



Noncredit

Student Success and Support Program Plan

2015-16

Report Due Postmarked By

Friday

October 30, 2015

Email PDF of completed plan to:

noncreditSSSP@cccco.edu

and

Mail signature page with original signatures to:

Patty Falero, Student Services and Special Programs Division

California Community Colleges Chancellor's Office

1102 Q Street, Suite 4554

Sacramento, CA 95811-6549

INTRODUCTION

The noncredit Student Success and Support Program (SSSP) plan aids the college or noncredit adult education program in planning and documenting how SSSP services will be provided to noncredit students. The goal of this program is to increase student access and success by providing students with core SSSP services to assist them in achieving their educational and career goals.

In accordance with the Student Success Act of 2012, each college and noncredit adult education program accepting SSSP funds must provide noncredit students with the following core services:

- Orientation
- Assessment and placement
- Counseling, advising, and student education planning
By the end of the second term of attendance, students should receive a Noncredit Student Education Plan (NSEP). This plan is distinguished from the comprehensive and abbreviated plans provided to credit students. It is designed specifically for nonexempt, noncredit students who enroll to earn diplomas or career technical certificates, enhance skills, maintain a certificate or license, or participate in career pathways.¹ NSEPs should be completed as soon as possible for students enrolled in short-term programs.
- Follow-up services
These services are targeted toward students who are enrolled in basic skills courses or students who have not identified an education goal and course of study. Services may include additional counseling, advising and education planning as well as referrals to additional resources.

Colleges and noncredit adult education programs may expend noncredit SSSP funds for core services to students enrolled in the following noncredit education program categories²:

- Elementary and Secondary Basic Skills
- English as a Second Language
- Short-Term Vocational
- Workforce Preparation

Please refer to the [Program and Course Approval Handbook](#) and [the Chancellor's Office website for curriculum and instruction](#) for more information on the program and course approval process.

Colleges and noncredit adult education programs receiving noncredit SSSP allocations are required to provide a one-to-one match for each categorical dollar with district funds.

Note that this plan also requests the attachment of a roster for the college or noncredit adult education program noncredit SSSP advisory committee. It is recommended that this committee be established prior to completing the plan to guide the provision of noncredit SSSP services.

¹ Student Services element SS01 in the CCCO MIS Data Elements Dictionary provides a complete list of student goals. http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/SS/SS01.pdf

² Please refer to the Data Elements Dictionary under Course Data Elements (CB 22) for descriptions of these programs. http://extranet.cccco.edu/Portals/1/TRIS/MIS/Left_Nav/DED/Data_Elements/CB/cb22.pdf

INSTRUCTIONS AND GUIDELINES

Please carefully review instructions and resources, including the SSSP Handbook, SSSP Funding Guidelines, relevant sections of the Education Code and title 5 regulations before completing the noncredit SSSP plan. Links to these documents and other resources are provided at the end of the plan template for your convenience.

The program plan is a Word document. As you enter your responses, the document will expand to accommodate the information provided. When completed, save the document as a PDF file and email it, along with the budget plan, to noncreditSSSP@cccoco.edu. Include the name of the college or noncredit adult education program and “Noncredit SSSP Plan” in the subject line. Mail the signature page with original signatures by the postmark date to the address indicated on the cover sheet.

The program and budget plans must be submitted annually. These plans enable colleges and noncredit adult education programs to describe implementation of the noncredit SSSP provided with noncredit SSSP funding and with matching funds. The plan should draw a succinct, but accurate, portrait of your noncredit SSSP activities and staffing shall be developed through consultation with faculty, staff, administrators and students, per title 5, section 55510(b).

In addition, section 78211.5(b) of the Education Code permits colleges and noncredit adult education programs to expend SSSP categorical funds only on activities approved by the Chancellor. Please be sure all expenditures are consistent with the [SSSP Funding Guidelines](#) or your plan may not be approved. The information provided and the funding source (i.e., noncredit SSSP funds or matching funds) should be clearly indicated and cross-referenced in the plan narrative and in the budget section. The program and budget plans will also be compared with the colleges’ Noncredit SSSP Year-End Expenditure Report to monitor for consistency. Note that SSSP funds may not be used to supplant general or state categorical (restricted) funds currently expended on SSSP activities. Any services provided should supplement--not supplant--any services provided to students currently participating in college categorical programs and any other federal, state, and county programs.

GENERAL OUTLINE

The noncredit SSSP plan is divided into six sections, described below. The budget plan is a separate document.

