

LOS ANGELES SOUTHWEST COLLEGE

COLLEGE FUNCTIONAL MAP

APRIL 2009

**Los Angeles Southwest College
College Functional Map**

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The Los Angeles Southwest College Mission

Los Angeles Southwest College (LASC) is committed to providing an environment for quality learning to enrich the lives of our diverse population. (Re-affirmed 8/28/08)

The Vision of Los Angeles Southwest College

Los Angeles Southwest College (LASC) is a learner-centered institution dedicated to meeting the needs of learners – the students and community who access the college for programs; and the faculty, staff and administrators who provide learning opportunities and support. We subscribe to the premise that the learner is at the center of what we do in creating opportunities, providing an environment conducive to learning and working, establishing a place where the discourse of ideas can occur and where individuals can have experiences without sacrificing their individuality. Our foundations are driven by our institutional core values. (Created 8/28/08)

Institutional Core Values (created 8/28/08)

WE VALUE:

ACCOUNTABILITY

- Addressing and implementing the standards of accreditation
- Measuring the learning outcomes of students
- Ensuring high level of performance of faculty (instructional and non-instructional)
- Realizing high quality student support services
- Meeting professional and ethical standards of academic/professional organizations
- Ensuring that our environment is aesthetically pleasing and conducive to working and learning

COMMITMENT

- Seeing the big picture and implementing a plan with the best interests of the students and college in mind
- Dedicating ourselves to our students, tasks and LASC
- Being Responsive and following through
- Maintaining focus and vision until completion of task/service
- Exceeding requirements and expectations

EQUITY

- Understanding and being responsive to differences in learning modalities
- Offering access to all who can benefit from learning opportunities provided by LASC
- Respecting philosophical orientations
- Providing fair and equitable treatment to students and employees

RESPECT

- Ensuring supportive customer service to meet student needs
- Supporting and acknowledging contributions of students and employees
- Treating individuals with dignity
- Creating an environment of trust

EXCELLENCE

- Delivering instruction at the highest level of performance
- Modeling best practices
- Maintaining currency in area(s) of specialization or service
- Sustaining standards of excellence in how we serve students
- Representing excellence through presentations and publications to the public

INTEGRITY

- Interacting with truth, sincerity, respect and collegiality
- Encouraging consistent interaction with each other
- Respecting and promoting principles of collaboration and shared governance
- Demonstrating honesty in all college publications and outreach
- Serving with the highest level of ethical behavior

2008 / 2011 STRATEGIC OBJECTIVES

STRATEGIC GOAL 1: Access

Expand Educational Opportunity & Access

Strategic Objectives

1. Ensure that student support services are available to evening, weekend and online students
2. Increase Latino student population by 30% in both credit and non-credit enrollments over 2007-2008
3. Increase male student enrollment by 20% over 2007-2008
4. Increase the service area participation rate 10% over base period fall 2007
5. Increase FTES base by increasing FTES 13% over 2007-2008
6. Develop and implement three 2+2+2 programs
7. Improve signage for ease and self-direction within the campus environment

STRATEGIC GOAL 2: *Success*

Implement Strategies for Student Success

Strategic Objectives

1. Develop and implement a three year comprehensive basic skills (student success) strategic plan
2. Increase successful course completion rates by discipline to state averages
3. Increase UC / CSU transfer rates by 10% per year using 2007-2008 as a baseline (baseline = 202 students)
4. Assess institutional SLOs by sampling 20% of annual graduating students

STRATEGIC GOAL 3: *Excellence*

Support Student Learning & Educational Excellence

Strategic Objectives

1. Improve technological advancements for instructional and support services by installing two point of service kiosks at strategic points around campus per year
2. Create 10 on-campus oases that facilitate informal small learning environments at strategic points around campus
3. Meet the District full-time faculty obligation number (FON) allocation
4. Increase the number of CTE internships with local, state, and federal agencies by five new sustainable partnerships per year over the 2007-2008 levels

STRATEGIC GOAL 4: *Accountability*

Foster a College-Wide Culture of Service & Accountability

Strategic Objectives

1. Ensure that the college follows both strategic and annual components of the planning process as laid out in the Strategic Planning Handbook
2. Ensure that the college annually assesses the efficacy of its planning process to make adjustments and improvements as needed
3. Ensure that instructional departments and non-instructional programs conduct annual assessments and evaluations of their areas and make adjustments and improvements as mandated by those evaluations
4. Increase staff and faculty participation rates in staff development activities by 30% over 2007-2008 levels
5. Provide faculty and staff with at least one workshop/seminar/training session per year that offers the opportunity to stay current with the technological advances being used on campus by students and personnel

STRATEGIC GOAL 5: *Collaboration & Resources*

Cultivate and Maintain New Resources & External Partnerships

Strategic Objectives

1. Develop and implement a marketing campaign that will launch three new publications, issue a minimum of 15 news releases per year, develop a coordinated marketing campaign of at least six marketing pieces, and begin advertising campaigns in at least three strategic media and community outlets
2. Build a more positive college image by hosting a series of open house events for select community segments and establishing an internet presence that utilizes a variety of means
3. Increase revenue through grantsmanship and contract education by 20% over 2007-2008 levels
4. Conduct a “needs assessment” of LASC programs and services and implement a Program Improvement Model focused on capacity building, student retention and enrollment growth

STRATEGIC GOAL 6: *Career and Technical Education*

Participate in Regional Workforce and Economic Development

Strategic Objectives

1. Develop and implement a comprehensive three year Career & Technical Education (CTE) strategic plan
2. Develop at least 9 programs that address local labor market needs
3. Increase business and industry participation by creating partnerships with 25 new companies

COMMITTEES OF THE COLLEGE

To fulfill our mission and the goals and objectives of the college strategic plan, Los Angeles Southwest College administrative staff, faculty, classified staff and students meet regularly in a variety of committees of consultative bodies, councils, standing committees and ad hoc committees. These bodies meet regularly to assure implementation of strategic plan objectives, to coordinate efforts and leverage resources, and to share best practices. These groups are presented below in three broad classifications: College-wide committees, committees of the Academic Senate and committees of the Faculty AFT.

College-Wide Committees

Academic Senate

Chair: Tenured faculty member elected for a two-year term by a majority of the voting, dues-paying members of the faculty, both full-time and adjunct

Charge: Primary responsibility for making recommendations in the areas of curriculum and academic standards at the College

Membership: All faculty members of the college, full-time and adjunct.

Reports to: Independent, self-reporting entity

Implementation Responsibility: Academic Senate President

Associated Student's Organization

Chair: The president of the ASO is elected annually by all LASC students, regardless of ASO membership status

Charge: The Associated Students Organization of Los Angeles Southwest College represents all students and sponsors activities including publications, assemblies, awards, student services, and club and social activities

Membership: Membership in the Associated Student Organization is not mandatory. However, student body activities are financed by money received from student membership in the Associated Students of Southwest College. Receipts are budgeted to activities concerned with the health, convenience, and general welfare of the student body in accordance with policies, rules, and regulations defined by the Board of Trustees of the Los Angeles Community College District. Membership cards in the Associated Students of Southwest College are \$7.00 per semester and \$5.00 for summer session students.

Reports to: ASO Advisor, a faculty member, staff member or administrator appointed by the College President

Implementation Responsibility: ASO President

Bond Oversight Committee (also known as College Citizen's Committee)

Chair: The chair for the CCC shall be designated by the College President. Thereafter, the chair for the CCC will be appointed annually by the first meeting held on or after July 1, or as vacancies may occur. The chair shall serve at the pleasure of the College President.

Charge: The role of the CCC is to advise the District Citizens' Oversight Committee ("DCOC") regarding the District's expenditure of bond revenues on the specific projects listed in the bond proposition that are planned for the College.

Membership: At the minimum, the committee will consist of one member who is active in a business organization representing the business community in the college's service area; one member who is active in a senior citizens' organization; one member who is in a bona fide taxpayers' organization; one member who is a student enrolled at the College and active in a college group, such as the college associated students' organization; and one member who is an active member of a college advisory committee or the College's foundation. One member of the CCC will be recommended by the College President to serve as the CCC's representative to the DCOC. Members of the CCC shall serve for a term of two years and for no more than two consecutive terms. The community college student member may, at the discretion of the College President, serve up to six months after his or her graduation. The CCC is advisory to the DCOC.

Reports to: College President

Implementation Responsibility: College President

Budget Committee

Co-Chairs: Co-chaired by a presidentially appointed administrator and an Academic Senate appointed faculty member

Charge: To facilitate the budgeting processes on campus

Membership: Per the Planning Handbook, membership is composed of VP of Administrative Services, one dean, one classified manager, one program manager, one department chair, two Academic Senate representatives, two AFT/Faculty representatives, one AFT/Classified representative, and one ASO representative

Reports to: College President

Implementation Responsibility: Vice President of Administrative Services

College Council

Co-Chairs: Co-chaired on a rotating basis (annual rotation) by the Academic Senate President and a college vice-president appointed by the college president

Charge: This body functions as the primary shared governance body on campus. The committee is charged with making recommendations to the president on college-wide matters not reserved exclusively to the Academic Senate or college bargaining groups.

