

UNIT PLAN "PART A"

Program/Pathway Update

Program/Pathway: Matriculation (Elizabeth Colocho, MatriculationCoordinator) Date: November 10, 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 Matriculation Services Unit is always looking for ways to improve the Student Orientation and to provide up-to-date information for all students. This year we included slides to show students how to register online. There were also updates regarding important college and state policy changes, such as the ATB test no longer being offered to students, the New Title 5 Regulations regarding withdrawal limitations, and course repetitions.

The orientation quiz was integrated into the PowerPoint presentation in the spring of 2012; this eliminated the need for a paper pencil quiz that needed to be graded. A list of students who take the student orientation at the assessment center is generated through Google docs.

We will delete the following core activities: 1. "Promote assessment at the local feeder high schools by working with LAUSD to improve computer labs in their high schools that support the ACT-COMPASS assessment software system". This core activity is not feasible because it is up to the LAUSD to improve their computer labs. And, 2. "Place computers in the Welcome Center to assist students with Admissions application and registering for classes during rush registration", because the Welcome Center has been closed permanently.

We want to increase the duration of the walk-in assessments sessions to accommodate the demand of testing requests. However, this change might require additional funds to hire more student workers. We would like to investigate the possibility of using the same orientation for the online students and for traditional students.

The Assessment Center Computer Lab is completed with up-to-date software and hardware.

1. Activities to address program needs:

- a. The Matriculation Coordinator is attending the mapping of Matriculation Services meetings at the District Office for the new SIS system. The new SIS system will have an Early Alert Program that will be used to retain and follow up with students who face difficulty in achieving their educational goals. HCSS1, HCSS1a2, HCSS1a4, HCSS4a, HCSS4a1-f, HCAS6a-d

- b. The District-wide Matriculation Services has initiated the mapping of the Assessment/placement piece and will include an Assessment Coordinator to serve on the taskforce. HCSS1, HCSS1a2, HCSS1a4, HCSS4a, HCSS4a1-f, HCAS6a-d
- c. The Matriculation Coordinator has initiated to disseminate information from the State regarding the AB1456 Student Success Act of 2012 to the counseling faculty, classroom faculty, administrators and staff via webinars, so that we keep updated regarding the components of Matriculation (Assessment, Orientation, and educational advising, counseling). HCSS1, HCSS1a2, HCSS1a4, HCSS4a, HCSS4a1-f, HCAS6a-d
- d. We will improve the “tracking system to collect student data for state reports on students’ course degree and certificate completion, and transfer.” HCSS1, HCSS1a2, HCSS1a4, HCSS4a, HCSS4a1-f, HCAS6a-d
- e. We want to improve the “training for counselors, admissions & records evaluators, articulation officer, etc.” to better serve our student population. HCSS1, HCSS1a2, HCSS1a4, HCSS4a, HCSS4a1-f, HCAS6a-d, HCSS1a1
- f. Promote and support the online advising to all matriculating students to increase access to counseling services. HCSS1, HCSS1a2, HCSS1a4, HCSS4a, HCSS4a1-f, HCAS6a-d

g. How are your program improvements associated with your SLOs:

- Improvements to the orientation/quiz process and the scheduling of longer walk-in testing sessions as they relate to SLO 2 (Students will be satisfied with the testing and orientation process):
 - -The amount of time needed by students to complete their testing and orientation has decreased.
 - -The process has become simplified for the students. They now seamlessly complete their orientation and quiz simultaneously.
 - -The process becomes more efficient which decreases the wait time for students and allows the testing of more students during walk-in testing sessions.
- Improvements to the scope of information and continuous updating of the orientation directly address SLO 3 (As a result of completing the orientation, students will demonstrate awareness of the college processes and support services available to them).
- Improve the retention services by hiring a .5 Retention counselor, which is more needed to follow up with students on academic and progress probation, and the dismissal students.
- The SARS SUITE program is the software to make counseling and assessment appointments, but it is also used to assist faculty and staff with calling and e-mailing students to announce programs and provide information about registration appointments, workshops, etc. There is a need to hire a computer technician to take care of all the programming of counseling faculty schedules, counseling and assessment tests appointments, workshops sign ups, and the new e-Advising component to provide online counseling.

h. Staffing requirements:

- a. Hire a computer technician to maintain all software computer systems with updates and new releases and to take over some of the computer programming duties and responsibilities of the student services aide.
- b. Support the counseling efforts by providing funds for one .5 counselor and hourly counseling to help with retention of students and promote student success (If the Matriculation budget is restored, budget cut by 62%).
- c. 2 student workers 20 hrs. a week each

d. Technological requirements:

There is a need for additional computers in the Assessment Center lab.
Need funds from general program to pay for SARS and CollegeSource license fees.

