend in community colleges is programs or courses in Biotechnology. These courses are designed to give students direct training in many areas of biology, chemistry and biochemistry so that students completing these courses can apply for jobs as lab technicians within a wide variety of science labs. Within the LACCD system, LA Trade Tech offers 2

### Science - Earth Sciences

Educating students in the Earth Sciences will require familiarizing them with emerging new technologies in terms of using computer softwares used to analyze data, and various equipment and devices for conducting measurements and for data collection purposes. Owning such technology would be vital in producing well versed graduates from our college.

### Science - Physical Sciences

Chemistry and physics classrooms meet modern standards of lighting, ventilation, and comfort. They should have adequate provisions for using: computers, CD ROM, laser disk, document cameras and internet access and other equipment as needed. To give students the opportunity to do more exercises and assigned homework problems related to lecture materials, the college (library or IT) can buy licenses and install the software so that students can access them at their convenience online. Chemistry and physics and astronomy extensively use instruments in the laboratories. These instruments need upgrading and servicing periodically. As the laboratories and the programs grow there is also the need to acquire new and advanced laboratory equipment. A resource request shall be submitted for upgrade of our physical sciences laboratory facilities to meet OSHA standards.

The physics classroom (and science program in general) would benefit greatly from a dedicated computer stations section (and computers) in the laboratory, as many of the physics labs are done virtually.

#### TRiO - CalWORKs

Access to online tools, social media, and other technological platforms continue to enhance program services. Students have been directed and encouraged to utilize online DPSS resources to obtain necessary information regarding benefits and services. Students, also, been encouraged to use their student email accounts as a means of receiving updated information from the college.

In an effort to accommodate the ever increasing amount of participant files and, yet, reduce the space needed to accommodate these files, this year the program went green. All of our current program files were converted to electronic files. Our transition to a less paper environment has gone with a minimal of incidents.

As online instruction becomes the norm, program participants will be affected as they transition to post-secondary institutions, if they have not been exposed to distance learning and are not computer literate.

#### TRiO - Educational Opportunity Center

Access to online tools and social media to enhance the implementation of program services as well as a Resources Center with computer access to enrolled participants opening soon on WLAC campus.

#### TRiO - Educational Talent Search

Technology trends within the college is not affecting the program functions. The program services are provided out in the field with the program community partners. The challenged staff faces is at the community partner's district. The schools don't have adequate technology or are lacking resources.

#### TRiO - Student Support Services

As students, especially the nontraditional students who balance a fulltime job, school, and family, begin to take advantage of online instruction they visit the campus less and less. As such, they may become disconnected with the support service programs that are meant to provide them additional resources and supports. As such, TRIO SSS makes an effort to be active on social media and provide students a weekly email blast with program, campus, and community announcements.

#### TRiO - Upward Bound Classic - 1&2

High School students are highly tech-savvy individuals. High school students are also busy and hard to reach at times. The use of technology is extremely beneficial for the Upward Bound program. Implementing regular use of the various social media platforms has allowed the program to extend its reach to the participants when face-to-face interaction is not an option.

Upward Bound Classic has a mobile computer lab that allows us to take technology to the tutoring and advisement sessions so that students who do not have computer or internet access in the home can still meet the obligations of their classes.

In the future, Upward Bound Classic would like to expand its use of technology. We would like to be able to live stream workshops and seminars so that students and parents can participate even when not being physically able to be in attendance. Online tutoring is another technological platform that would benefit our participants who are unable to remain after school for tutoring, due to work or other familial obligations. Access to blackboard would great.

#### *Administrative Services Area*

## Technology Trends

### Business Office

Advances in software and hardware technology can address inefficiencies in processes due to the use of the current accounting system (DEC). Current system is more prone to human errors, because a lot of manually input transactions have to be made due to system limitations. Our operations have evolved so much in the past years that the system is already obsolete. Fortunately, the District have invested in the upgrade of our current systems and the preparations have started to make sure that the transition to the new system will be smooth.

Automated invoicing and check processing can also improve the efficiency of the Business Office operations. Currently, these are manually done.

### Information Technology

Mobile Device Diversity and Management. The Bring Your Own Device (BYOD) phenomenon is a new reality in the workplace. Info Tech is in the middle of deciding how we want to address the expectations of our students are pushing BYOD themselves, in a bid to save costs on hardware, software as well as IT supports. Provisioning for all of these devices is a major undertaking, which helps ensure secure network access for faculty/Staff, and students, even when they are using personal devices at Campus. More out-of-date equipment is growing and less college technology funding is available to replace and upgrade. Likely, Info tech depends on Special program fund or Bond fund.

### Personnel

None.

### Plant Facilities

Lighting (LED), low consumption water fixtures, and demand response equipment, solar energy.

### Learning Communities

## Technology Trends

### Puente

As noted in the previous Program Reviews, Counseling courses utilize Power Point presentation formats in order to target different learning styles. Early cohort Puente students have developed "E-folios," obtained through The SEMILLAS grants, supported by the Walmart Foundation. The grant was part of Excelencia in Education's "Growing What Works" national initiative. The grant was awarded to WLAC for its commitment to Latino student success. As a Hispanic Serving Institution, with Puente involvement, WLAC will benefit from other grant opportunities for its Latino and general college population. Puente students learn to navigate important transfer related websites including: Assist.org, CSU Mentor, [www.ucop.edu/pathways](http://www.ucop.edu/pathways), [www.californiacolleges.edu](http://www.californiacolleges.edu), [www.aiccu.edu](http://www.aiccu.edu), as well as others. Students have also been introduced to SARS, Degree Works, CSEP Depot, and professional social networking tools such as LinkedIn in the career course required of Puente among others.

### President's Office

## Technology Trends

### Marketing / Public Relations

Digital alternatives to communications formerly done in print will continue to surface. The PR Office must continue to develop its capacity to use the various digital and social media tools for promotion, providing information and for emergency communications.

### Student Services Area

## Technology Trends

### Admissions and Records

---

We are affected by the following emerging trends: 1. The move towards completion of online services on mobile devices 2. Upgrades and improvement to notification for services through text (QLESS) 3. The move to a new online application system in anticipation of a new SIS system 4. Staff losses in anticipation of a new SIS system.

College needs to expand its Wi-Fi capabilities on campus for students to be able to use mobile devices to access services with new SIS from PeopleSoft.

College needs to increase the number of licensed users to access Viatron imaging system to handle all critical functions needed to help students with support services.

