

Department Plan
Long Beach City College
Dept - Learning & Academic Resources

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Mission: To serve as the college's multidisciplinary provider of learning and academic resources and assistance for all students, cultivating student intellectual development through course- and discipline-specific assistance, and providing guidance in developing comprehensive learning strategies and current technological skills for academic success.

Description: The purpose of LAR is to provide instruction and support services to Long Beach City College students in cooperation with faculty and staff so that students will be more successful in their academic and occupational programs. Recognizing that our college community is composed of students with diverse educational backgrounds, varied levels of preparedness, and a variety of academic needs, LAR offers instruction and a wide range of programs, services and materials to promote college success. Components of the program curriculum include learning and study skills and computer proficiencies for academic success.

Summary of Access, Productivity & Effectiveness: Current LAR Department program data show that the department is serving more students, offering more sections and generating more FTES as compared to previous years.

Additionally, success, retention and completion rates continue to remain constant over time. Success rate average since 07-08 is 59% which is a slight decrease of 4% from 05-06. Retention rate average since 07-08 is 83% which is a 5% increase from 05-06. Course completion rate average since 07-08 is 65% which is a 2% increase from 05-06.

Internal Conditions (see Help for list): Stable, sustainable funding is required.

LAR has begun initial merger discussions with the Academic Support and Development Department.

External Condition-Regulatory/Legislative Changes: Possible Title 5 changes as it relates to tutoring and supplemental learning

Faculty & Staff : Full time faculty - 7
Part time faculty - 14
Full time classified - 6
Part time classified - 2
Exempt employees - 60

Names & Titles of Program Lee Douglas - Department Chair

Review Participants: Phyllis Arias - Faculty
Sandy Bakken - Classified
Alison Bowers - Manager
Scott Brueckner - Faculty
Melvin Cobb - Faculty
Emily Gehrman - Faculty
Chris Glover - Classified
Robert Ha - Classified
Rene Hoyo - Classified
Maria Hernandez - Classified
Oscar Santoscoy - Classified
Laura Rantala - Classified
Thomas Tran - Classified
Noe Valladolid - Classified

2009-2010 Accomplishments: The 2009-2010 academic year was a very successful one for the Learning and Academic Resources Department. Among the many tangible accomplishments:

Established a LEARN 11 section for Honor's students

376 Students used the various materials in the Learning Center for 698 hours:
Books: 14 hours
Music CD's: 23 hours
DVD's: 236 hours
Make-up Tests: 42 hours
Videos: 383 hours

Instructional Technology Student Support Center

Software, hardware, and staff available to assist students with multimedia projects, course testing, department-specific courseware

Conducted 15 technology workshops for student Success through ITSSC

Lab (student) usage:

2,101 visits

2,457 hours

992 students

The Academic Computing Centers are educational resources available to all Long Beach City College students. Computers are available for such activities as academic Internet research, courseware, and word processing.

LAC Academic Computing Center:

Lab (student) usage: 112,708 visits

128,808.24 hours

12,928 students

PCC Academic Computing Center:

Lab (student) usage: 18,734 visits

31,067 hours

3,078 students

Classroom (faculty) Usage: Classroom and labs are available for single session or semester-length classes. During the 2008-09 academic year, our classroom(s) usage was 942 hours.

LAC Tutoring: 690 students for 2611.29 hours and 2084 visits

PCC Tutoring: 273 students for 1135.62 hours and 1027 visits

SI: 1245 students for 12,572.05 hours and 12,058 visits

In the LAC Multidisciplinary Success Center: 894 students came to do a Supplemental Learning activity for 2263.03 hours and 1983 visits.

2010-2011 Instructional Technology Student Support Center

Accomplishments: Software, hardware, and staff available to assist students with multimedia projects, course testing, department-specific courseware

Lab (student) usage:

955 visits

999 hours

508 students

The Academic Computing Centers are educational resources available to all Long Beach City College students. Computers are available for such activities as academic Internet research, courseware, and word processing.

LAC Academic Computing Center:

Fall 2010:

49770 visits

57118.86 hours

6025 students

Spring 2011:

56265 visits

60585.09 hours

6685 students

PCC Academic Computing Center:

Lab (student) usage:

Fall 2010:

8486 visits

11052.87 hours

1579 students

Spring 2011:
8535 visits
11177.70 hours
1629 students
Classroom (faculty) Usage: Classroom and labs are available for single session or semester-length classes.

