

**Basic Skills Self Assessment
Planning Matrix
2007 - 2012**

Section B: Program Components

Please state your college's Long-Term Goals (5 yrs.) for Section B (Program Components) and develop a related Action Plan for the next year (1 yr.) Include planned actions that require new funds and those that will not rely on new funds; also, reference the related effective practice(s), identify targeted completion dates, and identify persons responsible for each activity.

Long-Term Goals (5 yrs.) for Section B:

Enhance the conditions that promote learning by expanding college programs and support services including assessment, placement, orientation services, student educational plan development and enforcing pre/co-requisites.

Action Plan for Section B: Academic Year 2007-08 (please specify year) District: LACCD College: LA City College

Planned Action	Effective Practice and Strategy	Date for Projected Measure	Responsibility
I. Enhance conditions for enrollment and learning <i>a.</i> Expand assessment and placement <i>b.</i> Expand orientation <i>c.</i> Pre/co-requisite enforcement <i>d.</i> Focused support and services for students on probation <i>e.</i> Validation of cut scores and placement into English, ESL and Math courses; focused collaboration with English/ESL and Math departments in reviewing effectiveness of assessment and placement	B.1 Orientation, assessment, and placement are mandatory for all new students.	Summer 2008	Matriculation Coordinator
		Summer 2009	Academic Affairs
	D.3.3 Timely interventions occur with students to address emotional, social, or non-academic obstacles that arise, and to prevent student attrition resulting from such circumstances. D.9.2 Faculty and advising staff provide early intervention and support to students experiencing academic and/or personal difficulties.	Summer 2008	Student Services
	B.1.5 Diverse institutional stakeholders engage in routine review of the relationship between assessment instruments and student success in courses.	Summer 2008	Institutional Research/ English/ESL and Math Departments

II. Upgrade Assessment Process and Center	B.1.2 and B.1.2 Mandatory assessment and placement exists.	Spring 2008	Matriculation Coordinator
III. Provide specialized and systematic counseling services to basic skills students and departments. <i>a.</i> Provide counseling to basic skills students during their first semester. <i>b.</i> Develop education plans for each basic skills student. <i>c.</i> Provide career counseling to all basic skills students, including assessments related to career development. <i>d.</i> Integrate career counseling with the student education plan development. <i>e.</i> Expand assessments available for exploring career interests and abilities. <i>f.</i> Hire counselor(s) with particular expertise in the needs of basic skills students.	B.3.1 A proactive counseling/ advising structure that includes intensive monitoring and advising serves students placed into developmental education courses. B.3.3 Counseling staff are specifically trained to address the academic, social, and emotional needs of developmental education students.	Summer 2008	Dean, Student Retention
IV. Enhance Orientation: <i>a.</i> Offer orientation sessions targeted to basic skills students and include Counselors, and faculty from English/ESL, Math, Learning Skills and OSS. <i>b.</i> Offer in-class orientation for non-credit students. <i>c.</i> Integrate non-credit students into credit orientation	B.1.4 Expanded pre-enrollment activities exist for students placed into developmental education courses.	Summer 2008	Counseling, Academic departments, Non-credit program

Signature, Chief Executive Officer

Date

Signature, Academic Senate President

Date