- I. Signature Page
- II. Noncredit Student Success and Support Program Services
 - a. Core Services
 - i. Orientation
 - ii. Assessment and Placement
 - iii. Counseling, Advising, and Student Education Planning
 - iv. Follow-Up Services
 - b. Additional Match Expenditures
- III. Policies
 - i. Exemption Policy
 - ii. Appeal Policies
 - iii. Prerequisite Procedures
- IV. Professional Development
- V. Institutional Research
- VI. Plan Coordination
- VII. Attachments
 - A: Noncredit SSSP Plan Participants
 - B: SSSP Organizational Chart
 - C: Noncredit SSSP Advisory Committee
 - D: Other (optional)

SECTION I. SIGNATURE PAGE

College/Noncredit Adult Education Program: Los Angeles Valley College

District Name: Los Angeles Community College District

We certify that noncredit SSSP funds will be expended in accordance with the provisions of Chapter 2 (commencing with section 55500) of Division 6 of title 5 of the *California Code of Regulations* and the SSSP Funding Guidelines.

Marco J. De La Garza/Dean of Student Success and Support Services /

Noncredit SSSP Director/Coordinator (Typed Name/Title and Signature)

Phone: 818.947.2324 Email: delagam@lavc.edu Date: _____

Florentino Manzano/Vice President – Student Services/

Noncredit SSSP Supervising Administrator (Typed Name/Title and Signature)

Phone: 818.947.2691 Email: manzanf@lavc.edu Date: _____

Mike Lee/ Date: _____

Chief Business Officer (Typed Name and Signature)

Josh Miller/ Date: _____

Academic Senate President (Typed Name and Signature)

Dr. Erika Endrijonas/ Date: _____

Chief Executive Officer (Typed Name and Signature)

Contact information for person preparing the plan:

Name: Marco J. De La Garza Title: Dean of Student Success and Support Services

Email: delagam@lavc.edu Phone: 818.947.2324

SECTION II. NONCREDIT STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES

Directions: Describe the approach your college or noncredit adult education program is taking to meet its responsibilities under title 5 for the following noncredit SSSP services: (1) orientation; (2) assessment and placement; (3) counseling, advising, preparation of the Noncredit Student Education Plan (NSEP) and other education planning services; and (4) follow-up and other services. **Please provide concise responses for each numbered item listed in each section. As you enter your responses, the document will expand to accommodate the information provided.** Please refer to the [SSSP Handbook](#) for more information on title 5 requirements.

You must report projected expenditures related to these items in the budget plan. Include all staff costs (salaries and benefits) for each position and the direct cost to purchase, develop or maintain technology tools specifically for all core services detailed below.

Ila. Core Services

i. Orientation

Title 5, section 55521, requires orientation to include the topics listed below. Any orientation that does not include the topics listed in title 5 is not eligible for SSSP funding. General outreach activities are also not eligible for this funding.

- Academic expectations and progress standards pursuant to section 55031.
- Maintaining registration priority pursuant to section 58108.
- Prerequisite or co-requisite challenge process pursuant to section 55003.
- Description of available programs, support services, and campus facilities, and how they can be accessed.
- Academic calendar and important timeline.
- Registration and costs related to attendance.
- Available education planning services.
- Other issues, policies, and procedures determined necessary to provide a comprehensive orientation to students.

1. Give a brief and specific overview of your orientation services or plans for developing and implementing these services.

- The Noncredit Program at Los Angeles Valley College is open entry/open exit. To capture as many students as possible, the SSSP Noncredit Orientation is offered in-class at different times throughout the semester. Counselors visit the classrooms at the beginning of the semester, midpoint through the semester, and at the end of the semester. Orientations are presented in an easy-to-understand format.
- The Noncredit SSSP Orientations focus on what Continuing Education classes will provide for the student and explain the difference between credit and noncredit classes.
- A comprehensive overview of the following is also included:
 1. How to read class schedules; understand academic calendars, and deadlines
 2. How to determine the appropriate level of ESL
 3. The Matriculation process from noncredit to credit classes
 4. How to use the LAVC website and where to find important information
 5. Definition of pre-requisites, course requirements
 6. How to transfer credits earned in a foreign country to LAVC
 7. Description and location of campus academic and learning resources
 8. Importance of a Student Educational Plan

9. Emergency campus numbers: discipline, discrimination, sexual assault, sheriff's office

2. Describe the student audience and estimate the number to be served.

LAVC NC SSSP Student Profile	Fall 2014	
	(n)	(%)
Gender		
Male	703	67%
Female	348	33%
Total	1,051	100%
Age		
Less than 20 yrs.	192	18%
20 - 24 years old	149	14%
25 - 29 years old	408	39%
40 or more years old	302	29%
Total	1,051	100%
Ethnicity		
Asian	94	9%
Black/African-American	11	1%
Hispanic	392	37%
Two or More Races	54	5%
White	333	32%
Unknown	167	16%
Total	1,051	100%
Incoming Status		
New	502	48%
Continuing	499	47%
Returning	50	5%
Total	1,051	100%
Units Completed		
Zero Units	736	70%
1/2 to 15 1/2 Units	88	8%
16 to 29 1/2 Units	17	2%
30 to 59 1/2 Units	29	3%
60 or More, No Degree	49	5%
Associate's or Higher Degree	132	13%
Total	1,051	100%

3. Describe the delivery methods (in groups, in person, online, etc.) and activities that will be provided.

- Orientations are presented to the group of students in the class. Each class is visited for orientations.
- This year, the LAVC Noncredit SSSP plans to develop an orientation handbook in multiple languages (English, Armenian, Spanish) to better inform students and provide information that addresses all the orientation topics, important academic resource information, and information on awareness and prevention programs on campus sexual violence.