Membership: One college vice president, Academic Senate President, six Academic Senate representatives, the AFT Faculty chapter president, one AFT Staff Guild representative, one at large classified staff member, the ASO president, one Building and Trades representative, one Local 99 representative and one Local 721 representative.

Reports to: College President

Implementation Responsibility:

Career & Technical Education Committee

Chair: Dean of Workforce/Economic Development

Charge:

Membership:

Reports to: Vice President of Academic Affairs

Implementation Responsibility: Dean of Workforce Development

Distance Learning Committee

Chair: Academic Dean

Charge:

Membership:

Reports to: Vice President of Academic Affairs

Implementation Responsibility: Academic Dean appointed to chair the committee

Educational Master Plan Committee

Co-Chairs: Vice President of Academic Affairs and President, Academic Senate

Charge: Responsible for preparation of the Educational Master Plan

Membership: Composition is determined by mutual agreement between the President and the Academic Senate

Reports to: College President

Implementation Responsibility: Vice President of Academic Affairs

Enrollment Management Committee

Co-Chairs: Vice President of Academic Affairs and Academic Senate Appointee

Charge: Develop and monitor enrollment management plan inclusive of trend analysis, projections, populations served, scheduling, and acceptable data elements inclusive of WSCH, DSCH, Average Class Sizes, FTES generation, etc.

Membership:

Reports to: Vice President of Academic Affairs

Implementation Responsibility: Vice President of Academic Affairs

Facilities Use Committee

Co-Chairs: Vice President of Administrative Services and Academic Senate Appointee

Charge: Oversees and recommends to the President, use of campus for events

Membership:

Reports to: Vice President of Administrative Services

Implementation Responsibility: Vice President of Administrative Services

Graduation Committee

Chair: Dean of Student Services

Charge: To plan annual commencement ceremony

Membership: Dean of Student Services, Vice President of Student Services, faculty, staff and student volunteers

Reports to: Vice President of Student Services

Implementation Responsibility: Vice President of Student Services

Mission Review Committee

Chair: Committee is convened by the co-chairs of the SPC

Charge: Responsible for the periodic review of the mission statement of the college

Membership: The co-chairs of the SPC (who convene the committee), three other presidentially appointed administrative representatives, four Academic Senate representatives, three classified representatives, appointed jointly by the applicable unions, two ASO representatives and two presidentially appointed community representatives.

Reports to: Strategic Planning Committee

Implementation Responsibility: SPC Co-Chairs

Strategic Planning Committee

Co-Chairs: A presidentially appointed administrator and an Academic Senate appointed faculty member

Charge: To guide the strategic (long range) and annual planning processes on campus for preparation of the Integrated College Operational Plan (ICOP).

Membership: Per the Planning Handbook, membership is composed of three Academic Senate representatives, three AFT/Faculty representatives, three vice presidents, two AFT/Classified representatives, one student representative, one dean, one classified manager, one program manager, one department chair and the institutional researcher (non voting).

Reports to: College President

Implementation Responsibility:

Student Learning Outcomes (SLO) Committee

Co-Chairs: Presidentially appointed administrator and Faculty member appointed by Academic Senate President

Charge: Provide leadership to the development, implementation and assessment of Student Learning Outcomes by course, program and institutionally. Also, the committee provides similar leadership to Service Outcomes.

Membership:

Reports to: Appropriate Vice Presidents

Implementation Responsibility:

Student Success Committee

Co-Chairs: Presidentially appointed administrator and Faculty member appointed by Academic Senate President

Charge:

Membership:

Reports to: Appropriate Vice Presidents

Implementation Responsibility:

Technology Committee

Co-Chair: Manager, College Information Technology and Academic Senate Appointee

Charge: To provide guidance in instructional and administrative technology to include equipment, training, deployment of technology resources and assistance in distance learning delivery.

Membership:

Reports to: Vice President of Administrative Services

Implementation Responsibility: Vice President of Administrative Services

Committees of the Academic Senate

Academic Rank Committee

Chair: Faculty member appointed by the Academic Senate

Charge: This committee shall be responsible for:

1. Following District Academic Senate Rules and Regulations.
2. Distributing rules and procedures to faculty.
3. Evaluating applications for completeness.
4. Determining if applicants have met the requirements.
5. Notifying applicants of advancement of rank or rejection of rank with explanation.

Membership: The committee shall have a minimum of six members.

Reports to: Academic Senate

Implementation Responsibility:

Curriculum Committee

Chair: Faculty member appointed by Academic Senate

Charge: This committee shall be responsible for:

1. Approval or rejection of new courses and programs.
2. Approval or rejection of new majors.
3. Changes in course requirements for a major or certificate program.
4. Changes in unit value of any course.
5. Review of existing courses and programs.
6. Listing IGETC courses.
7. Review course prerequisites and co-requisites.
8. Review of general education pattern for both Associate of Arts degree and for certification to the CSU and UC system.
9. Approval, exclusion, review, and revision of any program that uses courses taught at this college.

Membership: All Department Chairpersons or their representatives shall serve on the committee, as well as the following individuals: Articulation Officer, voting member; Matriculation Coordinator, voting member; Non-Credit Program Coordinator, voting member; Institutional Researcher, non-voting member. The Vice President and Deans of Academic Affairs are ex-officio members of the committee and shall serve as designated by the college president.

Reports to: Academic Senate

Implementation Responsibility:

Department Chairpersons (Chair of Chairs) Committee

Chair: Department Chair elected annually by the committee of instructional department chairpersons

Charge: This committee shall be responsible for:

1. Deliberating on problems and proposals that will affect the College Departments particularly as they relate to program integrity and improvement.
2. Deliberating on problems and proposals that affect their ability to be effective department chairpersons.
3. Making recommendations to the Senate on Academic and Professional matters that affect their departments.
4. Keeping the Senate informed on issues of concern related to scheduling, course offerings, curriculum, budget, and other Academic and Professional matters.
5. At the direction of the Senate, performing other actions and duties as assigned by the Academic Senate President in carrying out the purposes and policies of the Senate.

Membership: This committee shall consist of all College Department Chairpersons. These departments are Arts, Behavioral and Social Sciences, Business, Counseling, English and Foreign Language, Learning Skills Institute, Library, Life/Physical Science/Health/Physical Education, Math/Engineering/Technology, and Nursing. The President of the Senate shall be an ex-officio member of the committee. The Committee shall elect its chairperson yearly.

Reports to: Academic Senate
Implementation Responsibility:

Academic Senate Executive Committee

Chair: Academic Senate President

Charge: The committee shall be responsible for:

1. Carrying out the resolutions, policies, and activities shall be carried out in compliance with the Constitution and By Laws.
2. The Committee may exercise emergency powers during the intervals between stated meetings of the Academic Senate, and during the time that the college is not in session. Any action taken under this clause shall be an affirmative vote of a majority of the membership of the Executive Committee, are subject to be ratified by the Senate.
3. Transacting business and performing other functions consistent with the intent, purpose, and provisions of the Academic Senate Constitution and By Laws.
4. Participating with the Academic Senate President in agenda development for general session meetings of the Academic Senate.
5. Performing other actions and duties as assigned by the Academic Senate in carrying out its purposes and policies.

Membership: The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, Immediate Past President, and the three District Senators.

Reports to: Academic Senate
Implementation Responsibility:

Honors Committee

Chair: Faculty member, mutually agreed upon by Academic Senate President and College President

Charge: This committee shall be responsible for: Overseeing the Honors Program; Setting standards, procedures and policies for the Honors Program; and Approving courses for the Honors Program.

Membership: This committee shall have a minimum of five members. There shall be one member from each of the following departments: Behavioral and Social Sciences, English and Foreign Language, Learning Skills Institute, Library, and Life/Physical Science/Health/Physical Education.

Reports to: Academic Senate
Implementation Responsibility:

Professional Standards and Issues Committee

Chair: Faculty member appointed by the Academic Senate President

Charge: This committee shall be responsible for:

1. Providing, upon request of the Academic Senate President, confidential professional advice, counsel, and when appropriate mediators, to faculty members on issues related to professional and ethical conduct which are not covered by the Collective Bargaining Agreement or other District policies or procedures.
2. Considering, study and make recommendations to the Senate Executive Committee concerning complaints by individual members of the faculty regarding professional conduct.
3. Investigating matters of academic privilege and freedom.
4. Writing, reviewing, and publicizing Senate statements of Professional Conduct and encouraging all faculty members to abide by its precepts.
5. Making recommendations to the Academic Senate, on policies and procedures for enforcing the Academic Senates Statement of professional Conduct.

Membership: This committee shall include at least five faculty members.

Reports to: Academic Senate

Implementation Responsibility:

Program Review Committee

Chair: Faculty member appointed by the Academic Senate

Charge: This committee shall be responsible for:

1. Reviewing the documents and procedures for Program Review.
2. Make recommendations to the Senate for Change where appropriate.
3. Maintain copies of completed program reviews.
4. Maintain a schedule for department/discipline program review.
5. Write and submit to the Senate an annual report on the major recommendations of the program reviewers.

Membership: This committee shall have a minimum of five faculty members. Two administrators may also serve.

