# LOS ANGELES MISSION COLLEGE

## ISMP 2023-2024 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New Activities       Modified Activities       ~~Completed or Withdrawn Activities~~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~~ | ~~$15,000~~ | | ~~DEC~~ | ~~DE Coordinator~~ | ~~June 2022~~ | ~~Completion of courses' POCR program~~ |
| DE-02 | Expand the LAMC POCR program to include 3-5 new courses for OEI alignment. | 3.1, 3.2, 3.3, 3.4, 3.5 | $15,000 | | DEC | DE Coordinator | June 2023 | Completion of courses' POCR program |
| DE-03 | **Expand the LAMC POCR program to include 3 new courses for OEI alignment.** | 3.1, 3.2, 3.3, 3.4, 3.5 | $9,000 | | DEC | DE Coordinator | June 2024 | Completion of courses' POCR 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 2023~~ | ~~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 CCCCO~~ |
| ~~EPC-04~~ | ~~Create new Vocational Education Certificate~~ | 1.3 | $10,000 | | Academic Affairs | Adult Ed & CWE Deans | Spring 2020 | Certificates approved by CCCCO |

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| 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 2023 | 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 | Create a list of highlights at the conclusion of each Program Review Cycle that showcases the best practices seen from each department | 1.5 | | | EPC | PIO | Spring 2024 | Creation of best-practices list |
| 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 2024 | |

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| EPC-15 | Adopt a consistent schedule for notifying students through varied methods for the Transfer Fair (and other events) by the PR office and DE coordinator and Transfer Center. | 3.3 | | | VPAA & VPSS | VPAA & VPSS | Fall 2024 | A consistent schedule is adopted and followed. |
| 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 2023 | |
| 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 | Support regular networking opportunities each year through campus efforts to improve faculty coordination with industry and to expose and connect students to industry. | 2.4,3.5, 5.1, 5.2, 5.3 | | $3,200 | Academic Affairs & CWE Deans | CWE Dean | Spring 2024 | Track participants through signin sheets |
| EPC-19 | Institutionalize best practices identified from the 2021-2022 Enrollment Strategies Workgroup | 1.5, 2.3, 3.2, 3.3, 3.4, 3.6, 5.1, 5.4 | | | campus-wide | VPAA & VPSS | Fall 2024 | Institutionalizing the activities and strategies identified by the 2021-22 enrollment strategies workgroup. |
| 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 | |
| EPC-21 | Institutionalize an annual department operational budget training so that chairs have the understanding and tools to evaluate and weigh in on department budgets. | 1.5, 2.3, 2.4, 2.5, 2.7, 2.8, 5.4 | | | Administrative Services | Administrative Analyst, College Financial Administrator | November 2023 | An Annual Department budget training is institutionalized |
| EPC-22 | Institutionalize the process of providing annual budget updates to each academic department chair in the Spring, with the opportunity for the chair to consult with admin. regarding the budget. | 1.5, 2.3, 2.4, 2.5, 2.7, 2.8, 5.4 | | | Administrative Services | Administrative Analyst, College Financial Administrator | April 2024 | A process for providing annual budget updates to each academic department is institutionalized |

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| FPC-01 | Replace defective feminine hygiene dispensers | 2.2, 3.6, 4.1 | $11,000 | | Facilities | Facilities Manager | Ongoi ng | |
| FPC-02 | Install 2 new hydration stations | 2.7, 4.1 | $5,000 | $200 | Facilities | Facilities Manager | Ongoi ng | |
| 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 | Spring 2024 | |
| 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 2024 | |
| 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 | Ongoi ng | |
| 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 2024 | |
| FPC-10 | Replace boilers in LRC | 4.1, 5.4 | $300,000 | | Facilities | Facilities Manager | Spring 2024 | |
| 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 2024 | A minimum of 4 events will be held during the 20202021 academic year. |
| PDC-03 | Bring in Keynote Speakers for Spring into Spring and Flex day | 2.7.1 | $2500 | | PDC, DE | PDC chair | Spring 2024 | Keynote speakers (selected in consultation with Academic affairs and Senate) will present at the event. |

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| 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 | |
| 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 | Increase the number of Promise students that complete ADTs by 20%. | 2.3, 2.7, 3.1, 3,.2, 3.3, 3.4, 3.6 | | | ASC/SSSC | VPSS | June 2024 | Development and implementation of a plan. |
| SSSC-04 | Institutionalize twice-yearly Financial Aid Jamboree | 2.6 | | $1,500 | FA | FA Supervisor | Spring 2023 | |
| SSSC-05 | Offer 2 faculty trainings per year on Early Alert and demo how the system works on the back-end in terms of follow up. | 2.3.1 2.7.1 2.7.2 3.1.1 3.2.1 3.3.1 3.4.1 3.6.1 | | | Counseling/LRC | Learning Center Director & VPSS | Fall 2023 | 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 | |

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| 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 | Pathway coaches will identify students who have not completed SEP's, they will contact the students and make referrals to Counseling for appointments for SEP completion. Follow up contact will be made by the Coaches to the referred students to see that they were able to make the appointment and get a SEP completed. | 2.6, 2.7, 3.2, 3.3, 3.4, 3,6 | | | Outreach, Counseling | VPSS | Fall 2024 | >95% of new students will complete an SEP |
| SSSC-13 | Ensure that at least 95% of students will participate in orientation to ensure they have information they need to be successful. | 2.6, 2.7, 3.1, 3.2, 3.3, 3.4, 3.6 | | | SSSC, OIE | Dean of Student Services, Dean of OIE | Fall 2024 | >95% of new students will complete orientation |
| 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. |

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| 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 | Ongoi ng | Add a question to faculty/staff survey: The computer hardware and software available at LAMC help me to effectively perform my required duties. |