### Athletics

Athletics is impacted by technology just all other aspect of the campus. We are in need of a Sports Information Director who can consistently market the College and Athletics by way of social media including website updates, twitter, and facebook. Additionally, we have to get our students greater access to research and study opportunities by making computers and study programming available to them.

### Child Development Center

As of fall 2015, the state (California Department of Education) now requires that programs complete children's developmental assessments (2 per year, per child) online and will no longer accept assessments that are done using a hard copy. As a result, the CDC needs to have working computers in the classrooms and IPAD Tablets. In addition, the CDC Faculty would benefit from additional computer training.

### Counseling

Counseling Division Technology Trends:

SB 1456 Student Success and Support Program (SSSP) has impacted the Division's technological practices. SSSP has changed the allocation of funds with funding now driven by the number of students that receive services at each college and the number of students who receive orientation, assessment, counseling, advising, and other educational planning services and follow-up for at-risk students. Therefore, the Division is now required to log each service provided to students on DEC (S255 screen) and maintain electronic copies of abbreviated and comprehensive educational plans. Though the task of entering services provided to students on DEC is fairly simple, the system currently does not allow for us to correct any incorrect entries. We hope with the new Student Information System (SIS) that will launch in Fall 2016, data entry and record keeping will be easier to manage.

Technological Advances:

With the implementation of SB 1456, traditional contact methods are inadequate. The Division has adopted strategies such as texting, emailing, classroom visits, and SARS calls to reach students which streamlined and ensures that pertinent information is disseminated to all students. The emerging trend in Counseling includes a cloud-based Appointment Scheduling and Reporting System (SARS). This software allows the Division to schedule appointments, track students, and message/call students. Additional technology utilized by counselors includes CSEP Depot, a cloud-based planning tool to create student education plans and financial aid appeals, EUREKA, Assist, DEC, TES, Viatron, E-Counseling, and Website Alive. The CSEP Depot allows for easy access to student educational plans, easier tracking of Abbreviated Student Educational Plans and Comprehensive Student Educational Plans and it saves the educational plans by the counselor for easier retrieval and accurate data collection in an organized format. Furthermore, signature pads were purchased to capture each student's signature which is required by Financial Aid and SSSP mandates.

Personal Development Technology Trends:

### DSP&S

To accommodate a variety of educational limitations, the High Tech Center (HTC) has a multitude of adaptive/assistive technology to help students obtain their educational goals. Unfortunately, DSPS does not have trained staff to facilitate the HTC which is a great need as a service to students who take online courses and need adaptive technology to compensate for their disability and have appropriately access to this service. A HTC facilitator would assist in providing an equal educational opportunity for student and become successful when taking online courses and/or using adaptive technology. This aligns with Ed Mater Plan Goal 2.4 Enhance and maintain facilities and technology to promote effective teaching and learning. 2.4.1 Ensure that modifications of facilities optimize flexibility of use and build in appropriate technologies. 2.4.2 Enhance the safety and cleanliness of the learning and teaching environment. 2.4.3 Expand the use of up-to-date technology for teaching and learning.

### EOP&S / CARE

No emerging trends

### Financial Aid

Imaging system -scanners setup at each counter window to image all paperwork during intake to reduce or eliminate the production of paper files in the office Financial Aid works with the Director of Marketing/Advertising to create and improve social media formats to communicate with financial aid recipients Students have requested the Student Services Division create a more robust system to respond to online students' inquiries like texting (instant messaging) as opposed to sending and retrieving email messages Financial Aid Office utilizes the SARS system and the financial aid website for students to be able to sign up for the Satisfactory Academic Progress (SAP) and loan/financial literacy workshops Q-Less text messaging queuing system is fully utilized to manage student wait time for all services in the Financial Aid Office by increasing efficiency of wait time for students Financial Aid Office utilizes online forms and tools through the SIS for the application and completion process. Purchasing an online video-based product in the 2015-2016 award year that will be linked to the college's financial aid website as a tool to enable students to obtain additional information on financial aid processing and options to pay for college (called FATV)

College needs to increase its Imaging system (Viatron) licensed users for staff to get access of critical documents needed for student services support.

College needs to improve its Wi-Fi access capabilities for students use of mobile devices for new SIS system on campus.

### International Student Center

The ISP's communication efforts could be more successful if they better aligned with the communication preferences of our students. Our students have increasingly moved away from more traditional communication methods (phone calls, emails, letters) and prefer texting, video messages, and use of social networks.

The ISP would do well to obtain resources that will enable more text message based communications, mobile phone compatible internet resources and clever use of social media.

### Student Success & Support Programs

The LACCD is releasing the new Student Information System " People Soft" which will have a substantial impact on how business operations are performed in the Student Services area. Additionally, the State Chancellor's office under SB1456 mandates have developed 3 initiatives that directly impact the SS&SP programs. ¿ The Common Assessment Initiative: This initiative calls for the development and implementation of an computerized Assessment tool that is diagnostic and adaptive in design that will be used buy all colleges accepting SS&SP funding. WLAC has been selected to serve as one of the pilot colleges of the common assessment once it is launched in Fall 2015. The common Assessment will replace the current assessment tool (ACT/COMPASS) if approved by the college. ¿ The Online Education Initiative: This initiative is developing alignment among the 113 Community College online courses to streamline student enrollment in courses from one college to the next. This initiative has offered online educational learning tools for students through "Open Source" software that supplements academic coursework and learning. ¿ The Student Educational Planning Initiative: WLAC is not participating in this initiative as WLAC is replacing the legacy DEC SIS system with a new SIS system (People -soft) which will provide a Student Educational Planning tool.

---

### Transfer Center / TAP

The following are some of the trends in technology for transfer: The highly anticipated roll-out of the Next Generation ASSIST.org has been delayed until 2016. The improvement of this vital articulation resource for CCC, CSU and UC systems will include new and improved features. It will have a link to the C-ID site which allows college faculty and students to research courses across the state. UC TAP planner now in its second year allows students to maintain their academic record history while attending their CCC. There continues to be webinars, e-chat and other internet based activities offered by various universities for students to increase the opportunity for contact. The online Common Application is now generally used for all Private institutions across the country. The Associate Degree for Transfer (ADT) has experience much improvement with its electronic verification for CCC.

---

## 16. Facilities

### Academic Affairs Area

#### Facilities Challenges

##### AH - Certified Nursing Assistant

We are in desperate need of a Nursing Lab with the equipment necessary for effective teaching. The lab is currently being shared with Medical Assisting program which is difficult since both programs want to be able to provide additional lab hours for student tutoring. Nursing lab is impacted for such condition and we need room for at least 50 students.

