



# LOS ANGELES MISSION COLLEGE

## **ISMP 2024-2025 ACTIVITIES UPDATE**



# Planning Committee Activity Inventories

New Activities

Modified Activities

Completed or Withdrawn Activities

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
<b>ASPC-01</b>	Complete development of the Athletic Fields project	1; 2.8; 3.5; 4.1	Bond will handle all construction costs.	Once complete, College assumes maintenance costs.		Nathaniel Jones & Steve Ruys	Summer 2029	Certificate of Occupancy received.
<b>ASPC-02</b>	Construct a Bio-Lab building on east campus	1; 2.4; 2.5; 4.1	Bond will handle all construction costs.	Once complete, College assumes maintenance costs.		Nathaniel Jones & Chander Aurora	Summer 2027	Certificate of Occupancy received.
<b>DE-01</b>	Explore a pilot program for aligning online courses to CVC OEI to generate statewide enrollment to LAMC	3.1, 3.2, 3.3, 3.4, 3.5	\$15,000		DEC	DE Coordinator	June 2022	Completion of courses' POCR program
<b>DE-02</b>	Expand the LAMC POCR program to include 3-5 new courses for OEI alignment.	3.1, 3.2, 3.3, 3.4, 3.5	\$15,000		DEC	DE Coordinator	June 2023	Completion of courses' POCR program
<b>DE-03</b>	Expand the LAMC POCR program to include 3 new courses for OEI alignment.	3.1, 3.2, 3.3, 3.4, 3.5	\$9,000		DEC	DE Coordinator	June 2024	Completion of courses' POCR program
<b>EPC-01</b>	Conduct regular orientations/ meetings for faculty and high school personnel (counselors, etc.) engaging in Dual Enrollment	1.1		\$2,000	Dual Enrollment	Dual Enrollment Dean	Spring 2020	Exit surveys show improved understanding of Dual Enrollment by LAMC faculty, and of LAMC processes by HS counselors

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
<del>EPC-02</del>	Institutionalize an annual review of the SB Program with participation by Academic Affairs and OIE to incorporate data analysis regarding its cost & efficacy (including success, retention, and completion) and to help inform course scheduling for the SB	1.2			OIE, VPSS, VPAA, VPAS	OIE Dean, VPSS, VPAA, VPAS	Fall 2023	A review is institutionalized
<del>EPC-03</del>	Create two non-credit Computer Applications and Office Technology equivalent certificates	1.3	\$3,000		Academic Affairs	Adult Ed Dean	Fall 2020	Certificates approved by CCCCCO
<del>EPC-04</del>	Create new Vocational Education Certificate	1.3	\$10,000		Academic Affairs	Adult Ed & CWE Deans	Spring 2020	Certificates approved by CCCCCO
<del>EPC-05</del>	Expand resources for students taking online courses (i.e., tutoring, counseling, and orientation for online study)	1.4, 2.6, 3.1, 3.2			Academic Affairs, Student Services, DE Committee	VPAA & VPSS	Spring 2020	Establish a baseline of online resources
<del>EPC-06</del>	Develop a 3-year marketing plan	1.5, 5.1			President's Office	PIO	Fall 2023	Completion of the plan
<del>EPC-07</del>	Institutionalize a process by which scheduling changes are regularly evaluated and implemented to best meet student needs	1.4, 2.3, 2.7, 3.1, 3.2, 3.4			Academic Affairs	VPAA & Department Chairs	Fall 2020	
<del>EPC-08</del>	Create a list of highlights at the conclusion of each Program Review Cycle that showcases the best practices seen from each department	1.5			EPC	PIO	Spring 2024	Creation of best-practices list
<del>EPC-09</del>	Develop annual calendar of events for Professional Development	4.3		\$10,000	PDC	PDC	Spring 2021	Completion/implementation of PD calendar of events
<del>EPC-10</del>	Institutionalize implementation of key Advisory Board Committee recommendations.	2.4, 3.5		\$3,000	Academic Affairs Deans & Career and Workforce Education	Area Deans and Dept. Chairs	Fall 2020	70% of key Advisory Board recommendations implemented.

