

Learning Center (LC) Goals and Objectives 2014-2015
with connections to AVC 2013-2016 Educational Master Plan Goals

GOAL #1: Provide meaningful access and integrated learning support for basic skills and CTE students. 2013-2016 Educational Master Plan Goals 4, 1, 3 (priorities) and 2

Objective	Measure	Time frame/Responsibility	Justification
Follow the Learning Center promotion plan developed in Summer 2014.	Tasks assigned and completed.	May 2015 LC Faculty & Staff	Increase in student attendance.
Re-configure the online Early Alert referral process; consider LC needs (available hours of learning specialists, clerical help, cross-referral efficiency) to accommodate students' needs, especially basic skills.	Reconfiguration In place	May 2015 LC Advisory Committee; LC Faculty	Improvement of student metacognitive behaviors and self-regulation.
Participate in planning the integration of Academic Development/basic skills (campus retreat, division meetings, formal and informal meetings).	Regular attendance	December 2014 LC Faculty & Staff	Evidence-based, comprehensive support for basic skills and ESL students.
Maintain close ties to basic skills classrooms with active learning opportunities (in-class tutoring and workshops, DLAs).	One or more activities implemented	May 2015 LC Faculty	Evidence-based, comprehensive support for basic skills and ESL students.
Seek closer ties with CTE classrooms; promote activities (LC targeted workshops, classroom presentations).	One or more activity implemented	May 2015 LC Faculty	Evidence-based, comprehensive support for CTE students.
Maintain strong partnerships with OSD and SOAR High School. Seek stronger ties with Counseling, EOPS, STAR, and First Year Experience (FYE).	Regular/habitual communication (referral feedback, meetings, Flex events, etc.)	May 2015 LC Faculty & Staff	Evidence-based, comprehensive support for basic skills and ESL students.
Develop a new professional development plan and seek funding for LC faculty and staff to partake in training about evolving and effective learning support practices for basic skills and CTE students.	Plan in place; attendance at conferences and/or workshops	May 2015 LC Faculty & Staff	Adding depth, quality, variety and currency to learning support.

GOAL #2: Evaluate Learning Center course offerings and LAC course SLOs.
2013-2016 Educational Master Plan Goals 4 (priority) and 2, 6

Objective	Measure	Time frame	Justification
Review existing LAC courses for possible revisions content and SLOs; make changes in CurricUNET.	Faculty retreats held 2x/year; changes approved by AP&P	AP&P deadline LC Faculty	Necessary requirement of AP&P.
Collect and submit LAC course SLOs to WEAVE each term; prepare action plans.	100% submission	End of terms LC Faculty	Compliance w/ recommendations of SLOs Committee.
Review and consider changes to instruments for gathering of SLOs for all LAC courses.	Faculty retreats held 2x/year	June 2015 LC Faculty	To improve instructional methods and reporting of data.
Consult with Business faculty and others who have initiated a locally-approved certificate of proficiency; plan the process of initiating one for tutoring.	Meetings held; Planning for process of initiation begins	June 2015 LC Faculty	Evidence-based, comprehensive support for community based tutors.
Investigate the possibility of offering Cooperative Work Experience for tutoring.	Consult with on campus and community entities	June 2015 LC Faculty	Evidence-based, comprehensive support for AVC and community based tutors.

GOAL #3: Ensure that adequate Learning Center staffing is in place for Academic Development/ Basic Skills and CTE Student Support. 2013-2016 Educational Master Plan Goals 4, 1, 3 (priorities)

Objective	Measure	Time frame	Justification
Increase assignment of full-time Writing Center Learning Specialist from 10 to 12 months to match that of full-time Math Learning Specialist.	Position increased to 12 months	August 2015 SPBC, VP Acad. Affairs, Dean	Same level of permanent coverage for writing as is for math. Basic skills students need to be fully served.
Fill vacant position of full-time Academic Skills Learning Specialist.	Position filled	February 2015 LC Full-time Faculty, Dean	To ensure that learning is supported with permanent instruction.
Hire Adjunct Faculty Learning Specialists (Academic Skills, Math, ESL, Reading, and Writing) to ensure that coverage for tutoring, SI, and other instructional services is adequate.	Adjuncts hired	January 2015 Dean, LC Full-time Faculty	Shortage of adjunct hours in Lancaster; gaps in “line of sight” faculty coverage. Palmdale students cannot receive learning assistance instruction in the absence of faculty.
Extend Reading Tutorial Specialist position to 12 months.	Position increased to 12 months	June 2015 SPBC, VP Academic Affairs, Dean	Same level of permanent coverage for reading as is for other LC areas. Basic skills students need to be fully served.
Provide adequate LC Student Worker/Desk Assistant coverage in LC centers at Lancaster campus: Math, Reading, Writing, ESL, General Tutoring, Supplemental Instruction.	Students hired and trained	January 2015 Dean, LC Faculty and Staff	Ethic of customer service must continue to be fully developed and practiced; facilitation of student success can occur via referrals by desk assistants to campus entities and resources.
Fill vacant positions: Computer Technician and Clerical III.	Positions filled	June 2015 SPBC, VP Academic Affairs, Dean	Maintenance of student computers, clerical processes in place for instructional activities (Early Alert, for example).
Request reclassification of Tutorial Specialists.	Process initiated and monitored	June 2015 Classified Union, LC Staff	Para-professional support for students, team-driven learning environment for students.

