



LOS ANGELES MISSION COLLEGE

ISMP 2020-2021 ACTIVITIES UPDATE



Planning Committee Activity Inventories

New Activities

Modified Activities

Completed or Withdrawn Activities

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
DE-01	Explore a pilot program for Aligning Online Courses to CVC-OEI to Generate Statewide Enrollment to LAMC	3.1, 3.2, 3.3, 3.4, 3.5			DEC	DE Coordinator	Fall 2021	Decision on feasibility of funding such a program
EPC-01	Conduct regular orientations/ meetings for faculty and high school personnel (counselors, etc.) engaging in Dual Enrollment	1.1		\$2,000	Dual Enrollment	Dual Enrollment Dean	Spring 2020	Exit surveys show improved understanding of Dual Enrollment by LAMC faculty, and of LAMC processes by HS counselors
EPC-02	Institutionalize an annual review of the SB Program with participation by Academic Affairs and OIE to incorporate data analysis regarding its cost & efficacy (including success, retention, and completion) and to help inform course scheduling for the SB	1.2			OIE, VPSS, VPAA, VPAS	OIE Dean, VPSS, VPAA, VPAS	Fall 2020	A review is institutionalized
EPC-03	Create two non-credit Computer Applications and Office Technology equivalent certificates	1.3	\$3,000		Academic Affairs	Adult Ed Dean	Fall 2020	Certificates approved by CCCC
EPC-04	Create new Vocational Education Certificate	1.3	\$10,000		Academic Affairs	Adult Ed & CWE Deans	Spring 2020	Certificates approved by CCCC
EPC-05	Expand resources for students taking online courses (i.e., tutoring, counseling, and orientation for online study)	1.4, 2.6, 3.1, 3.2			Academic Affairs, Student Services, DE Committee	VPAA & VPSS	Spring 2020	Establish a baseline of online resources
EPC-06	Develop a 3-year marketing plan	1.5, 5.1			President's Office	PIO	Fall 2020	Completion of the plan
EPC-07	Institutionalize a process by which scheduling changes are regularly evaluated and implemented to best meet student needs	1.4, 2.3, 2.7, 3.1, 3.2, 3.4			Academic Affairs	VPAA & Department Chairs	Fall 2020	
EPC-08	Use Program Review to recommend that department chairs/disciplines identify success stories for use as recruitment tools	1.5	\$2,500		EPC	PIO	Spring 2020	

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EPC-09	Develop annual calendar of events for Professional Development	4.3		\$10,000	PDC	PDC	Spring 2021	Completion/implementation of PD calendar of events
EPC-10	Institutionalize implementation of key Advisory Board Committee recommendations.	2.4, 3.5		\$3,000	Academic Affairs Deans & Career and Workforce Education	Area Deans and Dept. Chairs	Fall 2020	70% of key Advisory Board recommendations implemented.
EPC-11	Conduct biennial review of Perkins-program Labor Market Information to validate the needs of the programs	2.4			CWE	CWE Faculty	Summer-2020	70% of programs reviewed
EPC-12	Create Program Maps and list them in Program Mapper and the catalog	2.3, 2.4, 3.1, 3.2, 3.3, 3.4		\$30,000	Academic Affairs & Student Services	GPSC	Fall-2020	90% programs mapped and listed
EPC-13	Establish a Degree Audit/Degree Progress Report in SIS	3.2	Unknown		District	District and VPSS	Fall 2020	
EPC-14	Explore assigning designated counselors to programs/ disciplines/ pathways	3.1, 3.2, 3.3, 3.6				GPSC	Fall 2020	
EPC-15	Encourage faculty to promote the transfer fair (e.g., by announcing their class/posting information on Canvas; encouraging their students to attend the event, and meeting with a minimum of one four-year university representative	3.3			VPAA & VPSS	VPAA & VPSS	Fall 2020	
EPC-16	Each fall semester recommend to all eligible (transfer) students that they submit at least one university-transfer application	3.3			Transfer Center & OIE		Fall 2021	
EPC-17	Increase number of C-SEPs completed by end of the Fall semester of the first-year	3.1, 3.2, 3.4			Student Services	Counselors	Spring-2020	
EPC-18	Conduct regular campus networking sessions to improve faculty coordination with industry	2.4, 3.5, 5.1, 5.2, 5.3		\$3,200	Academic Affairs & CWE Deans	CWE Dean	Spring 2020	Track participants through sign-in sheets
EPC-19	Complete the Strategic Enrollment Management Plan	1.5, 2.3, 3.2, 3.3, 3.4, 3.6, 5.1, 5.4			campus-wide	VPAA & VPSS	Fall 2021	