- The LAVC Noncredit SSSP program is also developing an online orientation module in multiple languages.
4. Describe any partnerships among colleges or with high school districts, workforce agencies, or other community partners that assist with providing orientation.
- LAVC has a working relationship with the North Hollywood High School Adult Education Program, the Rinaldi Adult Learning Center, Cal Works, and GAIN. Presently, the Noncredit SSSP unit is exploring the development of how to assist these partners and other community based organizations with orientations for the program.
5. Include at what point in the enrollment process orientation is provided.
- Noncredit classes are open entry/open exit. Students enroll in classes before orientation. To capture all students, orientations takes place three times during the semester: beginning, middle, and towards the end.
6. Include information on awareness and prevention programs on campus sexual violence consistent with requirements of the federal Clery Act and the Violence Against Women Act.
- During Orientation, students are shown where to find the Title IX webpages with the emergency numbers.
 - Additionally, emergency numbers will be included on the orientation handbook.
 - When the LAVC Title IX coordinator launches the campus workshops on the Clery Act and the Violence Against Women Act, the Noncredit SSSP unit will attend and incorporate additional information in future orientation.
7. Describe any commercial technology or in-house products, as well as any annual subscriptions or other requirements for these products. Be sure to include these items in the table below.
- Noncredit SSSP is developing an online orientation module with text, slideshow, and video to be implemented into Continuing Education's online ESL classes and onto the department website.
 - Counselors utilize tablets and a multimedia projector for the classroom orientations.
8. List all staff costs in the table below for each position providing these services. List any other orientation-related expenditures that are included and clearly cross referenced in your noncredit SSSP budget plan.

See the Chancellor's Office [Budget and Accounting Manual](#) for more detail on expenditure codes. Indicate if the items listed are paid for with SSSP funds or match. You may add additional rows as necessary.

LAVC – NC SSSP – ORIENTATION EXPENDITURES

- **Counselor assignments are comprehensive and include all core services. Counselor cost for salaries and benefits will appear in both Orientation and Counseling. These costs will be divided between the categories on the budget.**

- **Unclassified staff assignment is comprehensive and includes service support for core services and coordination. This salary cost will be divided between the categories on the budget.**

Budget Code	Category Title	FTE	SSSP	Match
1000	Academic Salaries	.5	\$45,000	
2000	Classified & Other Nonacademic Salaries	.5	\$18,000	
3000	Benefits		\$12,960	
4000	Supplies, Material, Handbook Printing		\$ 5,000	
5000	Other Operating Expenses – Contract for Online Orientation and Translations Svcs.		\$20,000	
6000	Capital Outlay – Tablets for Orientation		\$ 5,000	
7000	Other Outgo			

9. Identify the staff providing or supporting orientation services and provide a brief, one-sentence statement of their role in orientation. Please add rows as necessary.

Title	Role
Counselors	Conduct Classroom Orientations and Provide Core Services
Instructor – Non-Teaching	Hourly Assignment – Coordination and Training
Unclassified Staff	Service Support

ii. Assessment and Placement

1. Give a brief and specific overview of the assessment process for noncredit students. Include a description of the test preparation that is available.
 - Noncredit SSSP assessment at LAVC operates as a self-placement module for students to choose the most appropriate level.
 - Students are guided by faculty and counselors for intervention.
 - Students can choose to take the CASAS appraisal tool.
2. Describe the student audience, including an estimate of the annual number of students to be assessed and a description of who is required to be assessed.
 - No student is required to assess.
3. Identify any assessment test(s) used for placement into English, mathematics, and ESL courses or any other noncredit course or program. Provide specific information about any second-party tests, including the versions and forms used. Describe which tests and services are offered online, in person, individually or in groups, etc., and indicate when tests were approved by the CCCC and what type of approval was granted. Indicate when disproportionate impact and consequential validity studies were completed.
 - All courses are open entry/open exit with no pre-requisites or co-requisites.
 - Students are not required to assess.
 - There is no math component to the Noncredit SSSP program.
 - Students can choose to take the Reading Appraisal Form 80 of the Comprehensive Adult Student Assessment System (CASAS). Scores are calculated and students place on one of seven different levels of Noncredit English as a Second Language. This test is given in person at the Continuing Education office.

4. Describe what multiple measures are used, how they are integrated into the assessment system (as part of an algorithm included in the test scoring process, applied by counselors, used on their own without a test, etc.) and how they meet the multiple measures requirement per title 5, sections 55502 and 55522.
 - Self-placement module
 - No assessment or multiple measures utilized.

