



LACCD College Strategic Plan Self Inventory

Los Angeles Southwest College



This *Self Inventory* is intended to help colleges as they prepare their annual reports to the Board of Trustees on their progress toward achieving their strategic goals and on the activities they've undertaken in support of the *District Strategic Plan, 2005-2011*. It is presented as a compilation of the activities implied within the DSP's five goals and 33 objectives, and is not meant as a list of activities that all colleges are expected to complete. It is expected that colleges will engage in those activities that align with the needs and priorities of the communities they serve, and thus with goals and objectives established in college strategic and educational master plans. It is also expected that some of the activities below will not coincide with college strategic priorities. Colleges may evaluate the status of their response to each activity listed by using the following rubric:

- **Action Achieved** = Action Achieved
- **In Progress** = Action in Process with Achievement Expected in Short Term (1 year)
- **In Development** = Action in Developmental/Planning Stages with Achievement Projected Long Term (1-2 years)
- **Not Applicable** = Action deemed not appropriate for the college at this time

Self Inventory Instructions:

During the months of June and July 2008, personnel associated with college strategic and educational planning efforts should meet with Senior Staff and Senate Presidents to respond to the items in this survey. Once completed, the survey should be forwarded via email to Gary Colombo, Vice Chancellor for Institutional Effectiveness:

GColombo@email.laccd.edu

Surveys should be submitted by no later than Monday, August 4, 2008.

If you have any questions, please contact Gary Colombo at 213-891-2152.

Thank you!

Goal 1: <u>ACCESS—EXPAND EDUCATIONAL OPPORTUNITY AND ACCESS</u> Increase awareness of the educational opportunities available at LACCD colleges and expand access to vocational, transfer, basic skills, and life-long learning programs among all populations in the greater Los Angeles area, including those that have been traditionally underserved by institutions of higher education.	Action Achieved	In Progress	In Development	Not Applicable
Objective 1.1 Institute a District-wide College Access Initiative				
1.1.1 College has created an outreach infrastructure, with dedicated staff and budget			X	
1.1.2 College has a well-developed high school outreach campaign, with a documented calendar of activities that are evaluated on an annual basis			X	
1.1.3 College outreach and concurrent enrollment programs involve the close collaboration of academic and student support services		X		
1.1.4 College has taken documented steps to assess barriers to access and to mitigate them			X	
Objective 1.2 Enhance Outreach to Under-served Populations				
1.2.1 College has conducted outreach activities to underserved populations	X			
1.2.2 College has developed support organizations for specific under-served populations	X			
Objective 1.3 Expand Early College Awareness				
1.3.1 College has developed outreach programs and activities dedicated to raise awareness of college opportunities among K-8 th grade students		X		
1.3.2 College has developed programs and activities dedicated to raising the awareness of college opportunities among parents of K-8 th students			X	
Objective 1.4 Increase Outreach Efforts to Disconnected Youth				
1.4.1 College has developed an effective CAHSEE outreach program	X			
1.4.2 College has developed effective workforce, CTE, and other outreach programs targeting area unemployed			X	
1.4.3 College has developed programs targeting those in the juvenile and criminal justice system			X	
Objective 1.5 Coordinate District and College Marketing				
1.5.1 College has developed an effective on-going external marketing campaign			X	
1.5.2 College has developed an effective on-going internal marketing campaign		X		
1.5.3 College website is regularly maintained	X			
1.5.4 College offers a range of “branded” programs and educational options		X		
Objective 1.6 Explore the Creation of New Centers and Satellites				
1.6.1 College has reviewed demand data for new satellites and, if appropriate, is developing a proposal and plan for satellite creation.			X	
Additional Activities/Comments (Optional)				
<p>There should have been a fifth column which stated something like “not yet started”</p>				
<p>There should be 1.2.3 that the college has conducted outreach activities to African-American and Latino males—which is a stated District goal</p>				

