

LOS ANGELES SOUTHWEST COLLEGE 2006 ACCREDITATION FOLLOW-UP MATRIX

Recommendations	Objectives	Activities	Person(s) Responsible	Timeline (b=begin by) (c=completed by)	Measurable Outcomes
<p>1. The college implement a <u>program review</u> process different from unit planning for <u>non-instructional programs</u> to evaluate their effectiveness and assist in planning</p>	<p>1a. Develop and implement program review document and process for non-instructional programs & library</p>	<p>1a1. Develop a program review template for non-instructional service units 1a2. Solicit feedback from personnel of non-instructional units 1a3. Submit template to LASC president for approval 1a4. Convert template to online format 1a5. Develop a timeline for non-instructional program review 1a6. Schedule and conduct orientation/training sessions 1a7. Complete non-instructional program reviews on a systematic timeline</p>	<p>1a.1-7 VP of SS and AA</p>	<p>1a1-3 June 30, 2007 (c) 1a4-5 July 31, 2007 (c) 1a6 Aug 15, 2007 (c) 1a7 October 10, 2007 (c)</p>	<p>1a1 -3A non-instructional program review template 1a4-5 Online template and timeline 1a6-7 Orientations, attendance records and completed program reviews</p>
<p>2. The college develop and implement a plan to <u>address the problems of low retention, persistence, and success rates of students who enter the college without sufficient academic preparation</u></p>	<p>2a. Develop and implement a plan to address the problems of low retention, persistence, and success rates of students who enter the college without sufficient academic preparation</p>	<p>2a1. Establish a Student Success Committee which analyzes the varied educational needs of students addressing areas of diversity, demographics, and educational preparation; make recommendations to the College Council and President 2a2. Include data on GPAs, degrees, certificates, transfers, persistence, student learning outcomes on college's research website.</p>	<p>2a1 Co-chairs of the Student Success Committee 2a2 Institutional Research</p>	<p>2a1 Dec 2007 (c) 2a2 March 2008 (c)</p>	<p>2a1 A Student Success Committee membership and recommendations to the College Council and president on how to meet the educational needs 2a2 Data on GPAs, degrees, certificates, transfers, persistence and SLOs on the college website</p>

		<p>2a3. Establish a basic skills task force to create a comprehensive basic skills plan</p> <p>2a4 Approve Basic Skills Plan</p> <p>2a5. Implement the basic skills plan as approved</p> <p>2a6. Start a “Best Practices Forum” with faculty to determine how to identify and address individual learning styles and incorporate best practices into the curriculum</p> <p>2a7. Review and revise the orientation program and personal development classes and encourage enrollment in personal development class and in assessment testing for first-time college students</p> <p>2a8. Encourage faculty to refer under-prepared students to college prep workshops</p> <p>2a9. Validate the English departmental final exams</p>	<p>2a3-4 President</p> <p>2a5. VP of AA and SS</p> <p>2a6 Staff Development Coordinator</p> <p>2a7 Matriculations coordinator and counseling chair</p> <p>2a8 VP of SS and AA</p> <p>2a9 English Chair</p>	<p>2a3-4 Dec 2006 (c)</p> <p>2a5 Dec 2006 (b)</p> <p>2a6 Dec. 2007 (b)</p> <p>2a7 Dec. 2007 (c)</p> <p>2a8 Fall 2007 (b)</p> <p>2a9 May 2008 (c)</p>	<p>2a3-4 Approved Basic Skills Plan</p> <p>2a5. Implemented basic skills plan that reflects improved key student success indicators</p> <p>2a6 A Best Practices Forum (including faculty), agenda, and attendance records; a follow-up forum on integrated practices into the curriculum and SLOs</p> <p>2a7 Orientation program agenda and handouts; increased enrollment in personal development class and assessment testing</p> <p>2a8 Increased participation of under-prepared students in college pre workshops</p> <p>2a9 Validated English dept exit exams that use SLO rubrics which demonstrate competency</p>
