



ACADEMIC YR:  
2013-2014

DIVISION/AREA:  
Admissions and Records

DIVISION CHAIR/DIRECTOR:  
David Ching

## UNIT PLAN "PART A" Program/Pathway Update

Program/Pathway: \_\_\_\_\_ Admissions and Records \_\_\_\_\_  
\_\_\_\_\_ 11/16/2012 \_\_\_\_\_

Date:

Our Mission: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

### 1. Assessment of Program Review:

Despite of the challenging state budget deficit environment and the reduced budget allocation to the college, the admissions office continues to provide adequate services to the current student population of 9000 students. A comparison of staffing by FTE shows that the number FTE in the admissions office has been reduced from 15 FTE in September 2007 to 9 FTE in September 2012. The admission office is not allowed to fill positions vacated due to retirement and resignation. The added workload has to be absorbed by the current admissions and records staff. In order to meet the challenges, the admissions office implemented various activities using new computer technology (listed below) to compensate for the lack of staffing and maintain satisfactory level of services to students, faculty, college community and external entities. At the same time, the admissions office management continues to communicate and inform senior college administration and the college committee on the staffing needs.

### 2. Activates to address program needs:

In order to meet the challenges, the admissions office implemented the following activities using new computer technology to compensate for the lack of staffing and maintain satisfactory level of services to students, faculty, college community and external entities.

- a) The document management programs were installed on all computer stations in the admissions and records office and in the counselors' offices. Admissions and Records assistants are using the system to scan and retrieve student records. During counseling session with students,

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counselors retrieve student records electronically via the intranet using the document management system.

- b) Implementation of a district-wide student e-mail system which generate one e-mail address ending in laccd.edu to students attending the colleges in LACCD district. The system will facilitate communication with students in a timely manner instead of relying on phone or regular postal mail or students' personal e-mails. The system is being pilot tested at Los Angeles Harbor College; the system will go district-wide this coming spring 2013 semester.
- c) Implement E-transcript to transmit transcript data to requesting partner colleges and universities. This practice will save postages and improve processing time in sending transcripts to colleges and universities. The system is successfully implemented at Los Angeles Harbor College this fall 2012 semester.
- d) Implementation of the district-wide computerized online exclusion roster and grade submission system. The system allows instructor to submit exclusion of students and submission of grades online via the internet. An early alert system which allows instructor to inform college departments that student needs tutoring and other student services. The system is fully implemented at Los Angeles Harbor College.
- e) Implementation of a new Student Information System (SIS) system to replace the district legacy Student Information System. The district office has selected Oracle People Soft system to replace the district legacy Student Information System. The existing systems are thoroughly documented. Configuration of the new system and then the implementation of the new SIS system will begin in 2013; the new system will be full implementation district-wide in two or three years.

**3. How are your program improvements associated with your SLOs:**

- a) The use of the Document Management System has enabled the admissions and records office staff to retrieve student records electronically via the intranet. It minimizes the error and processing time in the retrieval and filing of student records manually. Counselors will have access to students' paper records such as transcripts from other colleges and petitions for credits on line via the intranet. Students will develop an appreciation of the use of technology in retrieving records, and the improved efficiency of an operation.
- b) The adoption of the district-wide student e-mail system will facilitate communication between the college/district and students. Students will develop an appreciation of using district-wide e-mail system to communicate with the admissions and records office, other college departments and faculty members. Student will acquire new technology skills when use the collaboration

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tools, skydrive and Microsoft office tools that bundle with the district-wide student e-mail system.

- c) This successful implementation of the E-transcript system will save postages and improve processing time in sending transcripts to colleges and universities. The college and universities will be able to process students' application in a timely manner instead of waiting for the receipt of paper transcripts. Students will benefits and develop an appreciation of the use of technology in transmitting data.
- d) The district-wide computerized online exclusion roster and grade submission system allows instructor to submit exclusion of students and submission of grades online via the internet. Students can view the current grades via the internet and can plan their academic program in a timely manner. The early alert program also enables the students to receive any assistance from respective academic and student services units in timely fashion.
- e) The new Student Information System (SIS) will incorporate new technology elements which are not available in the current legacy. College staff members can provide new and improved services using the new technology. Students will develop an appreciation of new technology using by the district colleges which will be comparable to the technology used by four-year major university.

**1. Staffing requirements:**

**Currently, one of the admissions and records assistant has been on extended illness leave. Admission office needs 1 more admissions and records assistant and 1 more admissions and records supervisor. The adoption and implementation of the new SIS system will need a supervisor to attend regular meetings with implementation teams and coordinate activities.**

**2. Technological requirements:**

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The current document management system is over eight years old. The software and scanning equipments have not been upgraded. Students’ transcript records prior to 1974 are stored in microfilm, these student records need to be converted into digital media or a backup system needs to be purchased as the microfilm machine to retrieve the students’ records is over 20 years old.

**3. Facilities requirements:**

Recently, the International Students Office was relocated to the Admissions office nearby the Dean of Admissions Office. The new Harbor Youth Source center is located now in the former International Student Office. When the student service and administration building is being built, the space is custom-build for the International Student Office. When suitable location is found for the Harbor Youth Source Center in the future, the International Student Office should move back to the original location.

