

## Achievement Tracking Matrix for Planning Agenda Items from the 2006 Self-Study Los Angeles Harbor College

**All Planning Agenda Items from the 2006 Self-Study  
have been formally incorporated into the relevant college plans.  
In this table the items have been sorted according to the planning body  
or other entity primarily responsible for their achievement.**

<b>PLANNING AGENDA ITEMS- INSTITUTIONAL SELF-STUDY 2006</b>	<b>ASSIGNED TO</b>	<b>PROGRESS 2006 TO DATE</b>	<b>ACHIEVEMENT STATUS AND FUTURE ACTIONS PLANNED</b>
<b>IIA-6</b> Implement the program viability criteria and assessment procedure agreed to by the College administration and Academic Senate as an integral part of the program review process.	Academic Affairs Committee	Program viability merged into revised Program Review Manual; Academic Affairs has charged Division Chairs to take criteria into account.	2006 target achieved. Improvement continues as Chairs further integrate criteria into planning process.
<b>c)</b> Implement innovative yet practical class scheduling and other initiatives to put the College on a clear path to a balanced budget.	Academic Affairs Committee	One million dollars in budget economies identified in fall 2008; Budget Committee committed to developing a proposal for balanced budget.  New district policy allowing the college to grow beyond base and 'buy down' the current deficit. As a result the College continues to expand its student body.	Ongoing. College continues to grow its student population fall '08 and spring '09.
<b>IA-1</b> Changes in community needs oblige the College to reassess all aspects of its mission more completely. Program reviews have identified the following priorities for initiation, renewal, or expansion including Early Childhood Education, Process Plant Technology, Culinary Arts, International Business, and Television Broadcasting	Academic Affairs Committee	Expansion of Early Childhood Education supplemented by outside grants, establish highly successful Process Plant program, full degree Culinary Arts Program, classes in International Business offered at local high schools, development of Television Broadcasting curriculum sent to Curriculum Committee for approval.	2006 target achieved. Improvement continues in development and growth of programs.
<b>IB-7</b>	Academic	All courses taught at LAHC have course	2006 target achieved. Ongoing

<p><b>a)</b> Effective for the spring 2006 semester, no course will be offered at LAHC without the outline including required student learning outcomes (SLOs).</p> <p><b>b)</b> Essential data and cycle schedules for review of all college programs are on file.</p> <p><b>c)</b> Have essential program review data and cycle schedules for all college programs on file as of December, 2005.</p>	<p>Affairs Committee</p>	<p>outlines updated with SLOs.</p> <p>Six year calendar for program review in place.</p> <p>Program review data 2005 completed.</p>	<p>updates of course outlines and SLOs.</p> <p>Completed and on track for program review cycle.</p> <p>Program review calendar established. Review process proceeding on schedule.</p>
<p><b>IIA-1</b></p> <p><b>a)</b> Close the “loop” in program review of non-vocational programs and disciplines by increased focus on the SLO assessment process.</p>	<p>Academic Affairs Committee</p>	<p>Appointment of SLO coordinator, assessment workshops; on-line posting of all course outlines and SLO templates.</p>	<p>Ongoing. Continuation of SLO writing and assessment.</p>
<p><b>b)</b> Analyze entry and exit skills to determine how they accommodate to program and College-level SLOs.</p>	<p>Academic Affairs Committee</p>	<p>Entry skills are assessed according to prerequisites; exit skills are assessed at the division level with SLOs that are integrated into program and College-level plans.</p>	<p>Ongoing. Divisions continue to write and assess SLOs; need for stronger integration at programmatic and college level.</p>
<p><b>c)</b> Address ways of providing multiple sources for dialogue and evaluation in program (discipline) areas with none or very few full-time faculty.</p>	<p>Academic Affairs Committee</p>	<p>SLO writing and assessment has brought full-time and adjunct faculty together in discipline meetings.</p>	<p>2006 target achieved. Improvement continues with increased interaction between full-time and adjunct faculty at the division and committee levels.</p>