5. Describe the policy on the acceptance of student assessment scores and placement results from colleges within a multi-college district, from colleges outside of the district, or from adult education programs.
 - No assessment scores are needed to enroll in classes.
 - Students can choose to take the CASAS appraisal or meet with the instructor for guidance.

6. How are the policies and practices on re-takes and recency made available to students?
 - No assessment tool.
 - Students can take the CASAS as often as they choose.

7. Describe any additional commercial technology or in-house products used for assessment and placement, as well as any annual subscriptions or other requirements for these products. Be sure to include these items in the table below.
 - None

8. List all staff costs in the table below for each position providing these services. List any other assessment-related expenditure that are included and clearly cross referenced in your noncredit SSSP budget plan. Indicate if the items listed are paid for with SSSP funds or match. You may add additional rows as necessary.

Expenses for Assessment

- **Unclassified staff assignment is comprehensive and includes service support for core services and coordination. This salary cost will be divided between the categories on the budget. Assists students with self-guided assessment.**

Budget Code	Category Title	FTE	SSSP	Match
1000	Academic Salaries		\$	\$
2000	Classified & Other Nonacademic Salaries	.5	\$18,000	
3000	Benefits			
4000	Supplies and Materials			
5000	Other Operating Expenses			
6000	Capital Outlay			
7000	Other Outgo			

9. Identify the staff providing or supporting assessment services and provide a brief, one-sentence statement of their role. Please add rows as necessary.
 - **Same unclassified staff as noted in the Orientation and Counseling categories.**

Title	Role
Unclassified Staff	Assist noncredit students with self-guided assessment

iii. **Counseling, Advising, and Student Education Planning**

1. Give a brief and specific overview of the process and service delivery methods for noncredit students for:
 - Counseling
 - Advising
 - Development of the Noncredit Student Education Plan (NSEP)³.

COUNSELING:

- Counseling Services begin with the first visit to the classroom. Counselors address student needs and concerns with the 20-30 minute Orientation presentation.
- At the end of the Orientation, students are invited to sign up for a 30-minute, individual counseling appointment with a Counselor. If students cannot sign up at that time, they are encouraged to contact the Counselor by phone or email at a later date.

ADVISING AND NSEP:

- During the individual counseling appointment, students establish and define academic goals. Counselors discuss course planning options and develop a NCSEP.
- Student Engagement Activities are in development for the 2015-16 year. Workshops that will assist students in bridging to the credit program, field trips, and a culmination ceremony are being planned.

2. Describe the student audience and estimate the number to be provided services.

³ The Noncredit Student Education Plan (NSEP) is designed specifically for nonexempt, noncredit students who enroll to earn diplomas or career technical certificates, enhance skills, maintain a certificate or license, or participate in career pathways. This plan is distinguished from the comprehensive and abbreviated plans provided to credit students; however, it is currently accounted for as a comprehensive plan under element SS01 in the MIS.

LAVC NC SSSP Student Profile	Fall 2014	
	(n)	(%)
Gender		
Male	703	67%
Female	348	33%
Total	1,051	100%
Age		
Less than 20 yrs.	192	18%
20 - 24 years old	149	14%
25 - 29 years old	408	39%
40 or more years old	302	29%
Total	1,051	100%
Ethnicity		
Asian	94	9%
Black/African-American	11	1%
Hispanic	392	37%
Two or More Races	54	5%
White	333	32%
Unknown	167	16%
Total	1,051	100%
Incoming Status		
New	502	48%
Continuing	499	47%
Returning	50	5%
Total	1,051	100%
Units Completed		
Zero Units	736	70%
1/2 to 15 1/2 Units	88	8%
16 to 29 1/2 Units	17	2%
30 to 59 1/2 Units	29	3%
60 or More, No Degree	49	5%
Associate's or Higher Degree	132	13%
Total	1,051	100%

3. Describe any partnerships among colleges, high school districts, adult education programs, workforce agencies, or other community partners that assist with counseling, advising or education planning.
 - At present, there are no partnerships with community/education agencies that assist with counseling, advising or education planning.

4. Describe at what points in the student's academic pathway these services are provided.
 - Counseling services are on-going.
 - Counselors are available to meet with students at the beginning of their academic pathway, at the intermediate stage while preparing to transition to credit classes, and again when they are ready to matriculate.
 - Plans for 2015-16 include conducting workshops to assist students in bridging to the credit program. These workshops will be held several times each year.
 - For the 2015-16 year, the Noncredit SSSP Counseling office is also developing an activity/event for students who are transitioning to credit classes. This activity will support student success by providing important information, resources, and contacts.

5. Describe the adequacy of student access to counseling and advising services. Indicate whether appointments are required and the average wait time for an appointment and for drop-in counseling, if it is available.
 - Counseling appointments are available on a weekly basis.
 - The average wait time is one week.
 - Evening appointments are available two evenings a week.
 - Counseling hours are flexible, based on student requests.

