

## Learning Center Goals and Objectives 2012-2013

with connections to 2010-2011 President's Goals, Academic Affairs Goals, Educational Master Plan Goals  
and justifications related to College Mission Statement

### GOAL #1: Increase awareness of Learning Centers' programs and services

President's Goal IX, Academic Affairs Goal #6

Objective	Measure	Time frame	Justification
Develop a systematic plan for promoting Learning Center programs and services at Palmdale Center and Lancaster campus.	Written plan	by Spring 2013 LC Advisory Committee	Student success/student-centered learning, productive citizens in the community
Continue meetings of Learning Center Advisory Committee; solicit new members representing all academic divisions and Student Services areas.	One meeting in Fall and Spring; Email to all AVC employees in Fall and Spring	Fall 2012 Spring 2013 LC Faculty and LC Advisory Committee	Institutional objective; campus advisors from all programs, insight as to ways Learning Center can serve, increase success; community impact/productive citizens
Refine the Learning Center referral process.	Description of LC referral process in place	by Spring 2013 LC Advisory Committee	Identify improvements; student success, community impact/productive citizens
Re-evaluate student support needs.	Student evaluation of services, individual needs	Spring 2013 Tutorial Specialists	Identify learning needs, improve student success, community impact/productive citizens
Re-evaluate student tutoring needs via Directed Learning Activity (DLA).	DLA study and report	Each academic year as needed. LC Faculty and Tutorial Specialists	Identify learning needs, improve student success, community impact/productive citizens

### GOAL #2: Fully staff the Learning Center.

President's Goal VI, Academic Affairs Goal #3

Objective	Measure	Time frame	Justification
Replace the full-time position for Academic Skills Learning Specialist; convert to half Academic Skills and half Reading.	Position filled	by Spring 2013 IRES Dean	Student success/student-centered learning, basic skills, productive citizens in the community
Hire vacant adjunct faculty Learning Specialists positions (Reading and Math) and restore the hours of the ESL Learning Specialist to prior amounts (9-14 hrs.).	Meets minimum qualifications	by Spring 2013 IRES Dean	Student success/student-centered learning, basic skills, productive citizens in the community
Increase assignment of Writing Learning Specialist 10-12 months to match assignment of full-time Learning Specialist for Math.	Assignment adjusted	by June 30, 2013 SPBC/HR	Student success/student-centered learning, basic skills, productive citizens in the community
Increase assignment of Reading Tutorial Specialist 11-12 months to match assignment of other Tutorial Specialists.	Assignment adjusted	by June 30, 2013 SPBC/HR	Student success/student-centered learning, basic skills, productive citizens in the community
Request the reclassification of Tutorial Specialists.	Reclassification completed	by June 30, 2013 Classified Union, Tutorial Specialists	Para-professional support for students, professional/team-driven environment
Fill vacant positions: Computer Technician and Clerical III.	Positions filled	by June 30, 2013 SPBC/HR	Program student support, team-driven environment
Hire full time Tutorial Specialist for Palmdale Center.	Position filled	By June 30, 2013 SPBC/HR	Para-professional support for students, professional/team-driven environment
Add Academic Skills Tutorial Specialist position to staffing plan.	Added to HR staffing plan	Spring 2013 HR Planning Committee	Para-professional support for students, professional/team-driven environment
Restore district funding for tutors and desk assistants.	Budget request to SPBC	January 2013 IRES Dean	Student success/student-centered learning, basic skills, productive citizens in the community

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**GOAL #3: Fully fund the Learning Centers.**

President's Goal III; Academic Affairs Goal #10

Objective	Measure	Time frame	Justification
Request an increase in district funding for tutoring	Budget request to SPBC	by June 30, 2013 IRES Dean	Tutoring across disciplines, basic skills, student success/centeredness
Apply for grants and write proposals for additional funding of services	One grant & proposal each	Annually LC Full-time Faculty	Variety of services in learning assistance to support student needs, educational goals, productivity
Submit basic skills funding proposals for the hiring of reading, math, and ESL tutors.	Submission of proposals	by Basic Skills funding deadline. LC Faculty	Student success/student-centered learning, basic skills, productive citizens in the community
Request separate Learning Center funding for the Palmdale Center.	Budget request to SPBC	by June 30, 2013 IRES Dean	Student access to services; student success/student-centered learning, basic skills, productive citizenry

