



ACADEMIC YR:
2015-2016

DIVISION/AREA:
Admissions and Records

DIVISION CHAIR/DIRECTOR:
Corey Rodgers

UNIT PLAN "PART A" Program/Pathway Update

Program/Pathway: Admissions and Records

Date: 1/2/2015

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 the challenging state budget environment and the reduced budget allocation to the college, the admissions office has been able to provide adequate services to the current student population of 10,000 students. 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 a satisfactory level of services to students, faculty, the college community and external entities.

While services have been adequate, these have been limited, especially in timely processing student applications and student requests for services, and providing consistent and timely assistance to students seeking help.

Vacancies and turnovers have also made it difficult to maintain a consistent presence.

Reduced supply and printing accounts have resulted in dangerously low supply levels for essential forms and documents such as add permits, graduation petitions, diplomas and diploma covers.



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2. Activities 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, the 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, counselors retrieve student records electronically via the intranet using the document management system.
- b) 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 was successfully implemented at Los Angeles Harbor College in the fall 2012 semester and has seen increased popularity since then.
- c) Implementation of the district-wide computerized online exclusion roster and grade submission system. The system allows instructors to submit exclusion of students and grades online via the internet. The early alert component allows instructors to refer students to tutoring and other student services. The system is fully implemented at Los Angeles Harbor College.
- d) Implementation and expansion of services related to the Common Application to improve services for students seeking to transfer to the 571 institutions using the Common Application system.



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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 errors and processing time associated with 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 the 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 using the collaboration 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' applications in a timely manner instead of waiting for the receipt of paper transcripts. Students will benefits and develop an appreciation for the use of technology in transmitting data.
- d) The district-wide computerized online exclusion roster and grade submission system allows instructors to submit exclusion of students and 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 a 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 used by the district colleges which will be comparable to the technology used by four-year colleges and major universities.



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1. Staffing requirements:

In order to provide consistent staffing and implement the new systems such as Open CCC (including Open CCCapply) and the new LACCD SIS, filling the following positions is requested:

- B shift A&R supervisor
- 2 A & R Assistants

2. Technological requirements:

The office staff will need new PCs and monitors to properly implement the new systems.

The current document management system is over eight years old. The software and scanning equipment 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 because the microfilm readers used to retrieve the students' records are over 20 years old.

3. Facilities requirements:

Recently, the International Students Office was relocated to the Admissions office near the office of the Dean of Admissions. The new Harbor Youth Source center is now located in the International Student Office. For both college record security and student safety, the international students' area should be relocated as soon as space can be identified.

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4. Implementation plan:

The admissions office will continue to computerize processes and do its best to provide satisfactory services to students, faculty and the college community. The admission office has fully implemented the online application system and 98% of the students are applying online using the CCCApply system. The electronic transcript and verification systems are becoming increasingly popular.

The admissions office staff and management are looking forward to an exciting and challenging year when we will be implementing a number of new and improved systems, including Open CCCApply and the larger system, OpenCCC as well as the new LACCD SIS.

With additional staffing and personnel resources, we look forward to implementing the admissions component of SB 1456 and the vision for the College.

The admissions office needs an increase in the printing and supply accounts to replace material that was depleted during the last several years of budget reductions.



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

1	Dean, admissions and records & evening operations	120,000	
6	Admissions and records assistant	261,547	
2	Admissions and records Evaluator	99,479	
1	Admissions and records Supervisor	58,054	

- 1. Total FTEF: 10**
- 2. Total Hours taught:**
- 3. Total Hours of release time:**
- 4. Total Cost for Instructors:**
- 5. Total Cost for Administrators: 120,000**
- 6. Total Cost of Classified Staff: 419,080**
- 7. Total cost FTEP = Full Time Equivalent Personnel: \$539,080**

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
Upgrade software	\$7,000	Technological destination	HCAA13a14
Registration assistants to assist in peak registration period	\$ 22,000	Smooth operation of registration	HCSS1a1
Over Time for Admissions Staff	\$ 12,000	Speed processing of Applications, implementation of new systems	HCSS1a1
Office supplies	\$ 13,000	Essential supplies , student forms, paper for transcript	HCSS1a1
Printing	\$ 12,000	Add Permits, Graduation Petitions, Diplomas , diplomas cover for student graduation	HCAA1a1
Contract and license	\$ 20,000	License for software and equipment maintenance	HCAA1a1

Narrative justification: List statutes which require this expenditure.

Total cost: \$86,000



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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
4	Conference attendance	\$ 1000	Staff development fund or general fund	Update of staff knowledge in admissions and records operation /regulation	HCAA1a1
1	Document management system upgrade	\$ 10,000	General fund or grant	Documents management system is over eight years old	HCAA1a1
2	Microfilm equipment upgrade or conversion	\$ 10,000 to \$ 20,000	General fund	Microfilm equipment is 20 year old and condition of the microfilm	HCAA1a1
3	Staff Development	\$3,000	Staff development fund or general fund	Training for Open CCCApply & LACCD SIS	



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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
1	Inform and market the use of e-mail system to students	Inform students re. mandatory use of college e-mail account for college communication	HCAA1a1
2	Workshop to keep faculty updated on attendance accounting and system	Compliance with state audit documentation requirements	HCAA1a1



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