

West Los Angeles College
SS&SP Advisory Committee Meeting
AGENDA
2/18/16 SSB 420

- 1. SSSP Calendar Flow Chart**
- 2. SSSP Update**
 - a. LACCD Report
 - b. Probation
 - c. Basic skills
 - d. Undecided
 - e. OAC
 - f. Pre-requisites / Appeals / Challenges
- 3. Assessment Update / Assessment Subcommittee**
 - a. Model
 - b. Multiple Measures /MMAP
 - c. USC Multiple Measures
 - d. Culver City District Data
 - e. WLAC / CCCASSESS Pilot team
 - f. Retest Policy
- 4. Orientation Update**
- 5. Priority Registration**
 - a. Out Reach High School Testing Dates
- 6. SSSP Expenditure Report**
- 7. Personnel Vacancies**
- 8. Student Contact – Follow Up**
 - a. One Reach
 - b. GRAD GURU
- 9. Student Advocates**
 - a. Caseloads
 - b. Welcome Desk
 - c. Partnering with SI Leaders
 - d. Student Contacts
 - e. SSSP Club
- 10. SSSP Non- Credit**

Student Success & Support Services Advisory Committee Meeting

DATE: 2/18/2016

TIME: 1:00 PM

1. Scott Kecken
2. Myra Veloz - Fin Aid
3. Allie SSSP
4. [Signature]
5. Ray Nunez Admissions
6. [Signature] Long. Act
7. Matt Roberts Math
8. Heben You Transfer
9. Karena Ortiz SSSP
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

West Los Angeles College
SS&SP Advisory Committee Meeting

MINUTES
2/18/16 SSB 420

Attending: F. Leonard, M. Robertson, L. Nunez, H. Young, S. Kecken, P. Banday, A. Chang, M. Turner, M. Ortiz , Marisol Valasques

1. SSSP Calendar Flow Chart

A Student Services Flow Chart design by L. Nunez indicating the important deadlines associated with each department for 2016 was distributed. Financial Aid and Counseling will update with their dates as well as Transfer Center and will be made available to the various departments for reference during the year. This will help to streamline department communication concerning activities and deadlines for staff and students.

2. SSSP Update

a. LACCD Report :

The district continue to work on refining the SSSP reports. Additionally Several changes in the district with representatives to the SSSP committee. Region 7 has not had a meeting to date. The committee is waiting to hear back from the Assessment committee findings. The A&R group is working on developing a district form for appealing the loss of enrollment priority and BOGG fee waiver. F. Manzano indicated that prior to October and May will be the 2 times a year a student will be able to appeal. The LACCD will have to update their current letter to students indicating the appeal process and colleges will have to also indicate the process in their letter to students. The CSSO'S decision was to have A&R handle the appeals and the Financial Aid units would update the codes. But this is preliminary and not yet an approved process.

b. Probation:

Probation letters are prepared and ready to go out as soon as 30 days after the end of the winter 2016 term which would be March 7th. The letter has been updates and workshops are already implemented for students to receive counseling and assistance from Student Advocates.

c. Basic skills:

Basic Skills students were identified for the winter and sent information concerning access to support services. For the Spring 16 basic skill courses were identified and students enrolled in these courses. A letter will be sent to these students indicating SSSP support services, workshops, as well as HLRC Learning skills workshops and tutorial assistance. There are plans for Student Advocates to visit Basic Skills courses again this year and to partner with Supplemental Instruction leaders as well. Student Advocates will visit the classrooms and distribute information and surveys to ascertain student needs as support to students

d. Undecided:

Undecided students were identified in the Winter 16 and were sent an email asking for them to update their educational goal and major. Over 714 students replied to request for educational goal information and several others to request for majors. Expressway Counselors and Student Advocates responded to the student replies.

- e. OAC
LACCD reports were reviewed with discussion concerning the effort involved in retrieving the numbers and contacts districtwide.
- f. Pre-requisites / Appeals / Challenges
L. Nunez reported on the Appeals and challenge process and students appealing at this time. There was mention of Emma Becerra assisting Ms. Nunez with the appeals and challenges. Because of the changes to the assessment model during the fall15 and winter16 assessment placements were revised and a few students required assistance with their placements through appeals.