GOAL #4: Fully fund the Learning Centers with district and grant funding. 2013-2016 Educational Master Plan Goal 4, 1, 3 (priorities) and 5, 7

Objective	Measure	Time frame	Justification
Request line item increased district funding for tutors and training: basic skills, transfer-level, CTE, SI, online	Budget in place; hiring begins	January 2015 Dean LC Faculty and Staff	To no longer rely on “soft” money for services that are evidence-based proof of student success.
Apply for miscellaneous grants and write proposals for additional funding of onsite and/or online activities, services, and/or resources.	One grant & proposal each	Annually LC Full-time Faculty	To provide evidence-based, comprehensive support for basic skills students
Submit basic skills and CTE funding proposals for additional funding of onsite and/or online activities, services, and/or resources.	Submission of proposals	Annually LC Full-time Faculty	To provide evidence-based, comprehensive support for basic skills students
Request funding to replace adjunct faculty and full-time staff computers and monitors; initiate installation process; request funding to replace student computers for math.	Budget request; installation of equipment	February 2015 Dean	Enhancement of technology to support college mission and student learning to facilitate success

Request funding from Prop. 20, Instructional Block Grant, and other sources for purchase of instructional resources for students (videos, textbooks, models, online subscriptions, including LEL).	Request is made and funded	June 2015 LC Faculty & Staff	To provide evidence-based, comprehensive support for basic skills students
Request funding to replace furniture/chairs in Lancaster (worn, broken, and/or soiled) and overhead projectors for instructional use.	Budget request; purchases made	June 2015 Dean	Necessary replacements.
Research and recommend for purchase a data Reporting system to replace obsolete database in place.	Research conducted; database purchase recommended	June 2015 LC Faculty & Staff	Currency of technology, faster and more accurate data reporting of student attendance.

GOAL #5: Improve tutor training.

2013-2016 Educational Master Plan Goals 4, 1, 3 (priorities) and 2

Objective	Measure	Time Frame	Justification
Identify and provide specific tutor training in areas where tutors need to show improvement.	Evaluations of tutors completed.	1-2 annual Evaluations LC Faculty & Staff	To provide evidence-based, comprehensive support for student learning to facilitate success.
Hold a tutor conference (all-day) session for general training topics, and specifically tutoring of all students: basic skills, CTE, and transfer.	One conference held per school year.	August 2015 LC Faculty & Staff	To provide evidence-based, comprehensive support for student learning to facilitate success.
Research and recommend for purchase tutor training materials (videos, manuals, books) and online training tools.	Research complete; recommendations made for purchase	June 2015 LC Faculty & Staff	To provide evidence-based, comprehensive support for student learning to facilitate success.

GOAL #6: Be web-based and technologically current to facilitate student learning processes.

2013-2016 Educational Master Plan Goal 7

Objective	Measure	Time Frame	Justification
Re-design and update the Learning Center Website for a visual presentation of information; provide captions and transcripts.	Discussion and planning takes place; components completed	February 2015 LC Faculty and Staff	To comply with Accessibility Standards.
Replace old DVD viewing stations with new equipment that accommodates closed captioning.	Findings reported in LC meetings	May 2015 LC Faculty and Staff	To comply with Accessibility Standards.

GOAL #7: Comply with State regulations.

Objective	Measure	Time Frame	Justification
Monitor State of California Title 5 guidelines re: apportionment for LAC courses, student self-referrals, learning assistance services.	Oral report to department	June 2015 LC Faculty and Staff	To maintain standards for learning Assistance courses as explained in the Title 5.
Participate in discussions of Statewide Academic Senate/learning assistance organizations re: possible changes to faculty minimum qualifications.	Oral report to department	June 2015 LC Faculty and Staff	To monitor decisions affecting learning assistance instruction.