6. Facilities requirements:

We just moved into the new Assessment Center lab.

e. Implementation plan:

The mapping of the Matriculation Services and the Assessment component will be implemented district wide in a couple of years. The implementation of the SB 1456 Student Success Act of 2012 will take approximately 3 years for implementation. The CCCC has just started to form the workgroups that will be working on the MIS elements to capture data for orientation, assessment and educational planning, and analyzing what would be the elements to determine the allocating formula. The Matriculation Coordinator will work closely with counselors and assessment staff to make sure to capture the correct data to improve the data reporting. We will try to keep counselors, administrators and staff informed of the developments of these workgroups. The training will come within one to two years. We initiated the process of implementation of the e-Advising component with the SARS Suite technical support and the IT department at Harbor College. We need to move into this application to initiate the online advising services to our student population.

The counselors might have to be scheduled for half hour each day to help students via e-Advising. The Matriculation Coordinator has been selected by the CCCC to serve on the MIS and Allocation Formula workgroup. She will be attending monthly meetings until the workgroup comes out with a proposal.

UNIT PLAN "PART B"

Core Personnel/List of Permanent Staff

Example

Assigned Time	Responsibility	Estimated Cost	Funding Source
<i>.5 Counselor</i>	<i>Counselor</i>	<i>50,000</i>	<i>Matriculation funds</i>
<i>1.0</i>	<i>Student Services Assistant</i>		<i>Matriculation funds</i>
<i>1.0</i>	<i>Student Services Aide</i>		<i>Matriculation funds</i>

1. Total FTEF: 2.5

1. Total Hours Counseled: 17

2. Total hours worked in the office: (two classified staff) 80 hours per week

3. Total Hours of release time: None

4. Total Cost for Counselor: \$ 50,000

5. Total Cost for Administrators: 0.0

6. Total Cost of Classified Staff: \$ 98,000

7. Total cost FTEP = Full Time Equivalent Personnel:

The copy of the current Op Plan is attached.

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
N/A			

Narrative justification: List statutes which require this expenditure.

N/A

Total cost: N/A

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
1	Conference attendance	\$3,000	Matriculation funds	CSU, UC conferences, retreats, etc.	HCSSa7
1	SARS Suite	6,000	CTE Program	Counseling and testing appointment and tracking system software.	HCSS1a4
1	CollegeSource	4,000	CTE Program	Colleges and University catalog software	HCSS1a4
1	.5 Retention Counselor	\$ 50,000	Matriculation Funds	Retain students and follow up services	HCSS4a3-4, HCSS4c HCSS5a4 HCSS3b1-5 HCAS6a-d HCSS1a2
1	1.0 Computer Technician	\$ 40,000	Matriculation Funds	Assist with programming and maintenance of SARS SUITE	HCAS6a-d HCSS1a2 HCSS1a4
1	2 Student Workers, (20 hrs. per week each)	\$20,000	Matriculation Funds	To assist in the Assessment Center with telephone calls, appointments in SARS, etc.	HCSS4a3-4, HCSS1a4

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

Counseling Faculty must update their knowledge of transfer requirements to universities and expand their personal growth in order to counsel/advise students with their educational goals.

The testing appointment system (SARS) will allow students to make their own appointments and will also allow counseling faculty to keep track of the students' counseling session's outcomes and recommendations for following up. The CollegeSource program allows counseling faculty and Admissions and Records staff to look for current and past college and university catalogs to evaluate students' transcripts for college credit. The .5 counselor is greatly needed to help with the retention and follow up components to assist students in achieving their educational goals. The Computer Technician is a position that will help with the programming of the SARS software and other computer applications used in the Matriculation and Assessment Center. The Student Workers are needed to assist with clerical duties, answering the phones and make assessment/placement tests appointments for students.

UNIT PLAN "PART E" Non-cost Essential Activities

List Non-cost activities here

Priority	Description of activity	Justification	Code
1	Testing students in Math, English and ESL	Need their results to place in the right course level, Mandated by the Student Success Act 2012, SB 1456	HCSS4a1 HCSS1a2
1	Orientation	Mandated by the Student Success Act 2012, SB 1456	HCSS4a HCSS1a2
2	Workshops for transfer, career, honors program, retention, academic and progress probation, dismissal.	To support completion of certificates, degrees and transfer to four year universities and to support student success, mandated by the Student Success Act 2012, SB 1456	HCSS4b HCSS1a2
1	Maintain the Assessment Center Lab With updated software and hardware.	To provide reliable testing services to students	HCAS6a,b,c, d; HCSS1; HCSS1a3,4

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

Testing, Orientation and advising is part of the Student Success Act 2012 and it is part of achieving the Dream project that is the mission of the college. Students need to complete their certificates, degrees and transfer to four year universities in a timely manner. In order to provide the core services of the Student Success Act- Matriculation services- to the Harbor student population, the Assessment Center Lab must have updated software and hardware. In addition, the Center must be staffed to provide the assessment/placement and orientation services to students on walk in basis and by appointment.