Reports to: Academic Senate and Vice President of Academic Affairs

Implementation Responsibility:

Staff Development Committee

Chair: Faculty member appointed by the Academic Senate

Charge: This committee shall be responsible for:

1. Coordinating professional development.
2. Planning and coordinating flex activities.
3. Approving individual faculty requests for travel from staff development funds.

4. Taking to the Staff Development Advisory Committee suggestions for College-wide activities for staff development.
5. Encouraging faculty to take full advantage of professional development.
6. Reporting once each semester to the Academic Senate.

Membership: There shall be a minimum of five faculty members on the committee, three of which shall serve on the Staff Development Advisory Committee.

Reports to: Academic Senate and President

Implementation Responsibility:

Travel/Conference Committee

Chair: Faculty member appointed by the Academic Senate

Charge: This committee shall be responsible for:

1. The administration of the campus Convention and Conference Attendance and Travel Handbook, and in compliance with District and Senate rules.
2. Giving a written report to the Academic Senate Executive Committee once a month.
3. Giving a written annual report to the Academic Senate Executive Committee at the end of the academic year.

Membership: This Committee shall have a minimum of three faculty members.

Reports to: Academic Senate and Academic Senate Executive Board

Implementation Responsibility:

Additional Committees Required by the Faculty AFT Agreement

Faculty Position Hiring Prioritization Committee

Chair: Faculty member appointed by the Academic Senate

Charge: A college shall establish a faculty position hiring prioritization committee or equivalent under: 1) the auspices of its Academic Senate; or 2) its shared governance Committee with the consent of its Academic Senate to recommend hiring prioritization for tenure track faculty positions and temporary replacement faculty positions.

Membership: This Committee shall have a minimum of three faculty members including AFT representation.

Reports to: Academic Senate

Implementation Responsibility:

Intersession Committee

Chair: A faculty member or administrator as mutually agreed by the College President and the AFT Chapter Chair

Charge: A college Intersession Committee shall be established on each campus, for every intersession. The College Intersession Committee shall serve as an appeals committee to hear and rule upon assignment priority matters.

Membership: It shall consist of no less than two faculty members as determined by campus representatives of the bargaining agent and no less than three administrators as determined by the College President.

Reports to: Vice President of Academic Affairs

Implementation Responsibility:

Peer Evaluation Committees

Chair: Elected from among the members of the Peer Review Committee by the committee

Charge: Faculty performance is evaluated by a peer review process, which generally entails the formation of a peer review committee. Faculty evaluation is a method of addressing the performance of faculty. **Each faculty member being evaluated will be assigned a peer evaluation committee.**

Membership: Depending on the type of evaluation being conducted, the membership will vary but shall include the appropriate department chair, two to three tenured faculty members and the appropriate vice president or his or her designee

Reports to: Vice President of Academic Affairs

Implementation Responsibility:

Professional Growth Committee

Chair: Faculty member selected by the committee

Charge: The Professional Growth Committee shall:

1. Recommend the award of reimbursements or other authorized disbursements from the Professional Conference and Tuition Reimbursement Funds of the college on the basis of legitimate criteria listed in the college procedures including, but not limited to, the professional merit of the conferences, workshops, institutes, conventions, seminars, courses or programs attended, and the extent to which they are likely to enhance the performance of faculty or otherwise contribute to their professional development.
2. Publicize opportunities and deadlines.
3. Judge all applications for the use of funds impartially.
4. Award reimbursements or other authorized disbursements from the Professional Conference and Tuition Reimbursement Funds in an appropriate manner. Without clear evidence to the contrary as to the appropriateness, such disbursements shall be accepted.
5. Provide a bi-annual accounting of all funds under the committee's jurisdiction to all faculty at the College in a manner agreed upon by the committee.

Membership: Composed of at least one academic administrator selected by the President, at least one regular faculty member selected by the AFT and two regular faculty members selected by the Academic Senate

Reports to:

Implementation Responsibility:

Work Environment Committee

Chair: The College WEC shall be co-chaired by an Academic Senate appointee and a classified staff member. The co-chairs shall be elected by the committee.

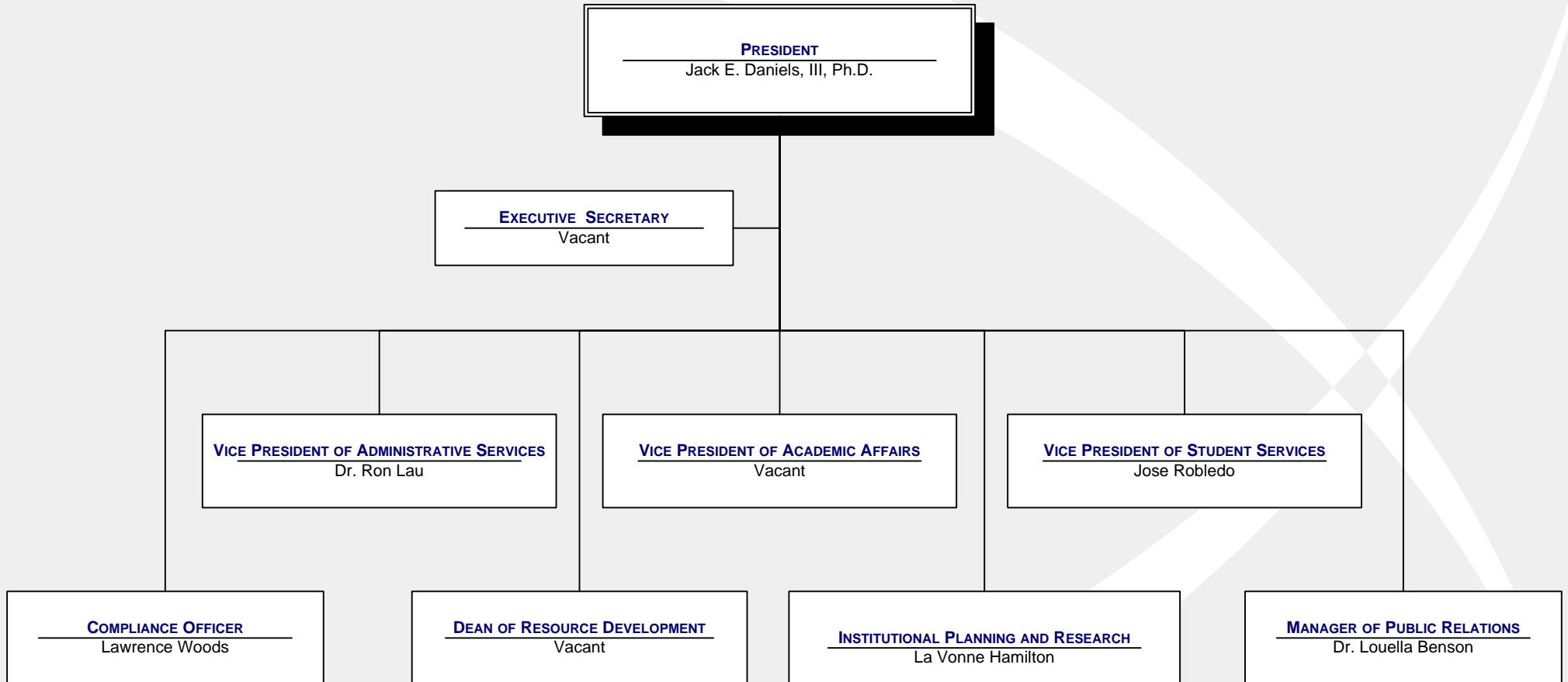
Charge: The WEC shall recommend policy and monitor all work environment matters including, but not limited to: grounds and facilities, parking, classroom conditions, allocation and conditions of faculty office space, air quality, temperature control, day and night lighting, VDT usage, health, sanitation and safety (including visible presence of sheriffs and adequate response rates to emergency situations), and progress toward the district's sustainable building efforts and other "green" practices. To promote the goal of improving the quality of the work environment, the WEC shall develop recommendations regarding work environment issues and then seek to reach agreement with the administration so that the administration may implement these recommendations. Such recommendations shall be considered for implementation in the development of the annual college budget. The Work Environment Committee shall track its recommendations and report the results to the faculty. In addition to its other responsibilities, the WEC shall develop and recommend standards regarding the provision of faculty office space which shall be applicable when new buildings are designed for construction on campus or existing buildings are substantially renovated.

Membership: The committee shall include faculty members designated by the AFT Chapter President, administrators designated by the College President and other employees as designated by their contracts with the District. Faculty members shall comprise at least 50% of the whole committee. Faculty members shall also total at least twice the number of administrator members.