6. Describe any use of academic or paraprofessional advising.
 - Noncredit faculty and unclassified paraprofessionals offer assistance to counselors.

7. Describe any additional commercial technology or in-house products used for support of counseling, advising, NSEP development and other education planning services, such as scheduling or degree audit, as well as any annual subscriptions or other requirements for these products. Be sure to include these items in the table below.
 - Students are encouraged to use an array of campus academic and learning resources and tools to advance their academic goals and to explore career.

 - Students are also encouraged to utilize the campus Career Transfer Center software programs that assist in developing career exploration and planning.

8. List all staff costs in the table below for each position providing these services. List any other related expenditures that are included and clearly cross referenced in your noncredit SSSP budget plan. Indicate if the items listed are paid for with SSSP funds or match. You may add additional rows as necessary.

LAVC – NC SSSP –COUNSELING, ADVISING, NSEP DEVELOPMENT EXPENDITURES

- **Counselor assignments are comprehensive and include all core services. Counselor cost for salaries and benefits will appear in both Orientation and Counseling. These costs will be divided between the categories on the budget.**

- **Unclassified staff assignment is comprehensive and includes service support for core services and coordination. This salary cost will be divided between the categories on the budget.**

Budget Code	Category Title	FTE	SSSP	Match
1000	Academic Salaries	.5	\$45,000	\$
2000	Classified & Other Nonacademic Salaries	.5	\$18,000	
3000	Benefits		\$12,960	
4000	Supplies, Material, Printing – Workshop and Culmination Ceremony Materials		\$ 5,000	
5000	Other Operating Expenses – Contracts for Workshops, Field Trips, Culmination Expenses		\$19,616	
6000	Capital Outlay			
7000	Other Outgo			

9. Identify the staff providing or supporting follow-up services and provide a brief, one-sentence statement of their role. Please add rows as necessary.

Title	Role

Counselors	Provide counseling services and advise student
Non-Teaching Faculty	Conduct workshops
Unclassified Staff	Assist in service support

iv. Follow-Up Services

1. Give a brief and specific overview of the process for noncredit students for follow-up services in accordance with title 5, section 55525.

- Follow-Up Services are in development. The campus is developing a process to track noncredit students' progress to the credit program.

2. Describe the student audience and estimate the number to be served. Note that noncredit at-risk students meeting the definition provided by title 5 are those enrolled in basic skills courses or students who have not identified an education goal and course of study.

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Associate's or Higher Degree	132	13%
Total	1,051	100%

3. Include an estimate of the annual number of students to be provided these services, and the process to identify them.

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		(n)	(%)
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Associate's or Higher Degree		132	13%
Total		1,051	100%

4. Describe the strategies for addressing the needs of these students, including:
 - Strategies for addressing the needs of noncredit students is in development.
5. Include any commercial technology or in-house products used for follow-up. Be sure to include these items in the table below.
 - Faculty are encouraged to send alerts to students via our portal or direct email. Faculty alerts can be sent to student support services for follow-up.
6. List all staff costs in the table below for each position providing follow-up services. List any other follow-up-related expenditures that are included and clearly cross referenced in your noncredit SSSP budget plan.

Indicate if the items listed are paid for with SSSP funds or match. You may add additional rows as necessary.

- **FOLLOW-UP – IN DEVELOPMENT – NO EXPENDITURES PLANNED AS YET**

Budget Code	Category Title	FTE	SSSP	Match
1000	Academic Salaries		\$	\$
2000	Classified & Other Nonacademic Salaries			
3000	Benefits			
4000	Supplies and Materials			
5000	Other Operating Expenses			
6000	Capital Outlay			
7000	Other Outgo			

7. Identify the staff providing or supporting follow-up services and provide a brief, one-sentence statement of their role. Please add rows as necessary.

Title	Role

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IIb. Additional Match Expenditures

List any match expenditures not previously accounted for in this plan. These expenditures may include Admissions and Records, Transfer and Articulation services, Career Services, institutional research (unrelated to SSSP), institutionally funded tutoring, and supplemental instruction costs for at-risk students. Ensure that expenditures are clearly cross referenced in the budget plan.

Budget code	Expenditure	Amount
1000	Counselor (1.0)	\$139,056
3000	Counselor Benefits	\$ 37,017

SECTION III. POLICIES

i. Exemption Policy

Provide your institution’s policy for exempting noncredit students from participation in the required services listed in title 5, section 55520 consistent with the requirements of section 55532.

