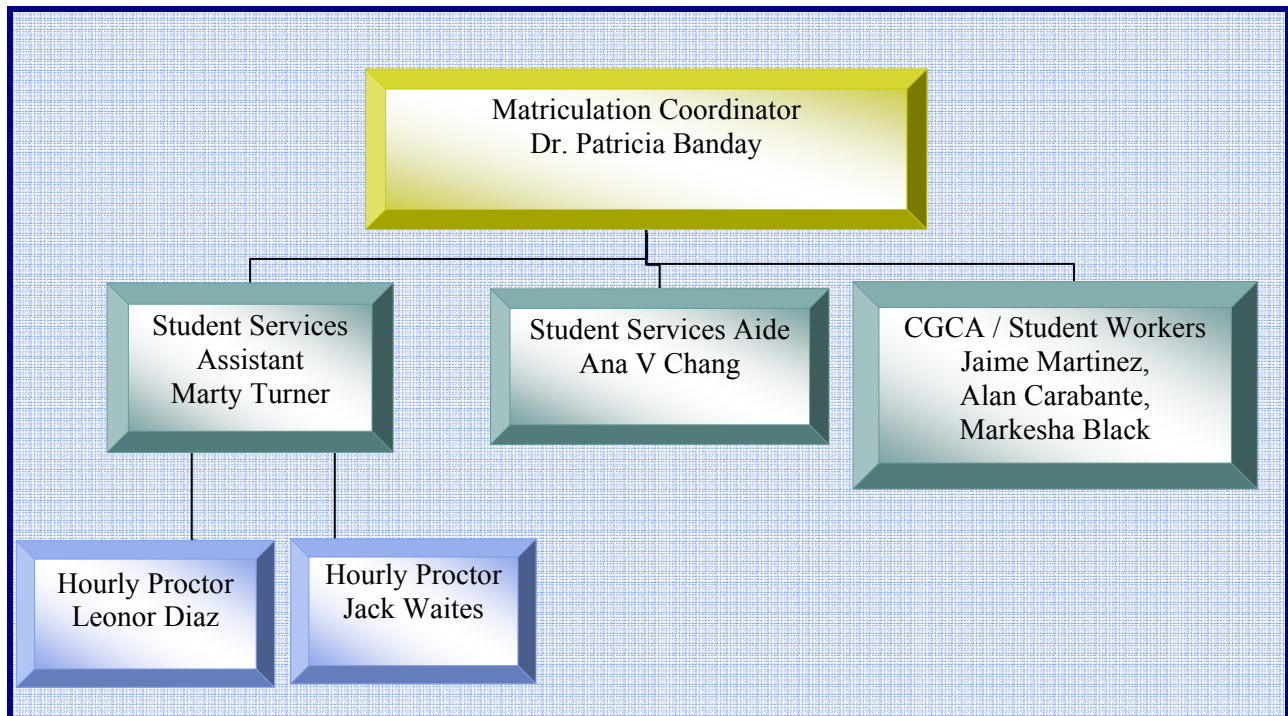


# WEST LOS ANGELES COLLEGE

## MATRICULATION YEAR END REPORT

### 2007-2008

Matriculation has had an exciting and productive year. There were many challenges and successes that helped us grow and develop as a unit in Student Services serving students in Admissions, Orientation, Assessment, Counseling, Follow-up and Research. Some of the chief concerns this year have been around Title 5 revisions, High school student Literacy and the effectiveness of the Community College Educational process. On a small level we have done our best to target these statewide concerns with the students at our college.