##### AH - Dental Hygiene

The dental clinic has had quite of bit of repairs and replacements needed on the radiology equipment. The service person informed us that we were sold poor equipment and therefore it is needing to be replaced as they stop working. The server for the program is also going out and representatives from Carestream are needed to come out to work with the IT at WLAC. It is very costly and therefore we need a budget to support maintenance and repairs for the clinic.

The division is in need of laboratory space for the medical assisting program. The program currently shares space with the CNA/HHA program and both programs have quite a bit of equipment. The space is limited and the time to allow students additional practice time is also limited. This in essence affects student success. It was proposed at one of the facilities meetings to turn SC 105 into a lab for Medical Assisting since it has a sink and the space needed for the lab but the division has not heard back a response. It was being investigated by Iris to determine if it would impact any other programs, areas.

The architects came out last year and provided us drafts of changes to the MSA building to accommodate the allied health division but that did not happen and we remain highly impacted with facility needs.

The division is also in need of a 40 station computer lab. The labs currently on campus are highly impacted by all of the program on campus. We need a dedicated lab to install software for allied health courses, offer courses that require computer labs, and provide online testing to simulate state certification and state licensing exams.

##### AH - EMT/ Paramedic

The EMT/Paramedic program opened a new facility just a few miles south of campus. It offers state of the art classrooms, furniture and audiovisual equipment.

##### AH - Pharmacy Technician

N/A. Our class is well-organized with optimum location for our students, and we have fully equipped pharmacy technician lab.

##### AH -Medical Assisting

One the biggest challenge is sharing the Clinical Skill Lab with CNA Students.

Medical Assisting Program needs a designated lab for the students to perform the clinical skills. SC 105 is actually a lab class with a sink already in place. This information was taken to the facilities meeting and was said to be investigated by Iris Ingram who then informed Bill Smith. We have not heard any feedback on this request since the proposal was made.

Medical Assisting Program needs a computer Lab for the students to practice the administrative tasks and computer skills. The program has classes in which a computer lab is required and we are always having difficulty reserving the room. We also need the computer lab for information sessions and as a testing site for all of the allied health programs.

Medical Assisting Faculty Members need to have updated desktops and new laptops. The computers they have are outdated and have issues.

##### Applied Technology

Aviation program is highly impacted due to the sharing of the hanger and classrooms in ATA and ATB with the Film Production program and other divisions. Many of our instructional equipment in our facility need regular maintenance service including engine test cell at ATC building.

## CEMA

### FACILITIES CHALLENGES

FILM/TV PRODUCTION was asked to remove its instructional materials from the Aviation area by the FAA in June 2014 and the program is experiencing a significant challenge to provide proper instruction to the students.

Film Production needs a proper instructional lab which includes a professional sound stage, prop house, shops and costume lab. Film Production has been using a third of the aviation hanger and it has severely impacted our program and Aviation's. We were able to get by when we were able to use the outdoor space. The aviation hanger is not appropriate instructional space for the students' needs. It was not designed to be a sound stage and therefore has safety and educational concerns. Doesn't have appropriate power therefore the program needs to rent a generator every semester at a high cost to the program. The ceiling does not meet industry requirements for rigging in film and television productions.

Students are not exposed to the proper elements of a sound stage and therefore their learning is compromised. Now with this additional setback the small space left does not allow us to offer the appropriate lab and instructional space for the 10 Film Production craft classes we offer, and thereby will prevent students from getting proper training and the Film/TV Production crafts Certificate of Achievement and the Hollywood CPR Certificate which leads them to union jobs in the entertainment industry.

Film Production also needs a larger shop to construct set walls and storage for set walls. Most set walls are between 10 feet and 12 feet high. The current Aviation space we are using does not allow us to build and/or store set walls, which are a required element in the instructional needs of the program.

Film Production does not have adequate space for storage of props and set dressing and is currently storing all instructional materials at the LAX campus.

In spring 2015 the board approved the construction of the planned instructional lab facility to begin in spring 2016 and be completed by 2018.

### DANCE

Studio A has a wood on concrete floor. The room can accommodate 40 dance students. There is a mirror on the front wall across 3/4ths of the room, a ballet bar on 2 sides and a sound system that uses CDs, MP3s or iPods. The speakers mounted on the front walls are partially blown out. The wireless mic system has been stolen and needs to be replaced. There is a Marley dance floor taped down to provide a better surface for the dancers as the wood floor tends to be very slick. The studio is mainly used for dance classes, dance rehearsals and fitness classes by the accredited college and Westside Extension program. Unfortunately the concrete floor severely limits movement options, particularly jumping.

## Computer Science

Computer Science and Application Division is expected to remain in the older CE Building for at least 5 more years. The facility used to support the classrooms is at its 'end-of-life' and incapacity of supporting the new demands that will be placed on our environment in the very near future.

Currently, CE103, CE104, and CE105 networking infrastructures are grossly inadequate to support current and future courses. Current connecting devices and cabling is old and dangerous.

Data Center Requests:

- Purchase shared storage technology (iSCSI SAN)
  - Will lower future storage cost
  - Reduced datacenter management cost
  - Increased datacenter performance and capacity
  - Allows for protection of student data and disaster recovery.

Classroom/Lab Requests:

- Install new switching hardware in CE101
- Install new tile flooring
- Upgrade CE103a and CE105a to Smart Classroom standards
- Install new Intermediate Distribution Facilities (IDF) in CE103, CE104, and CE105
  - Standard industry approach for connecting classrooms
- Purchase thin-clients to support current, new, and future technologies

CS - Business, Other

Smart classrooms that accommodate at least 45 students need to be available.

CS - Public Safety

The Administration of Justice program can benefit from have a dedicated classroom space for the program course offering and establish program growth. Give the program it identify on campus. Addition classroom in the future to add a simulator system for training and student learning experience.

CS - Travel & Hospitality

The facilities (AT-A classrooms) are sufficient to meet current program needs.

Health / Kinesiology

## PEC S

The building was constructed in the 1970's and shows it. The building accent colors are avocado green and burnt orange. The hallways were painted within the last 5 years however the baseboard was removed and never replaced as it was assumed that the division would be moving to a new building. The linoleum floors in the building are a mish mash of colors thanks to using a variety of leftover tiles to replace broken ones. The remaining broken tiles contain asbestos.