**GOAL #4: Improve and increase Learning Center Course offerings**

President's Goal IX; Academic Affairs Goal #5

Objective	Measure	Time frame	Justification
Monitor the progress of new and modified LAC courses through AP&P (LAC 100, 200, 299).	Approved by AP&P	Fall 2013 LC Faculty	Provide quality, comprehensive education for diverse learners
Develop and submit new LAC courses (LAC 065, 102, 120, 130, 131).	Approved by A P&P	Spring 2013 LC Faculty	Provide quality, comprehensive education for diverse learners
Offer LAC 100 as a hybrid course.	Approved by AP&P	Spring 2013 LC Faculty	Provide quality, comprehensive education for diverse learners
Create a locally approved certificate of proficiency for tutoring.	Approved by AP&P	Spring 2013 LC Faculty	Provide quality, comprehensive education for diverse learners

**GOAL #5: Monitor Learning Center Student Learning Outcomes (SLOs).**

Academic Affairs Goal #1, Educational Master Plan Goal #4

Objective	Measure	Time Frame	Justification
Submit program SLOs to WEAVE.	100% submission	Each term. LC Faculty	To comply with SLOs Committee; higher educational standards
Create SLOs for courses in development.	Submit to SLOs Committee	With each AP&P submission. LC Faculty	To comply with SLOs Committee; higher educational standards
Review SLOs for all LAC courses and consider modifications.	Revision to SLOs Committee	Spring 2013 LC Faculty	To comply with SLOs Committee; higher educational standards

**GOAL #6: Maintain continuous improvement of tutor training.**

President's Goal VII, Academic Affairs Goal #12

Objective	Measure	Time Frame	Justification
Continue to write grant proposals for tutor professional development	One proposal per academic year	By spring term each academic year LC Faculty	Student success/student-centered learning
Identify and provide tutor training in areas where tutors need to show improvement.	Tutor evaluations	Each term LC Faculty, Tutorial Specialists	Identify improvements; student success
Provide customer service training for front desk assistants.	Desk assistant evaluations	Each term Tutorial Specialists	Identify improvements; student success

**GOAL #7: Comply with all State regulations.**

Objective	Measure	Time Frame	Justification
Monitor State Title 5 guidelines re: apportionment for LAC courses, student self-referrals, learning assistance services	Report to department	Each term LC Faculty IRES Dean	To ensure services support needs of students in pursuing and achieving their educational goals.
Participate in Statewide Academic Senate/learning assistance organizations discussions re: possible changes to faculty minimum qualifications.	Report to department	As needed, academic year and beyond LC Faculty	To monitor decisions affecting learning assistance instruction.

**GOAL #8: Improve data collection.**

President's Goal IX, Academic Affairs Goals #1 and #6

Objective	Measure	Time Frame	Justification
Continue to investigate database programs to replace the existing Learning Center database.	Written report to department	Spring 2013 LC Faculty Tutorial Specialists	To report student data accurately in the quest to place student success and learning as the number one priority.
Continue to refine SLO collection processes for LAC 900 and LAC 901.	More concrete data in WEAVE	Spring 2013 LC Faculty	To report student data accurately in the quest to place student success and learning as the number one priority.
Continue to refine processes for collecting student usage data.	More accurate data in LC database.	Spring 2013 LC Faculty Tutorial Specialists	To report student data accurately in the quest to place student success and learning as the number one priority.

**GOAL #9: Be technologically current.**

Academic Affairs Goal #4, Educational Master Plan Goal #4

Objective	Measure	Time Frame	Justification
Request funding to replace student, faculty, and staff computers and monitors.	Budget request to SPBC	January 2013 IRES Dean	Current technology can lend to the creation of innovative programs and services.
Request funding to replace software that has expired, is outdated, or not functional.	Budget request to SPBC	January 2013 IRES Dean	Current technology can lend to the creation of innovative programs and services.
Continue to investigate technologies such as streaming video, Podcasting, video conferencing, Skype, Blackboard, whiteboards, and MyAVC.	Written report to department	December 2013 LC Faculty & Tutorial Specialists	Current technology can lend to the creation of innovative programs and services.
Request funding to purchase Web tools (Web cams, wireless access), and continue to request funding for online services (Learning Express, SMARTHINKING, Webspiration Classroom, Ask Online), and instructional resources such as DVDs, books, etc.	Budget request to SPBC	2012-2013 IRES Dean LC Faculty	Current technology can lend to the creation of innovative programs and services.