

# Los Angeles City College

## Comprehensive Program Review 2008

### **b. Advisory Board**

*What have been the major outcomes of your advisory board meetings? Of those outcomes, which have been acted upon, and what is your plan of action with regard to other outcomes discussed?*

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#### Art/Architecture Department

##### ARCHITECTURE:

The major outcome of the advisory board meeting was confirmation of the direction of the program given this was the first meeting for our department. The other goal was to open dialogue with representatives from the local architecture schools to establish articulation agreements. Further discussions have been held with some of these institutions. Others will be contacted to continue the dialogue. This is extremely high on this department's list of priorities and goals.

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#### Business Department

To ensure that we will train our students to meet the needs of the demanding labor force, advisory members were asked to guide, advise and support our department by providing the department with the necessary information to keep the academic programs competitive, current and on the cutting edge of industry standards.

Advisory members were asked to:

Advise the department on curriculum design and development.

Assist with long-range program planning.

Provide information regarding the latest Industry trends.

Recommend equipment selection.

Recommend software selection.

Assist with the recruiting of students & promote our programs by sharing our information with their employees and associates.

Provide internships for our students.

Present guest lectures for our students.

Facilitate employment workshops and seminars.

Offer scholarships to our students.

Assist the department with resource development by identifying federal, state and local grant opportunities.

Assist the department by providing In-kind contributions for equipment and other supplies.

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## Cinema/Television Department

The major outcomes usually are curriculum changes and additions. We have a number of courses that we plan to add because of advisory board suggestions (see listing in Curriculum section) In addition, the board is largely responsible for suggesting much of the new equipment that is necessary to continue the program. See listing of equipment in Budget section.

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## Dental Technology Department

The changes that the dental technology department has made during the last 48 years are mostly the results of advisory committee recommendations. In 2000, the addition of the UCLA Master Ceramist Program was a recommendation. In 2003, the addition of CAD/CAM technology was a result of a recommendation. In 2004, the adoption of the PTC TVS system into the department's courses was a recommendation. Also in 2004, the addition of the UCLA Advanced Prosthodontic, Implant and Maxillofacial Program was a recommendation. In 2007, the creation of an on-line program was a recommendation. The advisory committee also recommends the acquisition of new systems and equipment.

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## Family and Consumer Studies Department

During the 2006-08 period the Advisory Board recommended the following:

A. Provide more training and information for working with dual language learners.

Action: In response we provided a workshop for students on this topic. We also currently have classes in Child Development both in Korean and Spanish. We have provided an ESL tutor to support the Spanish Bilingual courses.

B. Coordination in advisement between CSU's and Community Colleges and continued creativity in counseling and counseling opportunities.

Action: We have begun an AA to BA program in Child Dev. in cooperation with Cal. State LA. This program has a counselor and meetings have been set up as well for group counseling. Our Department provides four information meetings each semester for all Child Dev. students. Specific faculty have increased student counseling in CD 2 as well as provide and utilize a Dept. Student Handbook for use in this class.

C. Provide communication to our students from the community for job opportunities for substitute teacher and teacher positions.

Action: The CD lab has a bulletin board to post information and career information is discussed in CD 2.

D. Explore teaching Child Dev. classes in the community.

Action: Currently adjunct faculty are teaching at two high schools (Camino Nuevo and LA Alliance Charter High) Two of our Mentor Teachers have been identified and will begin a dialogue with Hollywood High School, Marshall HS, and Camino Nueva HS about careers in Child Development as well as the Instructional Program at LACC in Child Development.

E. Continue to educate students for culturally sensitive communication.

Action: CD 11, CD 42, CD 22 and 23 specifically teach communication skills in working with families. Several classes have provided guest speakers who provide services for families and have shared their successful strategies for working with families. Lanterman Regional Center is invited to speak to students about services they provide to families with special needs children.

F. Educating students in professionalism, ethical conduct and leadership skills in the profession and utilizing the Code of Ethics.

Action: CD 2, 22 and 23 introduce students to professionalism. They receive a copy of the Code of Ethics and are given scenarios to role play. Workshops and course content are provided for students on job interviewing skills and portfolio development.

G. Exploring training and classes for Family Day Care providers.

Action: Our classes in Child Dev. in Spanish have particularly focused on Family Day Care providers. Many of these students are now able to apply for their first Child Dev. Permit through the State of California.

H. Skills for working with children with special needs.

Action: New information has been added to CD 31 and role playing activities and strategies for supporting development with children with special needs. In CD 23 a panel of teachers and resources in the community is gathered to present current status of inclusive teaching and support services provided to teachers, children and their families.

I. Ability to articulate the learning outcomes of activities, lessons and environments and the academic connections.

Action: Students have been provided workshops on lesson planning and additional support in the Child Development lab in Child Development class tutoring and scaffolding. CD 2 provides practice in writing newsletter articles aimed at parents to explain the best practices in early childhood education.