Exemption Criteria

Based on title 5 section 55520 Los Angeles Valley College exempts from mandatory SSSP activities students who:

- a. Have earned an Associate Degree or higher degree
Students are exempted at the time of application and are given the option to participate in SSSP Services.
- b. Have enrolled in the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, completion of basic skills, or English as a Second Language course sequence. Students are exempted at the time of application and are given the option to participate in SSSP Services.
- c. Have completed these services at another community college within a time period identified by the district.
The Los Angeles Community College District Board of Trustee has decided to exempt students from assessment only. Students may request an exemption from assessment if they have completed assessment at another California Community College or participated in the Early Assessment Program in the last two years. Students seeking this exemption may fill out an Assessment Exemption Request and submit it to the Office of Admissions and Records.
- d. Are taking classes to maintain a license.
Students are exempted at the time of application and are given the option to participate in SSSP Services.
- e. Are concurrently enrolled K-12 students
Students are exempted at the time of application and are given the option to participate in SSSP Services

ii. Appeal Policies

Briefly describe the student appeal policies and procedures required under title 5, section 55534 (e.g., priority enrollment, prerequisites, co-requisites, etc.) and explain how students can access them.

Los Angeles Valley College does not have a process for students to appeal mandatory participation in SSSP activities; however students have the right to:

- a. Appeal their SSSP classification (exemption status) based on alleged unlawful discrimination or unlawful application of the law. Students may file an appeal with the College Ombudsperson. In the case of appeals based on the exemptions criteria the burden of proof is on the student and all relevant materials must be submitted with the appeal

Request that their participation in assessment be waived because they have completed assessment at a California Community College within the last two years or have completed the Early Assessment Program (EAP) through the California State University System. The **Matriculation Assessment Exemption Request**

- b. is available in the Office of Admissions and Records. Students must submit the waiver along with proof of assessment.
- c. Appeal their Registration Priority Loss. Registration Priority Loss Appeals are collected by the Office of Admissions and Records and reviewed by the College's Petitions Committee.

iii. **Prerequisite Procedures**

Provide a brief description of the procedures for establishing and periodically reviewing prerequisites in accordance with title 5, section 55003 and procedures for considering student challenges.

Prerequisite Procedures

a. **Establishing and Reviewing Prerequisites:**

In accordance with Title 5, section 55003, and the District's Policy and Prerequisites, Co-requisites, and Advisories, all course and program prerequisites are established when faculty in the discipline submit a request and appropriate validation form to the Curriculum Committee for approval. For course prerequisites and co-requisites within the discipline, rigorous content review is used to establish entry and exit skill alignment. The skills are based on the course outline of record including course objectives and types of assignments required in the course. Review of the course outline is to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the prerequisite course requires skills in communication or computation (i.e., English or mathematics) then the prerequisite course is statistically validated through the Office of Institutional Effectiveness in addition to rigorous content review. If a course is required by statute or regulation, is part of paired lecture-lab courses within a discipline, is required by four-year institutions, or baccalaureate institutions will not grant credit for a course unless there is a prerequisite in communication or computation, then neither rigorous content review nor statistical validation is required.

Prerequisites, co-requisites, and advisories are reviewed at least once every six years using the same criteria as used for the establishment of prerequisites, co-requisites, and advisories.

b. **Considering Challenges:**

Los Angeles Valley College allows students to challenge prerequisites on the basis of:

- The student has the documented knowledge or ability to succeed without meeting the prerequisite/co-requisite.
- The prerequisite/co-requisite is not reasonably available
- The prerequisite/co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The prerequisite/co-requisite has not been established in accordance with the district's process.
- The prerequisite/co-requisite is in violation of title 5 section 55003.

First-Level Challenge:

Students challenge prerequisites through the Department Chair that oversees the department offering the course. The Department Chair reviews the petition and renders a decision.

Option 1: If the challenge is granted, the student takes the Challenge to the Office of Admissions & Records for processing.

Option 2: If the challenge is denied and the student chooses to appeal the denial, the student brings the Challenge to the Office of Admissions & Records. A&R adds the student to the class (if they have an Add Permit) and notifies the Office of Academic Affairs to convene an appeals committee commencing a second-level challenge.

Second-Level Challenge:

The area Academic Affairs Dean convenes an Appeals Committee. Appeals Committee Membership requires an Academic Affairs Dean and two faculty members at least one of which if from the discipline.

Option 1: If the appeal is granted, the student is allowed to remain in the class.

Option 2: If the appeal is denied, the student is excluded from the class and notified of the committee's decision.

Option 3: If the Appeal's Committee fails to render a decision within 5 working days of the appeal's submission, the Challenge is granted by default and the student remains in the class.

SECTION IV. PROFESSIONAL DEVELOPMENT

Briefly describe plans for faculty and staff professional development related to implementation of noncredit SSSP.

- The College plans several activities to involve, inform, and train the campus community. These activities include:
 - SSSP Town Hall
 - Counselor Training
 - Student Services Classified Staff Training in Roles and Responsibilities in meeting the SSSP guidelines.
 - Campus Committee Outreach to define Equity
 - Activity planning with faculty and staff for At-Risk Populations
 - Faculty Opening Day (General Session information and SSSP Break-out Session)
 - Campus-wide Information Campaign including Student Services Newsletter, information sessions for all constituencies (Classified Staff Development, Academic Senate, Chairs and Directors Meeting, AFT Faculty Guild, AFT Staff Guild)
 - Orientations for New Faculty and Adjunct Faculty

SECTION V. INSTITUTIONAL RESEARCH

Briefly describe the types of institutional research that will be provided that directly relates to the provision or evaluation of noncredit SSSP services.

