Student Success & Support Program
February 19, 2015
Meeting Agenda

• Minutes

• CAI Update / OEl Update

• SS&SP Update Report
  o Priority Draft dates
  o Final Expenditure Report
  o SS&SP Planner

• 2015/2016 Allocation

• SEAC Recommendation
  o Out of State Testing

• New Student Campaign

• Welcome Desk

• High School Outreach

• Re-Test Policy

• Board Rule 8600

• Exemption Form revised

• Next Meeting
Student Success & Support Services
Advisory Committee Meeting

DATE: 2/19/2015  TIME: 12:00 Noon

1. Marcella Green - Counseling
2. Scott Keleher
3. Marc Turner - SSSP
4. Marisol Velazquez for Glenn Schonk - Fin Aid
5. Rebecca Tillberg - AdAAFF
6. Amy Sanser - ESSC
7. Ann Cheer - Assessment
8. Phyllis Braxton - Stud Svcs
9. M Goltermann
10. Helen Young - TCD/Counseling
11. Nancy Rizano - Admissions
12. 
13. 
14. 
15. 
Student Success and Support Advisory Committee Meeting Minutes

February 19, 2015


AGENDA

Approval of the Minutes:
The minutes were approved without correction

CAI UPDATE / OEI UPDATE:
The Common Assessment Initiative has moved forward with the selection of two Vendors: Link Systems International that will work on the content areas and Unicon which will work on the platform aspects of the CCCAssess. The Vendors have preliminary approval and still need to go through the rest of the process to final approval. Nancy Sander spoke briefly about the ESL work group.

The Online Education Initiative Committee has selected CANVASS as the vendor to work on the distance education platform. There was discussion as to whether this vendor would replace ETUDES the current distance educational software used by the college in the future. It was noted that it is valuable to run the software through pilot colleges which allows for problems to be remedied early on. Also noted was the point that colleges can choose whether or not to participate in the OEI. There was discussion concerning whether WLAC was participating as a pilot college. Apparently, there will be an OEI report made in the upcoming Academic Senate meeting.

SS&SP Update Report:
The Priority Registration dates were discussed and the need for students to complete OAC before the March 27th, 2015 deadline for district extraction. There was discussion concerning outreach to potential High School students to communicate this deadline, and to use the month of February and March as High School days for individual High School visits to the college for completion of OAC through the Expressway.

SS&SP Expenditure Report:
The Final Expenditure report for WLAC was completed and sent to the District office on February.

SS&SP Planners:

SS&SP applied for and received a small grant from the Chancellor’s office for $32,000 and purchased 4,000 planners to give away to students who complete a Abbreviated Student Educational Plan after
completing the West Expressway and for student who complete Comprehensive Student Educational after seeing a counselor. Planners were delivered to the Counseling Department, DSPS and EOPS.

2015 / 2016 Allocation:

The SS&SP program at WLAC received a $1,238,010 allocation from the State Chancellor’s office for the 2015/2016 Fiscal year.

SEAC Recommendation:

The SS&SP committee made a recommendation to the SEAC Committee to carry to the Academic Senate that “Instructors note on their syllabus, the need for students to complete Orientation, Assessment and an Educational Plan as well as indicate and Educational Goal.” The committee approved the recommendation. VP Braxton suggested taking this recommendation to the Student Success Committee to carry to the Academic Senate.

Out of State Testing:

There was discussion concerning the approval of out-of-state testing and the time consuming effort to review placement recommendations. Process recommendations were made. The committee will vote on this item at the next meeting.

New Student Campaign:

The SS&SP program launched a new student “Stepping Forward” campaign by developing brochures and loading folders to give to students concerning Priority Registration. Welcome center Kiosks were placed in the QUAD / Fine arts / and HLRC areas. The Orange Desk in front of the Admissions office was staffed and equipped with a computer and telephone and used as a “Welcome desk”. This in-reach effort was noted very successful. The Welcome desk will continue throughout the semester.

High School Outreach:

The Months of Feb/March have been designated as High School Assessment / days where individual high schools will visit the college, complete the Expressway and other activities developed and planned by Outreach and School Relations.