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<p>3. The college focus greater attention on assessing the currency and effectiveness of all programs and services with particular emphasis on</p> <ul style="list-style-type: none"> - Development of the staff - Distance Learning - Technology - Enrollment Management - Occupational Education 	<p>3a. Develop effective systematic means of measuring institutional effectiveness to support student learning as it relates to the college's mission</p>	<p>3a1. Create institutional benchmarks using student learning outcomes, program reviews, unit plans, division plans, and college wide plans as resources for establishment of these benchmarks</p> <p>3a2. Assess effectiveness of tutoring labs and other learning support services by establishing SLOs in the support services and document performance in current courses along with matriculation into higher level courses</p> <p>3a3. Conduct student follow ups in vocational and occupational programs that gather data on students successful course completions and/or programs</p> <p>3a4. Review vocational programs every two years.</p> <p>3a5. Review and evaluate the "five-semester" plans.</p> <p>3a6. Analyze data dealing with external competency requirements for voc ed programs, e.g. nursing, child development, etc.</p>	<p>3a1 Chairs of Student Success Committee</p> <p>3a2 Institutional research, chairs of the SLO committee</p> <p>3a3 Dean responsible for workforce development</p> <p>3a4 Dean responsible for workforce development</p> <p>3a5 VP and deans of AA along with the department chairs</p> <p>3a6. Dean responsible for workforce development</p>	<p>3a1 December 2007 (c)</p> <p>3a2 June 08 (c)</p> <p>3a3 Fall 2007 (b)</p> <p>3a4 Spring 08 (c)</p> <p>3a5 December 2007 (c)</p> <p>3a6 Fall 2007 (b)</p>	<p>3a1 Creation of institutional benchmarks</p> <p>3a2 Tutoring lab and learning support service assessments and established SLOs</p> <p>3a3 Report which documents what follow up was done and an analysis of the data collected</p> <p>3a4 Completed 2-year Voc Ed program review document for each voc-ed program</p> <p>3a5 Revised 5 semester plan</p> <p>3a6 Report on success of students completing external competencies, e.g. NCLEX, CD certificates, etc.</p>
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	<p>3b. Develop a comprehensive staff development program to include training in distance learning, use of technology, enrollment management, and promotion of vocational education.</p> <p>3c. Implement a systematic point-of-service survey for the library and all non-instructional student service areas and provide timely feedback to these areas for immediate improvement of services</p>	<p>3a14. Develop plan to update and keep current the library technology, resources, and book collection</p> <p>3a15. Revise the unit plan template so that Program Review goals and resources requests feed into Unit Plans.</p> <p>3b1. Develop and publicize an annual training calendar with professional development activities</p> <p>3b2. Implement evaluation of all faculty and staff at specified and regular intervals</p> <p>3b3. Select fully dedicated staff member for seeking grants</p> <p>3b4. Investigate the viability of integrating a course software management system under the direction of the curriculum committee.</p> <p>3c1. Purchase electronic and hardcopy survey software and hardware.</p> <p>3c2. Student Services and library will establish a timeline for administration</p>	<p>3a14 Library Dept Chair</p> <p>3a15 Chairs of College Council</p> <p>3b1 Staff Development Coordinator</p> <p>3b2 VPs, Deans, Unit Managers, and Dept Chairs</p> <p>3b3 President</p> <p>3b4 Curriculum Committee Chair</p> <p>3c1 Institutional Research</p> <p>3c2 VP of SS and AA, and Institutional</p>	<p>3a14 Fall 07 (c)</p> <p>3a15 June 07 (c)</p> <p>3b1 Fall 2007 (c)</p> <p>3b2 Dec 2007 (b)</p> <p>3b3 June 2008 (c)</p> <p>3b4 March 2007 (c)</p> <p>3c1 June 2007 (c)</p> <p>3c2 July 2007 (c)</p>	<p>3a14 Library Resources Plan Developed</p> <p>3a15 Unit Plan Template that allows for integration of program review goals and resources</p> <p>3b1 A published staff development calendar</p> <p>3b2 50% of 2007-2008 scheduled staff and faculty evaluations completed</p> <p>3b3 Staff member will be hired whose full time job is seeking grants</p> <p>3b4 Minutes of the Curriculum Committee which show the presentation of the software management system</p> <p>3c1 Procurement of electronic and hardcopy survey software and hardware.</p> <p>3c2 Publish timeline on college website under</p>
