West Los Angeles College
SS&SP Advisory Committee Meeting
September 18, 2014
Agenda

1. SS&SP Plan timeline
2. SS&SP Plan
3. SS&SP Plan/Equity/EMP alignment
4. Report on SS&SP state wide training
5. SARS Text
6. Next meeting
West Los Angeles College  
SS&SP Advisory Committee Meeting  
September 18, 2014  
Minutes

Attendees: Dr. Patricia Banday, Phyllis Braxton, Marty Turner, Dr. Shalamon Duke,

1. SS&SP Plan timeline  
   Dr. Banday gave information on the timeline of the SS&SP plan and the due date of October 17, 2014 at the state chancellors’ office.

2. SS&SP Plan  
   Dr. Banday distributed the SS&SP plan to the committee and briefly reviewed each section with them annotating important information.

3. SS&SP Plan / Equity / EMP Alignment  
   Dr. Banday also distributed a “Comparison Chart” between the SS&SP, the Equity Plan and the EMP that shows the connection between them.

4. Report on SS&SP state wide training  
   Dr. Banday gave information on her recent SS&SP All Directors’ Training September 15-16, 2014

5. SARS Text

6. Basic Skills

7. Dr. Duke SEP for Counseling

8. Next Meeting

9. Other Information shared with SS&SP Committee
   
   Boot Camp:  
   Recruit teachers at the high schools (organizing at the high schools) teachers  
   Enroll students into class “Boot Camp” collect data under tutoring  

   Abbreviated when appropriate
Planned a component for transfer
Pulling in students in transferrable Math & English and on the path to apply
CESP Thursday block all Counselors & Adjunct for Drop-in CSEP’s
Extending Friday to introduce transfer component
Request adjunct “Counselor”
Classroom campaigns on Tuesday CGCA classroom visits

Dr. Duke ran report sent message to 1,500 students 95 student were non-transfers and 95 were transfer student. However, 300 phone numbers were not good. Need multiple modalities of contact.

Transfer:

Admissions & Records
Districtwide “Early Alert”
Statewide RFP

Coordination:
Technology Plan
Information Technology & Expressway

SEP:
Counselor has to go to S255 to get data
Download flat file of Student ID’s go through DEC
Name
1. Scott Keck
2. Quincy A. Coleman
3. Nancy Ruano
4. Tim Russell
5. Stevren A. Rountree
6. Murwell Green
7. Helen Young
8. Rebecca Tillburg
9. Sarah Doree
10. Aurlis Braxton
11. Alii Oney
12. Dr. Duke (w/ht his signature)
13.
14.
15.
September 12, 2014

Dear Educator,

You have been selected to participate in the Los Angeles Regional Adult Education Consortium (LARAEC) General Program Area meetings. Your name was submitted to us by your District who selected you to represent it, as a Subject Matter Expert (SME) in your field. In this capacity, you will be providing input to inform the Regional Comprehensive Plan currently being drafted by the Consortium. The kickoff meeting will take place on September 19, 2014 (see attached agenda).

The California Legislature committed funds to Assembly Bill 86 for the creation of regional consortia of K-12 and community college districts. The consortia will collaborate regionally to develop plans for expanding and improving adult education services by creating linkages between the two educational systems. Regional collaboration provides capacity for the K-12 and community college adult education programs to find common ground and cross historical geographic and cultural boundaries to provide seamless transitions for students.

Please review the attached document. It will provide you with more details about LARAEC, the Regional Comprehensive Plan completed-to-date (Executive Summary), the Program Area Meetings, your role as a SME and AB86.

We look forward to your participation. Please RSVP to let us know that you are committed to represent your District for the duration of this endeavor.

Should you have additional questions, please do not hesitate to email me at ilia64551@lausd.net.

Sincerely,

Lanzi Asturias
LARAEC Project Manager

Note: if you would like to get the entire Regional Comprehensive Plan Completed-to-date, please follow this link http://adulted-lausd-ca.schoology.com/file/1320734569583/1356617220814/5162440022412461978.pdf

Lanzi Asturias
Specialist, Adult and Career Education
Los Angeles Unified School District
333 S. Beaudry #18-142-1
Los Angeles, CA 90017
213-241-3763
ilia64551@lausd.net
FYI See the exchange below from yesterday.

- Clare N.

From: Abu-Ghazaleh, Nabil S.
Sent: Tuesday, August 26, 2014 5:36 PM
To: Norris, Clare
Cc: Regalado, Betsy A. (District Office)
Subject: Re: Student Privacy Follow-Up

Just because we can doesn't mean we should. Many of us consider the name/ID combination to be confidential so I would like to respect that.