Re-Test Policy:

The LACCD Re-test policy was discussed and it was noted that the DEC system will be hardwired to secure testing once a year for students. Colleges that have concern about his policy were asked to talk with Bobbie Kimball at the LACCD office.

Board Rule 8200:

Discussion concerning revision of the Board Rule 8200 concerning probation over the 2 semesters will lead students to lose their BOGG. Suggestions concerning LACCD revisions should be sent to Bobbie
Kimball. Notation was made concerning the date change from Fall 2016 to Fall 2015 in the revision, most believed this was a typo the correct date should be Fall 2016.

**Exemption Form revised:**

This form was revised and will be discussed in the next meeting. There was a lot of discussion concerning the pre-requisite discrepancies in the catalog the schedule of classes as compared to the ECD system. The VP of Student Services asked for a “Task Force” to work on the information discrepancies and has asked several members of the committee to participate.
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Reviewed and approved minutes from December meeting

Data Report / District Report:

- Dr. Banday reviewed the District Research Data Reports and Web-focus Reports indicating the differences in the numbers. The DMAC is currently working with the District Office Research to design different reports.

Recommendation: The Committee would like to recommend to the SEAC committee that a motion be made through the SEAC committee to Academic Senate asking instructors to include the Comprehensive Educational Plan on their syllabus perhaps as a course requirement or extra credit assignment, or something that will assist the college effort in providing student’s access to Educational Planning. There was concern as to how this would fit into the SLO process.

Admissions Report:

- Letters and SARS CALL went out to students on Academic and Progress Probations (1, 884 students) also to (350) students in excess of 100 units. Students were invited to link to an Academic Solutions presentation offered online through the letter and then asked to schedule a SARS appointment for an Academic Solutions online or in-person workshop through SARS facilitated by an Expressway Counselor to discuss their concerns in more detail and to receive an Abbreviated Student Educational Plan.
- Prerequisite Challenges

Common Assessment Initiative:

- The Common Assessment Initiative in moving forward. Several vendors have submitted bids. Most campuses wish to adopt a test that has a diagnostic component. The CAI steering committee is working with the Vendor review committee in the selection of the Common Assessment platform and content.

Welcome Center:

- SSSP is in the process of finding a location for the Welcome Center. Some of the locations under consideration are:
  - Area in SSB across from the Bookstore
  - The Orange Desk on the second floor of SSB
  - Set up kiosk in the quad area and in front of Admissions and Records
  - Staff have been hired and will be trained to cover the areas and responsibilities.

Additional Items:

- The Counseling Division received positive feedback from the CSEP classroom campaign. They intend to continue to make classroom visits. Concern was raised that many instructors are still not familiar with SB1456. The Counseling Division has set aside appointments for student Comprehensive Student Educational Plan. Additionally, suggestion was made that the Counseling Division do “class specific” CSEP by using the instructor’s roster and visiting the classrooms. A suggestion was also made that the CSEP requirement be brought up in Divisional Counsel, at the AFT meetings, and Individual Division Meetings.

Pre-Requisites:

- Chemistry 60 & Econ 1 both have math prerequisites, check with Matt Robertson for the prerequisites (123A or 123B). Because the Schedule of Classes does not have the appropriate prerequisites for classes. Summer & Fall Schedules are out and have several pre-requisite mistakes. Counselors have been asked to go to ECD to verify the accuracy of the prerequisites. It was suggested the students have prerequisite list or link that they could view, when they are trying to enroll in classes.

Next Meeting: February 19, 2015
From: Duxler, William M. [mailto: DuxlerWM@email.laccd.edu]
Sent: Friday, February 06, 2015 3:06 PM
To: McLean, Kalynda W
Cc: Morales, Suzette A.; Kwan, Dominic S.
Subject: RETEST, RECENCY, SUBSEQUENT ASSESSMENT

Here is what we have arrived at:

RETEST
A student can be reassessed, but not assessed more than once in any 4 consecutive test cycles. APMS will enforce this policy by refusing to process any student sooner than the 4th test cycle after the last one in which the student was previously assessed. The RETEST feature of APMS, which currently allows retesting during the same test cycle, will be disabled.

RECENCY
Until there is a future change in policy, placements will not expire. This means APMS course unblocking will remain in effect even after reassessment and even if reassessment results in lower level placements. (New placements and unblocked courses will just be added to S091 and S251.)