LAC Tutoring: 966 students for 2496.59 hours and 2901 visits
PCC Tutoring: 262 students for 1147.94 hours and 1227 visits
SI: 1515 students for 14460 hours and 14138 visits

In the LAC Multidisciplinary Success Center: Students participated in Supplemental Learning Activities?.
Fall: 2712 visits ? 1029 students ? 2924.99 hours
Spring: 3227 visits ? 1114 students ? 3341.63 hours

MDSC Materials 2010-11
1538 visits
1564.40 hours
877 students
813.81 hours ? Books and SLA support materials
78.32 hours? DVD?s
672.27 hours ? Video?s

Makeup Testing 2010-11 ?
103 visits
122.56 hours
96 students
Additionally, 6 online students, who do not attend LBCC, took advantage of our test proctoring services for multiple exams during the fall and spring semesters.
Multimedia Presentation Practice Room ? New Service
The Multimedia Presentation Practice Room is available to help students gain experience and confidence for their in-class presentations.
40 visits
52.78 hours
32 students

Goal: Positive Academic Habits

The Learning and Academic Resources Department will enhance the Tutoring and Supplemental Instruction programs.

Year: 2011 - 2012

Start Date: 08/14/2009

Goal Status: In Progress

Goal Priority: High

Rationale: The Chancellor's Office ARCC (Accountability Reporting for the Community Colleges) data documents and reports a number of student success or performance measures for Long Beach City College. In almost every performance measure, LBCC falls below both the state average and our peer group average, including the number of students who earn at least 30 units within three years, vocational course completion rates, basic skills course completion rates, and basic skills and ESL improvement rates. In addition to the need for improvements in student success measures inside of the classroom, the increasing number of under-prepared students entering the college (85% enter below transfer level math; 94.5% enter below transfer level in composition; 74.5% enter below transfer level in reading) suggests the need for more comprehensive, college-wide, innovative and high-quality learning assistance programs and services. The Learning and Academic Resources department provides such high-quality, innovative learning assistance and student success programs and services, and the success of these programs has been documented in a number of research studies (attached). Nevertheless, resources for some of these programs have dwindled over time, and some programs need support for expansion.

Strategies: Secure adequate resources to provide a sufficient amount of tutoring to meet the needs of the campus.

Secure permanent district funding to expand the Supplemental Instruction program.

Expand the Supplemental Instruction program to include more classes.

Promote the department's academic resources and services throughout the campus and interface with other existing academic resources and services.

Consult with the LAR Advisory Board.

Evaluate outcomes data to make program improvement.

Responsible Parties: LAR faculty and classified staff

Campus supported by this goal: Both

Specify if goal is for department or sub-area: Department/ Program

Other Area impacted by this goal: Grants

Other Area(s) impacted by this goal: Instructional departments and programs supported by LAR tutoring and Supplemental Instructions

Level of Support Needed: School or VP

Related Resources Needed

* Resources Needed Name: Academic Enhancement

Resources Needed In order to enhance the Tutoring and SI programs permanent district dollars will be needed. Will continue seeking

Description: grant funding.

Object code: 243000-01-160200-0010

Inter-Level/ VP Level Group Pending (Approved but not funded)

Decision:

Fiscal Year: 2011 - 2012

Duration: On-going

Estimated Cost: 250000.0000

Type of Resource Other

Requested:

Justification for Resource At Long Beach City College and nationwide, data has shown SI to be one of the most successful learning

Request: assistance programs. SI has a dramatic impact on student retention and student success in the classroom. (See report from Institutional Research in documents folder). In order to stabilize an on-going and systematic program and perhaps even develop the program's scope of impact at the college, there will need to be additional funds set aside by the district.

Department Code: 610100 Learning Res & Teach Tech

Requested Funding Source: General Fund

Goal: Learning Support

The Learning and Academic Resources Department will expand services offered through the LAC Multidisciplinary Success Center.

Year: 2011 - 2012

Start Date: 08/14/2009

Goal Status: In Progress

Goal Priority: High

Rationale: The Chancellor's Office ARCC (Accountability Reporting for the Community Colleges) data documents and reports a number of student success or performance measures for Long Beach City College. In almost every performance measure, LBCC falls below both the state average and our peer group average, including the number of students who earn at least 30 units within three years, vocational course completion rates, basic skills course completion rates, and basic skills and ESL improvement rates. In addition to the need for improvements in student success measures inside of the classroom, the increasing number of under-prepared students entering the college (85% enter below transfer level math; 94.5% enter below transfer level in composition; 74.5 enter below transfer level in reading) suggests the need for more comprehensive, college-wide, innovative and high-quality learning assistance programs and services. The Learning and Academic Resources department provides such high-quality, innovative learning assistance and student success programs and services and the success of these programs has been documented in a number of research studies (attached). Nevertheless, resources for some of these programs have dwindled over time, and some programs need support for expansion.