### MATRICULATION ACCOMPLISHMENTS

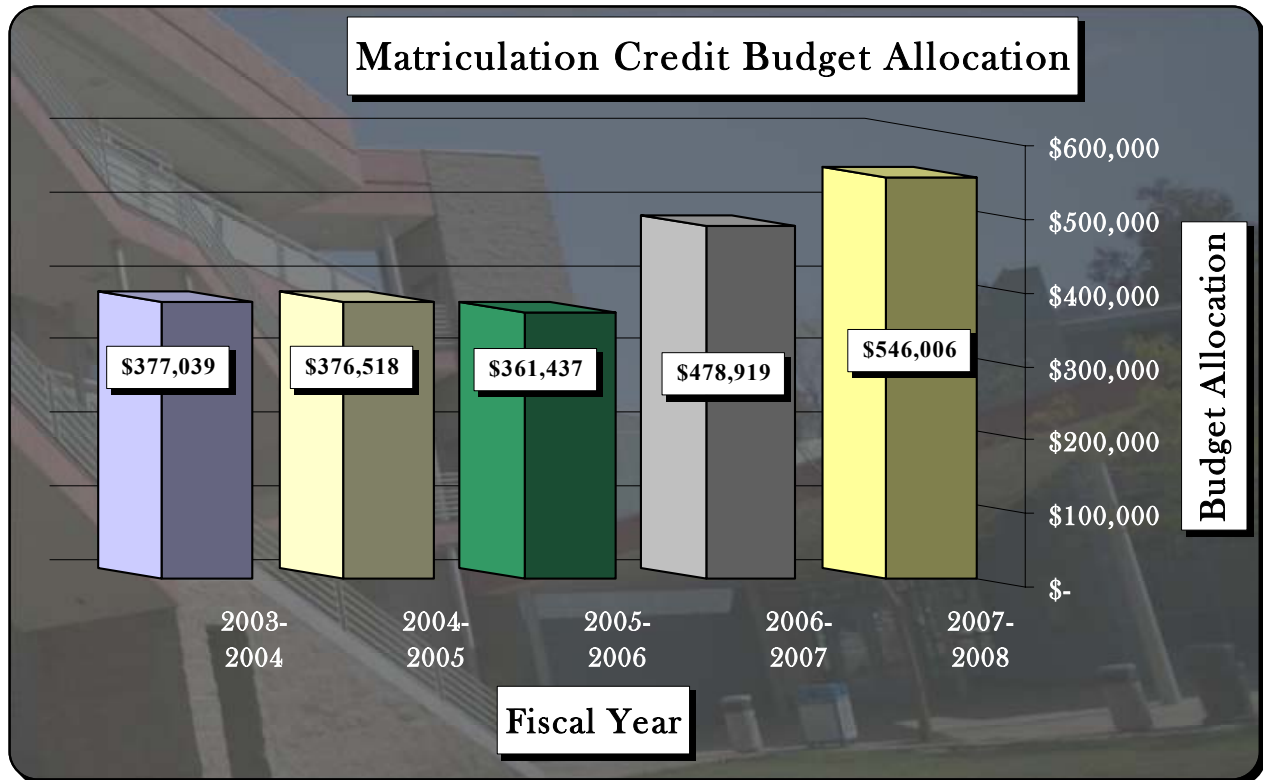
We are thrilled to announce our newest accomplishments! Special Thank you goes out to Ana Chang for her hard work in every aspect of Matriculation Services!

- **Matriculation Website:** We have completed our beautiful Matriculation website .Special thank you to Nick Dang for all our his brilliant work! Please look under Service to find our site.
- **New and Improved Student Planner:** We are really happy with our Planner and the improvements we make each year. We hope to have it by the middle of August.

- **Online Career and Personal Development Center:** We are also happy to announce our latest brain child: The Career and Personal Development Center can be found on the Matriculation Website. We have developed this site for students to gain access to Career Assessment and Exploration online that is supported by “Personal Development Classes. This site provides information concerning these classes and links to Career sites. Check it out!
- **StudentCall / Help Site:** This site is available through the Matriculation Site and serves as a "Help-site" for students to ask questions and receive answers online quickly and effortlessly. Marty Turner is handling this site and reports that students are really loving this access to answers!

## Matriculation Credit Budget Allocation 2007-2008

Credit 2007 – 2008 = \$546,006 (Unused grant allocation \$5,000 additional Sp 08)



## Matriculation Non-Credit Budget Allocation 2007 – 2008

Non-Credit Include 2007 – 2008 – \$0

Because West Los Angeles College did not offer Non-Credit courses “Zero” funds were received for 2007-2008 FY.

## MATRICULATION CREDIT PROGRAM OPERATIONAL COSTS 2007-2008

Matriculation Services Credit Operational Cost 2007-2008

Overall Budget: \$ 546,006

Degree Audit (Automatic Deducted from State Allocation): \$56,260

CCAPPLY: \$1,857

Other Operational Costs: \$64,901 (Software Rentals, Student Handbook, Computers, Supplies, Printing, Postage, Mileage Travel, Licenses)

Personnel: \$417,909 (Non-Instructional, Counseling Services, Classified, Non-Classified, Benefits)

*Note: Amounts are approximations and are subject to change after receipt of LACCD Budget Operation Final Expenditure Report 2007-2008*

## **Admissions:**

*M*atriculation bought a Queuing system for Admissions and Records Office last year. Thanks to Diana Baxter who took on the implementation of the system, this year the students are experiencing a more streamlined access to Admissions Services. Admissions and Records Sub- and Relief Registration Assistants were hired to assist with the heavy registration periods which seems to last all year, thank goodness!