Sent from my iPhone

On Aug 26, 2014, at 5:15 PM, "Norris, Clare" <NorrisC@wlac.edu> wrote:

Thanks for that info, Betsy. Nabil felt that passing around a sheet listing ID numbers would violate a student’s privacy. I’ve copied him on this email to get his thoughts.

I don’t expect that every facilitator will have a helper to monitor the sign-in sheets, and for students who come in late, the facilitator could not easily monitor. I will give you a sign-in sheet if you can handle that. That would save us some work.

- Clare N.

From: Regalado, Betsy A. (District Office) [mailto:RegalaBA@email.laccd.edu]
Sent: Tuesday, August 26, 2014 5:07 PM
To: Norris, Clare
Subject: RE: Your Session at Tomorrow's Semester Kickoff - Student Sign-In Procedure

Hi Clare,

Out of curiosity, why can’t you pass around a sign-in sheet that lists students’ 88 number or have a sign-in sheet available for students to self-disclose their name and 88 number. 88 number is not a category protected by Student Directory or FERPA regulations.

If the concern for option 1 is that a student would write down another student’s 88 number then you could have someone monitor the sign-in sheet while a student identifies themselves on the list to make sure they don’t conduct any inappropriate actions.

As I stated.....just curious.

Betsy
Greetings, Colleagues!

Thank you all so much for agreeing to lead a session for tomorrow’s Semester Kickoff! Our goal is to reach more students this semester, so I trust that you all emailed and talked to students about the event.

We want to get an accurate record of students who attend each session, but we were informed that we may not pass around a sign-in sheet that lists students’ 88-numbers. So instead, to make sure we collect the data we need, please give each student an index card and write his/her name and id number. Then be sure to collect the cards and keep the cards together and return them to me. I will index cards in an envelope labeled for your session in each room. Thanks again so much. I look forward to seeing you all tomorrow!

Clare Norris
Achieving the Dream Faculty Coordinator
Academic Senate Secretary
Associate Professor of English
Language Arts Division
West Los Angeles College
9000 Overland Ave.
Culver City, CA 90230
(310) 287-4590
CAMPUS TOURS
10 am, 10:30 am, 11 am,
11:30 am, 12 pm, 12:30 pm
Meet at the ASO Booth on the Terrace.

FUN & GAMES
10 am - 1 pm | Terrace
Go to the ASO Booth on the Terrace.
Complete the SCAVENGER HUNT and be entered to win a great prize!

CAFE WEST
S1 Menu Day
Hot Dogs, Pizza, Tacos & Fries

ALSO OPEN
Admissions, Bookstore,
Business Office, Café,
Counseling, Financial Aid

and other services in the
Student Services Building.
8:30 am – 7:00 pm

10:00 am
Student Success & Support........ SSB 420
Transfer Info: CSU Northridge........ GC 140
Allied Health Info Session........... GC 240
Computer Science Orientation .... GC 150

10:30 am
Etudes Introduction................ GC 130
ESL 8 Orientation.................. GC 230

11:00 am
Puent Program Orientation......... GC 250
Transfer Info: UCLA................. GC 130
The New & Improved SIS........... GC 150
Your Bookstore as a Resource........ GC 140
Biology Lab Tour & Slide Show .... MSA 303

11:30 am
Administration of Justice Info...... GC 430
ESL 4, 5 & 6 Orientation.......... GC 230

12:00 pm
Child Development Orientation..... GC 110
How to Succeed in English Courses . GC 150
Chemistry Lab Tour.................. MSA 405

SESSIONS FOR PARENTS &
PARTNERS OF STUDENTS | SSB 414
10:00 | Intro to Community College
11:00 | Financial Aid
12:00 | Reaching Your Goals

IN THE COURTYARD
Get information on Services, Academic
Support Programs

Black Student Union & Project LEARN,
Puente, Library, Pathways Academy, Sherriff’s
Office, STEM Scholars, TRIO, EOP&S, DSPS,
On-Campus Child Care, Student Services

and Academic Majors & Programs

Allied Health, Athletics, Aviation & Travel,
Behavioral & Social Sciences, Business,
Computer Science, Health and PE, Humanities
& Fine Arts / Performing Arts, Language Arts,
Library & Learning Center, Mathematics,
Science
FALL 2014 Kickoff Passport

**PRIZES!**

Semester Parking Passes | Textbook Rental up to $300
Health Textbook, *Health: The Basics* | ASO Memberships

Tickets & entry forms available when you check-in at the Kickoff event. Tickets / Entry Forms must be turned in at the Kickoff event by 1:00pm. Earn extra chances to win at the ASO tours and workshops.

Winners will be announced in WESTWEEK at www.WLAC.edu/Events on Tuesday, September 2, 2014.

No purchase necessary to enter raffle. No more than one prize per person will be awarded.

