

Los Angeles City College
Comprehensive Program Review 2008

Learning Skills Department

XI. Dean's Review and Recommendations

I. Department Mission

Does the department's mission statement reflect the goals and activities of the department? Is it aligned with the college mission? Explain.

Well thought out mission reflects the goals and activities of the department and is aligned with the college mission.

Minor changes suggested below.

I suggest changing myriad levels to "appropriate levels" or "levels that meet individual student needs" or "many levels". Other minor changes are included below.

The Learning Skills Center's mission is twofold—

to provide remedial and developmental instruction to students at many levels in essential skills areas including language arts, mathematics, linguistics, and computer literacy using a variety of instructional methods, strategies, and learning modalities and

to provide individualized tutorial assistance to students enrolled in essential skills, general education, and career and technical education classes.

II. Department Overview

Does the department's analysis of trends in enrollment and achievement accurately reflect the data? Have any issues been identified? Explain.

Department trends in enrollment and achieve reflect the data provided. Enrollment declines have been identified and possible causes have been suggested including reduced tutoring budget and lack of support from counselors.

minor changes in wording suggested below:

- 1) providing individualized diagnostic assessment of students to determine instructional needs in basic skills remediation or developmental basic skills;
- (2) designing and delivering skill-specific basic skills individualized instructional programs;
- (3) evaluating the appropriateness of specific instructional delivery methods based on student need and performance;
- (4) providing individualized tutorial assistance to students enrolled in various academic and/or career technical education courses; and
- (5) providing a student-centered learning environment incorporating new technologies and instructional software for effective instructional delivery.

III. Vocational Programs

Does the department's analysis of labor market demand, advisory board activities and accreditation status (if applicable) reflect the data? Have any issues been identified and are they adequately addressed with appropriate action plans? Explain.

The Learning Skills is not a vocational department; however, it does support other vocational departments.

IV. Curriculum

Does the department's analysis of enrollment trends accurately reflect the data? Has adequate progress been made in developing and assessing student learning outcomes at the course and program level? Are Title 5 course outline updates current? Has adequate analysis of course scheduling been provided? Explain.

The analysis of enrollment trends reflect the data--enrollment. After a significant increase in enrollment in 2002-2003, enrollment dropped to pre-2003 levels but has remained stable for the past few years.

Student learning outcomes have been completed at the course level. Assessment and program level outcomes have not been completed.

The department is to be commended for completing Title 5 updates for all courses taught.

The department's course scheduling is not typical since courses are largely individualized

V. Departmental Engagement

Has the department provided a full description of departmental engagement? Explain.

A full description of the department members' engagement is described.

I suggest including Joyce Allen's valuable role as a member of the Curriculum Committee's Technical Review subcommittee.

VI. Professional Development

Has the department provided a full description of professional development? Explain.

The department has provided an extensive description of professional development activities. All faculty--both full-time and adjunct faculty demonstrate an ongoing commitment to staying current in their fields and maintaining a program dedicated to improving basic skills for students.

VII. Support and Activities

Has the department provided a full description of support needs of the department? Explain.

The department has provided a full description of support needs. Of particular concern is the department's expression of a need for more support from counseling and special programs. Given the nature of the Learning Skills program and the vast need for improving student success (80% of our students need basic skills), EOPS, CALWORKs, TRIO should work closely with Learning Skills to help meet student needs.

VIII. Resources: Personnel, Equipment and Facilities

Has the department provided a full description of resource needs of the department? Explain.

The department describes a number of resource needs including more space for adjunct faculty, additional personnel support to maintain stability in the department's individualized instruction and laboratory environment, and a continuous need to update equipment. I concur with the department's assessment of needed resources.

IX. Planning and Budget

Do the planning goals and action plans reflect the issues raised in the self study? Are they aligned with the Educational Master Plan and the College Strategic Plan? Explain.

The planning goals reflect issues raised in the self study and are aligned with the College Strategic Master Plan. The department has identified three goals related to basic skills: Goal 1 General Education discipline-specific curriculum, Proficiency Certificate (Reading, Writing and mathematics skills); Basic skills diagnostic Assessment (Tools for assessment) Goal 2 Smart classroom; Goal 3 On-line learning skill package.

These goals will directly address the educational goals of the college to improve basic skills and assessment.

X. Final Summary by Discipline

Are all items identified as a Major Concern addressed with a goal and action plan? Explain.

The department has indicated needs improvement in the following areas:

1. FTES
2. FTES/FTEF
3. Equipment

Resources and enrollment

Goals have been established to improve enrollment; Working with other departments will better utilize resources. The department has not expressed a plan to increase faculty or staff or tutors.

XI. Department Strengths and Weaknesses

Has the department provided an adequate analysis of departmental strengths and weaknesses? Explain.

Seven areas that focus on the department strengths have been outlined. basic skills delivered with new methodologies, student tutors with expertise in various disciplines, utilizing instructional material and equipment, accurate student assessment, individualized programs, collaborative projects, committee participation.

The department lists four areas where the improvement is needed including access, working more closely with faculty throughout the campus, improving facilities, and expanding course delivery options.

XII. Recommendations/Commendations

What recommendations based on your comments do you have for this department? What commendations do you have for this department? Explain.

Program Review well done.

The department is to be commended for establishing a model learning skills program developed before its time and anticipated the needs of our students (and as much as 80% of students in California's community colleges).