

## 3SP Planning Document Proposal

### **Follow-Up Services for Basic Skills and Probation Students:**

The following interventions are not listed in terms of priority. Further discussion from constituent groups informed by the context of additional planning documents would help to determine primacy of interventions.

#### **Intervention Number 1: Expanded Tutoring Services**

Tutoring at Los Angeles Valley College has substantial data that demonstrates students who use tutoring succeed at higher rates and are retained at higher rates than students who do not use tutoring services. Expanding and targeting tutoring services specifically to at risk students will provide more access to this student population. Providing new services such as embedded tutoring, online tutoring, and dedicated Science tutoring, one that specifically serves probation students, further addresses the needs of at-risk students. The interventions below provide descriptions and preliminary budgets.

##### Intervention 1A

Service	Description of Service (Summer I, Fall, Winter, Spring, Summer II)	Budget
<b>Additional tutoring staff/access during peak hours targeted for at-risk students:</b> Academic Resource Center (General Tutoring, Writing Center, Math Lab)	Tutoring Centers staffed with 7 tutors per hour per Center (Writing, Math, General) during peak usage 15 hours beyond existing hours.) Office Aide (Classified) Support for managing intake of students, setting tutoring appointments, and front desk duties.	<b>Student Tutors:</b> <b>\$188,000</b> (13.25 p/h x 21 tutors p/h x 15hrs p/week x 45* weeks) <b>Office Aide/Classified</b> <b>\$30,000-\$37,000</b> <b>Benefits:</b> <b>\$13,000-\$16,000</b>

##### Intervention 1B

Service	Description of Service (Summer I, Fall, Winter, Spring, Summer II)	Budget
<b>Additional tutoring staff/access during weekend/evening hours targeted for at-risk students::</b> Academic Resource Center (General Tutoring, Writing	Tutoring staffed with 4 tutors per/hour per Center (Writing, Math, General) for an additional 21 hours of evening/weekend use. Supervision provided by faculty with .6FTE	<b>Student Tutors:</b> <b>\$150,000</b> (13.25 p/h x 12 tutors p/h x 21hrs p/week x 45* weeks) <b>.6 FTE Faculty Supervision</b>

Center, Math Lab)		
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Intervention 1C

Service	Description of Service (Summer I, Fall, Winter, Spring, Summer II)	Budget
Tutor Infusion Program/Embedded Tutoring targeted for at-risk students:	Embedded tutoring for 25 Sections (includes time in class, TIP session, meeting with instructor, prep time and faculty Stipend) for Math, English (lower levels, high demand/low success, Math Bridge. Faculty supervision/coordination at .6 FTE	<u>Student Tutors:</u> <b>\$55,000</b> <u>Faculty Supervision</u> <b>.6 FTE</b>

Detailed Budget Breakdown for Tutor Infusion Program

Budget: TIP Leader in typical 3 unit Class		
Class Time	3 hrs week	\$40 (13.25 x 3 hrs)
TIP Session	3 hrs week	\$40
Prep Time	1 hr week	\$13.25
Meet with Instructor	1 hr week	\$13.25
Ongoing Training	1 hr week	\$13.25
<b>Total/Week</b>	<b>10</b>	<b>\$119.75</b>
Semester Subtotal	16	\$1916
Faculty Lead Cost	1 Section	\$250
Average Cost semester/section		<b>\$2,166</b>

### Intervention 1D

Service	Description of Service (Summer I, Fall, Winter, Spring, Summer II)	Budget
Campus Wide Online Tutoring (Outsourced) targeted for at-risk students	Provides 6,000 online tutoring sessions for any subject with 24/7 access to students.	<b>\$10,000</b>

### Intervention 1E

Service	Description of Service (Summer I, Fall, Winter, Spring, Summer II)	Budget
Science Tutoring Center: Biology/Chemistry targeted for at-risk students	Tutoring Centers staffed with 7 tutors per hour per Center during peak usage 17 hours beyond existing hours.)	<b>Student Tutors: \$70,000</b> (\$13.25 p/h x 7 tutors p/h x 17hrs p/week x 45* weeks) <b>Faculty Supervision .8 FTE</b>

### Intervention 1F

Service	Description of Service (Summer I, Fall, Winter, Spring, Summer II)	Budget
Computer Commons targeted for at-risk students	Student workers to assist in the lab for a total of 60 hours a week. (1 student worker an hour when lab is open.) Computer Lab Assistant (Classified, B Shift) 1.0	<b>Student Worker: \$26,000</b> (\$ 9.20 p/h x 60hrs x 47 weeks) <b>Office Aide/Classified \$30,000-\$37,000</b> <b>Benefits: \$13,000-\$16,000</b>

\*45 weeks based on 15-week semesters for fall/spring and 5 week sessions for Summer I, II, and Winter. If intersessions are not offered, the budget is adjusted accordingly.