3. Assessment Update / Assessment Subcommittee

- a. Model:
The two limit rule model as approved by the Assessment Sub-Committee was reviewed and discussed.
- b. Multiple Measures /MMAP:
The Multiple measures as approved by the Assessment Sub-Committee were reviewed and discussed.
- c. USC Multiple Measures:
USC will be working with WLAC on assessment and multiple measures. The principal on the project is out on maternity leave, but will have someone take her place in her leave.
- d. Culver City District Data:
The data is available for review by the research team and District APMS lead.
- e. WLAC / CCCASSESS Pilot team:
The WLAC CCASSESS Pilot team / Assessment Sub-committee members will meet regularly after Feb. but most of the work will happen in the late Spring 16 to discuss rolling out CCASSESS. P. Banday reported out on the CAI Pilot team webinar. More work will happen in late Spring 16 and stipends may be made available to team members to
- f. Retest Policy:
The committee discussed the Assessment Sub-Committee decision to allow students to re-test after showing proof of an intervention once in the term. Students who do not have an intervention can re-test after a one semester break and not to exceed 2 re-tests in a year.

4. Orientation Update

The Orientation is being updated a copy of the content to mirror the CCCCO mandates was made available for review. There is hope to have the Orientation update completed by the end of March.

5. Priority Registration

- a. Out Reach High School Testing Dates: No dates for the Feeder High schools have been given to the SSSP Assessment Center as of yet.

6. SSSP Expenditure Report:

The SSSP Non-Credit and Credit Expenditure reports were made available for review and discussed.

7. Personnel Vacancies:

SSSP has not been able to hire the limited Counselors and is still in process of waiting on sub-and relief positions. The transcript evaluator position was filled. This position is devoted to evaluation of transcripts for counselors to streamline the Comprehensive Educational Plan development process.

8. Student Contact – Follow Up

- a. One Reach: A texting program that has offers great opportunity to reach our students.
- b. GRAD GURU; An application that assists with getting important dates out to students.

The Committee agreed SSSP purchase the One Reach product as it would be a great investment toward reaching the WLAC students.

9. Student Advocates

- a. Caseloads; The Student Advocates have a caseload of new-students to manage on a daily basis.
- b. Welcome Desk: Student Advocates and Program Assistants will continue to expand the capacity at the Welcome desk.
- c. Partnering with SI Leaders: Student Advocates will partner with SI leaders again this term SP16.
- d. Student Contacts: Significant student contacts were made at the beginning of the term during Welcome week.
- e. SSSP Club: Two Student Advocates will take on this responsibility this term expanding the reach of SSSP to students.

10. SSSP Non- Credit

SSSP Non-Credit was discussed and a document developed by Allison Tom-Miura was distributed. The SSSP Non-Credit Educational Plan will mirror the current ASEP/CSEP with notation that the plan is for non-credit.

11. Meeting adjourned

Banday, Patricia G.

From: Duxler, William M. <DuxlerWM@email.laccd.edu>
Sent: Tuesday, January 26, 2016 12:28 AM
To: Banday, Patricia G.
Cc: Robertson, Matthew G.; Leonard, Frances T.; Tillberg, Rebecca W.
Subject: Final Results & Thanks
Attachments: PlacementLevels&TotalsFor214Students.xlsx; W016E.docx; W016M.docx; W116__E.docx; W116__M.docx

Hi All:

The email server reported that this email, originally sent 1/24/2016, was not delivered, so here it is again.

The results shown below are now based on a total of 163 students for English and 181 for math.

TSCR means placement is based on Test Score Only.

TSCR+MMAP+Limit Rule(1 level max) means placement is based on Test Score or MMAP, whichever is higher up to a maximum of 1 level above the Test Score Placement.

TSCR+MMAP+Limit Rule(2 levels max) means placement is based on Test Score or MMAP, whichever is higher up to a maximum of 2 levels above the Test Score Placement.

TSCR+MMAP means placement is based on Test Score or MMAP, whichever is higher without limitation.

Results for four placement methods are shown for comparison, but **only the ones in bold are being used to place students**. In case your email doesn't support bold font, the ones we ended up with are TSCR+MMAP+Limit Rule(1 level max) for English and TSCR+MMAP+Limit Rule(2 levels max) for Math.

The placement models for Winter (016) and Spring (116) are attached. Please look over the 116 placement model carefully so you can let me know about any changes that need to be made before we begin the next (116) test cycle.

Thanks for being such a great group to work with.