<b>f)</b> See to it that the integrated program review process is ongoing rather than cyclical.	Academic Affairs Committee	Six year calendar of program review established and in process.	2006 target achieved with plan to hold all programs accountable to program review calendar.
<b>h)</b> Institute more specific surveys and data gathering at the program level in staggered cycles so that students do not feel inundated in all courses at once and so that proper evaluation of results is feasible.	Academic Affairs Committee	Creation of Program Review timetable instituting procedures over six year period.	2006 target achieved with plan to hold all programs accountable to program review calendar.
<b>i)</b> Incorporate the College-wide student learning outcomes recently adopted by the Academic Senate and College Planning Council into the biennial student survey.	Academic Affairs Committee	District-wide student survey conducted in 2007. Results of survey shared with clusters and used in decision making process.	Administration of student survey projected for spring 2010.
<b>j)</b> Develop unit and program review surveys for ongoing evaluation of unit/program SLOs.	Academic Affairs Committee	SLO assessment has been implemented at the course level.	Minimal progress at the unit/program level mandates further input and development from the Academic Affairs Committee.
<b>k)</b> Provide more fully in College operational plans for instructor flexibility in utilizing multiple modes of instruction, particularly Web-based instruction.	Academic Affairs Committee	Training workshops for web-based pedagogy have resulted in an increased emphasis on hybrid and on-line instruction.	2006 target achieved. Improvement continues with increasing numbers of hybrid and on-line classes offered each semester.
<b>IIA-2</b> <b>a)</b> Within budget constraints enhance major and program integrity in scheduling College offerings while researching correlations between class size and SLO achievement.	Academic Affairs Committee	Data provided by Associate Dean of College Planning and Research in College fact book; proposed presentation of material to high school principals.	Ongoing effort by faculty and administrators to provide reliable scheduling that meets student needs and enhances student achievement.

<b>b) Conduct an in-depth comparison of student learning outcomes between “traditional” semester courses and shorter-term courses.</b>	Academic Affairs Committee		
<b>c) Outreach:</b> Work with the high school contacts and the College Admissions Office to improve the registration process, making the necessary paperwork less challenging for high school students so all are enrolled in a timely fashion.	Academic Affairs Committee	Stronger development of Welcome Center; coordination between Office of Academic Affairs and Outreach; Robert Barker as Recruitment Coordinator; 2 Counseling Guidance Assistants; more visible and accessible location in AD-133. The Board of Trustees and Board of the LAUSD have signed a joint MOU to expand the outreach opportunities for high school students. The college is meeting with local LAUSD representatives to find the best means of working together.	Ongoing outreach initiated at District and college level.
1) Set up a source of supplies and equipment (especially A/V equipment) for outreach faculty to use.	Academic Affairs Committee	Need communicated on Academic Affairs priority list; movement to new buildings with technology possibly free up equipment to be used by outreach instructors.	Ongoing effort to integrate outreach faculty into campus and encourage use of technology.

2) Continue and expand the meetings with outreach faculty to reduce their feelings of isolation and to allow them to share their experiences.	Academic Affairs Committee	Orientation materials for outreach instructors; Flex presentations fall '07 and spring '09.	Ongoing creation of orientation materials and professional growth opportunities for outreach faculty.
<b>d) <u>Distance Learning</u>:</b> Investigate the possibility of an orientation to online classes as a prerequisite for online students.	Academic Affairs Committee	Distance Learning Committee investigates online orientation courses and policy on other campuses.	Ongoing effort to develop and then validate the class in order to justify prerequisite course.
<b>e)</b> Continue to encourage students to complete the chancellor's student survey and disseminate these results.	Academic Affairs Committee	Participation in statewide survey tracking why students quit participating in on-line instruction.	Ongoing. Statewide survey to be conducted in spring 2009 with analysis to follow.
<b>f)</b> Implement and enforce an "exclusion for non-attendance" policy.	Academic Affairs Committee		
<b>g)</b> Work with West Los Angeles College under a cooperative Title V grant to develop distance education counseling services.	Academic Affairs Committee	Title V grant 2005-2010; development of online counseling component and certificate program in business, Administration of Justice, Fire Tech.	2006 target achieved. Improvement continues with further development at programmatic level.
<b>h)</b> Develop a website for new and continuing distance education faculty providing resources.	Academic Affairs Committee	Establishment of Users Group for on-line instructors teaching on Etudes.	2006 target achieved. Continue encouragement for all on-line instructors to participate in college User Group.