The Women's Locker room needs to be remodeled with new, larger lockers, new showerheads, shower curtains and paint. Students coming from the pool and returning to the women's locker room in PECS are at high risk of injury as the linoleum floor becomes very slippery when wet. Non slip mats are needed for the hallway. The Women's restroom needs to be updated to meet ADA requirements. Commodes, stalls, sinks and flooring are all in terrible shape. Faculty offices need to be cleared out for painting, replacement flooring and deep cleaning.

PEC 105 Aerobic Fitness Center carpet needs to be replaced with rubberized flooring. All equipment needs to be oiled and have the cables checked for replacement. Cardio equipment (treadmills, elliptical trainer, Arc trainers, rowing machine, cardio squat and stair master) all need to be serviced.

PEC N 14 is the student weight room. The chalk board needs to be replaced with a white board. All equipment needs to be oiled and have the cables checked for replacement.

The Men's Locker room needs to be remodeled with new, larger lockers, new showerheads and paint. The attached bathroom needs new commodes and a very deep cleaning.

## Library

---Library---

1. motorized cart for delivery of Instructional Media equipment to classrooms and events.
2. still need a large room for library orientations to accommodate large class sizes, up to 50+ students.
3. need more secure location to store

## Mathematics

44 of our 78 sections (56%) this semester are held in our math/science building (MSA). Centralization and consolidation are vital for a successful program.

In order to offer the Foundation Skills classes needed by students for their college success, at times that they are able to attend class, we need sufficient classrooms of sufficient size. Moreover, better student learning and outcomes would be expected if classrooms had more flexibility (i.e., the possibility of rearranging students into groups and back into lecture mode within a single class period.) This can be done with "sleigh desks" but not with very heavy two-person tables, especially those with "privacy panels." "The new MSA-MSB complex, as actually constructed, has fewer classrooms available for math than originally planned due to the subdivision of large classrooms into smaller ones that are too small for the vast majority of our classes. Also, the rooms that are available have smaller capacity than planned due to last-minute decisions by Administration regarding furnishings. As a result, math classes are held all over the campus (e.g., AT-A, B4, GC, SC) making it harder for instructors to help students before and after class and also making it harder to maintain close working relationships with adjunct instructors who may never set foot in MSB. In at least one case, regularly scheduled math classes have been forced to relocate for one or more days due to other programs pre-empting the rooms for testing or other purposes. We are also unable to serve as many students as we would like to, nor to serve them as well, because the classrooms we do have available for our use in MSA are overcrowded and in some cases not configured with the flexibility needed for diverse pedagogies (such as group work).

## Science - Biological Sciences

The ability of the Life Science Division to meet growing labor and market trends - such as increasing numbers of STEM, environmental and biotech jobs - through effective training of our students requires improvement of our facilities. For example, within the MSA building are numerous preparation rooms that could be outfitted as small laboratories capable of being used for our proposed Biochemistry and Biotechnology courses.

In addition, the configuration of our classrooms makes it difficult to teach such upper level courses as Biology 6, Biology 185, Biology 285 and Environmental Science. These rooms in their current state will also make it difficult to teach our new courses Biology 110 and Biochemistry 221. As such, the Division will need to configure many of its classroom-style rooms (such as MSA 303) with its low tables designed for a lecture setting into laboratory benches. Site visits to other LACCD campuses such as ELAC and LA Mission has shown us that the appropriate classroom for teaching upper level courses like Bio 6, Bio 110 and Biochem 221, in addition to Environmental Science and Biotechnology courses, is a laboratory-style room with four-person laboratory height benches, complete with plumbing for water and gas and electricity. As such, re-configuring rooms such as MSA 303 (Biology 6) and MSA 309 (Biology 3B) into classrooms appropriate for laboratory work would allow us to teach classes such as Biology 110, Biochemistry 221 and Environmental Sciences, in addition to our long-standing courses of Biology 6 and 3B. The re-configuring of these rooms would give the Division more flexibility in terms of the laboratory training offered and would allow us to better train our students using a more hands-on laboratory approach. These classrooms would be modelled after the Anatomy and Microbiology labs on the second floor or the chemistry labs on the fourth floor. Rooms such as MSA 211 and 203 could be kept as they are as they may be used for classroom lectures.

With respect to currently offered courses, the Division would be able to better serve its students by updating lab equipment, computer equipment and software packages. For example, a significant improvement of Environmental Sciences is desired by the Division and is included in Unit Goal 3. This improvement will necessitate the acquisition of more modern testing equipment for the lab. Microbiology 20 would greatly benefit from upgrading their microscopes and the purchase of more modern preparatory equipment. Many of our more advanced Biology 285 courses we offer to our AA degree and STEM students are difficult to implement, run and maintain because of a lack of appropriate facilities and equipment. Finally, all biological science courses would also benefit from upgrades to our prep labs and their equipment so that they meet more modern standards.

#### Science - Earth Sciences

Affix a drop-down map holder on both of the Earth Science class room ceilings (MSA 302 and 307) - Secure drawers in the Earth Science laboratories to curb any theft (MSA 302 and 307) - Remodel the Earth Science Labs so that the upper half of all walls are freed from cabinets (MSA 302 and 307) - Add proper lighting to our mineral, fossil, and rock display cabinets for clear view (MSA 307); Also add light bulbs over the white board for clear viewing by students (MSA 302 and 307).

#### Science - Physical Sciences

As it was planned, there is only one room currently available for holding large scale physics labs. This will inhibit growth of the program. Smaller rooms from the lower levels of MSA can be modified for specialty labs (i.e., dark room labs that cannot be performed in the physics labs as there is no way to get the room completely dark day or night). The room itself was poorly designed and difficult to work in. The student tables do not move, are too narrow, and have sinks and faucets which get in the way during exams and labs. There is not enough floor room to set up large labs, and students are not able to group themselves around the table and must work in lines. Storage in the classroom in the lecture and lab prep room are too small to store standard physics equipment. Few cabinets have locks. Many cabinets do not close all the way and many locks are not working. The rest of the cabinets require locks to protect valuable equipment that should be in the classroom but is currently being stored and hauled from down the hallway in the non-attached lab prep room. There is currently unsatisfactory levels of security for the valuable laboratory equipment. In the classroom, the multimedia desk is too close to the whiteboard, and the projector cannot be angled high enough to keep the light out of the eyes of the instructor sitting or standing at the desk. Physics requires large laboratory tables in wide berth of electronics and sensitive equipment as many demonstrations and labs, are large and messy and dynamic. The current lab benches' design do not serve the needs of physics and engineering students. A resource request will be made to bring in the appropriate lab settings that meet/exceed a standard modern physics laboratory, In MSA building the chemistry labs are in the fourth floor while the stock room is on the third floor. There is no a separate elevator for the lab tech to transport chemicals back and forth between the third and fourth floors. It is not safe to transport hazardous chemicals using the same elevator that is used by people. A separate freight elevator (or weight elevator) will solve this problem. A locked cabinet has been secured for temporary items in the physics lab so that the instructor is not walking equipment back and forth from the office. Locks still need to be installed on cabinets in the physics classroom and laboratory cupboards. The desks still require the removal of sinks and faucets so that students have adequate space in which to perform rather large and dynamic experiments.

