



ACADEMIC YR:  
**2013-2014**

DIVISION/AREA:  
**International Students**

DIVISION CHAIR/DIRECTOR:  
**Paul Grady**

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

Program/Pathway: International Student Program

Date: 11/16/2012

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:

The International Student Office continues to do a yeoman's job of meeting the needs of international students in terms of providing information for prospective students on the college website and through its armchair marketing efforts, clearing them for admission based on college and U.S. Government regulations, providing them with appropriate documentation for entry into the U.S. or transfer from another U.S. institution, orienting them to the college's academic programs and to college life in the U.S. and proactively taking efforts to ensure that students maintain academic eligibility with the college while maintaining their international student status with the Department of Homeland Security – Immigration and Customs Enforcement. The success rate of international students from semester to semester is 93%, meaning that this percent of international students successfully completes a given semester with a 2.0 or above. 90% of the students who leave the program succeed in their goals by graduating, transferring, or both. The college would like to increase its international student base-- not only for the additional revenue that could be used to provide for additional course offerings but also for the purpose of bringing greater focus on the college's commitment to internationalization; however, increasing the international student base will require additional funding for international student recruitment.

### 2. Activities to address program needs:

They three key objectives of this Unit Plan are (2.1) retaining our current students and maintaining the pathways through with they came to the college, (2.2) actively recruiting new international students, and (2.3) supporting the college in its efforts to "internationalize" the campus. The activities for each of these objectives are

#### **(2.1) retaining our current students and maintaining the pathways through with they came to the college**

Because the penalties are so severe for international students dropping below 12 units without authorization, the International Student Office takes a proactive approach by checking the college database related to International Students every Monday during the semester to see if a student has less than 12 units. Students are contacted immediately to see if matter can be remedied.

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Although Academic dismissal is rare, the ISO does a transcript review at the end of the semester to determine if a student's grades are problematic. Students with failing grades are required to meet with the International Student Advisor to determine how student's academic problem can be best addressed.

The International Student Office (ISO) is increasing its efforts to inform new and continuing international students about club opportunities and campus activities available to them. The ISO will continue to provide support to the International Club in its effort to increase international student and American student participation. Club presidents will be invited to recruit international students at New International Student Orientation and at international student luncheons.

The ISO will continue the practice of monitoring student enrollment on a weekly basis to ensure students are in compliance with the unit requirement for full time status, will send out reminders about the 12-unit minimum, and will continue the International Student Luncheon where students are reminded of their obligations for the maintenance of their full time student status.

A look at program completions (transfers and completions) seems to be a reasonable measure of success (10 transfers versus 72 students equates to something that looks like a success rate of 86%) because the withdrawals, whether authorized or not, may involve issues not related to academic performance or interest. The International Student Office needs to develop a more robust measure of a student's progress toward achieving personal academic goals, one that is based on semester to semester Student Education Plans and a student's success in adhering to the plans while also doing well in his or her classes.

**(2.2) actively recruiting new international students,**

The college established an International Advisory Committee with broader campus and community representation was established. The Committee recognizes a need for the College to do more than just "armchair" recruiting.

An effort has been made to make the International Student Program web pages more user friendly and more informative for both students and parents.

The International Student Office's efforts at making the ISO web pages more user friendly, that is, more attractive and more informative, has obviously resulted in a dramatic increase in the number of new applications, though the ISO needs to analyze why the spike in applications did not result in a spike in new enrollments.

The International Student pages related to documents may need to be revised to make it clearer to

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applicants what constitutes an original document. The ISO needs to work with the college to devise an easier method for prospective students to pay their application fees.

Students may need additional information about the actual F-1 visa application process prior to going for their interviews. A section on preparing for the visa interview will be added to the college website.

**(2.3) supporting the college in its efforts to “internationalize” the campus**

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

The program improvements were developed by identifying intended program outcomes. We knew we were interested in retention, increasing recruitment outcomes, and globalization. By assessing our current program, i.e., looking at hard data such as enrollment data, numbers of applications, transfer rates, and surveying students, we were able to identify some things that would help us retain students, increase enrollment, and help the college do more towards internationalizing the campus. These activities included the establishment of an International Advisory Committee and rethinking our web presence, both as part of the college webpage and apart from it.

**4. Staffing requirements:**

Currently, the International Student Office is being run by a .6 faculty member, who up until recently was supported by a half-time Office Assistant. The office needs a full-time coordinator and a full time office assistant.

**5. Technological requirements:**

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The office needs a scanner and a web authoring program. The scanner is required for two purposes: 1) old student files need to be purged and a scanner would be useful in backing up some of this documentation and 2) SEVIS, the entity overseeing the electronic system for DHS-ICE is moving to electronic uploading of documents rather than the hard copy submission of documents. A scanner will go a long way in resolving both of these issues.

**6. Facilities requirements:**

N/A

**7. Implementation plan:**

All of the activities described above are underway except for the active recruitment of students through the use of overseas agents and agencies. A sticking point is finding an agency that meets the Los Angeles Community College District's contracting requirements, ones which include liability insurance, etc. If a way can be found for contracting agents, then the earliest would probably be for the 2014-2015 academic year.

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

Example

Assigned Time	Responsibility	Estimated Cost	Funding Source
.6	Consulting Instructor	118,981	Intrnational Student Tuition
1.0	Senior Office Assistant	42,738	Intrnational Student Tuition

1. **Total FTEF: 1.6**
2. **Total Hours taught:**
3. **Total Hours of release time:**
4. **Total Cost for Instructors:**
5. **Total Cost for Administrators: \$118,981**
6. **Total Cost of Classified Staff: \$42,738**
7. **Total cost FTEP = Full Time Equivalent Personnel:**

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
<b>Unclass-Non Instruct</b>	\$1000	Translate/update International Student webpage	
<b>Office Supplies</b>	\$1500	Letterhead, paper, printer cartridges, etc.	
<b>Printing</b>	<b>\$2900</b>	<b>Brochures, etc.</b>	
<b>Postage &amp; Mail Svc</b>	<b>\$3,150</b>	<b>USPS, FedEx, DHL</b>	
NAFSA Adviser's Manual	\$300	Need for interpretation of/procedural changes related to US Gov't nonimmigrant visa regulations	
<b>NAFSA Membership</b>	<b>\$280</b>	<b>Professional Organiz.</b>	

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

The International Student Office is required to provide official documentation to students who have been admitted to the college. Official documentation needs to be printed and sent off to students overseas in the most secure manner possible. In many cases it is the US Postal Service. In others, it is FedEx or DHL.

**Total cost: \$8,830**

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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
<b>4</b>	NAFSA Conference	\$3,500	Staff Devel. Fund or International Student Tuition	Update of knowledge on government regulations and procedures	
<b>3</b>	Scanner	\$800	International Student Tuition	Store student documents and submit certain docs to US Govt ELIS system	
<b>1</b>	Advertising	\$5000	International Student Tuition	Maintain presence on StudyUSA.com, thinkEducation.com, Etc.	
<b>7</b>	Mileage	\$200	International Student Tuition	Language school visitations, etc.	
<b>5</b>	Travel	\$1500	International Student Tuition	Travel to conferences	
<b>6</b>	Overseas Recruiting Tours	\$10,000	International Student Tuition	Overseas recruiting tours	
<b>2</b>	Agency Fees	\$40,000	International Student Tuition	Agency recruitment fees	





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

The above support the following college goals: 2.1, 2.2, 2.3, 4.3, and 7.3.

### 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
2	Maintain program International Advisory Committee	Needed for program advice and support	
1	International Club	Needed for student retention	

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