

West Los Angeles College  
SS&SP Advisory Committee Meeting  
September 18, 2014  
Agenda

1. SS&SP Plan timeline
2. SS&SP Plan
3. SS&SP Plan/Equity/EMP alignment
4. Report on SS&SP state wide training
5. SARS Text
6. Next meeting

West Los Angeles College  
SS&SP Advisory Committee Meeting  
September 18, 2014  
Minutes

---

Attendees: Dr. Patricia Banday, Phyllis Braxton, Marty Turner, Dr. Shalamon Duke,

1. SS&SP Plan timeline

Dr. Banday gave information on the timeline of the SS&SP plan and the due date of October 17, 2014 at the state chancellors' office.

2. SS&SP Plan

Dr. Banday distributed the SS&SP plan to the committee and briefly reviewed each section with them annotating important information.

3. SS&SP Plan / Equity / EMP Alignment

Dr. Banday also distributed a "Comparison Chart" between the SS&SP, the Equity Plan and the EMP that shows the connection between them.

4. Report on SS&SP state wide training

Dr. Banday gave information on her recent SS&SP All Directors' Training September 15-16, 2014

5. SARS Text

6. Basic Skills

7. Dr. Duke SEP for Counseling

8. Next Meeting

9. Other Information shared with SS&SP Committee

Boot Camp:

Recruit teachers at the high schools (organizing at the high schools) teachers  
Enroll students into class "Boot Camp" collect data under tutoring

Abbreviated when appropriate

Planned a component for transfer  
Pulling in students in transferrable Math & English and on the path to apply  
CESP Thursday block all Counselors & Adjunct for Drop-in CSEP's  
Extending Friday to introduce transfer component  
Request adjunct "Counselor"  
Classroom campaigns on Tuesday CGCA classroom visits

Dr. Duke ran report sent message to 1,500 students 95 student were non-transfers and 95 were transfer student. However, 300 phone numbers were not good. Need multiple modalities of contact.

Transfer:

Admissions & Records  
Districtwide "Early Alert"  
Statewide RFP

Coordination:  
Technology Plan  
Information Technology & Expressway

SEP:  
Counselor has to go to S255 to get data  
Download flat file of Student ID's go through DEC

West Los Angeles College  
SS&SP Advisory Committee Meeting  
September 18, 2014  
SIGN-IN SHEET

Name

1. Scott Kecken

2. Quincy A. Coleman

3. Nancy Rvano

4. Tim Russell

5. Shannon A. Rouzani

6. Murrell Green

7. Helen Young

8. Rebecca Tillberg

9. Sarah Doerer

10. Amillis Braxton

11. Ann Huey

12. Dr. Duke (\*not his signature)

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

September 12, 2014

Dear Educator,

You have been selected to participate in the Los Angeles Regional Adult Education Consortium (LARAEC) General Program Area meetings. Your name was submitted to us by your District who selected you to represent it, as a Subject Matter Expert (SME) in your field. In this capacity, you will be providing input to inform the Regional Comprehensive Plan currently being drafted by the Consortium. The kickoff meeting will take place on September 19, 2014 (see attached agenda).

The California Legislature committed funds to Assembly Bill 86 for the creation of regional consortia of K-12 and community college districts. The consortia will collaborate regionally to develop plans for expanding and improving adult education services by creating linkages between the two educational systems. Regional collaboration provides capacity for the K-12 and community college adult education programs to find common ground and cross historical geographic and cultural boundaries to provide seamless transitions for students.

Please review the attached document. It will provide you with more details about LARAEC, the Regional Comprehensive Plan completed-to-date (Executive Summary), the Program Area Meetings, your role as a SME and AB86.

We look forward to your participation. Please RSVP to let us know that you are committed to represent your District for the duration of this endeavor.

Should you have additional questions, please do not hesitate to email me at [l1a64551@lausd.net](mailto:l1a64551@lausd.net).

Sincerely,

Lanzi Asturias  
LARAEC Project Manager

LOS ANGELES REGIONAL ADULT EDUCATION CONSORTIUM

Note: if you would like to get the entire Regional Comprehensive Plan Completed-to-date, please follow this link <http://adulthood-laUSD-ca.schoolloop.com/file/1320734569583/1356617220814/5162440022412461978.pdf>

Lanzi Asturias  
Specialist, Adult and Career Education  
Los Angeles Unified School District  
333 S. Beaudry #18-142-1  
Los Angeles, CA 90017  
213-241-3763  
[l1a64551@lausd.net](mailto:l1a64551@lausd.net)

**Banday, Patricia G.**

---

**From:** Norris, Clare  
**Sent:** Wednesday, August 27, 2014 12:59 PM  
**To:** Banday, Patricia G.  
**Subject:** FW: Student Privacy Follow-Up

FYI See the exchange below from yesterday.