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
<del>EPC-11</del>	<del>Conduct biennial review of Perkins program Labor Market Information to validate the needs of the programs</del>	<del>2.4</del>			<del>CWE</del>	<del>CWE Faculty</del>	<del>Summer 2020</del>	<del>70% of programs reviewed</del>
<del>EPC-12</del>	<del>Create Program Maps and list them in Program Mapper and the catalog</del>	<del>2.3, 2.4, 3.1, 3.2, 3.3, 3.4</del>		<del>\$30,000</del>	<del>Academic Affairs &amp; Student Services</del>	<del>GPSC</del>	<del>Fall 2020</del>	<del>90% programs mapped and listed</del>
<del>EPC-13</del>	<del>Establish a Degree Audit/Degree Progress Report in SIS</del>	<del>3.2</del>	<del>Unknown</del>		<del>District</del>	<del>District and VPSS</del>	<del>Fall 2020</del>	
<del>EPC-14</del>	<del>Explore assigning designated counselors to programs/ disciplines/ pathways</del>	<del>3.1, 3.2, 3.3, 3.6</del>				<del>GPSC</del>	<del>Fall 2024</del>	
<del>EPC-15</del>	<del>Adopt a consistent schedule for notifying students through varied methods for the Transfer Fair (and other events) by the PR office and DE coordinator and Transfer Center.</del>	<del>3.3</del>			<del>VPAA &amp; VPSS</del>	<del>VPAA &amp; VPSS</del>	<del>Fall 2024</del>	<del>A consistent schedule is adopted and followed.</del>
<del>EPC-16</del>	<del>Each fall semester recommend to all eligible (transfer) students that they submit at least one university transfer application.</del>	<del>3.3</del>			<del>Transfer Center &amp; OIE</del>		<del>Fall 2023</del>	<del>At least 4 communications (emails and texts via Remind) will be sent each fall semester to recommend to all eligible transfer students that they submit at least one university transfer application.</del>
<del>EPC-17</del>	<del>Increase number of C-SEPs completed by end of the Fall semester of the first year.</del>	<del>3.1, 3.2, 3.4</del>			<del>Student Services</del>	<del>Counselors</del>	<del>Spring 2020</del>	
<del>EPC-18</del>	<del>Support regular networking opportunities each year through campus efforts to improve faculty coordination with industry and to expose and connect students to industry.</del>	<del>2.4, 3.5, 5.1, 5.2, 5.3</del>		<del>\$3,200</del>	<del>Academic Affairs &amp; CWE Deans</del>	<del>CWE Dean</del>	<del>Spring 2024</del>	<del>Track participants through signin sheets</del>

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
<del>EPC-19</del>	<del>Institutionalize best practices identified from the 2021-2022 Enrollment Strategies Workgroup</del>	<del>1.5, 2.3, 3.2, 3.3, 3.4, 3.6, 5.1, 5.4</del>			<del>campus-wide</del>	<del>VPAA &amp; VPSS</del>	<del>Fall 2024</del>	<del>Institutionalizing the activities and strategies identified by the 2021-22 enrollment strategies workgroup.</del>
<del>EPC-20</del>	<del>Explore creating a committee to routinely review and improve the College's policies and procedures</del>	<del>5.4</del>			<del>Possibly Academic Senate and/or College Council</del>	<del>Campus-wide</del>	<del>Spring 2021</del>	
EPC-21	Institutionalize an annual department operational budget training so that chairs have the understanding and tools to evaluate and weigh in on department budgets.	1.5, 2.3, 2.4, 2.5, 2.7, 2.8, 5.4			Administrative Services	Administrative Analyst, College Financial Administrator	November 2023	An Annual Department budget training is institutionalized
EPC-22	Institutionalize the process of providing annual budget updates to each academic department chair in the Spring, with the opportunity for the chair to consult with admin. regarding the budget.	1.5, 2.3, 2.4, 2.5, 2.7, 2.8, 5.4			Administrative Services	Administrative Analyst, College Financial Administrator	April 2024	A process for providing annual budget updates to each academic department is institutionalized
EPC-23	Allocate funding to support training for faculty who would like to explore noncredit courses/programs focused on vocational training through June 2027.	1.3			Deans of CWE and noncredit and the chair of CCE Dept.	VPAA		Funds allocated to support training for faculty who would like to explore noncredit courses/programs focused on vocational training through June 2027.
EPC-24	Establish a long-term presence in the Pacoima community at an offsite facility.	1.3				President, VPAA, VPAS		Long-term lease or permanent facility/land acquisition in Pacoima.