## Facility Long Term Goals

### AH - Certified Nursing Assistant

A Laboratory dedicated to just nursing dept.

### AH - Dental Hygiene

Modify classrooms in the MSA building to create lab space for CNA and Medical Assisting.

### AH - EMT/ Paramedic

The EMT program is located in Westwood at UCLA and needs new furniture and audiovisual equipment.

### AH - Pharmacy Technician

Our division is planning to purchase more advanced equipment in the next 2-6 years, if needed.

### AH -Medical Assisting

Long term goals will be that the plan to have Allied Health and a Lab and Classroom for Medical Assisting on the First floor of the MSA building because we are lacking a lab at this time.

### Applied Technology

Facilities return as soon as possible to FAA regulatory level. In addition, it will enable the Aviation Program to take on additional section to accommodate the high demanded career field.

### Career & Technical Education

Curriculum: Have a self-contained unit that faculty perceive as a curriculum resource. a classified staff, curriculum chair and articulation officer. Ideally if this was co-located with the Academic Senate.

CTE:

Have all of the programs be in their respective buildings with adequate classrooms and technological needs.

### CEMA

---

#### FACILITY LONG TERM GOALS

To work with the Facilities Committee on the construction of a sound stage and shop for the instructional lab space required.

---

#### Computer Science

The division's long term goal is to move into TLC building. The TLC (Technology Learning Center) is being designed to allow the division to deliver Computer Science Information Technology courses and programs. The division continues to meet with the building architect and has submitted an updated "building programming survey" which included the following instructional space requirements:

One specialized computer lab open to students with 50 workstations and

Six highly specialized computer classrooms for the following program and classes:

1. CISCO lab computer classroom with 50 computer stations plus 10 sets of switches and routers.
2. Microsoft and Oracle database computer classroom with 50 computer stations.
3. VMware computer classroom with 50 computer stations plus additional 4 of rack-mount servers
4. Apple and Linux computer classroom with 50 Apple computer stations.
5. Computer programming, Web design and development computer classroom with 50 computer stations.
6. Computer Hardware classroom with 50 computer stations

---

#### Contract Education

- 1) Create a campus-wide process where Westside Extension and other grant programs can get their facilities needs considered in the planning process for facilities.
- 2) Create longer-term planning for campus facilities use.

---

#### CS - Business, Other

Need additional faculty and secretarial staff. Our faculty need to have input with the direction of new business division office/classroom facilities that is being discussed now..

---

#### CS - Public Safety

Increase state issued certificate in AJ and Fire Tek

obtain career center and class rooms for public safety that can be used to store and contain fequipment and various props to allow students to use props to add value to their courses. We need to have our own classrooms assigned to that identifies our program.

Administration of Justice training lab room. Establish a Public Safety Training facility on campus would be use to offer our

---

#### CS - Travel & Hospitality

One of this program review actions is to develop a business plan for an on-campus travel agency lab, like what the Travel program at Orange Coast College offers. This would help achieve the goal of enhancing the curriculum with practical experience and connections to industry action while providing the campus and local community with a valuable service. Although it is just an idea at this point, a dedicated classroom/ computer lab and secure office outfit with workstations would be needed

---

#### Distance Learning

My understanding is that the previously planned move to the first floor of the HLRC will not take place.

---

#### Health / Kinesiology

Finish the remodel of PECS and PECN & S locker rooms.

Remodel the bathrooms in PEC N & S buildings.

---

#### Library

---Library and Instructional Media---

1. hire an Instructional Assistant Info Tech to assist in the open lab (LIRL)
2. hire 1.5 FTE Library Techs to assist in the evenings and weekends
3. hire an Instructional Media Specialist
4. replace equipment in

Mathematics

The Math division would like to see the addition of two types of Math Labs on campus, i) one primarily used for tutoring, staffed by a part-time adjunct (or adjuncts), ii) the other centered in a computer lab setting, where classes that require computers (laptops, ChromeBooks, tablets) would be available short or long term.

Again, addressing the WLAC Campus Construction Plan, specifically the alterations to MSA 1, included below is the text from the signed petition delivered to Facilities 2013. "We, the Mathematics Department of WLAC, would like to raise several points that we feel have not been fully discussed regarding the Proposed WLAC Campus Construction Plan. 1.) The Mathematics Division and the Science Division consider ourselves stakeholders in any conversation regarding the reprogramming and/or renovation of MSA floor 1. 2.) During the Division Needs Interview, Dec. 17, 2012, the Mathematics Chair & Matt Robertson requested the following four items regarding current space needs, defined to be facility not provided or currently deficient: a) Math 100 LAB & a specialized LAB area holding potentially 80-90 students, b) Tutoring/Study hall & currently MSB 217 is too small, c) Large Lecture Hall & ideally for a Statistics Math 227 class & we tried GC 150 but desks, student work area much too small, and d) Computer Lab with either imbedded computer stations or tablet docking capabilities. None of these requests have been addressed in the new reconstruction proposal. 3.) MSA floor 1 has many viable classroom spaces.

Generally speaking, MSA 1 is severely underused, by ALL current departments using the facility, except for MSA 109, which is very heavily used by the Mathematics Department. MSA 111 could be opened up to other interested departments (Math, Science), the only apparent concern is the securing/concealing the pharmaceuticals contained in the loosely secured cabinets. It appears that MSA 111 was designed as a PHARMACY TECH class lab, however, PHARMACY TECH is not currently offered here at WEST. There are construction options for the remaining 108/105 or 104/102 or some other combination. Creating at least one larger classroom/LAB from two would potentially increase room usage similar to how MSA 109 is currently used. We propose combining 102/104 into a specially designed statistics classroom (you could perhaps elaborate on how this would differ from a typical lecture room & eg workspace, computer stations) that would accommodate the 6 sections of statistics currently offered (occupying the room from 8 am & 12:15 MTWTh and TTh 4 & 9:35 pm and MW 7:30 & 9:30 p.m.), freeing up regular classrooms for classes now taught in B4, CE, etc. and allowing for expansion into another MW evening or weekend section as projected growth begins to materialize. We also propose combining 105/108 into a math workshop space that could also be used in morning time-slots by instructors who prefer a specialized student-centered workshop type instructional space and by the STEM program for large events.