- Clare N.

---

**From:** Abu-Ghazaleh, Nabil S.  
**Sent:** Tuesday, August 26, 2014 5:36 PM  
**To:** Norris, Clare  
**Cc:** Regalado, Betsy A. (District Office)  
**Subject:** Re: Student Privacy Follow-Up

Just because we can doesn't mean we should. Many of us consider the name/ID combination to be confidential so I would like to respect that.

Sent from my iPhone

On Aug 26, 2014, at 5:15 PM, "Norris, Clare" <[NorrisC@wlac.edu](mailto:NorrisC@wlac.edu)> wrote:

Thanks for that info, Betsy. Nabil felt that passing around a sheet listing ID numbers would violate a student's privacy. I've copied him on this email to get his thoughts.

I don't expect that every facilitator will have a helper to monitor the sign-in sheets, and for students who come in late, the facilitator could not easily monitor. I will give you a sign-in sheet if you can handle that. That would save us some work.

- Clare N.

---

**From:** Regalado, Betsy A. (District Office) [<mailto:RegalaBA@email.laccd.edu>]  
**Sent:** Tuesday, August 26, 2014 5:07 PM  
**To:** Norris, Clare  
**Subject:** RE: Your Session at Tomorrow's Semester Kickoff - Student Sign-in Procedure

Hi Clare,

Out of curiosity, why can't you pass around a sign-in sheet that lists students' 88 number or have a sign-in sheet available for students to self-disclose their name and 88 number. 88 number is not a category protected by Student Directory or FERPA regulations.

If the concern for option 1 is that a student would write down another student's 88 number then you could have someone monitor the sign-in sheet while a student identifies themselves on the list to make sure they don't conduct any inappropriate actions.

As I stated.....just curious.

Betsy

---

**From:** Norris, Clare [<mailto:NorrisC@wlaac.edu>]

**Sent:** Tuesday, August 26, 2014 4:47 PM

**To:** Dones, Carmen M.; Chiang, Anna (CS Instructor); Banday, Patricia G.; Young, Helen P.; Roberson, Darrell; Quitschau, Karen; Shemwell, Rita; Leonard, Frances T.; Valle, Vidal; Bahta, Abraha; Regalado, Betsy A. (District Office); Pech, Olga L.; Williams, Corey F.; Bakeer, Kenyatta N.; Boutry, Katherine; Lincke-Ivic, Nuala