## **Orientation:**

*W*e were successful in the implementation of the Online Orientation which includes a Spanish version and is ADA compliant. This expanded version of our previous Orientation is the result of an intention to provide students with as much information as possible to assist with follow-up persistence and retention effort. We were fortunate to have made a short presentation to the Board of Trustees who were very impressed with our accomplishment. One of the Board members suggested the concept of providing the Orientation within a Personal Development Class this was a great idea and we plan to implement this suggestion in the near future!

## **Assessment:**

*M*atriculation provides English/Math/ESL and Assessment services at the college and at off-site locations. Career Assessment through the "Discover" program is also available to students. Our Assessment Testing has expanded to include additional levels in Math for placement. We have been working diligently with ACT Compass to broaden our testing to include diagnostic Assessment for special populations that are in need. Assessment continues to contribute to the overall college outreach effort making itself available for testing High School students and Students from special programs on and off campus. Our Assessment testing team continues to provide impeccable service to our students. Special thank you to Leonor Diaz and Jack Waites for their excellence service for the students at WLAC.

### **NUMBER OF COMPLETED ASSESSMENTS**

|          |             |
|----------|-------------|
| English  | 2,560 Tests |
| Math     | 2,735 Tests |
| ESL      | 365 Tests   |
| Discover | 43 Tests    |

## **Counseling and Follow-up:**

*T*hese two components have been the focus of Matriculation Services this year. On the Counseling side, Matriculation paid for the new and developing "Degree Audit Program" that is in the works and we hope will be implemented next year. A Special thank you goes out to Linda Clowers for her outstanding work with making this effort a reality. Follow-up has been our greatest joy. We are so proud of the work we are doing with "our students". Our chief concern is with our continuing students. We are working to help:

- keep our students in their classes
- give them the support services so they can stay in their classes
- give them the information they need to matriculate though classes
- with support services to obtain a degree , transfer, or get a Vocational Certificate

## **COUNSELING: SARS SERVICES**

*M*atriculation provides SARS Services in the following departments Counseling, EOP&S, TRIO, Assessment, Workforce Development, Transfer, DSP&S and Financial Aid.

### **SARS functions include:**

1. SARS CALL: Calls to remind and inform students of appointments, workshops, etc.
2. E-SARS: Allows students to make online and in person counseling and assessment appointments.
3. SARS TRAK: Collects student data.