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
EPC-25	Create and implement an internship and job placement plan to support student completions, employment networking, work experience, and job placement for students in CTE programs. Explore coordinating with program mapper to identify employment preparation milestones for students to follow	3.5				Dean of CWE and Workforce ISA.		Plan created and implemented.
FPC-01	Replace defective feminine hygiene dispensers	2.2, 3.6, 4.1	\$11,000		Facilities	Facilities Manager	Ongoing	
FPC-02	Install 2 new hydration stations	2.7, 4.1	\$5,000	\$200	Facilities	Facilities Manager	Ongoing	
FPC-03	Install ASO bulletin boards in the Center for Math and Science	2.2, 2.8, 3.6	\$3,500		Facilities	Facilities Manager	Fall 2020	
FPC-04	Complete construction of new Student Services and Administration Building	2.1, 2.5, 2.6, 3.2, 4.1, 5.4	\$65.7M		Build-LACCD	Facilities Manager	Spring 2024	
FPC-05	Bring new Central Plant including Fuel Cells online (including new air handlers at the LRC, Campus Center and Campus Services buildings)	5.4	\$21.5M		Build-LACCD	Facilities Manager	Spring 2024	
FPC-06	Install new flooring in Instructional Building in classrooms 1003, 1004, 1005, 1008, 1010, 1012, 1013 & 1015.	4.1	\$100,000		Facilities	Facilities Manager	Ongoing	
FPC-07	Replace carpet in Campus Center	4.1	\$85,000		Facilities	Facilities Manager	Spring 2020	
FPC-08	Repair the HFAC Emergency Lighting Inverter	4.1	\$30,000		Facilities	Facilities Manager	Spring 2021	

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
FPC-09	Install "shelter in place" door hardware upgrade	4.1	\$1,000,000		Facilities	Facilities Manager	Spring 2024	
FPC-10	Replace boilers in LRC	4.1, 5.4	\$300,000		Facilities	Facilities Manager	Spring 2024	
PDC-01	Conduct PD activities aligned with Student Equity goals	2.2, 3.6, 4.3		\$1,000	PDC	PDC	Spring 2021	
PDC-02	Hold a series of multicultural events for student, faculty and staff	2.2.1, 2.2.2			PDC		Spring 2024	A minimum of 4 events will be held during the 2020/2021 academic year.
PDC-03	Hold a series of workshops on Equity and Humanizing Instruction	2.7.1	\$2500		PDC, DE	PDC chair	Spring 2024	4 Events were held.
PDC-04	Bring in Keynote Speakers for Spring into Spring and Flex day	4.3.1			PDC co-chairs	PDC co-chairs		A keynote speaker will be selected in consultation with the Academic affairs and Seante speaker will present at the event.
PDC-05	Institutionalize activities promoting Student Equity	2.2, 3.6, 4.3			PDC Chair	PDC Chair		Make a minimum of 5 equity-based trainings each year available to faculty.
SSSC-01	Conduct a Mission Open House to increase community interest/enrollment	1.5, 2.3, 5.3		\$4,000	Student Services	VPSS	Fall 2020	
SSSC-02	Gather data (Obtaining Student Feedback: Focus Groups; Panels; Surveys) to identify areas to improve in student engagement	2.1, 2.2, 2.8		\$1,000	Student Services/SSSC	VPSS	Spring 2020	
SSSC-03	Develop and implement a plan to improve ADT completion and transfer rates - Promise, Counseling and Transfer Center working together to increase retention rates for students from Year 1 to Year 2 and subsequently numbers of students who transfer in less total units	2.1, 2.6, 4.3			Promise/Counseling/ Transfer Center	VPSS	June 2024	Development and implementation of a plan.