Office of Research and Planning

Identify and obtain storage for historical research and planning records. Reconfigure office space to facilitate collaborative working relationships and small meetings.

Science - Biological Sciences

Creation of a dedicated Biotechnology lab space.

An increasing segment of the science labor market today requires advanced training in STEM, including that of the biological sciences. Future technological and scientific advancements in fields such as stem cell research, regenerative medicine and biomedical engineering will require the services of well-trained and skilled laboratory technicians.

To meet these needs, West's Science Division wishes to expand their course offerings to include upper level science courses such as Biochemistry, in addition to a Basic Skills biotechnology course that would be part of a certificate program and part of a future Biotechnology program. Offering these two classes on a regular basis as part of the Division's course catalog will necessitate the upgrading of our lab facilities to allow for the labs commonly run in these courses.

Because of the advanced cell and molecular biology taught in Biotechnology and Biochemistry courses, laboratories are difficult to run without upgrades to more modern equipment and facilities, in addition to the purchase of new equipment. For example, conducting many of the common Biotechnology and Biochemistry labs requires a classroom with lab bench-height benches outfitted with plumbing, gas and electrical (similar to those found in chemistry labs). We have a limited number of these types of classrooms on the second and third floors of the MSA building where the Biological Science labs are typically held. However, a re-configuring of the Major's Biology room (MSA 303) could allow for its use as a Biotechnology space. In addition, it would also allow the Division to upgrade the quality and relevance of the labs taught in Biology 6. Re-configuring MSA 312 into a similar laboratory room would result in a room that could be used for Biochemistry 221. Upgrading these rooms would have a direct and significant impact on the success of our science students as it would allow for us to significantly upgrade the quality of our classes.

#### Science - Earth Sciences

Purchase a polarizing microscope for geology and earth science classes - Purchase thin sections of minerals and rocks for geology lab classes - Purchase geologic and topographic maps for student use in the labs.

#### Science - Physical Sciences

Planning is underway for reconfiguring storage in the physics prep room. In addition, planning for room 012 has been initiated to use it as the physics laser optics lab as it can become completely dark unlike the classroom. Fully funded and equipped astronomy lab (including planetarium) would help to facilitate growth and student success in the astronomy program as well as support the physics program.

#### TRiO - Educational Opportunity Center

EOC would like to create a space within our office for VETS with a work space which would include computers and a printer for as part of our grant objective.

#### TRiO - Educational Talent Search

The long term goals of the program is to increase the number of students in the program completing a high school diploma therefore increase the number of students enrolling in to college. Seek for additional funding to collaborate with our program, this will bring enrollment for the college, it will be cost effective and growth in our area.

#### TRiO - Student Support Services

Long term program goals include a visible office location with indoor restrooms, kitchen, and adequate filling and storage.

#### TRiO - Upward Bound Classic - 1&2

Long Term Goals:

Eradicate these bungalows

Place Upward Bound (and its sister programs) in the same state-of-the-art building

### **Facility Short Term Goals**

#### AH - Certified Nursing Assistant

To obtain a lab conducive for teaching/learning environment, with proper equipment and supplies.

#### AH - Dental Hygiene

Our short term goal is to establish a budget in program 100 to support repairs and maintenance of equipment. Have SC 105 converted to lab space for Health Occupations and Medical assisting programs, and any other allied health programs that can benefit from a medical lab classroom.

Work with the college to provide a dedicated 40 station computer lab for allied health programs.

#### AH - EMT/ Paramedic

The new space for the program needs additional LCD TVs, tablets to be fully functional.

#### AH - Pharmacy Technician

N/A

#### AH -Medical Assisting

We have no choice but to continue to share the lab with the Certified Nursing program. Our short term goal will be to attend the facilities meetings to continue to voice our concern for laboratory space needs.

#### Applied Technology

Aviation program is highly impacted due to the sharing of the hanger and classrooms in ATA and ATB with the Film Production program and other divisions. Our short term goal is to continue to work with the Film Production faculty and coordinating class schedules and equipment to reduce impact on programs and to avoid regulatory violations.

#### Career & Technical Education

Continue to pursue the development of a curriculum hub in the CE building.

Continue to work with the architect to support program needs

#### CEMA

##### FACILITY SHORT TERM GOALS

##### FILM PRODUCTION

In the short term Film Production will offer two of its classes at the LAX campus each semester and look for sound stage space at the various studios in order to provide our students with the appropriate lab space required to meet their goals of learning the skills needed to graduate.

In addition we will work with the Academic Affairs and the aviation faculty on ways we can utilize the outdoor space for instruction temporarily until the Film/TV Production facility is built.

#### Computer Science

The CS Division is expected to remain in the older CE Building for at least 5 more years. The hardware used to support the classrooms is at its end-of-life and incapacity of supporting the new demands that will be placed on our environment in the very near future.

Currently, CE103, CE104, and CE105 networking infrastructures are grossly inadequate to support current and future courses. Current connecting devices and cabling is old and dangerous.

The CS division is requesting to upgrade the following computer classrooms:

- 1) Install new tile flooring in CE101
- 2) Upgrade CE103A and CE105A to the basic Smart Classroom standards
- 3) Install new switching hardware in CE101.
- 4) Remodel and rededicate the use of CE101 with the following justification:

The Computer Science Division also proposes to change the purpose of two of its rooms in the next year. Currently, CE 101 has several uses: (i) it is an open lab in the afternoon, (ii) it is a lab on Saturdays for the A+ hardware course, (iii) it is the location for a rack of switches that connect computers to the network, and (iv) it is the location of the CS Instructional Assistant. CE 104 is connected by a door to CE 101 and is a smaller classroom.

As a result of several discussions over the last year involving Computer Science, Science, Aviation, and Base 11, a nonprofit 501(c)3 organization with a strong interest in supporting STEM, engineering, and entrepreneurial education, the Computer Science faculty propose to rededicate the use of CE 101 to support the implementation of a Fab Lab. The Fab Lab concept is supported by the chairs of Science and Aviation.