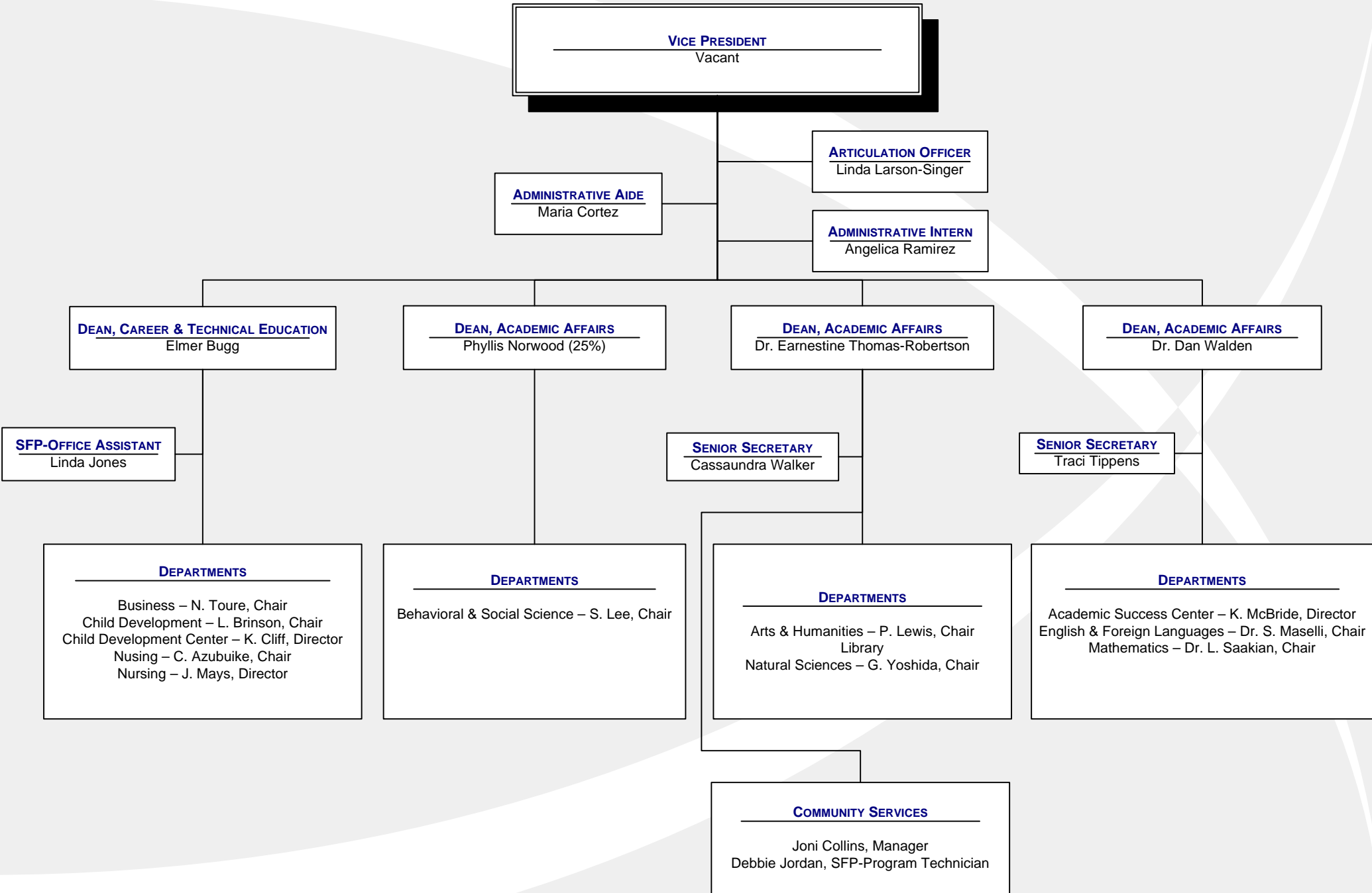
Reports to: College President and AFT Chapter Chair

Implementation Responsibility:

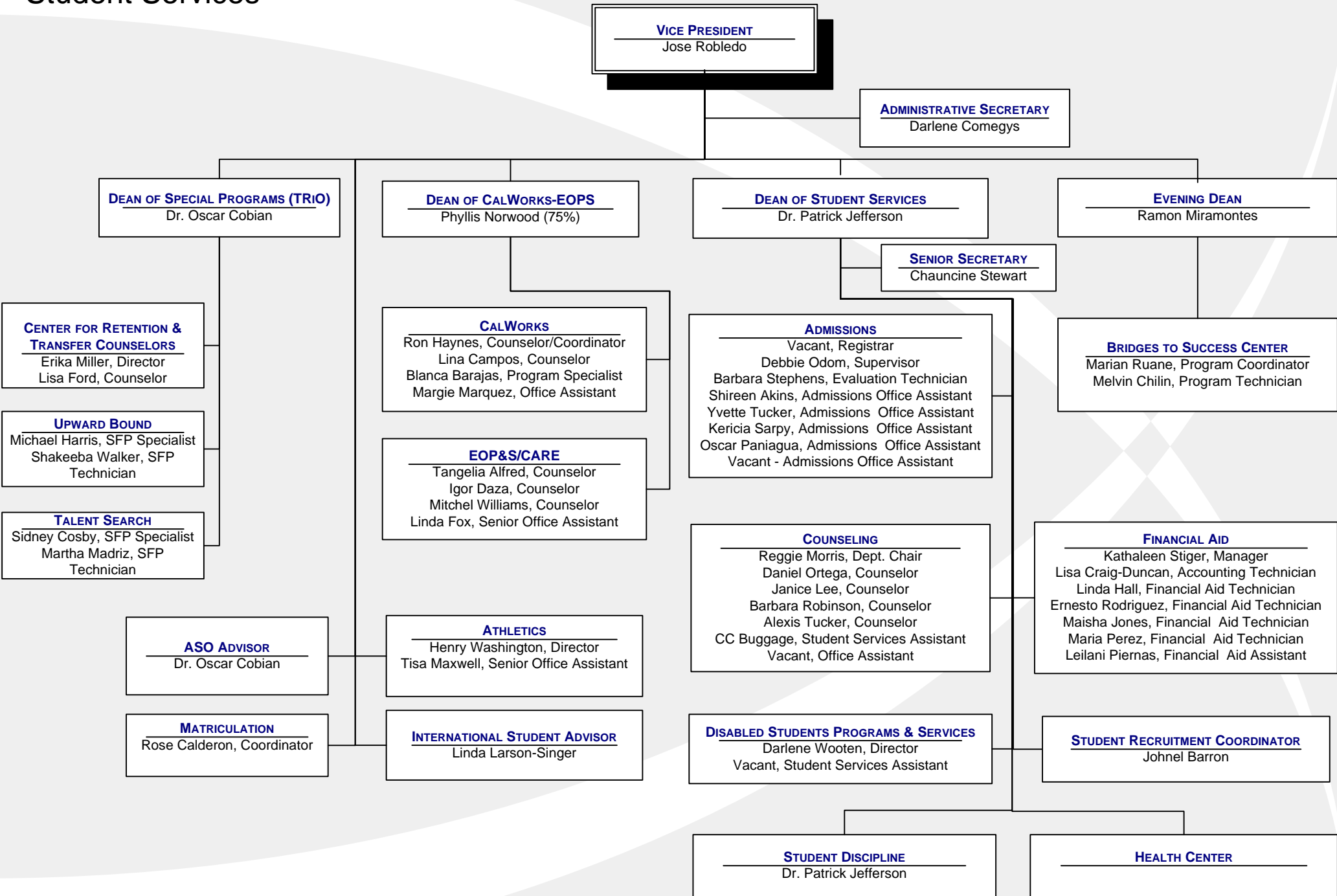
Office of the President



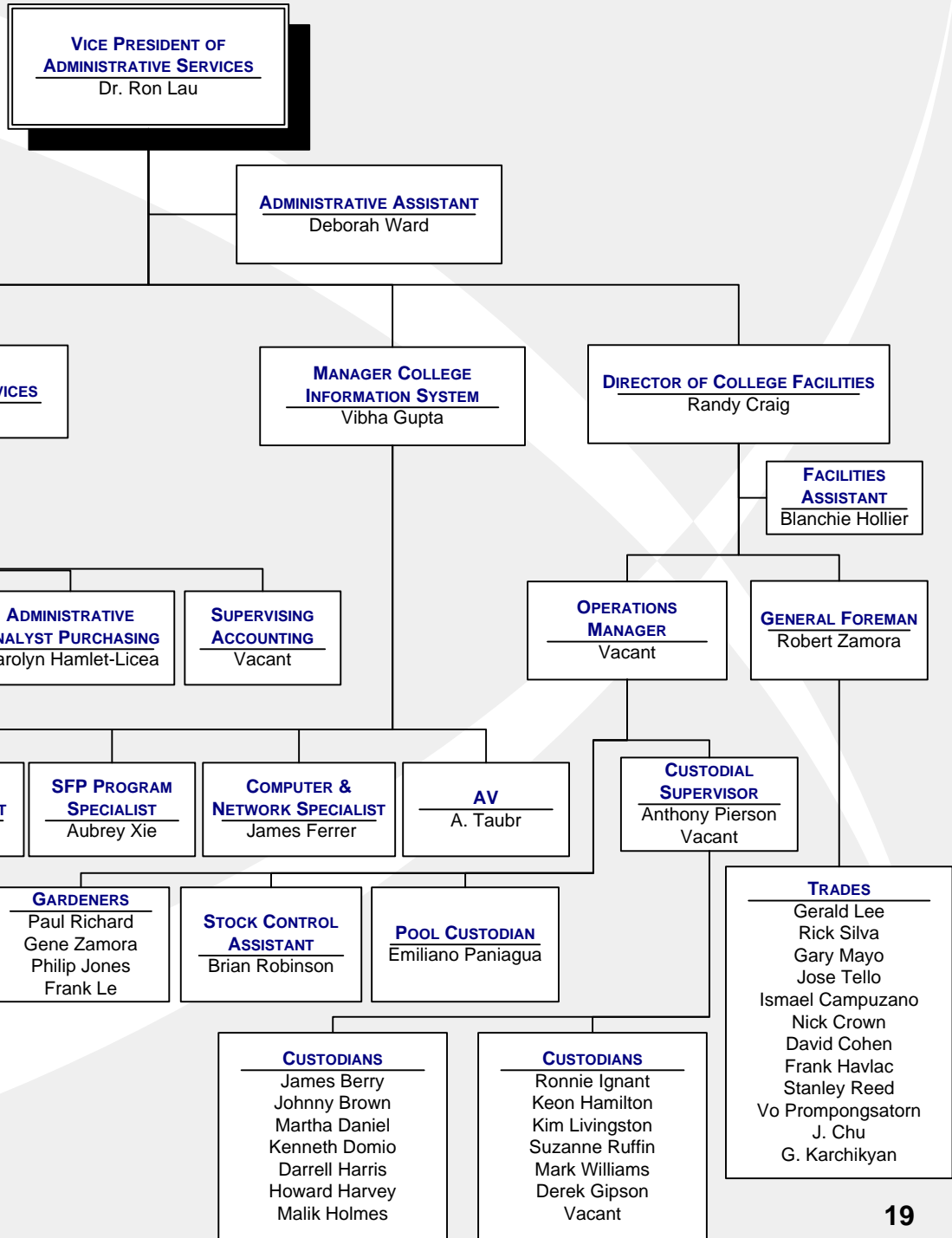
Office of Academic Affairs



Student Services



Administrative Services



Map of the College



LONG TERM CAMPUS PLAN

- EXISTING BUILDINGS
- NEW PROP J BUILDINGS
- LAUSD JOINT USE BUILDING
- PHOTOVOLTAIC PANELS
- NEW SITE WORK
- FAULT LINE SETBACKS
- NEW FENCE AND GATES
- MONUMENT SIGN

- BUILDINGS**
- 1) COX BUILDING (RENOVATION)
 - 1A) ADMINISTRATION OFFICES
 - 2) THEATER (RENOVATION)
 - 3) LECTURE LAB BUILDING (RENOVATION)
 - 4) TECHNOLOGY EDUCATION BUILDING (RENOVATION)
 - 5) THOMAS G. LARKIN PHYSICAL EDUCATION BUILDING (2006)*
 - 6) STUDENT SERVICES/ EDUCATION BUILDING (2006)*
 - 7) CHILD DEVELOPMENT CENTER/ CLASSROOM BUILDING (2007)*
 - 8) STUDENT SERVICES/ACTIVITIES CENTER (2008)*
 - 8.1) FOOD COURT
 - 9) MAINTENANCE/ OPERATIONS- SHIPPING / RECEIVING (2008)*
 - 10) PARKING STRUCTURE (2008)*
 - 11) FIELD HOUSE (2008)*
 - 12) BLEACHERS (2008)*
 - 13) GENERAL USE RESTROOMS & CONCESSIONS (2008)*
 - 14) CENTRAL PLANT (2009)*
 - 15) CAMPUS POLICE STATION (2009)*
 - 16) NEW MIDDLE COLLEGE HIGH SCHOOL (2009)*
 - 17) FUTURE VISUAL COMMUNICATIONS & PERFORMING ART TRAINING COMPLEX
 - 18) LA REGIONAL HEALTHCARE TRAINING ACADEMY
 - 19) BOOKSTORE
 - 20) STADIUM (2008)*
 - 21) FOOTBALL/ SOCCER PRACTICE FIELDS (NEW)
 - 22) SOFTBALL FIELD (NEW)
 - 23) DENNIS GILBERT BASEBALL FIELD
 - 24) 50 METER COMPETITION SWIMMING POOL
 - 25) CHILDREN'S POOL
 - 25.1) POOL BUILDING
 - 26) EXERCISE PATH (NEW)
 - 27) PALM COURT (NEW)
 - 28) INFORMAL OUTDOOR AMPHITHEATER (NEW)
 - 29) THOMAS G. LARKIN GARDEN (NEW)
 - 30) TRAFFIC CIRCLE (NEW)
 - 31) PEDESTRIAN/ CART ACCESS (NEW)
 - 32) LIMITED ACCESS ROAD
 - 33) SOUTHWEST DR. - LIMITED ACCESS ROAD
 - 34) LIMITED ACCESS ROADWAY TO NORMANDIE (NEW)
 - 35) LANDSCAPE AND SITE WORK (NEW)
 - 36) PUMP HOUSE (FUTURE)
 - 37) PROPOSED RENEWABLE ENERGY - PHOTOVOLTAIC FARM ON LEASED CAL TRANS SITE
 - 40) CAMPUS MARQUEE SIGN

*** YEAR OF CONSTRUCTION COMPLETION**

PARKING LOTS	# SPACES
2) PARKING LOT NO. 2	70
RENEWABLE ENERGY - PHOTOVOLTAIC FARM	
3) PARKING LOT NO. 3	479
4A) PARKING LOT NO. 4-SURFACE	95
40) PARKING LOT NO. 4-STRUCTURE	405
5) PARKING LOT NO. 5	18
6) PARKING LOT NO. 6	30
7) PARKING LOT NO. 7	33
8) PARKING LOT NO. 8-STRUCTURE	650
9) PARKING LOT NO. 9	13
10) PARKING LOT NO. 10	14
11) PARKING LOT NO. 11-M+O	42
TOTAL NUMBER OF SPACES	1849

LASC Functional Flow Charts (Process Maps)

Mirroring the LACCD effort, Los Angeles Southwest College has initiated an ambitious project aimed at creating detailed visual “functional flow charts” or process maps of the most common and central processes undertaken by faculty, staff, and administrators. The purpose of this project is three-fold:

1. To create easy-to-use flow charts that faculty and staff can use to carry out essential administrative processes and understand how things work at the college
2. To map as many administrative processes as possible so that they can be reengineered and refined to increase the efficiency and effectiveness of the work and tasks undertaken at the College
3. To further the understanding that comes from using the district process maps to assist in understanding and clarifying the division of roles and responsibilities between the District and the College (i.e., what gets done at the District and what is done at the College level).

Each chart traces an essential process from the point of the “initiator” through the various decision-making points that lead to an outcome and are meant to assist the user in determining where in the process they may be and what occurs at each step in the process.

As this project develops, the process maps will become more numerous and we hope, more useful. As the project progresses, the document will become “live” meaning the user will be able to click on a link to acquire forms and instructions online, further increasing the efficiency and effectiveness of the College.

FLOW CHART OF LACCD CURRICULUM REVIEW AND COURSE APPROVAL PROCESS

(Each college Senate will determine local curriculum approval process within guidelines established by Title 5 of the California Code of Regulations)

<i>Individual or Body</i>	<i>Action</i>
Faculty member or members	Initiates curriculum course proposal (new or addition of existing District course)
Majority of Faculty within the discipline	Approves course
Discipline/Dept./ Division/Cluster	Reviews and forwards recommended proposal course to:
College Curriculum Committee	Reviews and forwards recommended proposal course to:
College Academic Senate	Approves course
College President via VP Academic Affairs	Signs and sends proposal proposed course to Instructional and Student Support Division (ISSD):
Instructional and Student Support Services Division	<ol style="list-style-type: none"> 1. ISSD assigns course number, TOP Code, and (for new disciplines) subject code and subject abbreviation. 2. Places course on District-wide curriculum (DCC) agenda and District WAN (new courses) for 20 days. 3. After 20 days, input into course database (adds, modules, experimental courses) 4. Placement on DCC agenda (changes)
	After 10 - 20 working days:
Instructional and Student Support Services Division	<ol style="list-style-type: none"> 1. Placement of course on Board of Trustee's agenda (new courses) 2. Inputs course into District database (following Board approval)