**4. Implementation plan:**

The admissions office will continue computerizing the processes and do its best to provide satisfactory services to students and faculty , faculty and the college community. The admission office has fully implemented the online application system, 98% of the students are apply online using CCCApply system. The admission office is concerned about the lack of adequate staffing may contribute to financial and legal liability due to inadequate record-keeping of student records and attendance accounting records. When funding is available, the admissions office needs the college to provide funds for additional staffing and equipments upgrade.



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**UNIT PLAN "PART B"**  
**Core Personnel/List of Permanent Staff**

**Example**

Assigned Time	Responsibility	Estimated Cost	Funding Source
.8	<i>Division Chair</i>	<i>\$130,000</i>	
.2	<i>Classroom</i>	<i>\$20,000</i>	
1.0	<i>Classroom</i>	<i>\$120,000</i>	
.8	<i>Classroom</i>	<i>\$100,000</i>	
.2	<i>Staff development</i>	<i>\$20,000</i>	
1.0	<i>Inst. Asst. Biology</i>	<i>\$64,000</i>	

<b>1</b>	<b>Dean, admissions and records &amp; evening operations</b>	<b>139,000</b>	
<b>6</b>	<b>Admissions and records assistant</b>	<b>261,547</b>	
<b>2</b>	<b>Admissions and records Evaluator</b>	<b>99,479</b>	
<b>1</b>	<b>Admissions and records Supervisor</b>	<b>58,054</b>	

1. **Total FTEF: 10**
2. **Total Hours taught:**
3. **Total Hours of release time:**
4. **Total Cost for Instructors:**
5. **Total Cost for Administrators: 139,000**
6. **Total Cost of Classified Staff: 419,080**
7. **Total cost FTEP = Full Time Equivalent Personnel: 10**

Please attach copy of your current Op Plan.

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## UNIT PLAN "PART C" Core Expenses

1. All legally required responsibilities: *Required for health and Safety*
2. *Required by board / State/ Federal/ Accreditation standards( list the minimum requirements here)*
3. *Required by licensing agreement*

Description of activity	Estimated Cost	Justification	Code
42 hrs of instruction	\$70,000	6000 FTES	HAAA1b
Upgrade software	\$7,000	Technological destination	HCAA13a14
<b>Registration assistants to assist in peak registration period</b>	\$ 18,000	Smooth operation of registration	HCSS1a1
<b>Office supplies</b>	\$ 13,000	Essential supplies , student forms, paper for transcript	HCSS1a1
<b>Printing</b>	\$ 6,000	Diplomas , diplomas cover for student graduation	HCAA1a1
<b>Contract and license</b>	\$ 20,000	License for software and equipment maintenance	HCAA1a1

**Narrative justification:** List statutes which require this expenditure.

**Total cost:**



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## UNIT PLAN "PART D" Essential Activities

Only place expendable request in this field.

Division Prioritization	Description of activity	Estimated Cost	Proposed Funding Source	Justification	Code
	Conference attendance	\$3,000		Professional Development	HCAA7
	Math for non-English learners	\$5,000		Increase non-residents students	HCAA8b
	In Class tutors	\$11,297		Student tutors	HCAA11a1
	SLO coordinator	\$10,000		Develop PSLOs	HCAA12a2
	turnitin	\$12,000		Plagiarism Software	HCAA13A15
	Convert classes to Hybrid	\$10,000		Distance Learning	HCAA14d1

Division Prioritization	Description of activity	Estimated Cost	Proposed Funding Source	Justification	Code
	Conference attendance	\$ 1000	Staff development fund or general fund	Update of staff knowledge in admissions and records operation /regulation	HCAA1a1
	Document management system upgrade	\$ 10,000	General fund or grant	Documents management is over eight years old	HCAA1a1
	Microfilm equipment upgrade or conversion	\$ 10,000 to \$ 20,000	General fund	Microfilm equipment is 20 year old and condition of the microfilm	HCAA1a1

**Justification Narrative:** How does your activity support the college Educational Master Plan?

**UNIT PLAN “PART E”  
Non-cost Essential Activities**

List Non-cost activities here

Priority	Description of activity	Justification	Code
	Convert course to online	Increase non-resident enrollment	HCAA14a
	Rotate courses between night and day	Flexibility in our offerings	HCAA2a
	Develop Certificate program in Entrepreneurship	CTE 6 month program	HCAA3c2
	Develop 2+2 program with Banning High School	Concurrent enrollment	HCAA5a1
	Reorganize lecture/lab for more efficiency	Classroom Management	HCAA13a20
	Develop department Web page	Web page maintenance	HCAA15a1

Priority	Description of activity	Justification	Code
1	Inform and market the use of e-mail system to students	Inform students mandatory use of college e-mail account for college communication	HCAA1a1
2	Workshop to keep faculty update on attendance accounting and system	Compliance with state audit documentation requirements	HCAA1a1

**Justification:** How does your activity support the college Educational Master Plan?