

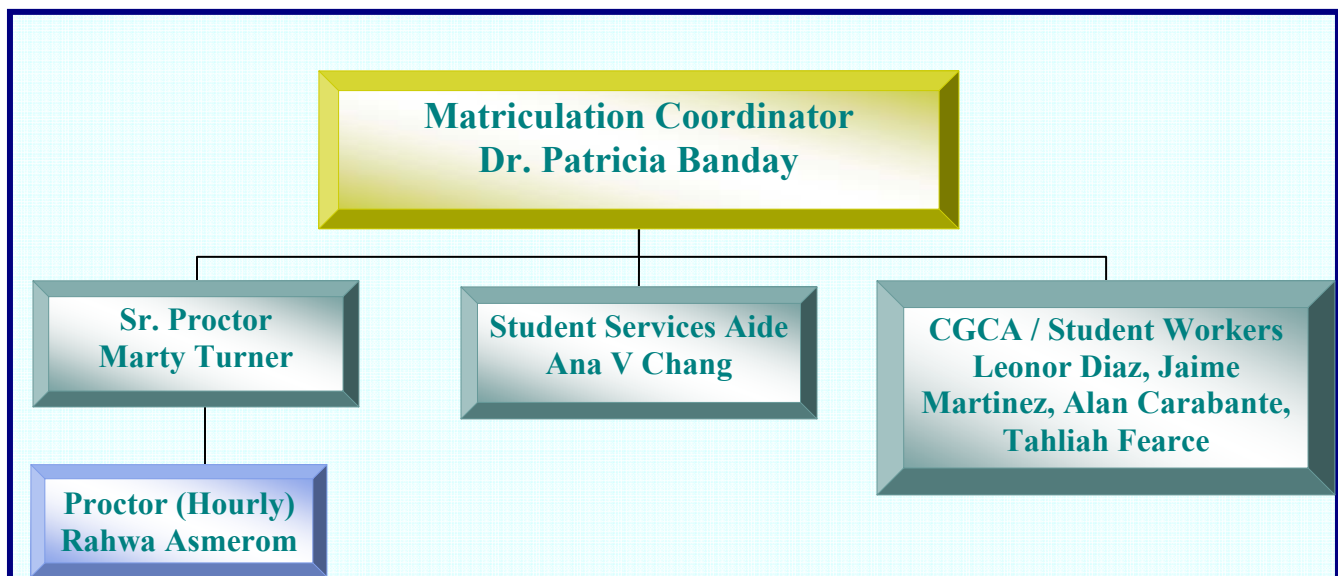
West Los Angeles College

Matriculation Year End Report

2006-2007

This has been an exciting year for the Matriculation Program. We realized that we had accomplished a great deal as the plans we made last year congealed and flourished this spring. This was a year of solidifying our relationships with our feeder high schools and expanding to include two more. It was a year of collaboration with Financial Aid, Title V, Basic Skills, Academic Affairs, Admissions, Counseling, Institutional Research, TAMOR, EOPS/ Care, DSPS, English and Math Departments, Accreditation Committee and many more committees to serve students and get the work done. We are appreciative as always for our Information Technology, Plant Facilities, Business and Personnel Departments for working with us for without you we could do nothing (remembering the blackouts!).