- The Office of Institutional Effectiveness (OIE) will evaluate the stated interventions (e.g. orientation, counseling, other support services) to evaluate performance of stated goals and drill down to see the performance of noncredit students. The OIE will explore models to determine the proportion of noncredit students who successfully bridge to the credit program. The OIE will also evaluate progress toward other momentum points in order to determine progress, performance gaps and barriers.
- The Office of Institutional Effectiveness will assist the noncredit program in their evaluation of service and learning outcomes to ensure alignment with SSSP goals and areas of improvement or development to support SSSP related activities. Evaluation includes data extraction, merging and reporting, surveys, focus groups or interviews.

SECTION VI. PLAN COORDINATION

Coordination with Credit SSSP Plan, Student Equity Plan, Basic Skills Initiative and Other Institutional Planning Efforts

Briefly describe how the plan and services are coordinated with the credit SSSP plan, student equity plan and other district/campus plans (e.g., categorical programs) and efforts including accreditation, self-study, educational master plans, strategic plans, Institutional Effectiveness, the Basic Skills Initiative, Adult Education, and departmental program review.

- The Los Angeles Valley College Noncredit and Credit SSSP Advisory Committee under the campus Student Success Committee is the umbrella organization to coordinate the planning and services of the SSSP Plans. The SSSP Advisory Committee meets monthly to ensure and coordinate communication, compliance, and recommendations for improvement. The campus requires a program review to evaluation the intended goals and service outcomes and to ensure that the SSSP is meeting the goals of the Educational Master Plan.

SECTION VII. ATTACHMENTS

Please provide a list of attachments to the noncredit SSSP plan and a one-sentence description of each attachment, if the title is not self-explanatory.

The following attachments are required:

Attachment A, *Noncredit SSSP Plan Participants*. Please attach a listing of all individuals with their job titles, who were involved with creating the plan.

Attachment B, *SSSP Organizational Chart*. Please attach a copy of your SSSP organizational chart and highlight the noncredit SSSP coordinator's position. Please include all positions included in your noncredit SSSP plan and also include any district-level positions if funded out of SSSP. Include district level positions in your plan narrative and budget, as the district will not have its own reporting structure. The colleges within the district will each include the prorated portion of the salary and benefits.

If your district has a *district* noncredit SSSP coordinator, please attach a copy of the district Student Services organization chart, and highlight the district coordinator's position (if it is not identified as such on the chart).

Attachment C, *Noncredit SSSP Advisory Committee*. Attach a list of the members of your noncredit SSSP advisory committee and their positions. If noncredit SSSP is addressed by the college's SSSP committee, please include information from that group.

Attachment D, *Other* (optional). Additional attachments may include noncredit SSSP forms or templates to illustrate responses. You may also submit links to any relevant documents, handbooks, manuals or similar materials that your district/campus has developed as noncredit SSSP materials.

ADDITIONAL INFORMATION

Questions regarding the development and submission of the noncredit SSSP plan may be directed to: noncreditSSSP@cccoco.edu.

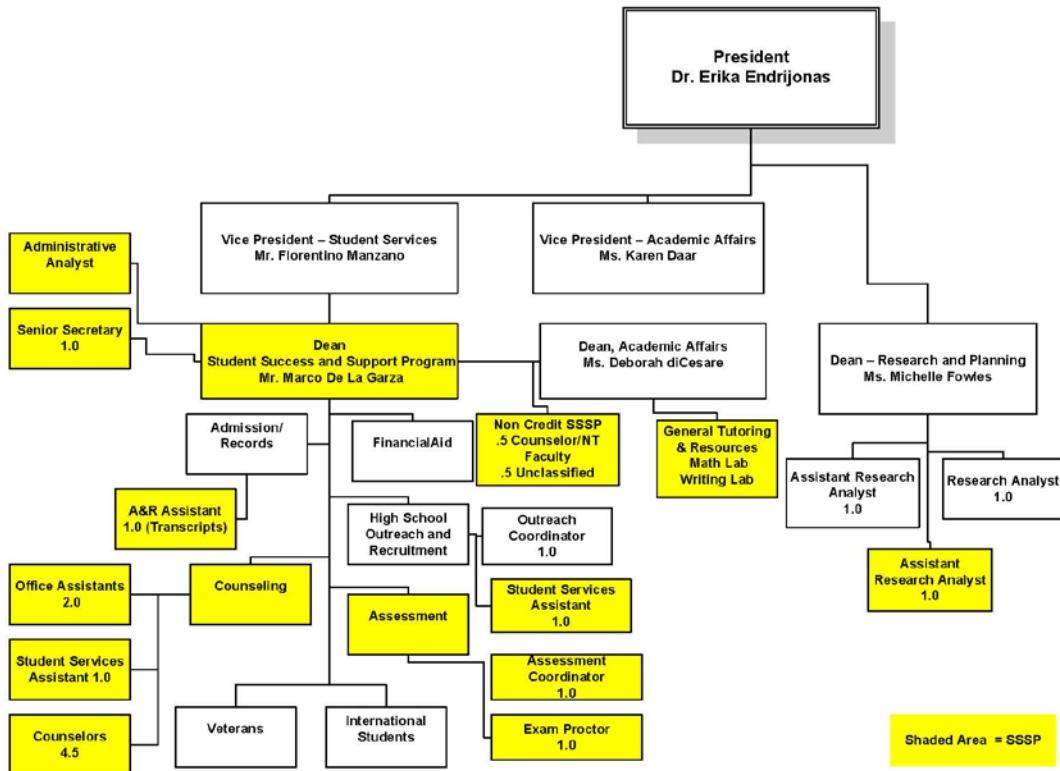
Attachment A Noncredit – Credit SSSP Plan Participants