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
SSSC-04	Institutionalize twice-yearly Financial Aid Jamboree	2.6		\$1,500	FA	FA Supervisor	Spring 2023	
SSSC-05	Offer 2 faculty trainings per year on Early Alert and demo how the system works on the back-end in terms of follow-up.	2.3.1 2.7.1 2.7.2 3.1.1 3.2.1 3.3.1 3.4.1 3.6.1			Counseling/LRC	Learning Center Director & VPSS	Fall 2023	Disposition of 100% of Early Support requests
SSSC-06	Establish a Student Activities Club to increase student engagement on campus (Eagle Mascot costume; cultural events)	2.8	\$500		ASO	ASO Counsellor	Spring 2020	
SSSC-07	Add Shared Governance Student Participation Acknowledgment to ASO Banquet	2.8		\$250	SSSC & ASO	SSSC co-chairs	Spring 2021	100% of campus shared governance will have an active student member
SSSC-08	Conduct Transfer Workshops to assist students with transfer prep (create campus signage to promote workshops)	3.3		\$1,000	Transfer Center/Counseling	Counseling Chair	Fall 2020	
SSSC-09	Complete the Completion Awareness Project (CAP)	3.4		\$1,000	SEAS CAP Work Group/Counseling	VPSS	Fall 2020	
SSSC-10	Promote Eagle Jobs and Jobspeaker	2.4, 3.5		\$3,000	Career Center/CE	Career Center Coordinator	Fall 2020	
SSSC-11	Expand Community Partnerships to meet student needs (i.e., Housing Providers, Mental Health/Social Services Providers)	2.7, 3.4, 3.6, 5.1, 5.2, 5.3		1,500	Student Services	VPSS	Spring 2020	Establish 2 new partnerships with CBO's that can assist students with basic needs
SSSC-12	Pathway coaches will work with students to ensure that they receive counseling and complete their CSEP's.	2.6			Coaches, Counseling	VPSS	Fall 2024	>95% of new students will complete an SEP

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
<b>SSSC-13</b>	Students will participate in orientation to ensure they have information they need to be successful	2.6			SSSC, OIE	VPSS	Fall 2024	>95% of new students will complete orientation
<b>SSSC-14</b>	Outreach, Promise and EOPS will be working together to create a more seamless way of identifying and referring students for EOPS support - goal is to see a 20% increase in the number of total EOPS students served by the end of the 2024-25 AY.	1.5.1 2.3.1 2.6 2.7 3.2 3.3			Outreach, Promise, EOPS	Deans of Student Services	Fall 2025	The total number of students served in EOPS will increase by 20% from 712 to 858+.
<b>SSSC-15</b>	Financial Aid promotion will be increased through multiple methods including, Financial Aid events, establishing a Financial Aid lab in the Welcome Center, and introducing a newly developed workshop series on Financial Awareness and Empowerment through the Basic Needs Center.	1.5.2 2.6.1 2.6.2 2.7.1 2.7.2 3.2.1 3.3.1 3.4.1			Financial Aid	Financial Aid Manager (Dennis Schroeder), Dean of Student Services (C. Gonzalez), Basic Needs Coordinator (M. Rojas Gonzalez)	Fall 2025	The number of students receiving financial aid (CCPG/Pell) or who qualify for AB540 will increase by 10% each year.
<b>Tech-01</b>	Send email reminders to department chairs and unit directors reminding them to update their college webpages	4.2			Tech-Committee	Committee Chairs	Spring 2020	
<b>Tech-02</b>	Compile and annually update a list of available technology district-wide, including technology specifically designed to assist DSP&S students, and make recommendations to the Professional Development Committee regarding possible trainings to offer	2.5, 4.3			Tech-Committee	Committee Chairs	Fall 2020	

ID	Activity	ISMP Goal(s)	One-time Cost	On-going Cost	Responsible Unit(s)	Responsible Party(ies)	Target Date	Metrics/Criteria
<del>Tech-03</del>	<del>Provide training to faculty/staff on available technology (platforms/software). Develop a flow chart of where to go for help with specific technology related issues, including self help instructional videos for common issues wherever possible</del>	<del>2.5, 4.3</del>			<del>Tech Committee</del>	<del>Committee Chairs</del>	<del>Spring 2024</del>	<del>Use analytics and data collection to account for the number of views for the training material.</del>
<del>Tech-04</del>	<del>Reach out to other committees, to faculty (via Chairs &amp; Deans meeting), and to Student Services (via SSSC committee) to assess their technology needs</del>	<del>2.5</del>			<del>Tech Committee</del>	<del>Committee Chairs</del>	<del>Ongoing</del>	<del>Add a question to faculty/staff survey: The computer hardware and software available at LAMC help me to effectively perform my required duties.</del>