### SARS COUNSELING CONTACTS

Scheduled Appointments: 3,722  
Walk In Appointments: 12,341

### DEGREE AUDIT PROGRAM (DISTRICT WIDE)

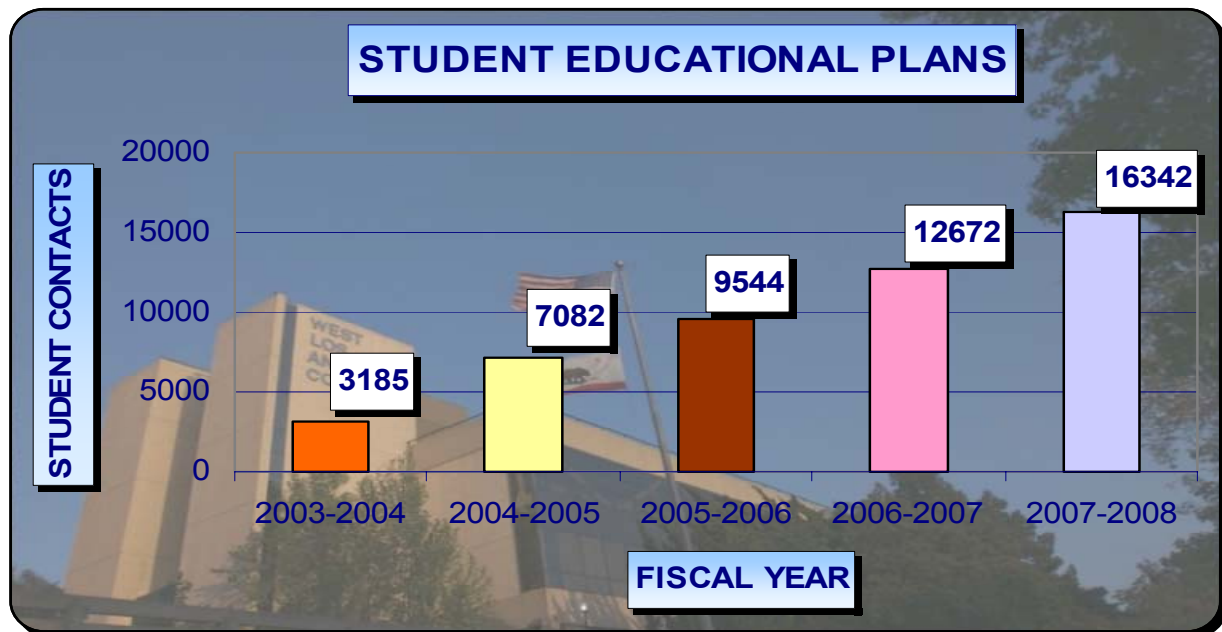
Expenditures: \$56,260.00

This program was financed by all Matriculation Programs district-wide and selected by a district appointed committee. This is a program that will allow students and Counselors to monitor and design a Student Educational Plan that has a degree / transfer audit function. The district has selected the software and implementation at WLAC is targeted for Spring 2008.

### ESEP (ELECTRONIC STUDENT EDUCATIONAL PLAN)

Matriculation provides at WLAC the first "Electronic Student Educational Plan" ESEP in the district. This will be replaced by the Degree Audit Program in 2008. During the 2006-2007 FY the counseling department completed a total of 3,670 ESEP's. The total ESEP Database is 16,342

\* The graph below reflects the current total number of ESEPs in database.



### Academic Hurdlers:

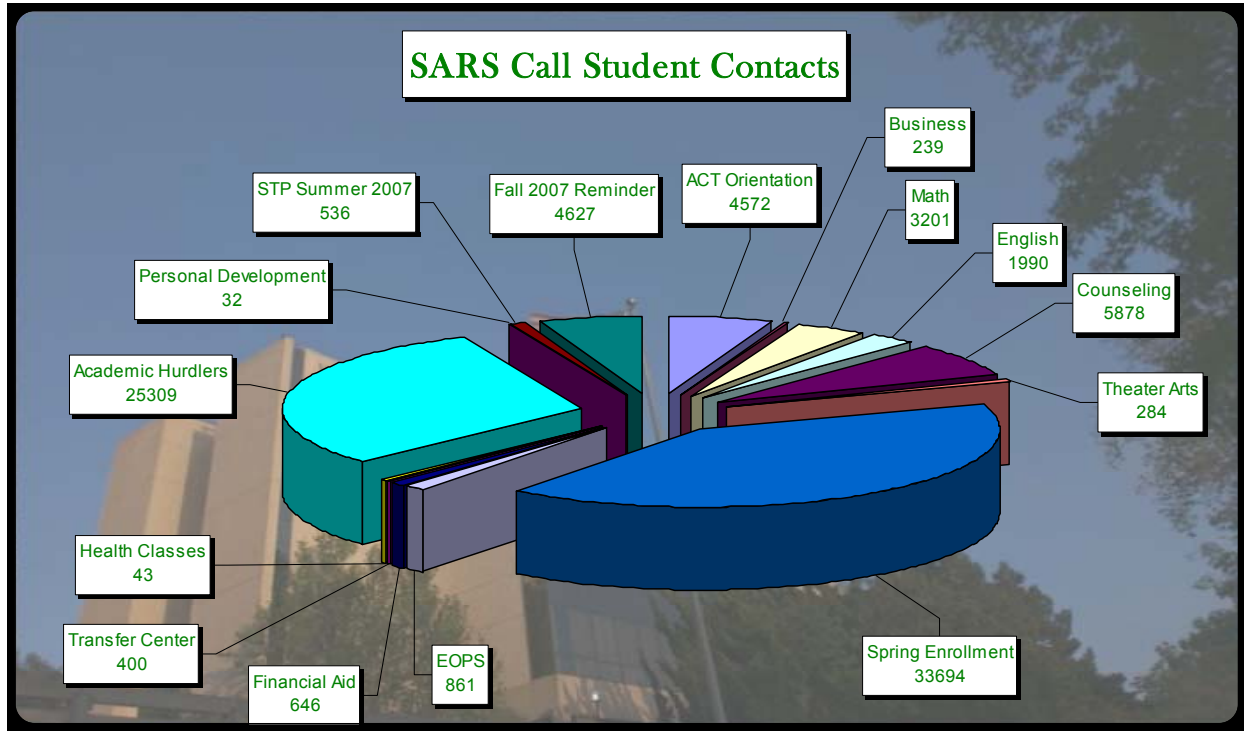
The Academic Hurdlers program has grown considerably from last year. A special thank you goes out to all the Instructors who disseminated the "Student Need" Assessment surveys in their classes and return them to us quickly. This helped us to respond more quickly to the students needs by setting up Counseling appointments and passing along the information to Student Service departments that can respond appropriately to the student need.