SUBSEQUENT ASSESSMENT
MIS reporting requires us to keep track of whether each student assessment is a new assessment or a subsequent assessment. Dominic Kwan and I (Bill Duxler) will work out how to implement that requirement.

William M. Duxler, PhD
Consulting Instructor & Director of APMS Services
Los Angeles Community College District
(818) 999-2669 (Home Office)
(818) 207-7813 (Cell)

This will happen immediately -
Attention Students:
Starting Saturday, February 21st from 9 AM to 2 PM counselors will be available to complete your CSEP’s!

What is a CSEP?
A CSEP is a Comprehensive Student Educational Plan required for ALL students attending WLAC. It is developed with a counselor and will help you identify and/or clarify your goals, consider career options and map out your courses for each semester.

What should you do?
Come to the Counseling Office to make an appointment or call (310) 287-7242.

Important: prior to making your appointment, you must have all outside transcripts (if any) mailed to Admissions and Records. They do not have to be evaluated in order to see a counselor.
### 2015-16 Term Dates

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<th>Term</th>
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<td>Fall Instruction Begins</td>
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<td>Fall Finals End</td>
<td>12/20/16 Sunday</td>
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<tr>
<td>Summer Period Ends</td>
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*actual summer instruction schedules vary by campus*

### LACCD Holidays and Non-Instruction Days

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Registration Priority

Group 1: New and fully matriculated students as follows:
- Members of the armed forces or veterans in good standing with fewer than 100 degree-applicable units
- CalWORKs recipients in good standing with fewer than 100 degree-applicable units
- Disabled Student Programs and Services (DSPS) students in good standing with fewer than 100 degree-applicable units
- Extended Opportunity Programs and Services (EOPS) students in good standing with fewer than 100 degree-applicable units
- Foster youth or former foster youth, regardless of academic standing and units taken

Group 2: Continuing students in good standing with fewer than 100 degree-applicable units, middle college students in good standing with fewer than 100 degree-applicable units, new, fully matriculated students, returning exempt students, and new students who are exempt from matriculation

Group 3: Students who have lost their enrollment priority

Group 4: Special K-12 admits pursuant to Education Code section 76001

Summer 2015
Group 1 April 13
Group 2 April 16
Group 3 May 4
Group 4 May 18

Fall 2015
Group 1 May 4
Group 2 May 7
Group 3 May 25
Group 4 June 8

Winter 2016
Group 1 October 26
Group 2 October 29
Group 3 Nov 16
Group 4 Nov 30

Spring 2016
Group 1 Nov 16
Group 2 Nov 19
Group 3 Dec 7
Group 4 Dec 21
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Cc: Morales, Suzette A.; Kwan, Dominic S.
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William M. Duxler, PhD
Consulting Instructor & Director of APMS Services
Los Angeles Community College District
(818) 999-2669 (Home Office)
(818) 207-7813 (Cell)

This will happen immediately.
February 6, 2015

TO: Don Gauthier, President, District Academic Senate
    LaMont Jackson, Student Trustee
    Joe Ramirez, Chair, Vice Presidents of Student Services
    Karen Daar, Chair, Vice Presidents of Academic Affairs
    Will Marmolejo, Chair, District Admissions and Records Committee
    Cynthia Sandico, Student Financial Aid Managers

FROM: Bobbi Kimble, Interim Vice Chancellor

RE: Regulatory Changes to B.R. 8200.10 – Academic Probation and Loss of Fee Waiver

BACKGROUND:

Attached are proposed revisions to Board Rule 8201.10. These changes are mandated by Title 5 and require that, effective Fall 2015, students will lose their BoG fee waiver when they are on academic or progress probation for two consecutive semesters.

The changes are purely regulatory.

ACTION REQUESTED: Please review the proposed changes and forward any questions or concerns to me at KimbleB@email.laccd.edu.

RESPONSE DATE:

Please send your responses by February 20, 2015. Thank you.

