



WEST LOS ANGELES COLLEGE UNIT PLAN for 2008-2009

LINKED TO THE EDUCATIONAL MASTER PLAN'S OVERARCHING GOALS OF ACADEMIC EXCELLENCE AND STUDENT SUCCESS

Please submit by Thursday, December 13, 2007 to C. Froloff and your Vice President.

Good news! This year, instead of doing a program review report, we are asking you to focus on your 2008-2009 Unit Plan, to be completed by the end of the Fall 2007 semester. Remember that the Unit Plan serves as the **basis** for requesting **additional** faculty, staff, and **additional** resources for continuing programs and for establishing new ones. **NOTE:** All priorities for requests BEGIN with this 2008-2009 Unit Plan.

Previous prioritized lists are null and void.

- Everyone needs to complete both Section I and Section II of the form. Remember this is the **CORE** for all funding requests. Note: Academic Division Chairs – please include faculty from different disciplines when completing this Unit Plan.
- In Section I, list all of the needs of your division (including each department/discipline), program/office in each of the appropriate categories: personnel, equipment, facilities, supplies, contracts, etc. Think of this as a “wish list.” At the conclusion of Section I, prioritize your top ten requests.
- In Section II of the form, from the total list of requests in your Unit Plan, extract those needs that specifically address the Educational Master Plan’s four strategic objectives. These objectives are listed at the beginning of Section II. Please remember to prioritize these requests also.

Please note that the other needs in your Unit Plan will be considered as additional funds become available, such as state grants, VATEA, state instructional equipment funds, enrollment growth monies, etc.

SECTION I

2008-2009 Unit Plan

New or Revised Goals Based Upon Outcomes

Division/Unit/Office: Matriculation Services

In the charts below, list all your needs in the areas of human resources, supplies and printing, equipment and maintenance of equipment, facilities, and if applicable, contracts & services.

1. Check the “critical actions needed” columns of your previous 2007-2008 Unit Plan. From those actions that have not been completed, in the charts below, enter those uncompleted actions in the critical actions column.
2. In addition to those identified in #1, also add additional items that have arisen this year, including any enrollment growth initiatives and/or new programs.

HUMAN RESOURCES

| CRITICAL ACTIONS NEEDED | BUDGET REQUIRED |
|--|----------------------|
| Enhancement of Academic Hurdlers Program and Online and group Orientations | Matriculation Budget |
| Increase Awareness of Matriculation Services through improved Website / written materials and Multi-media presentation | Matriculation Budget |
| Development and Implementation of SARS Early Alert Program | Matriculation Budget |
| Completion of Student Service Streamlining through installation of Queuing System | Matriculation Budget |
| Continuation of Matriculation Research | Matriculation Budget |

SUPPLIES and PRINTING

| CRITICAL ACTIONS NEEDED | BUDGET REQUIRED |
|---|------------------------|
| General Supplies to include but not limited to: | Matriculation Budget |
| Office supplies: | Matriculation Budget |
| Copier supplies | Matriculation Budget |
| Printing Supplies | Matriculation Budget |
| | |

EQUIPMENT and MAINTENANCE of EQUIPMENT

| CRITICAL ACTIONS NEEDED | BUDGET REQUIRED |
|--------------------------------|------------------------|
| Copiers | Matriculation Budget |
| Printers | Matriculation Budget |
| Computers | Matriculation Budget |
| | |
| | |

IF APPLICABLE, CONTRACTS & SERVICE AGREEMENTS

| CRITICAL ACTIONS NEEDED | BUDGET REQUIRED |
|--|------------------------|
| License Agreements: Cynosure New Media: Service Agreement | Matriculation Budget |
| SARS: TRAK, GRID, CALL, ALRT | Matriculation Budget |
| ACT : Compass | Matriculation Budget |
| ACT : Discover | Matriculation Budget |
| Degree Works | Matriculation Budget |