---

Ask someone at the Sheriff's table, “What services does the Sheriff's Station offer students?”

Ask a TRiO expert, “What services are available through the TRiO program?”

Take an ASO-led campus tour.

Ask an Allied Health expert, “What degrees and certificates does your program offer?”

Ask an English, ESL, or Math instructor “Why should students take their English or math classes early in their college career?”

Attend a program/discipline orientation or info session (Allied Health, Computer Science, ESL, Administration of Justice, Child Development, English, Biology, Chemistry).

Go to the library and meet a librarian on the second floor or meet a Learning Center staff member on the first floor.

Attend an info session (Etudes, Transfer, Student Success and Support, Bookstore).

---

Get just 5 stamps/stickers on your passport & be entered to win a Bookstore rental!
Be sure to turn in your passport page by 1 pm today (Aug. 27, 2014) at the Kickoff Day Check-in station.

**NAME:** ___________________________  **STUDENT ID#** ___________________________

**PHONE NUMBER:** ___________________________  **WEST EMAIL ADDRESS:** ___________________________

You don't need to be present to win the raffle.
A Faculty Professional Development Academy

WESTCONNECT

Resources • Collaboration • Innovation

West Los Angeles College | Fall 2014

Each year, West welcomes a group of outstanding new faculty to our academic community. The Faculty Professional Development Academy: West Connect includes events for new and tenure-track faculty to provide information and resources; opportunities to expand perspectives by interacting and exchanging ideas with peers; and workshops relating to practical topics, instructional strategies, and implications for teaching.

The events are intended primarily for new and tenure-track faculty, but all faculty are welcome. All faculty may use attendance to these workshops for Flex Credit. According to our Collective Bargaining Agreement (CBA) in Article 13.8.d. full time tenured faculty members are obligated contractually to serve in one committee. The participation of these faculty members in three events per semester organized by the Faculty Professional Development Academy, during their first year as probationary faculty, meets this contractual obligation. Due to starting our Faculty Professional Academy a bit into the semester, for this semester you may use attendance to either one of these workshops or to the Academic Senate and/or AFT Faculty Guild meetings to fulfill your obligation.

Workshops are scheduled on Fridays from 10 am – 12 noon.
Please RSVP to Kimberly Manner at mannerke@wlac.edu.

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<th>September</th>
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Welcome to West: An Overview
Office of Teaching & Learning | September 5 | 10:00 am-12:00 pm | Winlock

Join us for an orientation to the campus. Meet with key people from campus areas including Distance Learning, the Library, the Learning Resource Center, and more. Learn about the various services offered and available resources on campus.

Turn over for more workshops.

The Faculty Professional Development Academy – West Connect has been developed in collaboration between the Academic Senate, AFT Faculty Guild, and Office of Teaching & Learning.
### September

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**Things to Know During the Tenure Process**

**Recently-Tenured Faculty | September 12 | 10:00 am-12:00 pm | Winlock**

Join a roundtable discussion with recently-tenured faculty who will share what they wish they knew during the tenure process. We will also review the AFT Agreement, Article 42, “Tenure Review and Evaluation.”

### October

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**Focused Inquiry**

**Nancy Sander | October 17 | 10:00 am-12:00 pm | Winlock**

This interactive session will highlight the importance of faculty inquiry and discourse. Also, learn about how to get involved in FIGs (Focused Inquiry Groups) at West.

### November

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**Annual College-wide Leadership Retreat**

**Leadership Retreat Planning Committee | November 21 | 8:30 am-2:30 pm | GC Building**

Spend an enriching, stimulating day with others from West who look to this event as a time when “all are leaders,” no matter where we work on campus. Look out for more details from the Leadership Retreat Planning Committee.

### December

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**Tenure-Track Faculty Social**

**West Administration | December 5 | 11:00 am-12:00 pm | HLRC-4B**

Join us to recognize the completion of your semester at West. Tenure-track faculty, mentors, Division Chairs, and administrators are invited.

*The Faculty Professional Development Academy – West Connect has been developed in collaboration between the Academic Senate, AFT Faculty Guild, and Office of Teaching & Learning.*
Student ID: [number]  College: W  Sem/Yr: [number]  Date: [date]
Student Name: [name]  Birthdate: [date]
Dept: [department]  Staff: [staff]