J. Linking observation to assessment, developing skill in drawing conclusions and providing developmentally appropriate curriculum and knowledge of the "Desired Results" assessment process.

Action: The curriculum classes and CD 2 provide support in articulating what children are potentially learning through the developed curriculum. C34 focuses on practicing observation and its use with young children. The 2nd semester practicum class requires that students plan their activities around observations and assessments they have made regarding children's play choices, their skills & abilities, and developmental areas that require more exposure and practice. The entire faculty, including adjunct faculty attended a workshop on the Desired Results Assessment tool and was provided materials and ideas to help introduce this tool to students.

Dietetics:

The Advisory Committee worked with the Program Director to provide additional supervised training slots for the students. We worked together to provide training for employed Dietetic Technicians who needed to sit for the DTR Exam. The DTR Exam results were examined and methods to help improve the pass rate were discussed.

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## Law/Administration of Justice Department

### Administration of Justice

The major outcome with our advisory group was to continue to focus on (1) Forensics and (2) concentrate on building an excellent Internship program.

A questionnaire was developed and sent to law enforcement agencies and some private investigation firms. There was 100% response return rate all in favor of continuing our focus on forensics and practical application. Our focus has opened the A.J. program to students who are interested in law enforcement but not as an officer - a civilian position such as fingerprint expert and crime scene evidence specialists.

### Paralegal Studies

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## Media Arts Department

After much discussion on the merits of purchasing new enlargers for the darkrooms, there was a unanimous agreement not to purchase new enlargers, but to refurbish the older enlargers currently owned by the department. They are better than anything that could be purchased new. A recommendation was made by Eric Joseph to contact David Smith regarding the purchase of kits for refurbishing. David Smith has since overhauled all existing department enlargers.

The Advisory Board recommended updating the photo studio.

Several board members recommended a computer lab. Six IMacs were purchased to create a small computer lab within the photo facility.

A lengthy discussion regarding the direction of the department followed, which debated the merits of traditional photographic processes, digital media, fine art and vocational training. No consensus was reached.

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## Music Department

The advisory board evaluates the Music Department as a whole and makes suggestions for new equipment purchases, opportunities for employment and internships for students, and revising and updating the curriculum.

For years the advisory board has requested we reinstate our applied music program. The addition of Music 181 (Applied Music) to our program in Fall 2008 will satisfy one of the most glaring inadequacies of our program. Applied music--private lessons--will increase the rate of learning in all areas of musical study, increase transfer rates, improve success rates and retention, increase enrollments, and bring the school in line with what every serious music school offers its students. The board feels that applied music will be one of the most useful and vital components in our curriculum.

Our next meeting is scheduled for Friday, May 16.

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## Nursing Department

Significant focus is on improving the quality of students admitted to this program. This has been addressed in the following ways:

1. More stringent admissions standards that limit failures, repeats, and withdrawals to one, from pre-requisite core courses.
2. Overall college GPA 2.5 or higher.
3. "C" or higher in each of the core sciences.
4. Satisfactory performance on the TEAS entrance exam, currently the 67th percentile.
5. Equal admission criteria for LVN to RN students.
6. Successful performance on a placement exam, as well as success in passing the LVN to RN bridge course for LVN to RN students.

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## Psychology Department

1. Students should take Psychology 1 and 43 before they take an internship class.

Outcome: We updated our requirements so students are advised to take Psychology 1 and 43 before they take an internship class.

2. Be proficient in English before taking an internship class.

Outcome: We updated our requirements so students must take English 28.

3. Students need to be computer literate.

Outcome: Students must take Psychology 27 (Computer Skills For Human Services Majors) as part their course requirements.

4. Advise students to make appointments with supervisors rather than drop by facilities to make appointments.

Outcome: In the Student Guidelines handout which is given to students on the first day of class, we added a guideline which instructs students to call to make an appointment rather than drop by a facility unannounced.

5. Have an open house during the second week of each new semester where fieldsite supervisors can meet with students and exchange information.

Outcome: Each semester we offer an open house to all interested supervisors who come to the open house with pamphlets and other pertinent information for students. Students are able to acquire a fieldsite at that time which helps to facilitate the internship process.

6. Offer a class that teaches students how to be domestic violence counselors.

Outcome: We do not offer a class exclusively that teaches domestic violence but instructors do teach domestic violence as part of their curriculum each semester

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## Radiologic Technology Department

1. Students will be supervised by licensed technologists at all times.

2. Hospitals will provide radiation monitors to students in RT 160 and RT 180

3. Radiologic Technology program acquired Digital Imaging Equipment to keep up with current technology at the hospital.

4. Students will be required to have background checks, immunization records with current vaccinations, and random drug testing will be performed in RT 160 and RT180

5. A detailed clinical rotation schedule and competency form will be used to keep track of the ARRT Required competencies.

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## Theater Arts Department

Concerning recruitment and marketing, the Advisory Board concurred unanimously that all advertising funds to market the program should be put into the Theatre Academy's website. The website is in the process of being enhance with additional SIEF funds to enhance the site further.