Matriculation Program Organizational Structure



Matriculation Services Areas

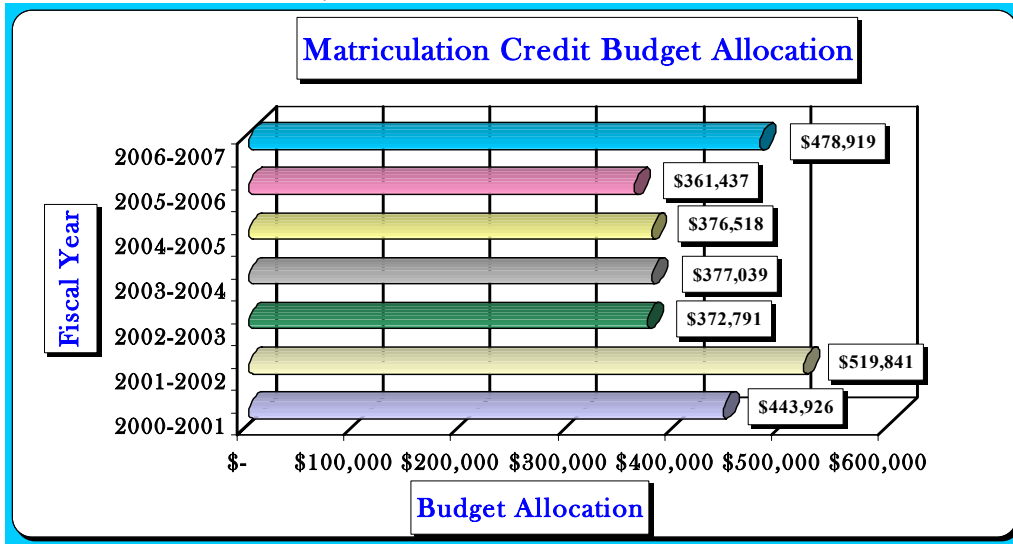
Matriculation Services is a statewide funded program that is designed to serve in 7 key student service areas known as Matriculation Component areas:

- Admissions
- Assessment
- Orientation
- Counseling
- Follow-Up
- Research
- Coordination & Training

At West Los Angeles College the Matriculation program provides services in each of the component areas to enhance student access and success. Some of the services include but are not limited to the following:

Matriculation Credit Budget Allocation 2006-2007

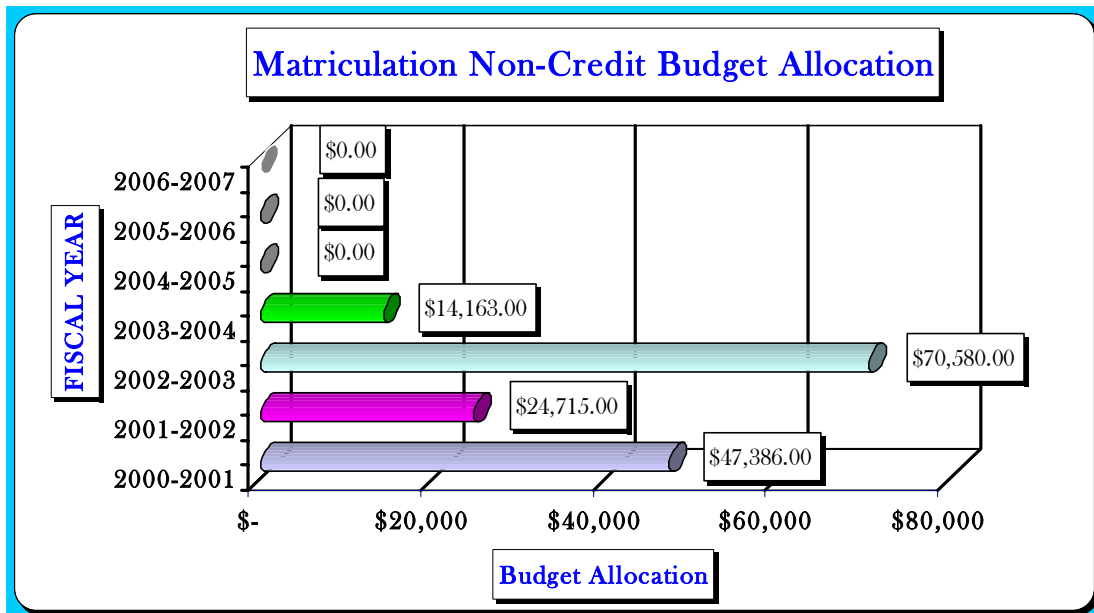
Credit Include 2006 – 2007 – \$478,919



Matriculation Non-Credit Budget Allocation 2006-2007

Non-Credit Include 2006 – 2007 – \$0

Because West Los Angeles College did not offer Non-Credit courses “Zero” funds were received for 2006-2007 FY.



Funding Areas:

ASSESSMENT

Matriculation provides English/Math/ESL and Assessment services at the college and at off-site locations. Career Assessment through the “Discover” program is also available to students.