#### Planning Documents

- Modified Tutor Conference Committee Recommendation
- Basic Skills Action Plan 13/14
- Education Master Plan: Goals 1, 2 and 3.

**Intervention Number Two: Student Workshops Addressing Academic Habits of Mind Targeted for At-Risk Students**

These interactive workshops are designed for improving academic habits of mind, writing skills, mathematics, refining study skills, improving motivation, and for developing critical thinking skills; workshops are specifically targeted and marketed to at-risk student populations. The workshops not only provide important information for understanding various concepts and writing related topics but also integrate dynamic teaching pedagogy through the use of media (PowerPoint slides, short videos, and flipped lessons), engaging group and individual activities, and interesting, real life themes and examples to make the learning process enjoyable for students. These workshops are not just educative lectures; facilitators provide a learning environment where students share their learning experiences, develop confidence in their academic skills, and feel empowered to pursue their academic goals. The presenters for the workshops are responsible for designing the workshops lesson plans and materials, facilitating the workshop, and evaluating feedback from participants. In addition to these duties, the presenters will also develop training guidelines and materials to share best practices with other colleagues.

In- Person Workshops to Address Academic Habits of Mind	
Number of Workshops Per Academic Year: 60 for each regular semester (fall and spring) and 20 during each intersession	180
Duration of workshops	1.0 hours
Prep Time	1.5 hrs per workshop (90 workshops due to repeats)
Hourly Rate	\$64.00
Benefits	9.7%
Total	<b>\$18,956</b>

Online Videos/Lesson Plans to Complement Workshops	
Dedicated faculty member to create course wide videos for math and English focused on Academic Habits of Mind, organization of dedicated web space (message board/email/etc._.	<b>.4 FTE (short term)</b> to create videos for courses until videos are completed.
Dissemination of material, monitoring and updating web space. Duties include coordination with faculty, students, monitoring message board and email, and evaluating for effectiveness.	<b>.3 FTE</b> on-going basis

Planning Documents: Basic Skills Action Plan, EMP Goals 1-3, PASS Goals 1-5

**Intervention Number Three: Full Time Designated Basic Skills Counselor located in the Academic Resource Center**

Since the beginning of the Basic Skills initiative on campus, BSI has funded (at a minimal level) a designated counselor to work with students in Foundational Skills Courses through the tutoring centers. As noted in the recent publication *Basic Skills Completion: The Key to Success in California Community College (2013)*, one data-supported intervention that increased success was when counselors and/or advisors went to the students. Furthermore, a best practice included establishing “One or two counselor offices in the tutorial centers in a location visible to students. Students sign up for an appointment, get assistance, and study in the tutorial center while waiting for their turn to meet with a counselor” (15).

Budget for Dedicated Basic Skills Counselor located in the Academic Resource Center	
Full-time, D-Basis (12 month) Basic Skills Counselor	Range: \$58,000-\$91,000 Benefits: 23% (\$13,340-\$20,930)

Planning Documents

- Education Master Plan: Goals 1, 2, and 3.

**Intervention Number Four: Non Credit Program Orientation sessions for ESL students in languages other than English**

Orientations will cover Continuing Education certificates, ESL sequence, steps for transitioning to credit courses, and student and academic support services.

Budget for Non Credit Orientations	
Sessions developed by Counselors and facilitated by CGCAs	\$3,000 (20 orientations a month x 10 months x \$15.00 p/h)

Planning Documents

- Education Master Plan: Goals 1, 2 and 3.

**Intervention Number Five: Expanded Services of Reading Lab**

Expand the services of the Reading Lab program to give our students as many resources as possible to develop and improve reading skills. This requires hiring two full-time instructional assistants (non FTES-generating) who will be supervised by Dev Com faculty in the lab -- primarily by the full-timer who will oversee the lab 35 hours per week. Instructional assistants will cover two full-time shifts, which will allow students access to individualized instruction in the lab during both day and evening hours, and during which there will be some overlap of scheduling during peak hours. We estimate the compensation package for a single IA, including salary and benefits, to be \$75,000 annually (for a total of \$150,000 per year);

Budget for Expanded Staffing of Reading Lab	
Two Instructional Assistants	\$150,000 (per year, includes salary and benefits)
Training of instructional assistants in delivering content and implementing best practices including hourly rates for training, software, and required materials	\$5,000

**Intervention Number Six: Campaign to Raise Awareness about Checking LACCD Email Address**

With all campus correspondence coming to the students' LACCD email address, including important changes regarding probation, registration, etc. resulting from SB 1456, it's critical that we raise awareness about the importance of students regularly checking their email account. Other proposed intervention such as notification of workshops, appointments, etc. also will rely on students regularly checking email.

Budget for LACCD Email Awareness Campaign	
200 posters (141 classrooms plus additional offices)	\$ TBD
Banners in for LARC, bookstore, Student Services	\$ TBD

Planning Documents

- Education Master Plan: Goals 1, 2 and 3.
- PASS Goals: 1-5