Program: Admissions and Records

Division: Enrollment Services

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With the approval of the Academic Senate and the Institutional Planning and Effectiveness Committee, we are moving to a bi-annual cycle of program review updates and full program reviews. Fall 2023 is a Program Update cycle.

Please note: Program Update is NOT in itself a vehicle for making requests. All requests should be made through appropriate processes (e.g., Instructional Equipment Requests) or directed to your dean or supervisor.

Time Frame: This Program Update *should reflect* on program status during the 2022-23 academic year. It should *describe plans* starting now and continuing through 2023-24.

Key Terms: The Program Review Glossary defines key terms that you can review before writing: https://bit.ly/2LqPxOW

HELPFUL LINKS:

1) Program Review Committee Page for Writers
2) Fall 2023 Program Reviews
3) Frequently Asked Questions

For Help: Contact Nadiyah Taylor: ntaylor@laspositascollege.edu.

INSTRUCTIONS:

1) Please respond to each question with enough detail to present your information, but it doesn't have to be very long.

2) If the requested information does not apply to your program, write "Not Applicable."

3) Suggested: Communicate with your dean while completing this document.

4) Send an electronic copy of this form to Nadiyah Taylor and your dean **by November 1, 2023**

IMPORTANT CHANGES AND REMINDERS

Some sections have been removed for ease of completion. However, these important tasks will need to be reviewed by programs:

✓ **Check for Title V updates required for any of your courses or Programs:**

1. To check on the status of courses and programs to see if any updates are required
   a. Log in to CurricUNET
   b. Select "Course Outline Report" under "Reports/Interfaces"
   c. Select the report as an Excel file or as HTML)
2. If updates are needed, submit these updates to the Curriculum Committee
3. Then, compare each Program Map to your current course offerings and course sequencing. Pay close attention to prerequisite information and to classes that may only be offered during certain semesters**.**
   a. If your map requires a non-Curricular change (i.e., course sequencing) consult your <u>Pathway counseling faculty liaison</u> to initiate any changes.
   b. If your map requires a Curricular Change (Program modifications) - these are initiated through the Curriculum Committee.

✓ **Review your programs to see if there are any modifications needed**

✓ **Review your programs and courses to see if any will be sunset or deactivate**

HAS YOUR PROGRAM HAD ANY SIGNIFICANT UPDATES SINCE THE LAST PROGRAM REVIEW?

☐ **No, I'd like to skip the update this year, and I understand that I can only do this twice in three years.**

THERE ARE TWO SECTIONS:

LPC Equity Definition: Equity is parity in student educational outcomes. It places student success and belonging for students of color and disproportionately impacted students at the center of focus.

1. Updates - *All programs* (page 3)

2. CTE Review – *CTE programs only* (pages 4-7)

ALL PROGRAMS: SECTION ONE

LPC Equity Definition: Equity is parity in student educational outcomes. It places student success and belonging for students of color and disproportionately impacted students at the center of focus.

1. Please describe the most important updates, achievements, challenges, or barriers to your program in academic year 22-23.

UPDATES

1. *Newly Hired/Replacement Employees*

Registration Support Center (Previously known as the Online Service Center) Administrative Assistant – The new Administrative Assistant will help prospective and new students with the following services:

- Admission Application
- Class-web and Zone Mail
- Online Orientation
- Assessment/ Placement
- Schedule New Student Group Planning
- Register For Classes
- Referrals to programs, services, and learning communities

Admissions and Records Assistant III – A new Liaison to the Apprenticeship Program and Institutional Service Agreement. The new A&R III will help prospective and new students interested in the Apprenticeship Program and will provide student support with the following services:

- Admission Application
- Class-web
- Register For Classes
- Liaison for Institutional Service Agreements (ISA)
- Back up to Dual Enrollment
- Workshops for the Apprenticeship program on Campus, Zoom and even arrange to go to workplace if needed.