	Action Achieved	In Progress	In Development	Not Applicable
Goal 2: <i>SUCCESS—ENHANCE ALL MEASURES OF STUDENT SUCCESS</i> Help students identify and achieve their educational goals—including transfer to four-year institutions, job and career preparation and placement, basic skills improvement, and life-long learning.				
Objective 2.1 Plan for Student Success				
2.1.1 College has integrated Student Success outcome measures in its strategic planning, educational planning, and program review processes		X		
2.1.2 College posts student success outcomes data on its website		X		
2.1.3 College faculty and staff regularly meet to discuss ways to improve student learning based success outcomes data		X		
Objective 2.2 Use Enrollment Management to Meet Student Needs				
2.2.1 College has an Enrollment Management Committee that meets to make recommendations on strategic issues related to schedule planning and tactical issues on section deletion/addition during active enrollment		X		
2.2.2 Program reviews incorporate analysis of course scheduling patterns & impact on student access	X			
Objective 2.3 Institute a District-wide Student Success Initiative				
2.3.1 College has one or more standing committees dedicated to improving student success outcomes	X			
2.3.2 College has assessed issues related to student achievement and developed and published a set of goals and action plans for improving student retention and goal attainment		X		
2.3.3 College offers all entering students “Intro to College” courses	X			
2.3.4 College offers students the opportunity to enroll in special first-year support programs (1 st year academies, bridge to college, etc.)	X			
2.3.5 College actively engages large numbers of faculty and staff in support of the student success effort	X			
Objective 2.4 Re-Think Basic Mathematics & Language Arts Instruction				
2.4.1 College has completed the Basic Skills Self Assessment	X			
2.4.2 College has filed a long term plan for improving Basic Skills instruction with the District Student Success Steering Committee and the state	X			
2.4.3 College offers students non-traditional options for completing basic skills instruction (short term intensive courses, pre-college basic skills academies, etc.)		X		
Objective 2.5 Improve Equity Outcomes for All Students				
2.5.1 College regularly reviews all student success outcomes by group for evidence of disproportionate impact			X	
2.5.2 Special programs are in place to support groups that require additional assistance	X			
Objective 2.6 Expand Job Placement				
2.6.1 College collects and publicizes job placement data for CTE disciplines			X	
2.6.2 College has a permanent Job Placement Center that assists students in finding employment	X			
Objective 2.7 Use High Technology for Student Success				
2.7.1 College regularly offers students Pod Casts of courses			X	
2.7.2 College is piloting e-portfolios			X	
2.7.3 College has implemented e-portfolios			X	
Additional Activities/Comments (Optional)				
2.5.2 Services for evening students to be provided and expanded				