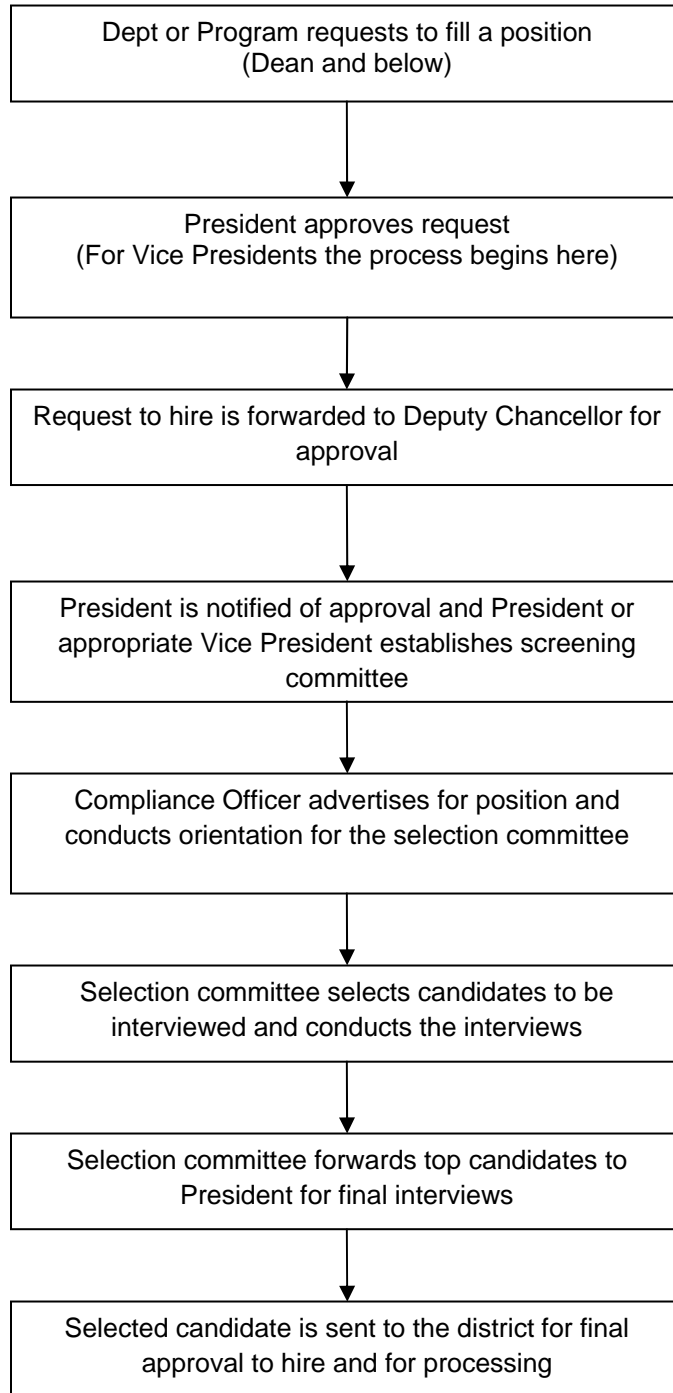
LACCD FLOW CHART FOR COURSE CHANGES

<i>Individual or Body</i>	<i>Action</i>
Faculty member or members	Initiates recommended course change
Majority of Faculty within the discipline	Approves recommended course change
Discipline/Dept./ Division/Cluster	Reviews and forwards recommended change proposal to:
College Curriculum Committee	Reviews and forwards recommended course change to:
College Academic Senate	Approves course change
College President via VP Academic Affairs	Signs and sends proposed course change to Instructional and Student Services Support Division (ISSD):
Instructional and Student Support Services Division	<ol style="list-style-type: none"> 1. Places course on Districtwide curriculum agenda and District WAN (new courses) for 20 days. 2. After 20 days, inputs change into course database (unless change is challenged) 3. Places on DCC agenda (challenged changes)
DCC	Reviews challenge and make decision to accept or reject recommended change
DAS	Hears appeals of DCC decision not to accept recommended change and makes final decision
Instructional and Student Support Services Division	Inputs course into District database if DCC decision is overruled on appeal

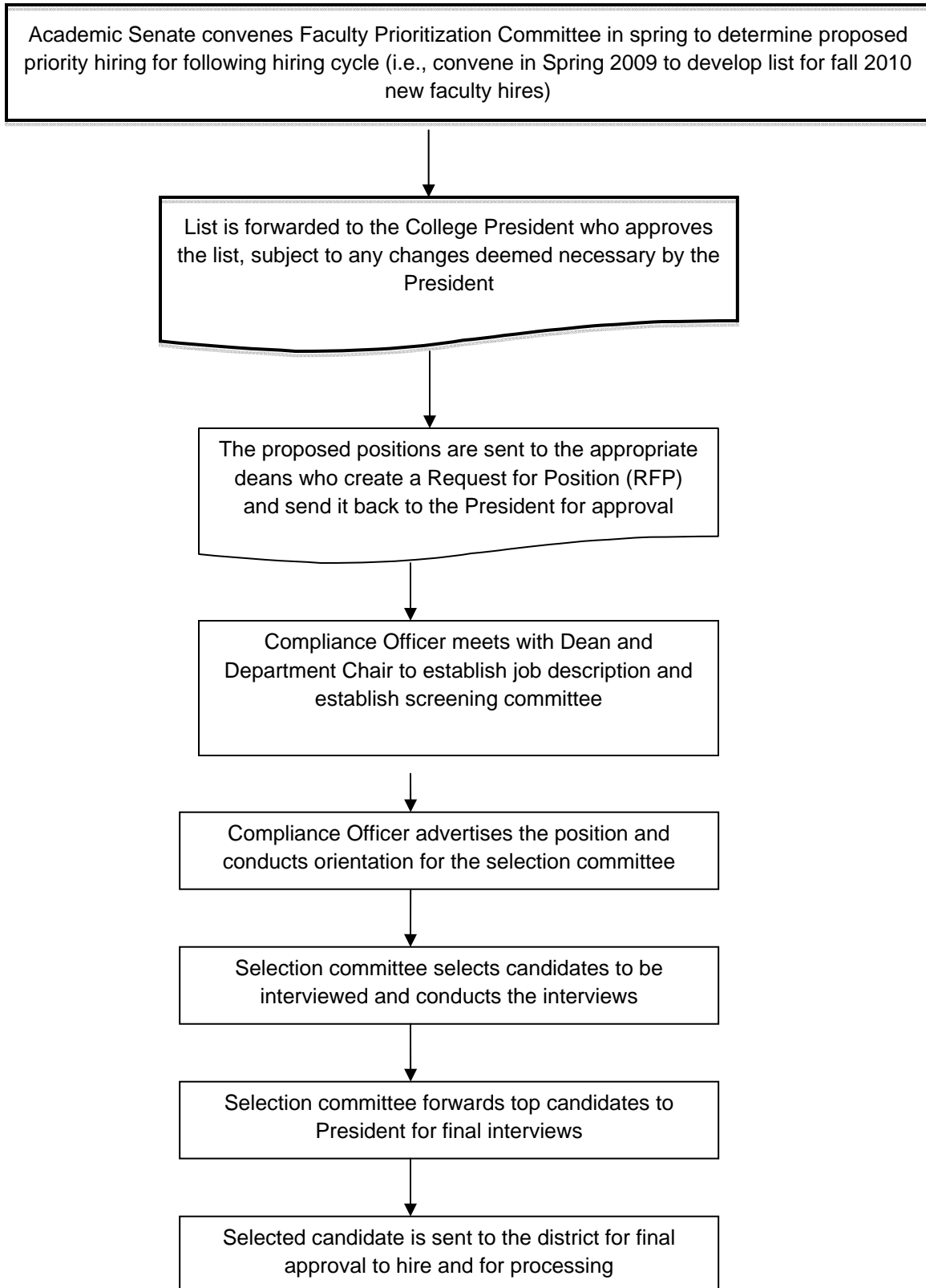
STUDENT LEARNING OUTCOMES (SLOs)

LEVEL	SLO DEVELOPMENT	DOCUMENTATION OF SLO CYCLE
Course Level	Faculty teaching course identifies at least one SLO, with assessment strategy and tool	Information is recorded in SLO Matrix (a table in the Course Outline of Record form). Matrices include assessment results, analysis, and improvement plans.
Program Level	Developed during (mini) academic program review process; Development of at least one SLO, with assessment strategy and tool. Student & Administrative Services develop/assess SLOs as part of non-instructional program review annually.	The identification of SLOs and assessment strategies are part of the academic mini-program review process and the actual reporting of results and improvement plan will be incorporated in the full program review process slated to take place during fall 2010
Institutional Level	Fully developed by SLO Committee. Identical to General Education SLOs.	Assessment is currently being developed and involves the formation of Teaching Communities. Development of other assessment strategies are currently being investigated by the SLO committee