NUMBER OF COMPLETED ASSESSMENTS

English 2,090 Tests
 Math 2,299 Tests
 ESL 470 Tests
 Discover 49 Tests
 2006-2007

COUNSELING: SARS SERVICES

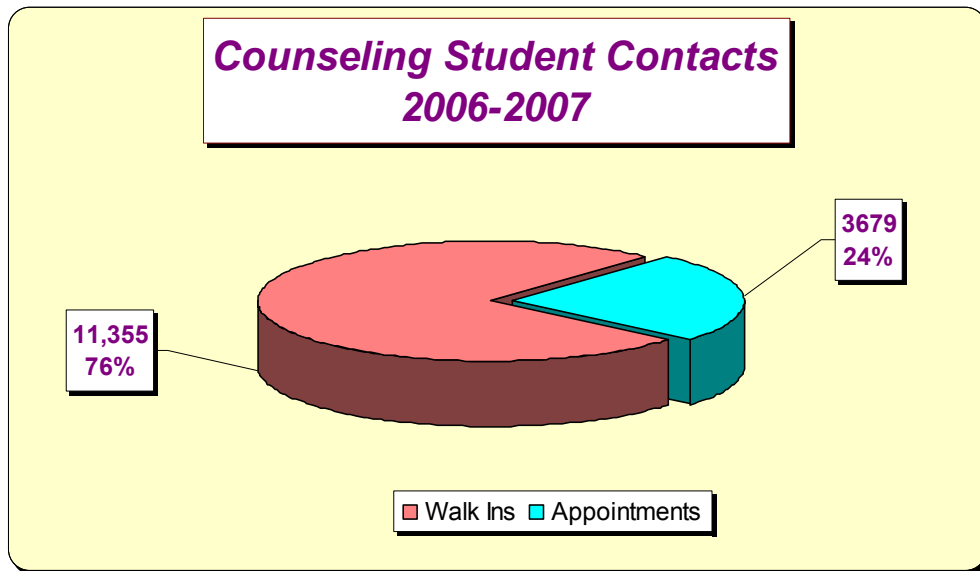
Matriculation provides SARS Services in the following departments Counseling, EOP&S, TRIO, Assessment, Workforce Development, Transfer, DSP&S and Financial Aid.

SARS functions include:

1. SARS CALL: Calls to remind and inform students of appointments, workshops, etc.
2. E-SARS: Allows students to make online and in person counseling and assessment appointments.
3. SARS TRAK: Collects student data.