**Cc:** Apigo, Mary-Jo J.

**Subject:** Your Session at Tomorrow's Semester Kickoff - Student Sign-in Procedure

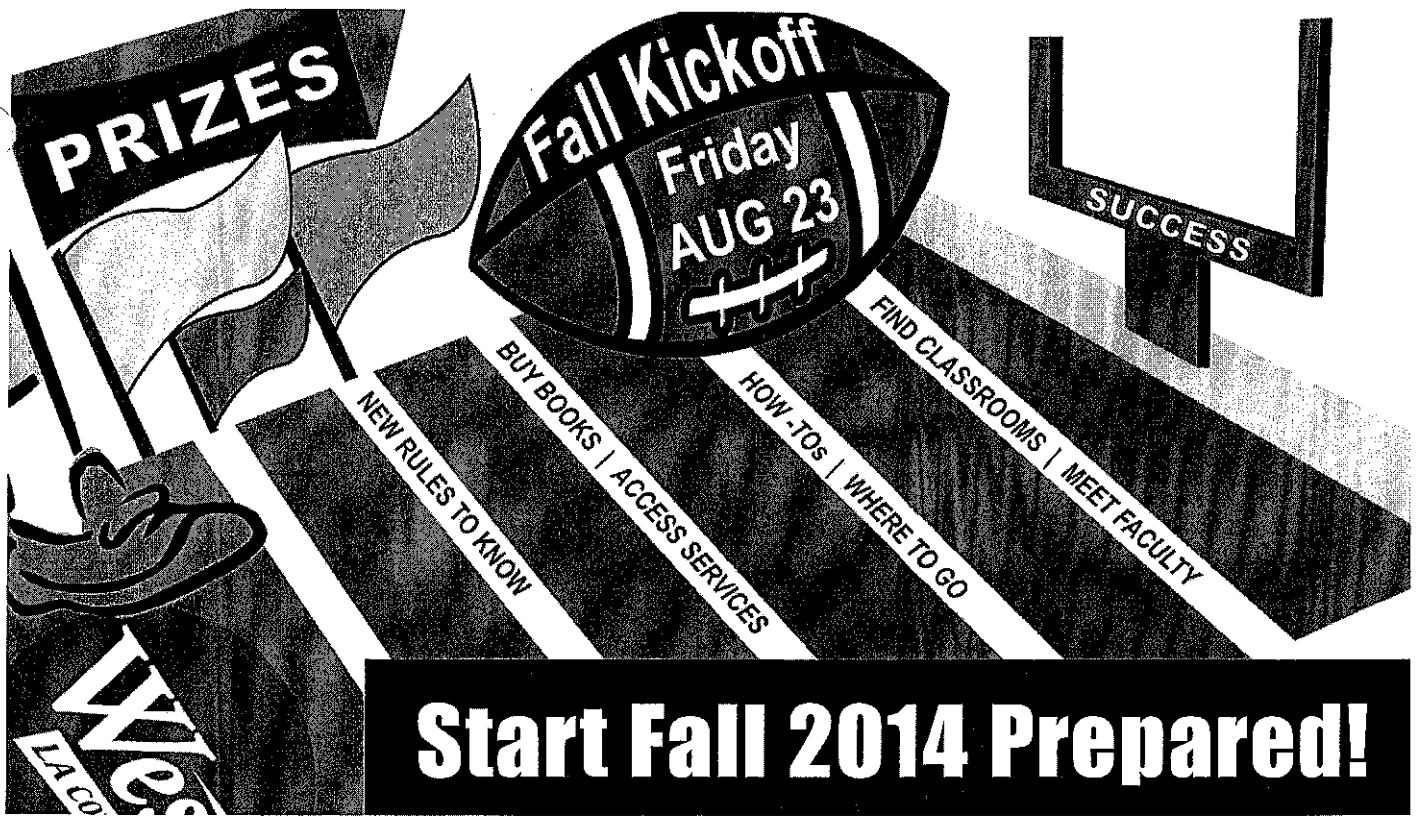
Greetings, Colleagues!

Thank you all so much for agreeing to lead a session for tomorrow's Semester Kickoff! Our goal is to reach more students this semester, so I trust that you all emailed and talked to students about the event.

We want to get an accurate record of students who attend each session, but we were informed that we may not pass around a sign-in sheet that lists students' 88-numbers. So instead, to make sure we collect the data we need, please give each student an index card and write his/her name and id number. Then be sure to collect the cards and keep the cards together and return them to me. I will index cards in an envelope labeled for your session in each room. Thanks again so much. I look forward to seeing you all tomorrow!

***Clare Norris***

Achieving the Dream Faculty Coordinator  
Academic Senate Secretary  
Associate Professor of English  
Language Arts Division  
West Los Angeles College  
9000 Overland Ave.  
Culver City, CA 90230  
(310) 287-4590



# Start Fall 2014 Prepared!

Join faculty, service staff and the ASO on Wednesday, August 27 from 10 am to 1 pm.  
Get information, meet faculty, find your way, play games, win prizes and more!



**CAMPUS TOURS**  
10 am, 10:30 am, 11 am,  
11:30 am, 12 pm, 12:30 pm  
Meet at the ASO Booth on the Terrace.

**FUN & GAMES**  
10 am - 1 pm | Terrace  
Go to the ASO Booth on the Terrace.  
Complete the SCAVENGER HUNT and be  
entered to win a great prize!

**CAFE WEST**  
\$1 Menu Day  
Hot Dogs, Pizza, Tacos & Fries

**ALSO OPEN**

Admissions, Bookstore,  
Business Office, Café,  
Counseling, Financial Aid

and other services in the  
Student Services Building.

8:30 am - 7:00 pm

**10:00 am**  
Student Success & Support..... SSB 420  
Transfer Info: CSU Northridge..... GC 140

Allied Health Info Session..... GC 240  
Computer Science Orientation ..... GC 150

**10:30 am**  
Etudes Introduction..... GC 130  
ESL 8 Orientation ..... GC 230

**11:00 am**  
Puente Program Orientation..... GC 250  
Transfer Info: UCLA..... GC 130  
The New & Improved SIS..... GC 150  
Your Bookstore as a Resource..... GC 140

Biology Lab Tour & Slide Show ..... MSA 303

**11:30 am**  
Administration of Justice Info..... GC 430  
ESL 4, 5 & 6 Orientation..... GC 230

**12:00 pm**  
Child Development Orientation..... GC 110  
How to Succeed in English Courses . GC 150  
Chemistry Lab Tour ..... MSA 405