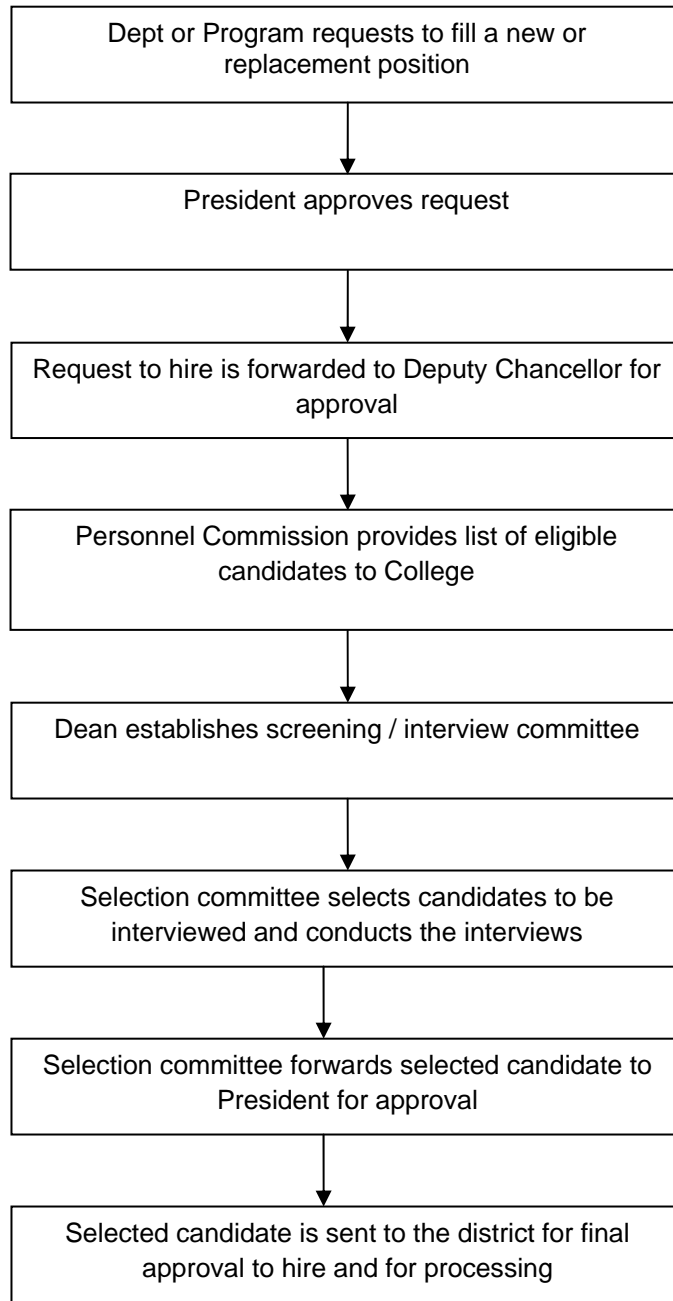
ADMINISTRATIVE HIRING PROCESS



FACULTY SELECTION PROCESS



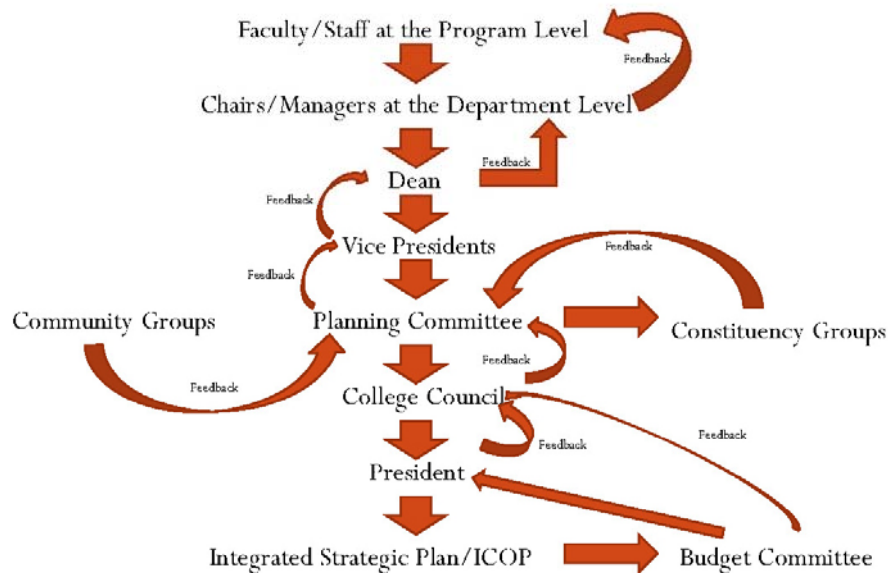
Classified Staff Hiring Process



Planning Organization and Process

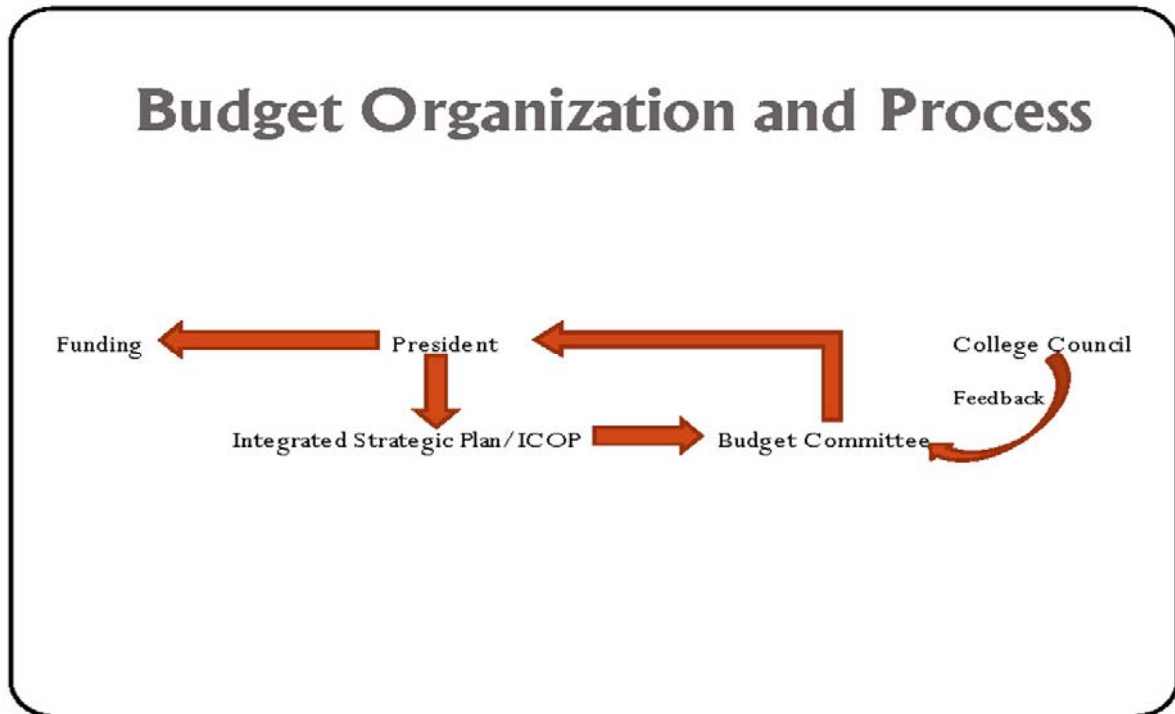
Chart 1

Planning Organization and Process