Strategies: Establish new and strengthen existing student success and learning assistance partnerships with other academic departments and programs.

Secure and maintain adequate resources to respond to student and faculty learning assistance and student success needs and to sustain and expand high-quality programs and services.

Secure funding for ongoing supplemental learning activity pilots

Pilot supplemental learning in 2-5 courses annually.

Add supplemental learning to 2-5 courses annually.

Provide department staff and faculty with sufficient professional development to meet current and emerging needs, and to ensure high-quality learning assistance and student success programs and services.

Provide sufficient professional development for faculty in other departments in order to develop and maintain high-quality learning assistance and student success programs and services.

Consult with LAR Advisory Board.

Evaluate outcomes data to make program improvement.

Responsible Parties: LAR faculty and staff

Campus supported by this goal: Both

Specify if goal is for

department or sub-area: Department/ Program

Name of sub-area, if applicable:

LAC Multidisciplinary Success Center

Level of Support Needed: School or VP

Related Resources Needed

* Resources Needed Name: Dedicated facilities/space for Success Center learning assistance

Resources Needed Description: As the LAC MDSC expands its services and increases the number and scope of courses with supplemental learning assistance requirements, there will be an increased need for a dedicated physical space in which these learning assistance activities can be facilitated.

Inter-Level/ VP Level Group NEW

Decision:

Fiscal Year: 2011 - 2012

Duration: On-going

Estimated Cost: 0.0000

Type of Resource Facilities

Requested:

Justification for Resource Request: The LAC MDSC currently conducts learning assistance in shared space in around the L-212. With increased participation in current supplemental learning assistance and the expansion of supplemental learning assistance into additional courses, there will be a greater demand for dedicated space in which the group and individual activities can be facilitated. At least one dedicated space for group activities should be technologically-equipped as some activities include the use of computers, a projector, a screen, a document camera, and/or a smart board.

Department Code: 611000 Learning Assist

Requested Funding Source: Other

* Resources Needed Name: Hourly Instructor Budget

Resources Needed Description: Increase hourly instructor budget

Inter-Level/ VP Level Group Not Approved

Decision:

Fiscal Year: 2011 - 2012

Duration: Both (i.e., initial & maintenance costs)

Estimated Cost: 10000.0000

Type of Resource Personnel - Classified/ Manager

Requested:

Justification for Resource Request: The LAC Multidisciplinary Student Success Center currently offers a variety of supplemental learning assistance activities across disciplines in individual and group formats which require the assistance of Instructional Specialists. As the LAC Multidisciplinary Student Success Center continues to expand into more subject areas, there will be an increased need for Instructional Specialists to conduct workshops to fulfill the supplemental

learning assistance requirements. This resource request will allow for the adequate funding of Instructional Specialists to meet future student needs and demand.

Department Code: 610100 Learning Res & Teach Tech

Requested Funding Source: Other

* Resources Needed Name: Instructional Classified Staff - 3 - 45% Instructional Aides

Resources Needed As the LAC MDSC operations grow, and as student access of supplemental learning assistance grows, additional
Description: assistance will be needed.

Inter-Level/ VP Level Group Pending (Approved but not funded)

Decision:

Fiscal Year: 2010 - 2011

Duration: On-going

Estimated Cost: 86000.0000

Type of Resource Personnel - Classified/ Manager

Requested:

Justification for Resource As the LAC MDSC operations grow, and as student access of supplemental learning assistance grows,
Request: additional staff will be required to provide adequate staff supervision and coverage.

Department Code: 611000 Learning Assist

Requested Funding Source: General Fund

* Resources Needed Name: Staffing

Resources Needed Increase tutoring budget

Description:

Inter-Level/ VP Level Group Pending (Approved but not funded)

Decision:

Fiscal Year: 2010 - 2011

Duration: On-going

Estimated Cost: 60000.0000

Type of Resource Personnel - Classified/ Manager

Requested:

Justification for Resource The LAC Multidisciplinary Student Success Center currently offers a variety of supplemental learning assistance
Request: activities across disciplines in individual and group formats which require the assistance of tutors or Instructional Specialists. As the LAC Multidisciplinary Student Success Center grows to provide supplemental learning assistance to more students in more disciplines, and as the Center increasingly becomes a key point of access for learning assistance, the demand for tutoring services will increase. This resource request will allow for the adequate funding of tutoring services to meet future student needs and demand.