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	<p>3d. Develop a more coordinated plan for the development and expansion of online course offerings</p> <p>3e. Provide adequate support services to the learning disabled student population</p> <p>3f. Develop a plan to evaluate the need for more staff support for the Assessment and Matriculation Office, and establish a more consistent prioritization and regulation of assessment/evaluation instruments for students.</p> <p>3g. Systematically assesses the effective use of human resources.</p> <p>3h. Develop an effective planning and evaluation process that will lead to equitable resource distribution.</p>	<p>and analysis of point-of-service surveys.</p> <p>3d1 Form a distance ed committee as a sub-committee to the curriculum in order to ensure compliance with Title V and the College Mission.</p> <p>3d2. Provide online orientation and assessment services to students.</p> <p>3e1. DSPS establish a program and methodology for supporting leaning disabled students.</p> <p>3f1. Develop a plan to evaluate the need for more staff support for the Assessment and Matriculation Office</p> <p>3g1 Conduct a comprehensive program review of human resources</p> <p>3h1. Revise the Planning Handbook in order to improve institutional effectiveness incorporating lessons learned from the previous planning cycles (ensure budget allocation process is aligned with the strategic plan)</p>	<p>Research</p> <p>3d1 Curriculum Chair</p> <p>3d2 Matriculation coordinator</p> <p>3e1 Coordinator for DSPS</p> <p>3f1 Matriculation Coordinator</p> <p>3g1 VP of AS</p> <p>3h1 Chairs of College Council</p>	<p>3d1 March 2007 (c)</p> <p>3d2 Feb 2008 (b)</p> <p>3e1 Oct 2007 (c)</p> <p>3f1 Fall 07 (c)</p> <p>3g1 Dec 2007 (c)</p> <p>3h1 Fall 07 (c)</p>	<p>Student Services (or IR)</p> <p>3d1 Curriculum Committee minutes which reflect the creation and membership of the Distance Ed Sub-committee</p> <p>3d2 Conduct the first online orientation by end of Jan 2008; there will also be links on the college's website</p> <p>3e1 Program review should reflect the methodology for supporting learning disabled students</p> <p>3f1 Program review should reflect the need and plan for more staff support for the Assessment and Matriculation Office</p> <p>3g1 Program review should demonstrate the effectiveness of human resources</p> <p>3h1 Revised Planning Handbook</p>
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	<p>3i. Monitor the College budget in a manner that prevents overspending and build a small reserve while scheduling in a manner that enables the College to grow.</p>	<p>3i1. Assign the Budget Sub-Committee the task of developing a plan that monitors the college budgets in a manner that prevents overspending and build a small reserve while scheduling in a manner that enables the College to grow.</p>	<p>3i1 Chair of the Budget Sub-Committee</p>	<p>Fall 07 (c)</p>	<p>3i1 Publish the budget monitoring plan to the college community by email and placement on the college website</p>
<p>4. The college intensify its efforts to <u>identify service area needs and develop and implement plans for programs, courses, and services to address identified needs</u></p>	<p>4a. Develop and implement a plan for improving the diversity of faculty, staff, and administrators to reflect the demographics of the college service area</p> <p>4b. Identify a clear strategy to develop programs and courses which address community needs</p>	<p>4a1. Develop a diversity hiring recruitment plan for improving the diversity of faculty, staff, and administrators to reflect the demographics of the college service area</p> <p>4a2 Implement the hiring recruitment plan for improving the diversity of faculty, staff, and administrators to reflect the demographics of the college service area</p> <p>4b1. Develop short-term entry level career path programs that address the needs of students with limited academic skills in need of entry level job preparation.</p> <p>4b2. Using data from focus groups, program review, viability recommendations, etc, develop and implement a plan for new academic and community service programs that more fully meet community needs.</p>	<p>4a1 Chairs of College Council</p> <p>4a2 President</p> <p>4b1 Dean in charge of workforce development</p> <p>4b2 VP of AA and community services manager</p>	<p>4a1 March 08 (c)</p> <p>4a2 June 08 (b)</p> <p>4b1 Fall 07 (b)</p> <p>4b2 Nov 2007 (b)</p>	<p>4a1 Published diversity hiring recruitment plan for staff and faculty</p> <p>4a2 All hiring committees beginning in June 2008 shall report to the President the processes and documents used in employing the diversity recruitment plan</p> <p>4b1 At least 2 short-term entry level career path programs started</p> <p>4b2 Publish a report that uses data to demonstrates the need for future programs which benefit students' needs and implement at least the first step of the plan</p>