Bill

Test Score /MMAP Dual Placement Results

TSCR				TSCR+MMAP+Limit Rule(1 level max)				TSCR+MMAP+Limit Rule(2 levels max)				TSCR + I	
Placement	Plc Tot	% ASS	Subtot	Placement	Plc Tot	% ASS	Subtot	Placement	Plc Tot	% ASS	Subtot	Placement	Plc T
English 101	23	14%		English 101	68	42%		English 101	90	55%		English 101	9
English 28	83	51%		English 28	62	38%		English 28	41	25%		English 28	4
English 21	52	32%		English 21	31	19%		English 21	30	18%		English 21	3
English 20A	4	2%		English 20A	1	1%		English 20A	1	1%		English 20A	
LearnSkills	1	1%	163	LearnSkills	1	1%	163	LearnSkills	1	1%	163	LearnSkills	
		100%				100%				100%			
TSCR				TSCR+MMAP+Limit Rule(1 level max)				TSCR+MMAP+Limit Rule(2 levels max)				TSCR + I	
Placement	Plc Tot	% ASS	Subtot	Placement	Plc Tot	% ASS	Subtot	Placement	Plc Tot	% ASS	Subtot	Placement	Plc T
Math 261	0	0%		Math 261	0	0%		Math 261	0	0%		Math 261	1
Math 260	1	1%		Math 260	1	1%		Math 260	4	2%		Math 260	2
Math 241	3	2%		Math 241	6	3%		Math 241	7	4%		Math 241	
Tran Series	4	2%		Tran Series	5	3%		Tran Series	11	6%		Tran Series	1
Math 125	19	11%		Math 125	26	14%		Math 125	21	12%		Math 125	1
Math115/123A	27	16%		Math115/123A	24	13%		Math115/123A	51	28%		Math115/123A	5
Math 123A	13	7%		Math 123A	37	20%		Math 123A	34	19%		Math 123A	
Math 110/112	60	34%		Math 110/112	58	32%		Math 110/112	29	16%		Math 110/112	2
Math 105	47	27%	174	Math 105	24	13%	181	Math 105	24	13%	181	Math 105	2
		100%				100%				100%			

William M. Duxler, PhD
 Director of APMS Services
 Los Angeles Community College District
 (818) 999-2668 (APMS Support)
 (818) 207-7813 (Cell)



Noncredit Certificates & Courses (Enhanced)

Course	Title	Description	Hrs
VocEd 400CE	Introduction to Medical Terminology	This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.	18
VocEd 403CE	Law & Ethics for Health Professions*		36
VocEd 409CE	Pre-Nursing Career Pathways	This course will enable students to obtain basic medical vocabulary and abbreviations used in healthcare professions. Upon completion of this course, students will be prepared for entry-level positions in the healthcare field.	18
			72

Pre-Dental Career Preparation Certificate of Completion

Course	Title	Description	Hrs
VocEd 400CE	Introduction to Medical Terminology	This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.	18
VocEd 403CE	Law & Ethics for Health Professions*		36
VocEd 406CE	Visual Spatial Perceptions and Psychomotor Skills Training	This course introduces students to techniques used to develop visual perception and psychomotor skills which are often required to become a physician, dentist, nurse, or other health care professional. Laboratory exercises will provide students the opportunity to experience and assess their psychomotor and spatial skills.	18
VocEd 407CE	Preparation for the Dental Hygiene Program	This course will prepare the students who have been successfully accepted into the West Los Angeles College Dental Hygiene Program for the current academic year. Students will gain the information regarding program policies, college student support services, professionalism, HIPPA, clinical kit organization, library research skills, and clinic policies.	18
			90

*Course not active in District Inventory

Foundation for Academic Success / Certificate of Competency

Course	Title	Description	Hrs
BISCSKL 27CE	Foundations: Study Skills	This course will help students identify their preferred learning styles in various contexts and recognize their strengths and weaknesses to increase successful habits for effective studying, memorizing, and retaining information. Important factors to succeeding in college such as prioritizing and organizing tasks, managing time, basic research skills, identifying resources and relationships to improve success chances, and visual learning techniques such as diagramming are covered. Students are introduced to the habits of mind and growth mindset to help them develop the attitude and habits needed for success.	18
BISCSKL 34CE	High School Equivalency Test Preparation	This course is designed to review test-taking, math, reading, writing, science and social studies skills to prepare students to pass a California approved High School equivalency test.	117
			135