Goal 3: <u>EXCELLENCE—SUPPORT STUDENT LEARNING AND EDUCATIONAL EXCELLENCE</u>	Action Achieved	In Progress	In Development	Not Applicable
Place student learning at the center of all District endeavors by transforming LACCD colleges into vibrant learning communities that offer challenging, student-centered courses and programs taught in a variety of “state-of-the-art” modes of delivery by engaged, professional faculty who expect the best from themselves and from their students.				
Objective 3.1 Implement and Use Student Learning Outcomes				
3.1.1 College has established SLOs for Core Competencies	X			
3.1.2 College has established course-level SLOs for <u>23</u> percent of all courses	PERCENT:	23%		
3.1.3 College has established program-level SLOs for <u>44</u> percent of all programs	PERCENT:	44%		
3.1.4 College has assessed SLOs for <u>1</u> percent of Core Competencies	PERCENT:	1%		
3.1.5 College has assessed SLOs for <u>1</u> percent of courses	PERCENT:	1%		
3.1.6 College has assessed SLOs for <u>0</u> percent of programs	PERCENT:	0%		
3.1.7 College has made changes in curriculum/pedagogy in response to SLO assessment in <u>1</u> percent courses	PERCENT:	1%		
3.1.8 College has made changes in curriculum/pedagogy in response to SLO assessment in <u>0</u> percent programs	PERCENT:	0%		
Objective 3.2 Foster a District-wide Culture of Evidence				
3.2.1 College has a formal Office of Research with full-time administrative and staff support			X	
3.2.2 College publishes an annual data book			X	
3.2.3 College posts its Core Indicators and other measures of institutional effectiveness on website	X			
3.2.4 Faculty leaders are trained in the use of college data and encouraged to use it for program improvement			X	
3.2.5 Faculty and administrative staff are periodically surveyed to assess their data/research needs			X	
Objective 3.3 Strengthen Educational Planning & Program Development				
3.3.1 College’s latest program review cycle is <u>100</u> percent complete	PERCENT:	100%		
3.3.2 College Ed Master Plan/Strategic Plan has been updated on	DATE:	2008		
3.3.3 College’s Ed Master Plan/Strategic Plan guide development of new academic and CTE programs	X			
3.3.4a College has developed _____ new courses in the past year	NUMBER:			
3.3.4b College has proposed _____ new courses and programs in the latest round of program review	NUMBER:			
3.3.5 College has developed _____ new programs in the past year	NUMBER:			
3.3.6 College has developed _____ new programs and/or courses in areas related to emerging technologies and sustainability/environmental studies in the past year	NUMBER:			
3.3.7 College has undertaken _____ Viability Studies in past year	NUMBER:			
3.3.8 What number of these Viability Studies lead to either positive program improvement, program deletion, or program creation	NUMBER:			
Objective 3.4 Diversify Modes of Instructional Delivery				
3.4.1 College offers _____ Distance Ed courses	NUMBER:			
3.4.2 College offers _____ hybrid course sections	NUMBER:			
3.4.3 College offers intensive alternative pathways to the degree (e.g. PACE, etc.)				
Objective 3.5 Focus Professional Development on Institutional Goals and Student Success				
3.5.1 College has a Professional Development plan that links activities with college, district, and state strategic goals & initiatives	X			
3.5.2 College has established a Teaching/Learning Resource Center for faculty			X	
Goal 3 continued on the next page...				

Goal 3: <u>EXCELLENCE—SUPPORT STUDENT LEARNING AND EDUCATIONAL EXCELLENCE (CONTINUED)</u>	Action Achieved	In Progress	In Development	Not Applicable
Objective 3.6 Establish New & Part-Time Faculty Academies				
3.6.1 College has a new faculty handbook or website	X			
3.6.2 College offers new faculty a comprehensive orientation	X			
3.6.3 College offers new faculty a new faculty academy, meeting regularly during their first semester or year		X		
Objective 3.7 Connect with Educational Partners				
3.7.1 College has developed collaborations with K-12 partners to increase college participation, align standards, and/or improve student preparation		X		
3.7.2 College has developed new partnerships with 4-year institutions to facilitate transfer, align standards, and/or improve student preparation		X		
Objective 3.8 Launch a Career Technical Education (CTE) Workforce Initiative				
3.8.1 College has included areas of potential future CTE program development in its current Educational Master Plan		X		
3.8.2 College has developed or is developing new credit courses and/or certificate programs in <u>5</u> CTE fields in past two years	NUMBER:	5		
3.8.3 College has developed or is developing new non-credit courses or certificate programs in <u>0</u> CTE fields in past two years	NUMBER:	0		
Additional Activities/Comments (Optional)				