**SESSIONS FOR PARENTS & PARTNERS OF STUDENTS | SSB 414**  
10:00 | Intro to Community College  
11:00 | Financial Aid  
12:00 | Reaching Your Goals

**IN THE COURTYARD**  
Get information on Services, Academic Support Programs

Black Student Union & Project LEARN,  
Puente, Library, Pathways Academy, Sherriff's  
Office, STEM Scholars. TRIO, EOP&S, DSPS,  
On-Campus Child Care, Student Services

and Academic Majors & Programs

Allied Health, Athletics, Aviation & Travel,  
Behavioral & Social Sciences, Business,  
Computer Science, Health and PE, Humanities  
& Fine Arts / Performing Arts, Language Arts,  
Library & Learning Center, Mathematics,  
Science



# FALL 2014 Kickoff Passport

**PRIZES!**

Semester Parking Passes | Textbook Rental up to \$300  
Health Textbook, *Health: The Basics* | ASO Memberships

Tickets & entry forms available when you check-in at the Kickoff event. Tickets / Entry Forms must be turned in at the Kickoff event by 1:00pm. Earn extra chances to win at the ASO tours and workshops.

Winners will be announced in WESTWEEK at [www.WLAC.edu/Events](http://www.WLAC.edu/Events) on Tuesday, September 2, 2014.

No purchase necessary to enter raffle. No more than one prize per person will be awarded.

Ask someone at the Sheriff's table, "What services does the Sheriff's Station offer students?"

Ask a TRiO expert, "What services are available through the TRiO program?"

Take an ASO-led campus tour.

Ask an Allied Health expert, "What degrees and certificates does your program offer?"

Ask an English, ESL, or Math instructor "Why should students take their English or math classes early in their college career?"

Attend a program/discipline orientation or info session (Allied Health, Computer Science, ESL, Administration of Justice, Child Development, English, Biology, Chemistry).

Go to the library and meet a librarian on the second floor or meet a Learning Center staff member on the first floor.

Attend an info session (Etudes, Transfer, Student Success and Support, Bookstore).

Get just 5 stamps/stickers on your passport & be entered to win a Bookstore rental!  
Be sure to turn in your passport page by 1 pm today (Aug. 27, 2014) at the Kickoff Day Check-in station.

NAME: \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ WEST EMAIL ADDRESS: \_\_\_\_\_

*You don't need to be present to win the raffle.*

# A Faculty Professional Development Academy

## WESTCONNECT

Resources • Collaboration • Innovation

West Los Angeles College | Fall 2014

---

Each year, West welcomes a group of outstanding new faculty to our academic community. **The Faculty Professional Development Academy: West Connect** includes events for new and tenure-track faculty to provide information and resources; opportunities to expand perspectives by interacting and exchanging ideas with peers; and workshops relating to practical topics, instructional strategies, and implications for teaching.

The events are intended primarily for new and tenure-track faculty, but all faculty are welcome. All faculty may use attendance to these workshops for Flex Credit. According to our Collective Bargaining Agreement (CBA) in Article 13.8.d. full time tenured faculty members are obligated contractually to serve in one committee. The participation of these faculty members in three events per semester organized by the Faculty Professional Development Academy, during their first year as probationary faculty, meets this contractual obligation. Due to starting our Faculty Professional Academy a bit into the semester, for this semester you may use attendance to either one of these workshops or to the Academic Senate and/or AFT Faculty Guild meetings to fulfill your obligation.

---

**Workshops are scheduled on Fridays from 10 am – 12 noon.**

Please RSVP to Kimberly Manner at [mannerke@wlaac.edu](mailto:mannerke@wlaac.edu).

### September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

### Welcome to West: An Overview

**Office of Teaching & Learning | September 5 | 10:00 am-12:00 pm | Winlock**

Join us for an orientation to the campus. Meet with key people from campus areas including Distance Learning, the Library, the Learning Resource Center, and more. Learn about the various services offered and available resources on campus.

Turn over for more workshops.

*The Faculty Professional Development Academy – West Connect has been developed in collaboration between the Academic Senate, AFT Faculty Guild, and Office of Teaching & Learning.*

**September**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**Things to Know During the Tenure Process**

**Recently-Tenured Faculty | September 12 | 10:00 am-12:00 pm | Winlock**

Join a roundtable discussion with recently-tenured faculty who will share what they wish they knew during the tenure process. We will also review the AFT Agreement, Article 42, "Tenure Review and Evaluation."