FACILITIES

| CRITICAL ACTIONS NEEDED | BUDGET REQUIRED |
|---|------------------------------|
| A12-100: Assessment Testing/ Matriculation Services | College-In-kind Contribution |
| A12-107: To provide Counselor / Student group Orientation | College-In-kind Contribution |
| | |
| | |
| | |

ADVERTISING & MARKETING

| CRITICAL ACTIONS NEEDED | BUDGET REQUIRED |
|---|-----------------------------|
| Website redesign | Matriculation Budget |
| Brochures / Flyers / written materials | Matriculation Budget |
| Multi-media presentation | Matriculation Budget |

**This section is for the division/program/office to fill in collaboratively.
TOP 10 PRIORITIES for each academic division/program/office.
(#1 as your highest priority.)**

From the previous categories, please prioritize the TOP 10 items for **additional** funding for your unit.

| |
|--|
| 1. Utilization of A12-107: Classroom to provide Counselor/ Student Orientations: College Budget Program 100 |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

SECTION II

2008-2009 Unit Plan

Unit Plan Requests from your 2008-2009 list to be considered for the \$250,000 Set-Aside

In order for these requests to be considered for the \$250,000 set-aside, they must address the Educational Master Plan's overarching goals of academic excellence and student success, and its four strategic objectives:

1. Affirm institutional commitment to student learning.
 - a. By 2010 require all students to participate in comprehensive orientation and assessment before class registration.
 - b. Adopt & publish recommended preparation advisories across the curriculum.
 - c. Evaluate the effectiveness of all college courses and programs using student learning outcomes.
 - d. Provide students study skills support via tutoring, classes, and workshops.
2. Implement a comprehensive, integrated written plan for an effective Basic Skills program to meet the needs of all West students by 2010.
 - a. By 2008 institute educationally-sound class sizes in all basic skills classes.
 - b. Re-label basic skills as pre-collegiate.
 - c. Establish learning communities and recruit students during registration.
3. Build on our success in Vocational Education to improve the whole college.
 - a. Strengthen relevant and effective vocational programs
 - b. Provide pre-collegiate support for vocational programs.
 - c. Assign trained counselors to vocational education programs.
 - d. Develop new vocational educational program offerings in growth areas the college is well-equipped to serve.
4. Build up and support WLAC's diversified modes of instructional delivery.
 - a. Institute a variety of learning communities, including Freshman Experience, and interest-driven groups (e.g. health careers, environmental sustainability).
 - b. Make available to all students online counseling, library and financial aid services.
 - c. Institute mechanisms to ensure the quality of online and hybrid courses.
 - d. Expand ETUDES ng training for faculty and staff.
 - e. Provide support services for evening and week-end students.
 - f. Provide the infrastructure (e.g., servers, WiFi, IT personnel) for technologies in and out of the classroom (e.g., eportfolios, podcasting, multi-media).

1. Examine the critical actions listed in Section I
2. Identify those actions that would implement an EMP strategy.
3. Enter those proposed actions below.
4. Examine the data posted on the program review website at <http://www.wlac.edu/programreview/index.html>
This website data should be consulted and used as evidence, if that data supports the rationale for a proposed action.

Please list these in priority order, with #1 as your highest priority.

| PROPOSED ACTION that implements an EMP Strategic Objective | INDICATE WHICH EMP STRATEGIC OBJECTIVE | What evidence is there to support the need for taking this action? | MEASURABLE OUTCOME | TIMELINE | PERSON(S) RESPONSIBLE |
|--|--|--|--------------------|----------|-----------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Note: For **each** proposed action that you want to be considered for the \$250,000 set-aside, please fill out the *2007-2008 Funding Request for President's Set-Aside Linked to the Educational Master Plan's Strategies*. This form **will be** available from Nikki Jacobson, Chair of the College Planning Committee, Dec. 18th and is to be submitted to the Planning Committee chair by **March 6, 2008**.