The lab function of CE 101 can be accommodated in the Library and we will move the current several computers there. The CS Instructional Assistant will be moved into CE 104 where he can still view activities in CE 101. The rack of switches can remain where they are as they are relatively isolated. The new use will allow CE 101 to be used on Saturdays for the A+ hardware course.

From the Fab Foundation's web site: "Fab Lab is the educational outreach component of MIT's Center for Bits and Atoms

#### Contract Education

Create a campus-wide process where Westside Extension and other grant programs can get their facilities needs considered in the planning process for Winter and Summer facilities.

#### CS - Business, Other

Due to our Division Hub, students and faculty more aware of what is taking place on campus in the Business Division. Here students receive promotional material for certificates, transfer and information of room changes, additional classes being offered as late start, forms and more student division contact.

#### CS - Public Safety

Complete Program review, SLO's and research AJ cohort learning.

#### CS - Travel & Hospitality

The facilities (AT-A classrooms) are sufficient to meet current program needs.

#### Health / Kinesiology

Replace the baseboard in PEC S hallways.

Finalize plans for remodeling PEC S and PEC N & S locker rooms and restrooms.

Obtain maintenance and repair contract for the Fitness Center and Weight Room.

Purchase non slip matting for the hallway in PEC S.

Same short term goals as 2012-13, 2013-14, and 2014-2015.

### Library

---Library

1. Install more security cameras & also, inspect angle of current cameras & reference desk area does not show who the librarian is assisting
2. Electronic entry access and Secure location to store portable equipment (laptops and tablets)

### Mathematics

44 of our 78 sections (56%) this semester are held in our math/science building (MSA). Centralization and consolidation are vital for a successful program.

Our goals for retention and success will be advanced as we are better equipped to teach to a variety of learning styles. Allocation of a sufficient number of large classrooms to accommodate our classes during the heavily-impacted mid-morning time slots, all located on campus in the same general vicinity.

### Science - Biological Sciences

1)Adoption of Virtual Anatomy tools: The proposed increased use of on-line supplemental teaching methods and interactive virtual laboratories will necessitate better student access to computers. As such, biology students will benefit from the purchase of virtual teaching systems, including the purchase of several tablets for Anatomy. These tablets (loaded with virtual teaching programs) will allow faculty to enhance the impact their teaching has on their students by allowing them to conduct virtual dissections. This, together with the cadaver purchased through last year's Program Review, will allow the students to learn human anatomy in a more realistic setting. This will also allow our Division to decrease the number of cats purchased for dissections each year. Preserved cats are not only expensive and need to be purchased each and every year, they are also a biohazard and require specialized disposal companies - another cost incurred by the Division. The use of virtual tools on tablet devices, combined with the cadaver will expose our Anatomy students to cutting-edge teaching techniques and improve the success within our program.

2)Acquisition of Virtual Physiology Labs: The purchase of virtual Physiology systems such as BIO-PAC is also desired by the Biological Sciences division. Such systems will give our physiology faculty the chance to better teach advanced physiological concepts such as EKGs, cardiac function, blood pressure and respiratory volumes without relying on the student's ability to use pieces of equipment that can be difficult and time-consuming to learn to use.

3)Immediate improvements to the Microbiology program include the establishment of a microscope servicing contract that will maintain the numerous microscopes will have within the microbiology lab. In addition, the purchase of a demonstration microscope/projection system will allow our microbiology faculty the opportunity to show students laboratory material at a more detailed level, increasing their understanding of the laboratory material. The division also wishes to upgrade their microbiology scopes within the next year or two to better benefit our students.

4) Upgrade of Environmental Sciences laboratory. Many of our Environmental Science students are interested in engaging in hands-on lab experience. This will require the acquisition of more relevant and modern testing equipment that will form the core of an improved Environmental Sciences lab. This lab and its equipment could also be used by other classes, including Field Biology 10, in addition to Earth Science and Physical Science students. Equipment in this lab would be used in the data collection and analysis of environmental measurements, air testing, soil and water quality, creating smog in bottle, and measuring electricity produced by solar energy.

### Science - Earth Sciences

Affix a drop-down map holder on both of the Earth Science class room ceilings (MSA 302 and 307) - Secure drawers in the Earth Science laboratories to curb any theft (MSA 302 and 307) - Remodel the Earth Science Labs so that the upper half of all walls are freed from cabinets (MSA 302 and 307) - Add light bulbs over the white boards and to our mineral, fossil, and rock display cabinets for clear view (MSA 307)

### Science - Physical Sciences

Planning is underway to remove the sinks and faucets from the tops of the student desks in the physics classroom (403). Short terms (unsustainable) solutions have been found for the storage of highly valuable physics equipment such as computers. Replacing the projector lamps often times takes a long time. The reason seems to be that the purchasing process takes a long time. If the IT or the multimedia department keeps spare lamps this problem will be easily solved and classes will be taught without disruption

#### TRiO - Educational Opportunity Center

EOC needs a safe identified space on campus for program storage of files. As our program continues to grow, accommodations and storage space have not.

#### TRiO - Educational Talent Search

The program TRIO Talent Search short term goals is to meet program objectives through program retention, program persistence and high school completion. By meeting all those objectives the program gains all priority points through the Annual Performance Report, earning the priority points will make the program more competitive for grant competition and be renewed in 2016.

#### TRiO - Student Support Services

Short term program goals include insuring the TRIO SSS office has appropriate furnishings and equipment, including increasing student access to technology, such as computers and laptops. Many of the TRIO SSS students do not have home access to computers and internet, and as such students often rely on the technical resources of the TRIO SSS program. By offering and expanding on a dedicated computer space, we can better support TRIO participants' ability to persist and academically succeed

#### TRiO - Upward Bound Classic - 1&2

Short Term Goals:

- Increase program visibility by having signage
- Approved bus route (that will not change the following week)
- Working heating and air system
- Have the office swept and mopped at least once a month
- Library access outside of normal working hours

### ***Administrative Services Area***

## **Facility Long Term Goals**

#### Business Office

None.

#### Information Technology

New Primary DATA CENTER should be build in next 3 years from Measure J bond project. Total Cost of Ownership ( TCO ) program for campus-wide technology should be developed and implemented.

#### Personnel

None.

#### Plant Facilities

Improve campus walkway & grounds with LED lighting. Repave parking lots with permeate material. Repave defective streets, build new operations building, remove stock pile of dirt at upper C Street to create outdoor amphitheater.