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EPC-20	Explore creating a committee to routinely review and improve the College's policies and procedures	5.4			Possibly Academic Senate and/or College Council	Campus-wide	Spring 2021	
FPC-01	Replace defective feminine hygiene dispensers	2.2, 3.6, 4.1	\$11,000		Facilities	Facilities-Manager	Ongoing	
FPC-02	Install 2 new hydration stations	2.7, 4.1	\$5,000	\$200	Facilities	Facilities Manager	Ongoing	
FPC-03	Install ASO bulletin boards in the Center for Math and Science	2.2, 2.8, 3.6	\$3,500		Facilities	Facilities-Manager	Fall 2020	
FPC-04	Complete construction of new Student Services and Administration Building	2.1, 2.5, 2.6, 3.2, 4.1, 5.4	\$65.7M		Build LACCD	Facilities Manager	Fall 2021	
FPC-05	Bring new Central Plant including Fuel Cells online (including new air handlers at the LRC, Campus Center and Campus Services buildings)	5.4	\$21.5M		Build LACCD	Facilities Manager	Spring 2021	
FPC-06	Install new flooring in Instructional-Building in classrooms 1003, 1004, 1005, 1008, 1010, 1012, 1013 & 1015.	4.1	\$100,000		Facilities	Facilities-Manager	Ongoing	
FPC-07	Replace carpet in Campus Center	4.1	\$85,000		Facilities	Facilities Manager	Spring 2020	
FPC-08	Repair the HFAC Emergency Lighting-Inverter	4.1	\$30,000		Facilities	Facilities-Manager	Spring 2021	
FPC-09	Install "shelter in place" door hardware upgrade	4.1	\$1,000,000		Facilities	Facilities Manager	Spring 2020	
FPC-10	Replace boilers in LRC	4.1, 5.4	\$300,000		Facilities	Facilities Manager	Ongoing	
PDC-01	Conduct PD activities aligned with Student Equity goals	2.2, 3.6, 4.3		\$1,000	PDC	PDC	Spring 2021	
PDC-02	Hold a series of multicultural events for student, faculty and staff	2.2.1, 2.2.2			PDC		Spring 2021	A minimum of 4 events will be held during the 2020-2021 academic year.
PDC-03	Hold a series of workshops on Equity and Humanizing Instruction	2.7.1	\$2000		PDC, DE		Spring 2022	A minimum of 5 workshops to be offered by June 2022.
SSSC-01	Conduct a Mission Open House to increase community interest/enrollment	1.5, 2.3, 5.3		\$4,000	Student Services	VPSS	Fall 2020	

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SSSC-02	Gather data (Obtaining Student Feedback: Focus Groups; Panels; Surveys) to identify areas to improve in student engagement	2.1, 2.2, 2.8		\$1,000	Student Services/SSSC	VPSS	Spring 2020	
SSSC-03	Develop Action Plans to improve collaboration within the Student Services Division based on the Employee Focus Group Report	2.1, 2.6, 4.3	\$500		ASC/SSSC	VPSS	Summer 2020	
SSSC-04	Institutionalize twice-yearly Financial Aid Jamboree	2.6		\$1,500	FA	FA Supervisor	Spring 2023	
SSSC-05	Implement and promote use of Early Support System	2.7			Counseling/LRC	Learning Center Director & VPSS	Fall 2021	Disposition of 100% of Early Support requests
SSSC-06	Establish a Student Activities Club to increase student engagement on campus (Eagle Mascot costume; cultural events)	2.8	\$500		ASO	ASO Counsellor	Spring 2020	
SSSC-07	Add Shared Governance Student Participation Acknowledgment to ASO-Banquet	2.8		\$250	SSSC & ASO	SSSC co-chairs	Spring-2021	100% of campus shared-governance will have an active-student member
SSSC-08	Conduct Transfer Workshops to assist students with transfer prep (create campus signage to promote workshops)	3.3		\$1,000	Transfer Center/Counseling	Counseling Chair	Fall 2020	
SSSC-09	Complete the Completion Awareness Project (CAP)	3.4		\$1,000	SEAS CAP Work Group/Counseling	VPSS	Fall 2020	
SSSC-10	Promote Eagle Jobs and Jobspeaker	2.4, 3.5		\$3,000	Career Center/CE	Career Center Coordinator	Fall 2020	
SSSC-11	Expand Community Partnerships to meet student needs (i.e., Housing Providers, Mental Health/Social Services Providers)	2.7, 3.4, 3.6, 5.1, 5.2, 5.3		1,500	Student Services	VPSS	Spring 2020	Establish 2 new partnerships with CBO's that can assist students with basic needs
SSSC-12	Students will receive proactive counseling to ensure they have student educational plans (SEP)	2.6.4			Outreach, Counseling	Enrollment & Student Services Dean, Counseling Dept. Chair	Fall 2022	95% of students will complete SEP within their first semester

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SSSC-13	Students will participate in orientation to ensure they have information they need to be successful	2.6.3			SSSC, OIE	Dean of Student Services, Dean of OIE	Fall 2022	95% of students will complete Orientation within their first semester
Tech-01	Send email reminders to department chairs and unit directors reminding them to update their college webpages	4.2			Tech Committee	Committee Chairs	Spring 2020	
Tech-02	Compile and annually update a list of available technology district-wide, including technology specifically designed to assist DSP&S students, and make recommendations to the Professional Development Committee regarding possible trainings to offer	2.5, 4.3			Tech Committee	Committee Chairs	Fall 2020	
Tech-03	Provide training to faculty/staff on available technology (platforms/software). Develop a flow chart of where to go for help with specific technology-related issues, including self-help instructional videos for common issues wherever possible	2.5, 4.3			Tech Committee	Committee Chairs	Spring 2024	Use analytics and data collection to account for the number of views for the training material.
Tech-04	Reach out to other committees, to faculty (via Chairs & Deans meeting), and to Student Services (via SSSC committee) to assess their technology needs	2.5			Tech Committee	Committee Chairs	Ongoing	Add a question to faculty/staff survey: The computer hardware and software available at LAMC help me to effectively perform my required duties.