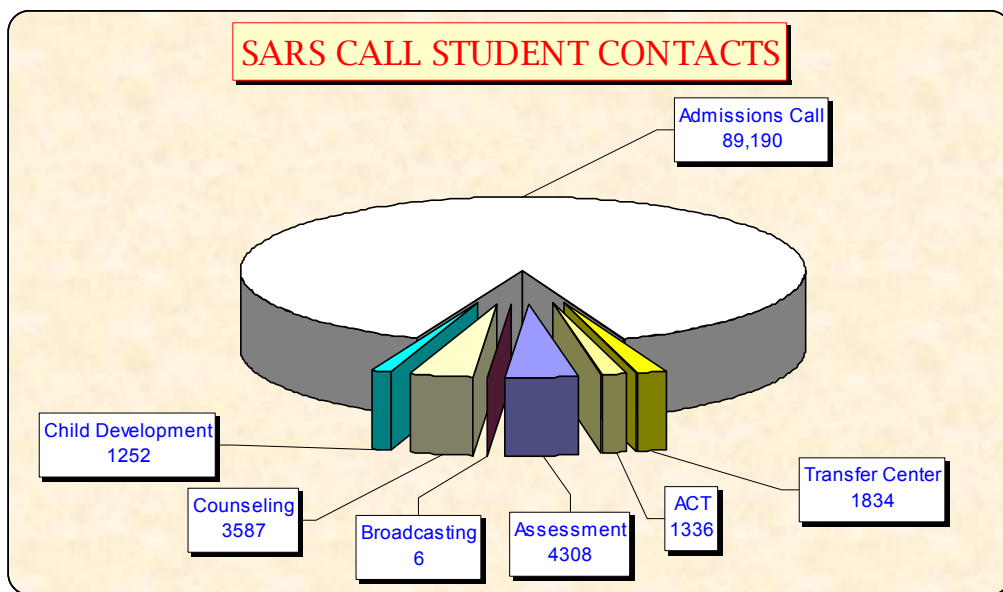
SARS COUNSELING CONTACTS

Scheduled Appointments: 3,424
Walk In Appointments: 10,727



SARS CALL

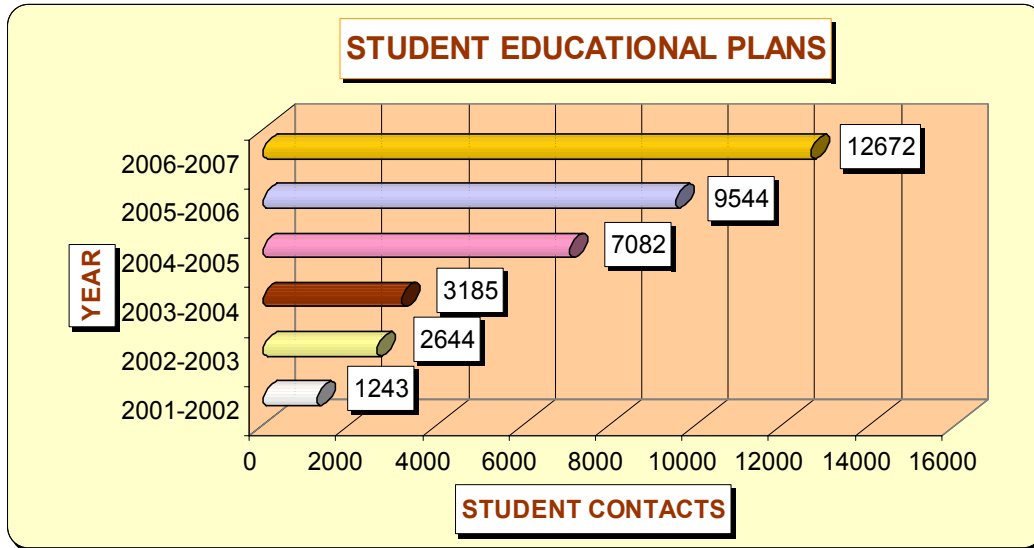
This system is an effective tool for making contacts with students and informing students about: services such as: transfer, financial aid, appointments, registration, special orientations, special events etc.



ESEP (ELECTRONIC STUDENT EDUCATIONAL PLAN)

Matriculation provides at WLAC the first “Electronic Student Educational Plan” ESEP in the district. This will be replaced by the Degree Audit Program in 2008. During the 2006-2007 FY the counseling department completed a total of 2,872 ESEP’s. The total ESEP Database is 12,672.

* The graph below reflects the current total number of ESEPs in database.



DEGREE AUDIT PROGRAM (DISTRICT WIDE)

Expenditures: \$58,417.00

This program was financed by all Matriculation Programs district-wide and selected by a district appointed committee. This is a program that will allow students and Counselors to monitor and design a Student Educational Plan that has a degree / transfer audit function. The district has selected the software and implementation at WLAC is targeted for Spring 2008.

EARLY ALERT

Matriculation works with the LACCD office in providing an early alert system for students who are identified as high risk, reported by the instructor’s on the exclusion roster. WLAC Matriculation sends out letters informing students that they should seek assistance through Counseling or talk with the instructor listed on the letter.

Fall 06: 301 Early Alerts

Spring 07: 300 Early Alerts

The current Early Alert System as offered by the District office is under revision. We look forward to replacing this system with another system next year 07/08.

RESEARCH

Matriculation worked with the Office of Institutional Research in the Fall of 06 and Spring 07 to conduct a “Point of Service-Student Services Survey” during the Welcome Week activities. Information was retrieved in four key component areas of Matriculation: Admissions, Assessment, Counseling and Orientation. Survey Data was analyzed and findings were reported by the Office of Institutional Research and published on the WLAC college website.

CONTENT REVIEW / TEST BIAS

Test Bias research was conducted in April 07 and submitted to the State Chancellor’s Office Assessment Research Team to allow WLAC local management of the ACT Compass Trigonometry and college algebra tests until such time as ACT Compass completes the validity requirements to be certified by the State Chancellor’s Office. The state Chancellor’s Matriculation Unit Advisory Committee Assessment Workgroup granted probationary approval June 2007.