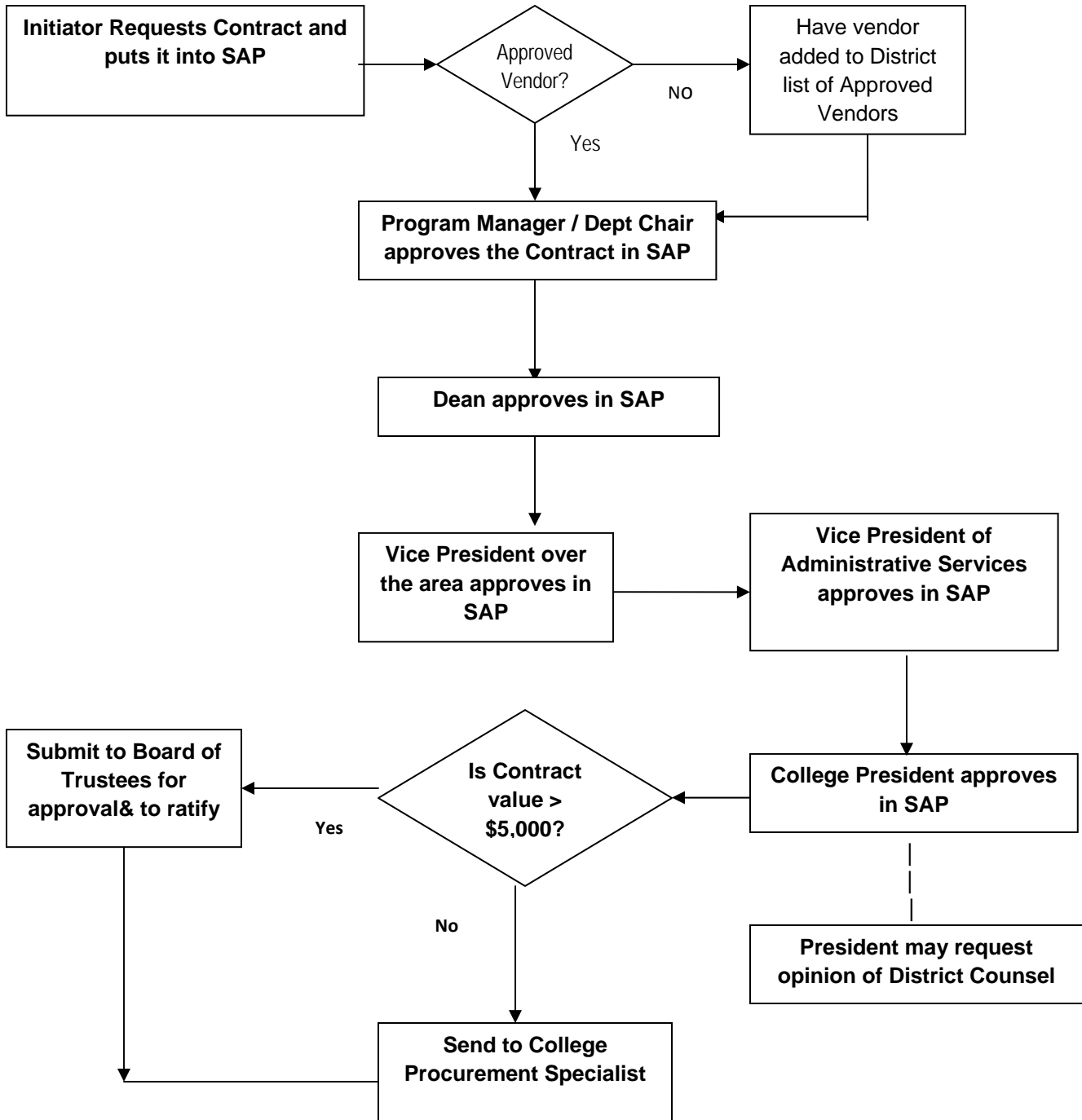


Budget Organization and Process

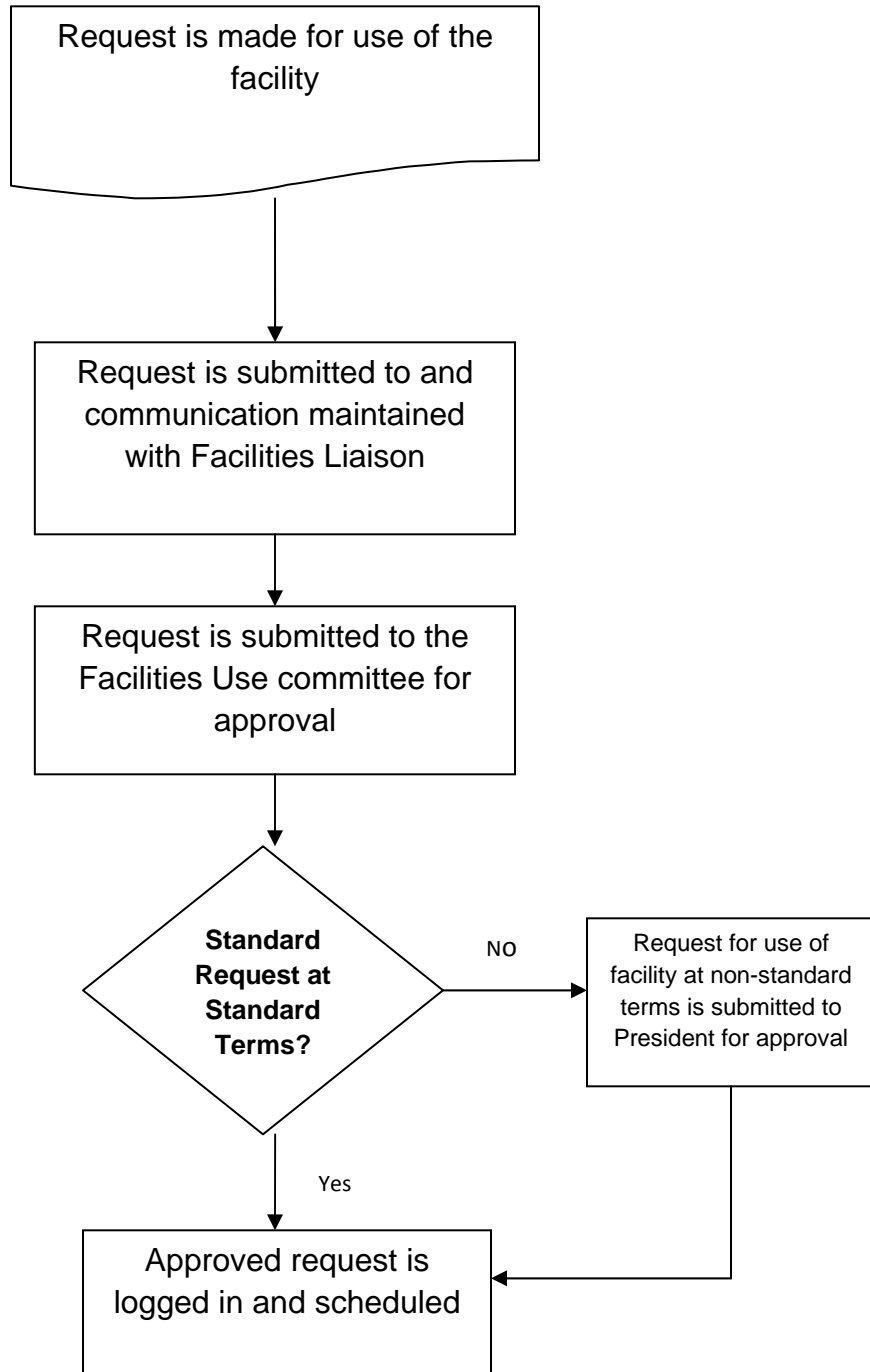
Chart 2



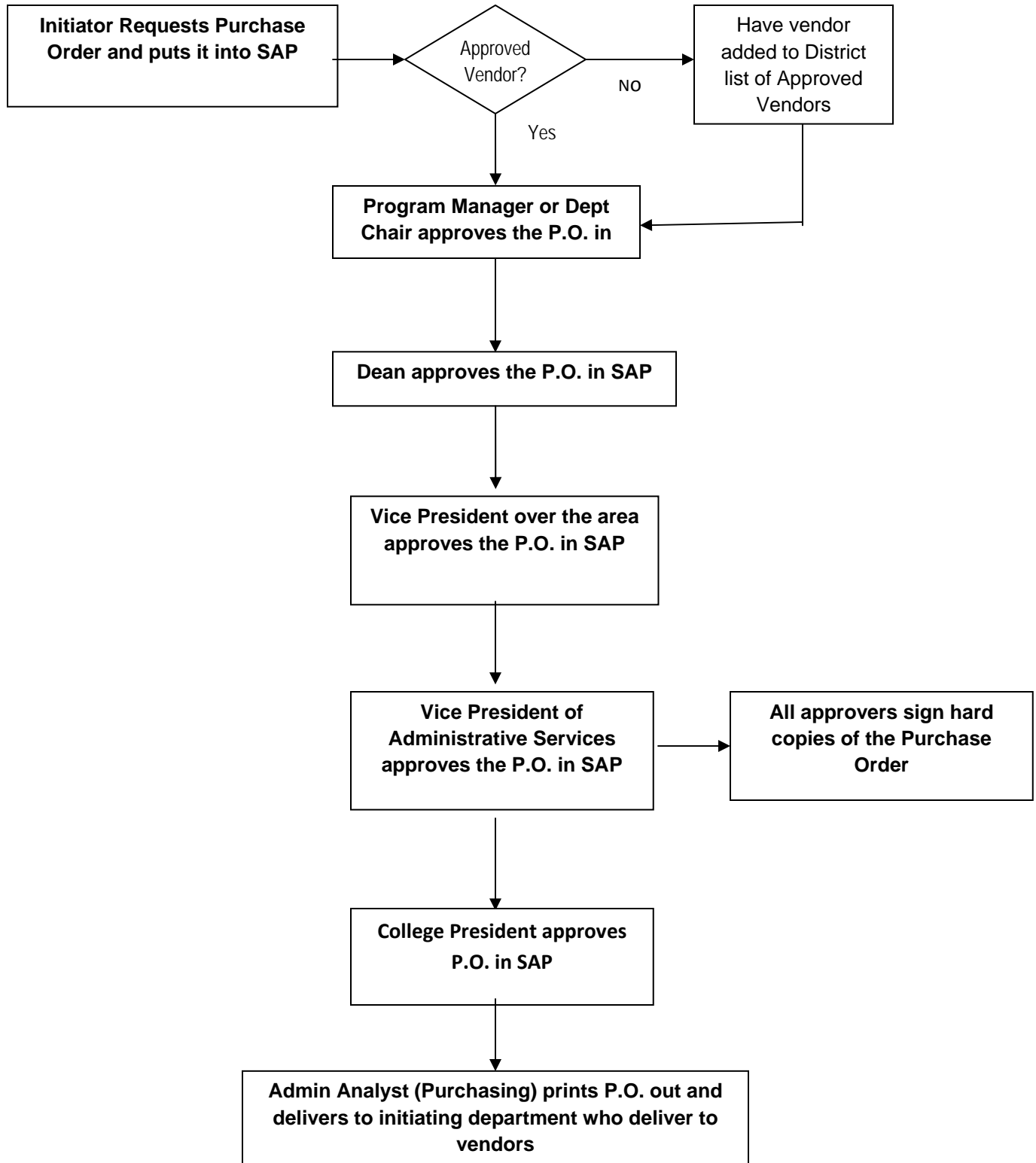
CONTRACT APPROVAL PROCESS



FACILITY USE



PURCHASE ORDER (P.O.) APPROVAL PROCESS



REIMBURSEMENTS

TRAVEL ADVANCES

TRAVEL & CONFERENCE REIMBURSEMENT