Foundation for Academic Success II Certificate of Competency

Course	Title	Description	Hrs
BISCSKL 5CE	Academic Guidance	Student success begins with understanding one's current basic skill levels, post-secondary education opportunities, educational and career goals and requirements, and developing a strategy for gaining the necessary knowledge and skills to transition into and complete college credit courses with good grades. Students will research and document their educational and career goals and requirements, develop an action plan to achieve them in a specific time frame, and learn to self-evaluate and reevaluate their progress in implementing their action plan and achieving their goals.	18
BISCSKL 29CE	College and Scholastic Assessment Preparation	This course is designed to review test-taking, math, reading and writing skills to prepare students for college assessment tests as well as orient students in role-taking, study, and organizational skills required for college success.	72
			90

Job Readiness Skills Certificate of Completion

Course	Title	Description	Hrs
VocEd 96CE	Blueprint for Workplace Success	This accelerated noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.	36
VocEd 97CE	Blueprint for Customer Service	This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.	18
VocEd 98CE	30 Ways to Shine as a New Employee	This course is designed to provide new and incumbent workers 30 Ways to Shine as a New Employee and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing a positive attitude, and formulating a balance between home and work.	12
			86

Business Tools Certificate of Completion			
Course	Title	Description	Hrs
VocEd 415CE	Effective Business Terminology	This course will enable students to obtain basic business vocabulary as well as abbreviations and acronyms used in business organizations. Upon completion of this course, students will be prepared for use of business terminology in entry level positions.	18
VocEd 418CE	Effective Business Correspondence	This course will guide students on conceptualizing, creating and sending effective business correspondence in oral and written form.	18
			36

Choosing Business Careers Certificate of Completion			
Course	Title	Description	Hrs
VocEd 418CE	Introduction to Business Careers	This course will cover the varied business landscapes for new workforce hires. Students will gain skills to research career information including work description, work environment, employment opportunities, educational requirements, and potential earnings by using online resources.	18
VocEd 420CE	Introduction to Starting a New Business	This course will guide students on conceptualizing, creating and forming a new business with the development of a business plan.	18
			36

Communicating in Business Certificate of Completion			
Course	Title	Description	Hrs
VocEd 4177CE	Effective Business Communication	This course will cover the various ways that information travels in business organizations. Students will gain skills that will allow them to examine the communicative process through which people are assimilated into organizational cultures.	18
VocEd 419CE	Business Communication For Interviewing	This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.	18
			36

Healthcare Career Discovery Certificate of Completion			
Course	Title	Description	Hrs
VocEd 320CE	Exploring Health Care Careers	This course introduces students to an overview of health care careers in the U.S. health care system. Students will gain skills to research health care career information, including work description, work environment, employment opportunities, educational requirements and earning by using online resources.	18
VocEd 404CE	Student Success In Health Occupations	This course will introduce the student to essential skills needed to succeed in rigorous health occupations course by learning to cope with the challenges of time management, discovering personal learning styles, identifying available resources, and making the most of their studying and test preparation.	18
			36

Healthcare Careers Preparation Certificate of Completion			
Course	Title	Description	Hrs
VocEd 402CE	Communication Skills for Health Care Professions	This course will enable students to obtain basic oral and written communication skills for healthcare settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulations, composing case notes, reading, and writing medical documents. Upon completion of this course, students will be prepared for entry-level positions in the healthcare field.	18
VocEd 405CE	Professionalism In Health Occupations	This course will provide students with an overview of the importance of professionalism in the classroom and the workplace. Covering essential topics such as professional appearance, communication skills, customer service, cultural diversity, and job search skills.	18
			36

Healthcare Services Certificate of Completion			
Course	Title	Description	Hrs
VocEd 400CE	Introduction to Medical Terminology	This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.	18
VocEd 401CE+	Medical Documentation & Charting	This course will enable students to obtain basic medical documentation techniques and charting methods used in healthcare professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.	18
VocEd 403CE+	Law & Ethics for Health Professions		18
			54

In-Home Supportive Services Provider Certificate of Completion			
Course	Title	Description	Hrs
VocEd 400CE	Introduction to Medical Terminology	This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.	18
VocEd 408CE	In-Home Supportive Services Provider (IHSS)	This course is designed to provide students with the knowledge and necessary information required to apply skills, learned in the classroom and in the laboratory, within actual in-home nursing circumstances. Upon completion of the course students will be a full functioning In-Home Supportive Services Provider (IHSS).	90
			108