--- TYPE OF CONTACTS ---

To remove contact type not yet submitted, change stud ID to refresh screen

*** Enter Semester: 0 - Winter, 1 - Spring, 2 - Summer, 3 - Fall ***
<table>
<thead>
<tr>
<th></th>
<th>SSSP</th>
<th>Student Equity</th>
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<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>To increase California community college student access and success through the provision of core matriculation services with the goal of providing students with the support services necessary to assist them in achieving their education goal and identified course of student. Students need a plan.</td>
<td>To close achievement gaps in access and success in underrepresented student groups, as identified in local student equity plans. Research based focus on identifying gaps in student success especially for targeted student groups through the provision of specialized support/services.</td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>Core Services: Orientation, Assessment, Counseling, Advising, and Other Education Planning Services, +follow up for At-Risk Students</td>
<td>Closing achievement gaps in 5 success indicators/goals: Access Course Completion ESL and Basic Skills Completion Degree and Certificate Completion Transfer</td>
</tr>
<tr>
<td><strong>Students to be served</strong></td>
<td>New matriculating students, all students needing an education plan, undecided students, probation students, basic skills students</td>
<td>Campus based research as to the extent of student equity by gender and for each of the following categories of students: Current or former Foster youth Student with disabilities Low-income students Veterans Student in the following ethnic racial categories: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, White, some other race, more than one race</td>
</tr>
<tr>
<td><strong>Mandates</strong></td>
<td>SB 1456 &amp; Student Success Task Force and Title V (revised and new)</td>
<td>SB 860 (Budget Act), Title V (New and revised),</td>
</tr>
<tr>
<td><strong>Plan Content &amp; Coordination</strong></td>
<td>Description of core services, related research &amp; technology, match, policies, professional development, prerequisites and budget. Req. coordination w/ Student Equity plan.</td>
<td>Disproportionate Impact (DI) Study Goals, Activities &amp; Budget based on DI. Req. coordination w categorical or campus programs: EOPS/Care, DSPS, CalWORKS, MESA, Middle College High School, Puente Project, SSSP, BSI, foster youth and veterans’ programs, BFAP and BSI</td>
</tr>
<tr>
<td><strong>Plan Approval</strong></td>
<td>Who signs off on the SSSP plan: -SSSP Coordinator -Chief Student Services Officer</td>
<td>Who signs off on the plan, (local board approval required): -College President</td>
</tr>
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Developed by Audrey Yamagata-Noji, Mt. San Antonio College, 9/11/2014
# Monthly Report of New and At-Risk Students Receiving Services

## West Los Angeles College

**Report for: August 2014**

<table>
<thead>
<tr>
<th>Student Counts</th>
<th>Fall 2014*</th>
<th>Spring 2015</th>
<th>Total</th>
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<tbody>
<tr>
<td>New Students Enrolled</td>
<td>2,477</td>
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<tr>
<td><strong>Students Receiving Services (August)</strong></td>
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<td></td>
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<tr>
<td>Initial Orientation</td>
<td>273</td>
<td></td>
<td></td>
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<tr>
<td>Initial Assessment</td>
<td>263</td>
<td></td>
<td></td>
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<tr>
<td>Abbreviated SEP</td>
<td>394</td>
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<tr>
<td>Comprehensive SEP</td>
<td>40</td>
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<tr>
<td>Counseling/Advising</td>
<td>159</td>
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<tr>
<td>Other Follow Up Services</td>
<td>65</td>
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<tr>
<td><strong>YTD Total of Students Receiving Services</strong></td>
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<tr>
<td>Initial Orientation</td>
<td>588</td>
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<tr>
<td>Initial Assessment</td>
<td>972</td>
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<tr>
<td>Abbreviated SEP</td>
<td>936</td>
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<tr>
<td>Comprehensive SEP</td>
<td>77</td>
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<tr>
<td>Counseling/Advising</td>
<td>306</td>
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<tr>
<td>Other Follow Up Services</td>
<td>98</td>
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<tr>
<td><strong>At-Risk Services</strong></td>
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<tr>
<td>Students on Probation</td>
<td>2,230</td>
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<tr>
<td>Probation Students Receiving At Risk Follow Up Services (August)</td>
<td>25</td>
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<tr>
<td><strong>YTD Total of Probation Students Receiving At Risk Follow Up Services</strong></td>
<td>38</td>
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<tr>
<th>Year to Date Percentages</th>
<th>Fall 2014</th>
<th>Spring 2015</th>
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<tbody>
<tr>
<td>% of New Students Receiving Services</td>
<td></td>
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<tr>
<td>Initial Orientation</td>
<td>24%</td>
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<tr>
<td>Initial Assessment</td>
<td>39%</td>
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<tr>
<td>Abbreviated SEP</td>
<td>38%</td>
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<tr>
<td>Comprehensive SEP</td>
<td>3%</td>
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<tr>
<td>% of Probation Students Receiving At Risk Follow Up Services</td>
<td>2%</td>
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Note: This report shows New students who enrolled and received services by the last DOM.

*Includes summer student contacts

**Date Prepared:** 9/3/14