Title 5 Section 55510 (11)(b) requires that the plan "be developed in consultation with representatives of the academic senate, students, administrators, and staff with appropriate expertise." Please list the persons and their stakeholder group (e.g., Student Senate, Academic Senate, Curriculum Committee, etc.), of the individuals who participated in the development and writing of this plan. Add more pages as needed.

Name	Title	Stakeholder Group
Marco J. De La Garza (Chair)	Dean of Student Success and Support Services	Student Services
Florentino Manzano	Vice President, Student Services	Student Services
Deborah diCesare	Dean	Academic Affairs
Joel Trudgeon	Student Recruitment Coordinator	Advanced College Enrollment (ACE)
Ashley Dunn	Registrar	Admissions
Raquel Sanchez	Assessment Center Coordinator	Assessment
La Vergne D. Rosow	Faculty	AFT College Guild Academic Senate
David Valentino	Classified	AFT Classified
Margaret Sarkisyan	Counselor	Counseling Department
Kristine P. Aslanyan	Counselor	CalWORKS
Richard Brossman	Counselor	Counseling Department
Barbara Goldberg	Counselor	Counseling Department
Ron Mossler	Chair	Developmental Communications
Katie Tejeda-May	Counselor	Services for Students with Disabilities (SSD)
Cheryl Stoneham	Faculty	English Department
Alma Olivares-Luera	Counselor	Extended Opportunity Programs & Services(EOP&S)
Steve Castillo	Chair	Math Department
Lilit Davoyan	Faculty	Non-Credit
Amadeo Quilici	Faculty	Non-Credit
Michelle Fowles	Dean	Institutional Research
Ani Zarpas	Research Analyst	Institutional Research
Emil Kirakosyan	Student	Student
Erica Martel-Cruz	Student	Associated Student Union
Saleem Moinuddim	Student	Associated Student Union

Attachment B Student Success and Support Program Organization Plan

**Los Angeles Valley College
Student Success and Support Program
Organizational Chart
2015-2016**



Attachment C
Student Success and Support Program Advisory Committee
Credit and Noncredit

Erika Endrijonas	President	Stakeholder Group
Marco J. De La Garza	Dean of Student Success and Support Services	SSSP Coordinator (Chair)
Florentino Manzano	Vice President, Student Services	Student Services
Joel Trudgeon	Student Recruitment Coordinator	Advanced College Enrollment (ACE)
Ashley Dunn	Registrar	Admissions
Raquel Sanchez	Assessment Center Coordinator	Assessment
La Vergne D. Rosow	Faculty	Academic Senate
Deborah diCesare	Dean	Academic Affairs
David Valentino	Classified	AFT Classified
	Student	ASU
Kristine P. Aslanyan	Counselor	CalWORKS
Richard Brossman	Counselor	Counseling Department
Barbara Goldberg	Counselor	AFT College Guild
Ron Mossler	Chair	Developmental Communications
Katie Tejeda-May	Counselor	Services for Students with Disabilities (SSD)
Cheryl Stoneham	Faculty	English Department
Alma Olivares-Luera	Counselor	Extended Opportunity Programs & Services(EOP&S)
Steve Castillo	Chair	Math Department
Lilit Davoyan	Faculty	Non-Credit
Amadeo Quilici	Faculty	Non-Credit
Michelle Fowles	Dean	Institutional Research
Ani Zarpas	Research Analyst	Institutional Research

RESOURCES

- [Senate Bill 1456](#)
- [California Code of Regulations, Online](#)
- [Student Success and Support Program Handbook](#)
- [MIS Data Element Dictionary](#)
- [Student Success and Support Program Student Equity Plan](#)
- [Program and Course Approval Handbook](#)
- [Accrediting Commission for Community and Junior Colleges](#)
- [Chancellor's Office Basic Skills website](#)