**October**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**Focused Inquiry**

**Nancy Sander | October 17 | 10:00 am-12:00 pm | Winlock**

This interactive session will highlight the importance of faculty inquiry and discourse. Also, learn about how to get involved in FIGs (Focused Inquiry Groups) at West.

**November**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**Annual College-wide Leadership Retreat**

**Leadership Retreat Planning Committee | November 21 | 8:30 am-2:30 pm | GC Building**

Spend an enriching, stimulating day with others from West who look to this event as a time when "all are leaders," no matter where we work on campus. Look out for more details from the Leadership Retreat Planning Committee.

**December**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**Tenure-Track Faculty Social**

**West Administration | December 5 | 11:00 am-12:00 pm | HLRC-4B**

Join us to recognize the completion of your semester at West. Tenure-track faculty, mentors, Division Chairs, and administrators are invited.

CB

File Edit Setup

8255 STUD FAMS SERV HELP KEYS EXIT NODE: TEXAS Lid: W021  
SIS - Contacts 08/18/2014 13:49

Student ID: [redacted] College: W Sem/Yr: [redacted] Date: [redacted]  
Student Name: [redacted] Birthdate: [redacted]

Dept: [redacted] Staff: [redacted]  
[redacted] -TYPE OF CONTACTS [redacted]

\*\*\* To remove contact type not yet submitted, change stud ID to refresh screen

\*\*\* Enter Semester: 0 - Winter, 1 - Spring, 2 - Summer, 3 - Fall \*\*\*

## Comparison: SSSP and Student Equity

	SSSP	Student Equity
<b>Purpose</b>	To increase California community college student access and success through the provision of core matriculation services with the goal of providing students with the support services necessary to assist them in achieving their education goal and identified course of student. Students need a plan.	To close achievement gaps in access and success in underrepresented student groups, as identified in local student equity plans. Research based focus on identifying gaps in student success especially for targeted student groups through the provision of specialized support/services.
<b>Focus</b>	Core Services: Orientation, Assessment, Counseling, Advising, and Other Education Planning Services, +follow up for At-Risk Students	Closing achievement gaps in 5 success indicators/goals: Access Course Completion ESL and Basic Skills Completion Degree and Certificate Completion Transfer
<b>Students to be served</b>	New matriculating students, all students needing an education plan, undecided students, probation students, basic skills students	Campus based research as to the extent of student equity by gender and for each of the following categories of students:  Current or former Foster youth Student with disabilities Low-income students Veterans Student in the following ethnic racial categories: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, White, some other race, more than one race
<b>Mandates</b>	SB 1456 & Student Success Task Force and Title V (revised and new)	SB 860 (Budget Act), Title V (New and revised),
<b>Plan Content &amp; Coordination</b>	Description of core services, related research & technology, match, policies, professional development, prerequisites and budget. Req. coordination w/ Student Equity plan.	Disproportionate Impact (DI) Study Goals, Activities & Budget based on DI. Req. coordination w categorical or campus programs: EOPS/Care, DSPS, CalWORKS, MESA, Middle College High School, Puente Project, SSSP, BSI, foster youth and veterans' programs, BFAP and BSI
<b>Plan Approval</b>	Who signs off on the SSSP plan: -SSSP Coordinator -Chief Student Services Officer	Who signs off on the plan, (local board approval required): -College President



**Monthly Report of New and At-Risk Students Receiving Services**  
**West Los Angeles College**  
**Report for: August 2014**

Student Counts	Fall 2014*	Spring 2015	Total
New Students Enrolled	2,477		
Students Receiving Services (August)			
Initial Orientation	273		
Initial Assessment	263		
Abbreviated SEP	394		
Comprehensive SEP	40		
Counseling/Advising	159		
Other Follow Up Services	65		
<b>YTD Total of Students Receiving Services*</b>			
Initial Orientation	588		
Initial Assessment	972		
Abbreviated SEP	936		
Comprehensive SEP	77		
Counseling/Advising	306		
Other Follow Up Services	98		
<b>At-Risk Services</b>			
Students on Probation	2,230		
Probation Students Receiving At Risk Follow Up Services (August)	25		
<b>YTD Total of Probation Students Receiving At Risk Follow Up Services</b>	38		

\*Includes summer student contacts

Date Prepared: 9/3/14

Year to Date Percentages	Fall 2014	Spring 2015
% of New Students Receiving Services		
Initial Orientation	24%	
Initial Assessment	39%	
Abbreviated SEP	38%	
Comprehensive SEP	3%	
% of Probation Students Receiving At Risk Follow Up Services	2%	

Note: This report shows New students who enrolled and received services by the last DOM.