## **Facility Short Term Goals**

#### Business Office

Installation of security cameras inside the Business Office for the safety of the employees and for the protection of College financial resources.

#### Information Technology

Working with District and CPM on Physical Security Project to improve the security of IT data Center and design the plan to build a new Data Center.

#### Personnel

None.

#### Plant Facilities

Replace boilers on FA, CE, and SC buildings. Replace parking lot lighting in lot A, 1, 2, 5, 6, 7, and 8A, replace running track.

**Learning Communities**

**Facility Short Term Goals**

Puente

N/A

**President's Office**

**Facility Long Term Goals**

Marketing / Public Relations

none at this time

**Facility Short Term Goals**

Marketing / Public Relations

None

**Student Services Area**

**Facilities Challenges**

Counseling

The Counseling Division is currently housed in the Student Service Building (SSB). Offices are located on the 3rd floor and the 4th floor which includes DSPS, EOPS, General Counseling, Transfer, and Student Success and Support Program (SSSP). Additional services including AB 540, Financial Aid, Honors, International, Student-Athletes, and Veterans work within the aforementioned offices.

The tenured and adjunct faculty are currently utilizing the office space provided; however, since the student-to-Counselor ratio is disproportionate, the existing space does not adequately accommodate the exist staff and will not support the growth of additional Counseling faculty. Counseling adjuncts are left to complete Counseling services in open cubicles which oftentimes infringes on the privacy of the student.

DSP&S

DSPS has ran out of space to grow with faculty and staff. The college should consider transitioning LAUSD CATS to another location on campus.

**Facility Long Term Goals**

Admissions and Records

None at this time.

ASO

Our long term goal is to move into CE Building, which is located at the center of the campus. The CE Building is supposed to be renovated for the ASO, student activities, and the Student Health Center.

Athletics

Move and expand the sports medicine area to create more space and greater functionality. Combine the existing weight room in the C-1 Building with existing Athletics weight room in PECN #13. Reconfigure and improve the existing weight room in PECN#13. Complete renovations of the gymnasium and baseball field. Create a satellite sports medicine area in PECN.

Child Development Center

Address any items from the short-term goals that were not completed.

DSP&S

Even though the DSPS program relocated to a new building (SSB 3rd floor) the DSPS staff out grew the space before they moved into the new building. Lacking offices for staff and faculty. Currently, several people share offices. The C2C program and Center for Advance Transition Services (CATS ) share office space with DSPS. As the DSPS population increases the DSPS staff and mandated services per the ADA act must be met and space is very limited in the department.

EOP&S / CARE

The office space currently houses foster services and Puente. A long term goal is to determine the best use of space for all of the functions so that high traffic and private work spaces are optimized.

#### Financial Aid

The Financial Aid Office needs to be able to provide a Personal Computer Lab with Wi-Fi capability for students to get access to apply for federal student aid. Online access via mobile devices to complete the FAFSA and get assistance from financial aid staff.

#### International Student Center

Continued efforts to obtain the resources listed above (if asset allocation is not done in year 1).

#### Student Success & Support Programs

We are interested in accessing the "Freudian Sip" or any other space that is large enough to use as a possible location for a "Welcome Center" until a new building is completed that can house a Welcome center.

#### Transfer Center / TAP

As the colleges enrollment grows - it is imperative that the ability for the transfer center grows as well to address the needs of the increase student population. Transfer Center services would greatly benefit with a slight larger center and additional staff where workshops and other transfer type events could take place.

### **Facility Short Term Goals**

#### Admissions and Records

1. In the fall of 2014, I am collecting a bid from facilities to move records into a more secure storage facility. 2. In the fall of 2014, I am collecting a bid from facilities to rehab a room on campus to act as an "information center", helping students who need phone or in-person support for online processes

Need to update narrative

#### ASO

Our short term goal is to get more preferred parking spaces for students in the remaining parking areas where students do not have a preferred parking option.

#### Athletics

The short term goals include address the stadium playing surface. Repair/replace the motors in the gym. Address the air circulation issues in the C-1 Building. Purchase the pits for the pole vault and high jump events. Improve spectator seating at baseball.

#### Child Development Center

## Program Review Report: Technology Trends and Needs

Below are needed items to ensure a safe, clean and healthy environment. Also, to meet health and safety requirement of Community Care Licensing (Title 22) and The Department of Education (Title 5).

**POUR IN PLACE SURFACE NEEDS TO BE REPLACED-** The pour in place surface is currently coming apart and there are holes in the surface. This is a huge safety and compliance issue. In addition, it's recommended to replace most of the existing sand with a pour in place (or another surface) and just modify one the existing sand areas to have one smaller sand area that can be covered. The existing sand is very low and it is extremely hard to keep clean and sanitary. This is also a health and compliance issue.

**RAIN GUTTERS NEED TO BE REPLACED-**The current rain gutters are falling apart, which is a major issue since we are expecting a strong raining season.

**THE PLAY STRUCTURES NEED TO BE RESURFACED (DUE TO SPLINTERS)-**This is a safety and compliance issue)

**CLEAN ALL THE WINDOW (INSIDE AND OUTSIDE)-**This is ongoing maintenance.

**PAINT THE INTERIOR & EXTERIOR OF THE CDC BUILDING-** This is ongoing maintenance.

**CLEAN AIR VENTS-** This is ongoing maintenance.

**CARBON MONOXIDE DETECTORS-**The program needs to have Carbon Monoxide Detectors to meet new title 22 requirements.

### DSP&S

Hire Access Specialist

Begin Specialized Tutoring Program

### EOP&S / CARE

The short term goals for facility improvement and functionality are to make better use of the space in the office.

### Financial Aid

Need configuration to include workstations for an Office Assistant and Program Assistant.

### International Student Center

Identify a space that can house the International Student Program, the International Student Success Program, Online International Degree, the WLA Language Academy, the International Student Club, the Global Studies program, and a meeting space to host international-specific workshops and presentations.

Identify a central database that can be accessed by the various international student programs to increase the efficiency of communications, inform other programs of specific needs identified during advisement sessions, and for follow up of prospective students.

### Student Success & Support Programs

We are looking for an alternative space to provide a " Welcome Center " for new students.

### Transfer Center / TAP

The Transfer Center would benefit from a relocation from it's current location in the Student Services Building to a stand-alone space that is not shared with counseling division or any other student service office. An ideal location would be an unoccupied A bungalow with the ability to host workshops and other events as well as representatives.