Cc: Elizabeth Atondo, Chair, District Curriculum Committee
    Renee Martinez, President Liaison, CIO Council
    Eric Kim, Office of General Counsel
    Erika Endrijonas, President Liaison, CSSO Council
    Oscar Cobian, CSSO Liaison, Financial Aid Managers
ARTICLE II

ACADEMIC PROBATION, DISQUALIFICATION AND LOSS OF BOARD OF
GOVERNORS FEE WAIVER

8200. STANDARDS FOR PROBATION. The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges.

8200.10 Probation and loss of fee waiver. A student enrolled in the LACCD shall be placed on academic or progress probation, under the following conditions:

a. Academic Probation. The student has attempted at least 12 semester units of work and has a grade point average of less than a "C" (2.0).

b. Progress Probation. The student has enrolled in a total of at least 12 semester units, and the percentage of all units in which they enrolled with recorded entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) or "NP" (No Pass) reaches or exceeds fifty percent (50%).

Board of Governors (BOG) fee waiver - loss of eligibility. A student eligible to receive a BOG fee waiver shall lose eligibility if they are placed on academic or progress probation for two consecutive semesters. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

8200.11 Appeal of Probation and loss of fee waiver. A student who is placed on probation may submit a written appeal in compliance with regulations issued by the Chancellor.

Appeal the loss of BOG fee waiver. A student who has lost the BOG fee waiver may submit a written appeal in accordance with regulations issued by the Chancellor.

8200.12 Units Attempted. "Units attempted" means all units of credit in the LACCD.

8202.13 Units Enrolled. "Units enrolled" means all units of credit in the LACCD for which the student is enrolled after census.
REMOVAL FROM PROBATION AND REINSTATEMENT OF FEE WAIVER. A student shall be removed from academic or progress probation upon meeting the following criteria:

8201.10 Academic Probation. A student shall be removed from academic probation when his/her cumulative grade point average is 2.0 or higher.

8201.14 Progress Probation. A student shall be removed from progress probation when the percentage of units for which entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) or "NP" (No Pass) are recorded drops below fifty percent (50%).

8201.11 A student may retain or reinstate the BOG Fee waiver based on achieving the minimum grade point average or progress standard defined in 8201.10.

8201.12 Notification. Each college shall make reasonable efforts to promptly notify students that they have become subject to academic probation and/or dismissal. Notification shall be made at or near the beginning of the semester in which it will take effect but in no case later than the start of the Fall semester. Once on academic or progress probation of their status no more than 30 days after the end of the term that resulted in academic or progress probation. The notice shall clearly state that two consecutive primary terms of probation will lead to loss of the BOG Fee Waiver.

Each college shall make reasonable efforts to provide counseling and other support services to help students on probation overcome academic difficulties. Colleges should also help mitigate potential loss of the BOG fee waiver and ensure that students have the opportunity to receive appropriate counseling, assessment, advising, or other services on a timely basis.

Each college shall make reasonable efforts to notify a student of removal from probation, or reinstatement after dismissal, and restoration of BOG fee waiver within timelines established by the District. Probation, and dismissal and loss of BOG Fee Waiver policies and procedures shall be published in the college catalog.

DISMISSAL OF STUDENTS ON PROBATION. Students on academic or progress probation are subject to dismissal, as follows:
8202.10 Dismissal - Academic Probation. A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

As used in this Rule, "consecutive semesters" are those where a break in the student's enrollment does not exceed one full primary term.

8202.11 Dismissal - Progress Probation. A student who is on progress probation is subject to dismissal if the cumulative percentage of units for which he/she received "W", "I", "NC", and "NP" reaches or exceeds fifty percent (50%) over a period of three (3) consecutive semesters.

As used in this Rule, "consecutive semesters" are those where a break in the student's enrollment does not exceed one full primary term.

8202.12 Notification of Dismissal. A student who is subject to dismissal shall be notified by the College President, or his/her designee, of the dismissal. Dismissal becomes effective the semester following notification.

Dismissal from any one college in the District shall disqualify a student from admission to any other District college.

8202.13 Appeal of Dismissal. Students who are subject to dismissal and wish to remain on probation must file a petition/appeal with the college that notified the student that they are subject to dismissal.

8202.14 Re-Admission After Dismissal. A student who has been dismissed must wait two semesters before requesting readmission. The student shall submit a written petition requesting re-admission to his/her home college. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status.