DegreeWorks Coordinator – The new DegreeWorks Coordinator replacement will continue to help students with the following services:

- The DegreeWorks Coordinator is responsible for updating the programs and courses in DegreeWorks, making sure that they are accurate and aligned with our institution's transfer, degree, and certificate programs. DegreeWorks is an online advising tool that will allow students to view their Student Educational Plan and confirm what courses they have completed, as well as what courses remain, toward meeting their educational goal(s). DegreeWorks matches the student's academic and course history, as well as their current course schedule, against the degree requirements as defined in the LPC College Catalog.

2. *ACHIEVEMENTS*

- Admissions & Records participated in the creation of a Pilot college program that will allow students to AUDIT classes at Las Positas College. Together with Academic Services, A&R established clear instructions/procedures on how students can audit a class. This information is now available on our school website under the Lifelong Learning Academy page.

3. *CHALLENGES*

- Fraud CCCApply Applications – Admissions and Records continues to deal with an ever-increasing potential fraud applications.

2. What are the most important things your program observed with respect to student learning, equity, and success in 22-23? This could be related to your SLOs or from other sources.

Post Covid, the office of Admissions and Records continues to provide support to students in multiple modalities…..walk-in, phone, Email, Chatbot, and Zoom.

3. Got anything new planned for 23-24?

Admissions and Records continues to use the Student Satisfaction Survey questionnaire. This long-term powerful tool will help our office improve the quality of service that we provide to our students. By gathering feedback from students about their experiences in the Admissions and Records office can gain valuable insights into what is working well and what needs to be changed. Our office can then use the data collected and make informed decisions on how we can improve our service to better serve our students.

FRAUD MITIGATION FOR CCCAPPLY APPLICATIONS – Since 2021, the State Chancellor's Office has been working to mitigate fraud, in partnership with the Tech Center, Colleges/Districts, and the U.S Department of Education. They have developed ID Verification/Proofing, which will rollout/go live in October 2023. The result could drastically reduce the number of fraud applications coming from CCCApply. As a result, this should reduce the manual workload for our office investigating and attempting to identify potential fraud.

Admissions and Records is switching from DocuSign to AdobeSign. Similar to DocuSign, AdobeSign is a cloud-based service that allows our office send, secure, track and manage e-signature processes. This service is meant to replace physical paper and ink signatures with a fully automated, electronic alternative. Most of all, AdobeSign is cost effective than DocuSign. Our office is currently using it for our High School Concurrent Enrollment Program and starting spring 2024 will also be used for the Residency Reclassification Petitions.

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CTE UPDATE (CTE PROGRAMS ONLY): SECTION TWO

N/A

LABOR MARKET CONDITIONS: EXAMINE YOUR MOST RECENT LABOR MARKET DATA (WITHIN THE LAST 2 YEARS).

1. Demonstrate labor market need (demand – completers = need); projected growth for the next five years.

2. What is the median income for occupations within your program?

ADVISORY BOARDS:

1. Has your program complied with advisory board recommendations?
   i. _____YES _____No

2. If not, please explain.

STRONG WORKFORCE PROGRAM METRICS: UTILIZING LAUNCHBOARD, REVIEW THE STRONG WORKFORCE PROGRAM METRICS. REVIEW THE DATA AND THEN REPORT ON YOUR SPECIFIC PROGRAM.

Data Reporting Notes:

 CI. STRONG WORKFORCE PROGRAM STUDENTS

 C2. SWP Students Who Earned 9 or More Career Education Units in the District in a Single Year

 C3. SWP STUDENTS WHO COMPLETED A NONCREDIT CTE OR WORKFORCE PREPARATION COURSE

C4. SWP Students Who Earned a Degree or Certificate or Attained Apprenticeship Journey Status

 C5. SWP Students Who Transferred to a Four-Year Postsecondary Institution

 C6. SWP Students with a Job Closely Related to Their Field of Study

 C7. Median Annual Earnings for SWP Exiting Students

 C8. MEDIAN CHANGE IN EARNINGS FOR SWP EXITING STUDENTS

 C9. SWP Exiting Students Who Attained the Living Wage

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