Department Code: 610100 Learning Res & Teach Tech

Requested Funding Source: General Fund

Goal: Educational Technology

The Learning and Academic Resources Department will enhance its educational technology tools and resources that support and can be integrated into various academic environments to enhance student learning.

Year: 2009 - 2010

2010 - 2011

2011 - 2012

Start Date: 08/14/2009

Goal Status: In Progress

Goal Priority: High

Rationale: Providing current educational technology tools and resources in the form of equipment and support is an essential function of the Learning and Academic Resources department. To be successful in current academic environments, students must often demonstrate proficiency with various aspects of technology such as productivity software, digital image editing, multimedia, electronic communications, and distance learning technologies. The purpose of this goal is to help students develop and maintain effective and relevant technology skills in these areas as well as integrate those same skills into various academic settings.

Strategies: The Learning and Academic Resources department will utilize the strategies listed below to achieve this stated goal:

Provide full-time and part-time technology instructors to develop and maintain the Computer Proficiencies for Academic Success (CPAS) curriculum offered through the Learning and Academic Resources department.

The courseware and computer-based supplemental instruction programs formerly provided by the ITSSC are being supported by the ACC. The staff of the ACC will continue to work with IITS to employ the latest technologies and increase access to students. By extending their educational experience through desktop

virtualization, students are able to continue their course work beyond the schedule of a particular lab or classroom.

A faculty advisory committee was formed and consulted. Suggestions from the committee were implemented and did provide an increase in student participation but not enough to keep the facility viable.

Evaluate outcomes data to make program improvement.

Students are very satisfied with the technology resources and services provided by the department. The ACC will continue to work with IITS for ways to provide additional access for students.

I am not sure how to add this but, in response to concerns from faculty the staff of the ACC, in consultation with affected faculty, compiled a manual to assist students from the various courses supported by the ACC.

Responsible Parties: LAR faculty and classified staff

Campus supported by this goal: Both

Specify if goal is for department/ Program department or sub-area:

Other Area(s) impacted by this goal: Multimedia

Level of Support Needed: School or VP

Related Resources Needed

* Resources Needed Name: Staffing for Academic Computing Centers

Resources Needed Description: Create separate staffing account for Academic Computing Centers. Historically, the student assistant staffing budget has been shared by the various services offered by LAR. As the number and location of services has changed and the budget has been consistently reduced, it is more difficult to cover and expand services to meet the needs of students. Cuts in Federal Work Study student allocations have also had a serious impact on the ability to staff our services.

Cost of one student assistant to be present at all hours the ACC?s are open:

LAC: 68 hours a week X 42 weeks X \$8.75 per hour = \$24, 990.00

PCC: 48 hours a week X 42 weeks X \$8.75 per hour = \$17,640.00

Inter-Level/ VP Level Group Not Approved

Decision:

Fiscal Year: 2012 - 2013

Duration: On-going

Estimated Cost: 42630.0000

Type of Resource Requested: Personnel - Classified/ Manager

Department Code: 611000 Learning Assist

Requested Funding Source: Other

Goal: College Learning Skills

Develop and enhance a comprehensive curriculum of learning and study skills and discipline-specific learning support.

Year: 2009 - 2010

2010 - 2011

2011 - 2012

Start Date: 08/14/2009

Goal Status: In Progress

Goal Priority: High

Rationale: In order to fulfill the mission of our department, we need to act as a support for other campus departments and provide a variety of offerings to enable students to develop and strengthen their study habits and skills.

Strategies: Strategies currently employed in the area of reinforcing learning in content areas include housing dvd's for LBCC courses and supplying staff to work on Directed Learning Activities with students in LEARN 11, Counseling 1 and Real Estate 80. Strategies currently utilized in the area of general study skills include offering multiple sections of Learn 11 at the LAC and PCC campuses, providing weekly study skills workshops, and making available a variety of study skills programs in various formats for student use.

Develop curriculum to align the LEARN curriculum with specific disciplines and student populations.

Collaborate with the Faculty Teaching and Learning Center through Faculty Professional Development on possible workshops, brown bag sessions, or other means to promote study skills across the curriculum, and to teach faculty how to incorporate study skills into their courses.

Publicize the department's general study skills webpage (<http://www.lbcc.edu/LAR/handouts.cfm>).

Work with the faculty advisory committee.

Evaluate outcomes data to make program improvement.

Responsible Parties: LAR faculty

Campus supported by this Both

goal:

Specify if goal is for Department/ Program

department or sub-area:

Level of Support Needed: Department