2006-2007

CONTENT REVIEW

We are currently in the Content Review process with English and Math faculty as it pertains to English and Math Pre-requisites. We intend to complete a portion of this grueling process by June 30, 2007. A report of the findings will be forthcoming.

UPDATING OF THE WLAC MATRICULATION PLAN

Due to the many changes in the College Administration it has become necessary to update the plan once again. The plan will also reflect some of the new technological advancements made available to the college supported by Matriculation Services such as the Queuing System and Online Orientation.

ON-LINE COLLEGE ORIENTATION

Expenditures: \$30,000 (Title V Funding)

Graciously funded by Title V, the On-Line Orientation is near completion. We contracted with Cynosure New Media Company and began drafting the new version of the On-line College Orientation in November 2006. The Orientation should be ready for pre-view August 14, 2007. This Orientation will be wonderful. A special "Thank you" to the more than twenty students that volunteered their time and our "star quality faculty" that demonstrated great courage in front of the camera!

STUDENT HANDBOOK

Expenditures: \$11,931.40

We began crafting the Student Handbook in January of 07 and it will prove to be a great asset to our students. ASO provided strong support which and much needed feedback which helped to create a truly spectacular tool that will help them organize their educational and personal goals. The brilliance of this planner is underscored by the personal cover design by one of our student Harbakshish Singh. We want to extend a special thank you to our previous ASO president Gregory Jennings for all of his input and energy.

QUEUING SYSTEM

Expenditures: \$30,909.66 (Includes Tax, Shipping, Training, Installation and Licenses)

A Queuing system for the office of Admissions and Records was the brain child of our new VP Betsy Regalado. After thorough intensive investigative research done by our Ana Chang, Matriculation Student Aide, a committee was formed that included: Diana Baxter, Terry McGee, Glen Schenk, Lolita Montenegro, Nick Dang and P. Banday. Three companies presented and a final decision was made in favor of Nemo Queuing company. The system offered by this company will allow us to provide Queuing services for students in all of the Matriculation Component areas Admissions, Counseling, and some of the other student service areas such as Financial Aid and the Business office. We hope the college will plan to expand the system to other point of service areas.

ACCESS TO SUCCESS

Matriculation provides Access to Admissions, Assessment, Orientation, Counseling, and follow-up services to potential students at offsite locations which also include WLAC feeder high schools: Crenshaw, Culver City (ESL), Dorsey, Hamilton, Los Angeles High, Venice, Whitney Young, and Westchester high schools. Offsite visitations also included Horace Mann Middle School, College Fairs, and Cash for College events. A special thank you is extended to our hard working Sr. Proctor Marty Turner and Student Ambassadors Leonor Diaz, Jaime Martinez, Alan Carabante for their outstanding work. Many of the students given access to Matriculation Services by our staff subsequently enrolled in courses at WLAC. We were able to provide follow-up services for these students and monitor their progress

<h3 style="text-align: center;">Access To Success Summary Report 2005-2007</h3>							
<u>HIGH SCHOOL</u>	<u>STUDENT CONTACTS</u>	<u>APPLICATIONS</u>	<u>ASSESSMENT</u>	<u>COLLEGE FAIRS</u>	<u>ASSEMBLIES</u>	<u>CLASSROOM PRESENTATION</u>	<u>UNITS TAKEN</u>
HAMILTON	304	27	7	0	1200	29	42
CRENSHAW	611	59	17	105	0	0	89
WESTCHESTER	488	20	6	35	0	44	40
DORSEY	477	39	15	44	30	0	111
CULVER CITY	677	303	285	0	0	0	362.5
VENICE	234	1	0	178	0	0	0
LA HIGH	108	5	1	0	58	0	0
HORRACE MANN	0	0	0	0	89	0	0
WHITNEY YOUNG	318	53	35	0	0	0	158
Totals	3,217	507	366	362	1,377	73	802.5
STUDENT CONTACTS TOTALS				5,902			
TOTAL UNITS				802.5			