	<p>4c Adopt a marketing plan to ensure that the community is well informed of the programs, courses, and services at LASC</p>	<p>4b3. Provide data on employment outcomes of students who complete college certificates or degrees that meet the needs of the surrounding community.</p> <p>4c1. Hire Public Relations and a Marketing Coordinator</p> <p>4c2 Develop a marketing plan to ensure the community is well informed of LASC programs, courses, and services</p> <p>4c3 Implement a marketing plan to ensure the community is well informed of LASC programs, courses, and services</p>	<p>4b3 Institutional research and Dean overseeing workforce development</p> <p>4c1 President</p> <p>4c2 Public relations officer and outreach and recruitment coordinator</p> <p>4c3 Public relations officer and outreach and recruitment coordinator</p>	<p>4b3 Dec 07 (c)</p> <p>4c1 Fall 06 (c)</p> <p>4c2 June 07 (c)</p> <p>4c3 Aug 07 (b)</p>	<p>4b3 Published report identifying employment outcomes of students who complete degree/certificate programs, esp as it pertains to the service area</p> <p>4c1 Hiring of PR and Marketing Coordinator</p> <p>4c2 Published Marketing Plan</p> <p>4c3 Report on the progress and steps taken to implement the marketing plan</p>
<p>5. The college develop and implement a strategy whereby <u>information is communicated to all constituent groups in an accurate, timely, and systematic manner</u></p>	<p>5a The college will develop and implement a strategy whereby <u>information is communicated to all constituent groups in an accurate, timely, and systematic manner</u></p> <p>5b Promote college wide support for planning process and foster values and respect for evidence based upon participatory decision making</p>	<p>5a.1. Sign-off on participatory governance agreement.</p> <p>5a.2. Assign a counselor to each of the academic disciplines to attend departmental meetings and carry information to and from counseling services.</p> <p>5b1. Publish planning agendas, minutes, and related committee documents on the college website and encourage viewing by emailing constituent groups.</p>	<p>5a1. President and College Council</p> <p>5a2. Counseling Dept Chairperson</p> <p>5b1 Chair of College Planning Committee</p>	<p>5a1. Fall 07 (b)</p> <p>5a2. Spring 07 (c)</p> <p>5b1 January 08 (b)</p>	<p>5a1. Signed Participatory Governance Agreement</p> <p>5a2. Dept. meeting and/or counseling minutes</p> <p>5b1 Updated College website (with planning documents) and email reminders</p>

	<p>5c Promote constituency participation and attendance at meetings</p> <p>5d Develop improved communications between LASC and LACCD</p>	<p>5b2. Create dialogue in workshop format with and among faculty about SLOs</p> <p>5b3. Host campus wide forums at least once per primary term with presidential update and Q&A</p> <p>5c1. Organize a task force to develop a plan to evaluate committees in order to eliminate duplication of tasks and to increase and monitor constituency participation and attendance (including students).</p> <p>5c2. Establish effective College Council</p> <p>5d1. Work with LACCD to develop a task force to review the LACCD's allocation model and publish the results</p> <p>5d2. Coordinate with the LACCD to fill in the gaps in the LACCD Functional Map in order to improve understanding of campus responsibilities and disseminate the map campus wide via the college web page</p>	<p>5b2 SLO Committee Chairs</p> <p>5b3 College President</p> <p>5c1 Chairs of College Council</p> <p>5c2 President</p> <p>5d1 President</p> <p>5d2 Accreditation Liaison Officer</p>	<p>5b2 April 2007 (b)</p> <p>5b3 Fall 2006 (b)</p> <p>5c1 Spring 2008 (b)</p> <p>5c2 March 2007 (c)</p> <p>5d1 Fall 2006 (b)</p> <p>5d2 June 2008 (b)</p>	<p>5b2 Attendance Sheets and Evaluation Forms from SLO Workshops</p> <p>5b3 Campus announcement of meeting, agenda/sign- in sheet</p> <p>5c1 Task force membership and report & timeline for implementation & plan to promote participation</p> <p>5c2 College Council membership & meeting dates</p> <p>5d1 Revised allocation model</p> <p>5d2 Updated LACCD Functional Map</p>
<p>6. The college creates <u>a secure and fireproof location for the archival of academic records and for the college seal.</u></p>	<p>6a. Create <u>a secure and fireproof location for the archival of academic records and for the college seal.</u></p>	<p>6a1. Purchase fireproof safety box to store student records and the college seal</p> <p>6a2. Utilize technologies to</p>	<p>6a1-2. VP of AS</p>	<p>6a1-2 Spring 2007 (c)</p>	<p>6a1-2. A secure and fireproof location for the archival of academic records and for the college seal.</p>

		scan, archive, and store all historical and future student records in the fireproof safety box.			