### Resource and Relief Center / Triage Services:

We are sure everyone noticed our Student Ambassadors under a Canopy next to our Academic Hurdler Banner in front of B8. These Ambassadors tirelessly provided important Student Support Resource information to students during critical periods in the semester when students typically "drop-out". A special thank you goes out to Jaime Martinez and Alan Carabante for all their hard work.

### SARS CALL:

SARS has been expanded considerably and has been effective in the maintaining student contact data and assisting students in access to services through the appointment and reminder notification system. Online and campus services are available to students making access to services much easier. SARS CALL has taken hold on the campus as we are receiving more requests for Call services from Instruction and additional Student Services programs not to mention the traditional call to students to remind them about Registration / wait lists / change of college dates and college events each semester. Special thank you to Marty Turner for his relentless commitment to making this system work for the college.



### Next Year Plans:

We plan to expand our Career and Personal Development Services and StudentCall/ Help Site. We plan to move more deeply into follow-up services with the SARS Early Alert program and to continue to become more proactive in direct services to students with our Orientation and academic support through supplemental services.

### Research:

Research supports all our efforts. We are moving forward with our Matriculation research surveys next year. We continue to work on mandated research for Matriculation with ACT, the Chancellor's Office and the college to meet the needs of our students effectively. A special thank you to Bill Duxler and Larry Rowell for their constant problem solving.

## MATRICULATION ADVISORY COMMITTEE

### MEETINGS 2007/ 2008

September 19, 2007  
October 17, 2007  
November 21, 2007  
December 19, 2007  
January 16, 2008  
February 20, 2008  
March 12, 2008  
April 23, 2008  
May 21, 2008  
June 18, 2008

## **BOARD OF TRUSTEES**

Kelly G. Candaele, President  
Mona Field, Vice President  
Georgia L. Mercer  
Nancy Pearlman  
Angela J. Reddock  
Miguel Santiago  
Sylvia Scott-Hayes  
Rose Bustos, Student Trustee

## **DISTRICT ADMINISTRATION**

Dr. Marshall E. Drummond, Chancellor  
Dr. Adriana D. Barrera, Deputy Chancellor  
John Clerx, Vice Chancellor for Educational Support Services  
Gary Colombo, Vice Chancellor for Institutional Effectiveness  
Marvin Martinez, Vice Chancellor for Economic and Workforce Development  
Larry H. Eisenberg, Executive Director, Facilities Planning and Development  
Camille A. Goulet, General Counsel  
Jeanette Gordon, Chief Financial Officer Treasurer

## **COLLEGE ADMINISTRATION**

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John R. Oester, Vice President of Administrative Services  
Robert Sprague, Vice President of Academic Affairs  
Betsy Regalado, Vice President of Student Services  
Isabella Chung, Associate Vice President, Administrative Services  
Linda Clowers, Ph.D, Dean of Academic Affairs  
Judith-Ann Friedman, Ed.D, Dean of Academic Affairs  
Maria Luisa Mateo, Ph.D., Dean of Academic Affairs  
Celena Alcalá, Associate Dean of Student Activities  
Frank Gonzales, Associate Dean of Student Services  
Sonali Perera, Associate Dean of Student Services  
Nick Dang, Manager of College Information Systems  
Allan Hansen, Facilities Manager  
Russel Monroe, Operations Manager  
Larry Packham, Enterprise Manager  
Glenn Schenk, Financial Aid Manager  
Thea Muller, Bookstore Assistant Manager  
Lawrence Woods, Compliance Officer

## **MATRICULATION ADVISORY COMMITTEE**

Amaugo, Chuck  
Banday, Patricia  
Baxter, Diana  
Chang, Ana  
Evans, Elizabeth  
Gamble, Anthony  
Jacobs, Betty  
Manheim, Jackie  
McMasters, Mary J  
Narez-Acosta, Alma  
Quit Chau, Karen  
Sander, Nancy  
Waites, Jack