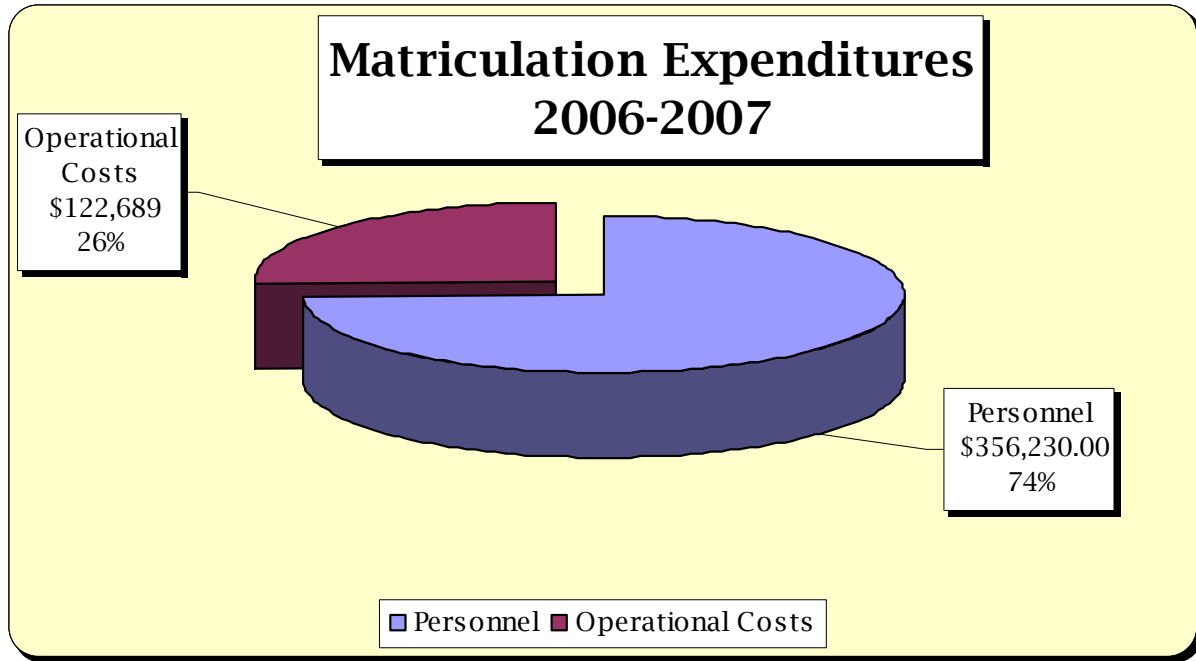
MATRICULATION CREDIT PROGRAM OPERATIONAL COSTS 2006-2007

Matriculation Services Credit Operational Cost 2006-2007

Personnel Costs: \$ 356,230

Operational Costs: \$122,689

Note: Percentages are approximations and are subject to change after receipt of LACCD Budget Operation Final Expenditure Report



The above graph represents expenditure areas

Personnel: \$356,230

*Non-Instructional
Classified
Unclassified
Benefits*

Operational: \$122,689

*Supplies
Printing
Materials - Student Handbook
Postage
Software Rentals - License Fees
Mileage
Travel
Equipment - Queuing System, Assessment Computers.*

Unused Funds Grant: The office of Matriculation Services applied for a grant from the State Chancellor's office and received an equipment grant for \$ 7,000. These funds were added to our allocation May 25, 2007.

MATRICULATION ADVISORY COMMITTEE

Amaugo, Chuck
Banday, Patricia
Baxter, Diana
Chang, Ana
Evans, Elizabeth
Fellows, Mary
Gamble, Anthony
Jacobs, Betty
Jennings, Gregory
Manheim, Jackie
McMasters, Mary J
Narez-Acosta, Alma
Quit Chau, Karen
Sander, Nancy

MATRICULATION ADVISORY COMMITTEE MEETINGS 2006/ 2007

September 26, 2006
October 25, 2006
November 22, 2006
December 13, 2006
January 24, 2007
February 21, 2007

Note: In Spring 07 as Research became a priority the larger Advisory Committee meetings were replaced by the Matriculation Assessment Subcommittee meetings.

March-May 2007

MATRICULATION GOALS FOR 2007-2008

Student Learning Outcomes
To expand student Follow-up component
To expand Student Orientation component
To expand Matriculation research effort
To improve seamless delivery of Matriculation Services.