<p>7. The college establishes a timeline for developing SLOs at each level, implement a process to incorporate and identify measurable assessments that can be used to determine progress toward achieving SLOs, and incorporate guidelines for measuring SLOs in the handbook.</p>	<p>7a. Develop a comprehensive timeline for completion of identification, assessment, and evaluation of SLOs at course, program (including library and support services), and institutional levels.</p>	<p>7a1. Through the Academic Senate, review, revise, and construct the program review process and timeline to incorporate SLOs.</p>	<p>7a1. Program Review Committee and Academic Senate President</p>	<p>7a1 Spring 07 (b)</p>	<p>7a1. Program Review template, timeline & process</p>
		<p>7a2. Review course outlines to ensure SLOS are listed.</p>	<p>7a2. SLO Committee Co-Chair and chair of curriculum committee</p>	<p>7a2. Fall 07 (b)</p>	<p>7a2. Course Outlines with SLOs</p>
		<p>7a3. The SLO Committee presents the comprehensive SLO timeline to the Academic Senate for approval.</p>	<p>7a3. SLO Committee Chairs</p>	<p>7a3. Feb 08 (c)</p>	<p>7a3. Comprehensive SLO Timeline & Senate Minutes</p>
	<p>7b. Complete the “Guidelines For Development, Assessment, and Reporting Of Student Learning Outcomes (SLOs)” handbook.</p>	<p>7b. The SLO Committee completes the SLO Handbook and presents the draft to the Academic Senate for approval.</p>	<p>7b. SLO Committee Chairs</p>	<p>7b. Spring 08 (c)</p>	<p>7b. SLO Handbook Published on College Website</p>
	<p>7c. Implement a process to incorporate and identify measurable assessments at all levels and areas (academic and student services) that can be used to determine progress toward achieving SLOs</p>	<p>7c1. Develop workshops to enhance faculty knowledge and implementation strategies on how to utilize SLOs (including institutional SLOs [ISLOs]) for improving instructional programs and courses.</p>	<p>7c1. SLO Committee Chairs</p>	<p>7c1. Spring 07 (b)</p>	<p>7c1. Attendance records, presentation materials and workshop schedule, completed evaluation forms</p>
		<p>7c2. Develop, implement, assess and improve degree, certificate, and student service SLOs through activities such as holding departmental workshops, collecting data, and</p>	<p>7c2. SLO Committee Chairs</p>	<p>7c2. Fall 2007 (b)</p>	<p>7c2. Program Review and Program/Student Services SLO Assessment documents, Workshop Materials and Attendance Records,</p>

		<p>reviewing SLOs from other institutions.</p> <p>7c3. Develop and assess general education and civic responsibility SLOs that integrate life-long skills throughout the curricula.</p> <p>7c4. Standardize syllabi template to incorporate SLOs</p>	<p>7c3. SLO Committee Chairs</p> <p>7c4. Curriculum and SLO chairs</p>	<p>7c3. Spring 2008 (b)</p> <p>7c4. Spring 08 (b)</p>	<p>Examples of SLOs from other institutions</p> <p>7c3. ISLOs, Results of Assessment, Changes made to curricula or pedagogy that enhances life-long skills</p> <p>7c4. Standardized Syllabi with SLOs approved by Senate</p>
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