Goal 4: ACCOUNTABILITY—CREATE A DISTRICT-WIDE CULTURE OF SERVICE AND ACCOUNTABILITY Foster a culture of service and accountability across the District that maximizes the ability of our colleges to act as highly-effective and efficient independent entities while simultaneously capturing the benefits of being a large, multi-college district.	Action Achieved	In Progress	In Development	Not
Objective 4.1 Develop a District-wide Culture of Planning and Accountability				
4.1.1 College has aligned the goals and objectives of its Strategic Plan with those of the State System and District Strategic Plans	X			
4.1.2 College has established clear measureable outcomes for the goals and objectives in its Strategic and Educational Master plans		X		
4.1.3 College has created and documented its process for assessing the effectiveness of its planning efforts		X		
4.1.4 College has reported on the effectiveness of its planning efforts to the Board of Trustees		X		
Objective 4.2 Create a Culture of “Customer Service” Across the District				
4.2.1 College has assessed or has developed a process and timeline for assessing the effectiveness and efficiency of all office procedures			X	
4.2.2 College has modified all office processes as needed to make them more user-friendly			X	
Objective 4.3 Professionalize Staff Development				
4.3.1 College regularly engages staff in professional development activities to enhance skills and productivity	X			
4.3.2 College has initiated regular cross-training of staff			X	
Objective 4.4 Support the Development of Administrative Leadership				
4.4.1 College senior staff actively serve as mentors to college personnel involved in the District Administrative Leadership Program (ALP)	X			
4.4.2 College has sent _____ personnel to participate in state-wide and national leadership training opportunities in the past year	NUMBER:			
Objective 4.5 Improve all District-wide Administrative Systems				
4.5.1 College’s has taken steps to ensure that all administrative staff have the proper training to use District administrative systems effectively		X		
Objective 4.6 Improve District-wide Communications				
4.6.1 College has live operators staffing its central phone number during all business hours				X
4.6.2 College guarantees call backs on central phone voicemail within one hour				X
4.6.3 College administration publishes regular “state of the college” update reports	X			
4.6.4 College updates all websites on a regular (at least a monthly) basis		X		
4.6.5 College has a plan for moving toward paperless operations			X	
Objective 4.7 Revisit Decentralization and the District Budget Allocation Model				
4.7.1 College has participated in the Grant Allocation process and demonstrated fiscal responsibility by maintaining a reserve or by paying back allocation grants in a timely manner				
Additional Activities/Comments (Optional)				

Goal 5: <u>COLLABORATION & RESOURCES—EXPLORE NEW RESOURCES AND EXTERNAL PARTNERSHIPS</u>		
Strengthen external partnerships at all levels in order to enhance political support for District initiatives, expand District financial resources, and improve District relationships with all communities in the greater Los Angeles area so that LACCD colleges can offer more responsive, relevant, and affordable educational programs and support services.		
Objective 5.1 Collaborate with Community Partners to Leverage Resources		
5.1.1 College has developed <u> 28 </u> formal collaborations with business and corporate partners in the past year	NUMBER:	28
5.1.2 College has developed <u> 5 </u> formal collaborations with city agencies, labor unions, and other civic partners in the past year	NUMBER:	5
5.1.3 College has developed <u> 0 </u> formal collaborations with local church groups and other private organizations in the past year	NUMBER:	0
Objective 5.2 Support Student-Centered Legislation		
N/A		
Objective 5.3 Enhance District and College Foundations		
5.3.1 College has increased its foundation holdings by \$_____ in the past year	AMOUNT (\$):	
5.3.2a College foundation scholarships have totaled \$_____ in the past year	AMOUNT (\$):	
5.3.2b College foundation scholarships have benefitted _____ students	NUMBER:	
Objective 5.4 Strengthen Support for Grants and External Funding		
5.4.1 College has applied for \$_____ in external grants funding during the current year	AMOUNT (\$):	
5.4.2 College has been awarded \$_____ in external grants funding in the past year	AMOUNT (\$):	
Objective 5.5 Identify Resources to Supplement College Master Plans		
5.5.1 College has secured \$_____ in state or federal funds to supplement current facilities master plans	AMOUNT (\$):	
5.5.2 College has developed additional funding in the amount of \$_____ (per year or one time) via public-private partnerships	AMOUNT (\$):	
Additional Activities/Comments (Optional)		