<b>i)</b> Start User Groups	Academic Affairs Committee	Initiation of User Groups on Etudes; encourage on-line faculty interaction.	2006 target achieved. Encourage all on-line instructors (experienced and inexperienced) to interact in User Group.
<b>j)</b> Investigate, through the Curriculum committee, a process for ensuring that future classes are in compliance with Section 508 of the Education Code, pursuant to the recent evaluation completed in preparation for the SPS technical assistance visit in June 2005.	Academic Affairs Committee	Technical Assistance review by Galvin & Assoc. through DSPS completed; report on file; ongoing discussion in Curriculum and Distance Learning Committees.	2006 target achieved. Ongoing work to insure compliance with Education Code.
<b>k)</b> Schedule additional College-wide and interdepartmental activities relating course objectives and grading policies to actual learning.	Academic Affairs Committee	Discussions in various division meetings relating course objectives to grades; Flex activity discussing best teaching practices.	Ongoing department discussions around SLOs, assessment and the relationship to grades.
<b>IIA-3</b> <b>a)</b> Secure data on how many transfer students actually graduate from four-year colleges and universities.	Academic Affairs Committee	Working with State Chancellor's office to utilize ARCC data to track the college's students.	Ongoing participation with State Chancellor's office to collect and analyze data.
<b>b)</b> Fund institutional research for formal and consistent tracking of the educational outcomes of our graduates to validate success rates.	Academic Affairs Committee	Working with State Chancellor's office to utilize ARCC data to track the college's students.	Ongoing participation with State Chancellor's office to collect and analyze data.
<b>b)</b> Analyze evaluation findings and utilization of results to improve programs and services.	Academic Affairs Committee	Yearly review of Student Services unit plans.	Ongoing with stronger focus toward formulating assessment measures at programmatic and service levels.

<p>c) Continue development of student learning outcomes as appropriate to the specific departments and student populations.</p>	<p>Academic Affairs Committee</p>	<p>Department level review and revision of Title V outlines; yearly review of Student Services SLOs and unit plans.</p>	<p>Ongoing with stronger focus on assessment measures and outcomes.</p>
<p><b>IIC-1</b> a) With budget constraints, provide for additional full-time librarians and classified staff for the library, a flatbed scanner and high-speed computer for public use, and increased book budget for student success through the replacement of 3% of the Library's book collection every two years, and acquisition of a core collection of instructional and educational DVDs and continued purchase of e-books.</p>	<p>Academic Affairs Committee</p>	<p>Budget constraints- no replacement capability of 3% of Library's book collection, no scanner, no new hires. Purchase of DVDs and e-books ongoing.</p>	<p>Objective prioritized by Academic Cluster but at level below that of available funding.</p>
<p>b) Evaluate the student outcomes from Library Science 101 and implement resulting decisions over the upcoming academic year.</p>	<p>Academic Affairs Committee</p>	<p>Assessment of Library Science and implement results.</p>	<p>2006 target achieved with ongoing course assessment and update.</p>
<p>c) Assess the possibility of an online version of Library Science 101 and 102 as part of an ongoing information literacy program including learning communities, tailored workshops, and drop-in orientations in addition to credit courses.</p>	<p>Academic Affairs Committee</p>	<p>Creation of Information Literacy focus and interface with classes-individualized class workshops and orientations; Library Science 101 and 102 are currently taught on-line.</p>	<p>2006 target achieved. Continued offering and expansion of 101 and 102; integration of information literacy into specific classes (spring 2009) and learning communities for fall, 2009.</p>

<b>d)</b> Provide a series of appearances by authors, lecturers, and performers on course-related topics.	Academic Affairs Committee	(2006-07) 2-3 presentations; other activities cancelled due to lack of funding.	2006 target achieved. Ongoing funding for presentations has been cut.
<b>e)</b> Develop a system of informing students individually of campus news including Library developments beyond the student newspaper.	Academic Affairs Committee	Quarterly publication of library newsletter.	2006 target achieved. Campus-library interaction strengthened improved.
<b>f)</b> Provide necessary lighting, furniture, and improved shelf access for the Library, as well as improved access to information resources for all students.	Academic Affairs Committee	Physical improvements minimal due to expectations of new facility; computer access to electronic data bases upgraded.	Ongoing improvement with construction of new library facility under AA Bond monies.
<b>g)</b> Maintain Library vendor contracts.	Academic Affairs Committee	Ongoing evaluation of on-line data bases, matched to curriculum needs, collection of usage statistics that determine future library decisions.	Completed with ongoing evaluation and data collection.
<b>II2</b> Conclude the joint Library-faculty review of the Library collection of online databases, periodical indexes, and print subscriptions, as well as its information literacy classes.	Academic Affairs Committee	Program review to be completed March, 2009.	Completion of Program Review scheduled for March, 2009.
<b>III C-1</b> Resolve issues in fulfilling the College commitment to distance learning according to feedback from distance learning participants.	Academic Affairs Committee	Monthly meetings of Distance Education Committee; participation in statewide survey to evaluate on-line retention.	Continue dialogue between on-line instructors, the Distance Education Committee, and administration to sustain college commitment to and evaluation of on-line learning.