WEST LOS ANGELES COLLEGE

Student Success and Support Advisory Meeting

2/20/2014

SSB 440

AGENDA

Review of the Minutes

SSSP Updates and Actions:

1. State
   • State Allocation For Credit / Noncredit SS&SP
   • Centralized Assessment Committee convened
   • Student Success and Support Program Plan
   • College Equity Plan

2. LACCD
   • Changes to Dec
   • Changes to Student Portal
   • Approved Combined transcript
   • Draft Student Fees
   • FW transcript notation on hold
   • Districtwide Application
   • Chemistry Readiness Exam
   • CSSO 5 Decision Points

3. WLAC
   • Budget Operation Plan
   • Probation Student Follow-up
   • Expressway revision 4
   • IGETC / CSU Certificate
   • Pre-requisite Clearance process and form
   • Appeals: Exemption and Priority Registration
   • Priority Registration Calendar and Appeal deadlines

Next Meeting: March 20, 2014
NAME

Joana Batel

Angelo Ventimiglia

Scott Lattin

Mara A. Perez

Mario Marios

Glenn Square

Michael Pescatore

Sandra Caffarman

SIGNATURE

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Sandra Caffarman

FORMALLY KNOWN AS SLEKE
WEST LOS ANGELES COLLEGE
Student Success and Support Advisory Meeting
2/20/2014
SSB 440

Attending: Diana Baxter, Angel Viramontes, Scott Kecken, Mayra A. Perez, Maria Mancia, Glenn Schenk, Ludwig Perez, Michael Goltermann, Sherron Rouzan, Shalomon Duke

AGENDA

Review of the Minutes:

Minutes were reviewed and approved.

SSSP Updates and Actions:

1. State
   • State Allocation For Credit / Noncredit SS&SP :
     Dr. Banday discussed the SS&SP allocation from the State Chancellors Office.
   • Centralized Assessment Committee convened:
     The State Chancellors Office has convened a committee to work on the
     “Centralized Assessment tool to be used State-wide”. The assumption is that this
     tool is forthcoming soon.
   • Student Success and Support Program Plan
     There was discussion concerning the upcoming need to develop the SS&SP plan by
     October 2014, and have it align with the Educational Master Plan and College
     Equity plan.
   • College Equity Plan:
     The Dean of Student Services S. Duke has expertise in developing college Equity
     plans. The VP of Student Services plans to convene a committee to address the
     College Equity plan next week. This plan will be reflected in the SS&SP plan for
     2014.

2. LACCD
   • Changes to Dec:
     There have been significant changes to the DEC system and additional changes
     have been made to the Student Portal page to assist the students in monitoring
     their Matriculation completion.
• Changes to Student Portal:
  These changes include a notation of the COA services as being completed or incomplete enabling the student to keep track of his/her matriculation completion.
• Approved Combined transcript
  There was discussion that the District Application has been approved.
• Draft Student Fees:
  There was discussion that the District has been approved the Draft of Student Fees.
• FW transcript notation on hold:
  The District has place the “FW” transcript notation on hold.
• Chemistry Readiness Exam:
  Dr. Banday reported that the Chemistry exam is no longer on the State Chancellors list of “Approved instruments” and cannot be used.
• CSSO 5 Decision Points:
  There was a brief discussion concerning the CSSO Decision points.

3. WLAC
• Budget Operation Plan:
  The Budget Operational plan was presented in a PowerPoint presentation. Questions concerning needs, mandates, and having the staffing to meet the need were raised. M. Goltermann indicated that the Admission person required to assist with pre-requisite clearances and exemptions would be an Evaluation Clerk not a Registration Assistant, which would be reflected in the Budget Operational Plan.
• Probation Student Follow-up: SS&SP has sent out an email to all students on probation (academic and progress) and over the 100 unit limit offering an online introduction to probation and then following up by having the students schedule an online or in-person Probation Workshop appointment. Students are also given the opportunity to appeal their loss of priority registration.
• Expressway revision 4
  S. Kecken reported on the Expressway data indicated approx. 1,400 having completed Student Educational Plan with about 5,000 students in the database.
• IGETC / CSU Certificate:
  Dr. Banday reported that the Counseling Division and Articulation officer are working on securing the CSU and IGETC Certificate, hoping this will be forthcoming soon.
• Pre-requisite Clearance Petition process and form:
Through a collaborative effort between the Admissions Office and SS&SP the Pre-requisite clearance form has been made writable and uploaded to Admissions and SSSP webpages under forms.

- Appeals: Exemption and Priority Registration:
  Through a collaborative effort between the Admissions Office and SS&SP the Exemption and Priority Registration appeal form has been made writable and uploaded to Admissions and SSSP webpages under forms.

- Priority Registration Calendar and Appeal deadlines: The deadline is March 31st for April 4th Appeal committee date for review of the appeals. The SSSP committee agreed that the appeal committee review “all appeals” including financial aid appeals to streamline the process for the students. There is one email box “appeals @wia.edu for students to send appeals and documentation. M. Goltermann reported that the Admissions office plans to an Evaluation clerk to handle the pre-requisite clearances, exemptions and petitions. Questions were raised concerning the summer session at West and Priority registration. The understanding is that Spring and Summer are clustered together for registration purposes and Fall and Winter are clustered together. The committee agreed that it would make sense to have the appeals committee then meet twice according to the Admissions / Registration and Priority registration calendar dates.

Next Meeting: March 20, 2014
2/20/2014

ADVISORY COMMITTEE MEETING

WLAC STUDENT SUCCESS AND SUPPORT
Committee Meeting

WLA Student Success and Support Advisory

...including but not limited to 1-9...

determined by the college regarding policies, procedures and information,

Each college shall provide all students with information on a timely basis, as

Title 5: 5521: Orientation / Other Orientations

Mandates:

State Allocation Mandates:
Advisory Committee Meeting

WLAC Student Success and Support
Advisory Committee Meeting
WLAC Student Success and Support

Design Media Specialist ISA - Expressway
Student Services Assistant (Manages SARS)
Registration Assistant
Career Guidance Assistants
Counselors
Program Coordinator

Need: Student population approx. 3,000 new students each term
Advisory Committee Meeting
WLAC Student Success and Support

Assessment:

The Chancellor shall establish and update at least annually a list of approved assessment tests for use in placing students in the English, mathematics, or ESL community college districts. When using an English, mathematics, or ESL English as a second language courses and guidelines for their use by the assessment test for placement it must be used with one or more other multiple measures.
Post Assessment Counseling and Educational Planning
Re-test (1) a year continuing students
Personal Development Courses Career Assessment
West Expressway Career Assessment
West Expressway Pre-Assessment Practice
West Expressway Pre-Assessment Planning

Avenues for Assessment:

Advisory Committee
Student Success and Support Program
Committee Meeting Agenda

Student Success and Support Advisory

AMPS
Compass Units SARS
Assessment Program Assistants
Proctors (2) day, evening
Student Services Aide
Student Services Assistant
Career Guidance Assistants
Counselors
Program Coordinator

Needs: Student Population 3,000 each term
WLAC Student SUCCESS AND Support Advisory Committee Meeting

1. Counseling / Advising and Other Educational Planning Services:
   Mandates: 55523

2. Development of Educational Plans
   course of study, transfer, AA degree, certificates and licenses, CTE

3. Counseling for students on academic or progress probation, dismissal

4. Counseling for undeclared students in identifying educational goal

5. Counseling for student in Basic skills courses

6. All non-exempt students receive Counseling
Advisory Committee Meeting

Wlac Student Success And Support
Advisory Committee Meeting

Will Student Success and Support Needs: Providing an Abbreviated SEP to New Students 3000 plus, and at-risk Student Services Aide

Student Services Assistant

Career Guidance Assistants

All College-wide Counselors

Program Coordinator

Students 3000 plus.
1. The college shall evaluate academic progress of and provide support service to at-risk students.

2. The college shall monitor progress and provide referral, advice to services or curriculum.

3. Follow-up is targeted to at-risk students, students in basic skills courses, undecided students on educational goal or course of study.

4. Interventions to include early alert systems and referral to support services.

Advisory Committee Meeting
WLAC Student Success and Support

Student Follow-up: 555265
Advisory Committee Meeting

WLAC Student Success and Support

Early Alert - Instructional Faculty System
- PD 8/20: Undecided / Career Development
- PD 5/40: Basic Skill Development / Probation

Personal Development Courses:
- Student Success and Support: Probation / Dismissal Workshops online / in person
- Fall Term online and in person
- Undecided / Basic Skills Students: Professional Development Workshops (25)

PERK EDU: Incentive Program for Students to Use Services and Programs

Follow-up avenues for reaching students:
Advisory Committee Meeting
WLAC Student Success and Support

Assessment Center Program Assistants
Student Services Aide
Student Services Assistant SARS
Career Guidance Assistants
Counselors
Design and Technical ISA
SSSP Program Coordinator

Follow-up Needs:
Advisory Committee Meeting
WLAC Student Success and Support

Registration Assistant/Student Services Aide

Need:

Transcript Evaluation
Priority Registration Appeal
Matriculation Exception
Prerequisite Clearance
Appeals and Exemptions:

-
Assessment Center Program Assistants (6)
Career Guidance Assistants (6)
Proctors (2)
Counselors (4)

Student Services Assistant:
Reg. Assistant (pre-requisites) (1)
Program Coordinator:
Expressway Technical ISA (2)

Personal: 87% Of Total Budget
Allocation: $1,136,270.00

Advisory Committee Meeting
WLAC Student Success and Support
Equipment ▲ Travel ▲ Supplies ▲ Printing ▲ Orientation districtwide ▲ Compass Testing Units ▲ Cyonsure New Media ▲ APMs (Assessment Placement Management Testing Districtwide System) ▲ Licenses (Student Accountability Record System SARS) ▲ Additional SS&SP costs: 13% ▲

Advisory Committee Meeting

WLAC Student Success and Support