



Institutional Self
Evaluation Update:
February 29, 2016

2016

INSTITUTIONAL
SELF EVALUATION

Los Angeles Trade Technical College

Institutional Self Evaluation Report – Update

This update was compiled in an effort to provide visiting team members an opportunity to know of changes since the Institutional Self Evaluation Report (ISER) was approved. The update focuses on changes and progress made from December 2015 - February 25, 2016.

I. Changes Since the Institutional Self Evaluation Report was Submitted

(The following changes include a reference to the section and page number within the Institutional Self Evaluation report.)

1. Organizational Information - President's Division (p. 45)

Anna Badalyan, Dean, Institutional Effectiveness, accepted a position at Los Angeles City College in January 2016. She is working one day a week at Los Angeles Trade-Technical College (LATTC) in coordination with Larry Frank, College President and Leticia Barajas, Vice President Academic Affairs and Workforce Development for Institutional Effectiveness oversight. A search is underway and a replacement for her position is scheduled for Spring 2016. Leticia Barajas has assumed the role of Program Review and Assessment Committee Co-Chair until the Dean replacement is made.

2. Certification of Continued Institutional Compliance with Eligibility Requirements - ER #5 (p. 67)

The 2015 LACCD Audit produced two findings for LATTC:

- Finding: F-2015-003 – Equipment Management – Policies and Procedures (Perkins)
- Finding: S-2015.002 – Residency Determination for Credit Courses (425) – Commission of Athletics Form 1

A corrective action plan has been put in place to fully address both of these audit findings.

3. Certification of Continued Institutional Compliance with Commission Policies - Title IV Compliance (p. 87)

The USDE conducted a Program Review of Title IV programs for 2014-15 and 2015-16 in February 2016. The report out of this audit from the evaluating team revealed a few preliminary findings:

- Clery Act - Security Report
Part 86 - Drug and Alcohol Prevention Program is required, not just resources
- Consumer Information - recommendations
Make it easier to access on the website

- Additional information on the Student-Right-to-Know is needed
Clarify and formalize policies
- COD misreporting
Dates must match between College and District
 - NSLDS
Enrollment reporting was late for a number of students (beyond the 60 days to report)

The team expressed that these findings were not of a serious nature and is not expected to result in eligibility issues and/or return of funds. Because there is a different section that deals with Clery, they were not able to provide a preliminary finding for Clery.

4. Standard III.D.7 (p. 254)

The LACCD 2015 audit resulted in two findings for LATTC (see #2 above):

Finding F-2015-003 – Equipment Management – Policies and Procedures (Perkins)

Finding:

At Los Angeles Trade Tech College, there was no evidence that the results of the physical inventory were reconciled with the District's accounting records (SAP)

Corrective Action Plan:

The District and the College will work to strengthen policies and procedures in order to assure that federal equipment management regulations are followed. The District will transmit annually to the College its inventory records to be reconciled with the physical inventory counts and the College inventory records. These steps should safeguard the capital assets.

Finding S-2015.002 – Residency Determination for Credit Courses (425) – Commission of Athletics Form 1

Finding:

In our sample of 60 student-athletes, the Commission of Athletics Form 1 for 8 out of 20 samples selected for testing at Los Angeles Trade Tech College could not be located. The remaining 12 samples did not participate in a sports competition during FY 14-15. The 40 student athletes sampled at Los Angeles Harbor College (20) and West Los Angeles College (20) have their Commission of Athletics Form 1s on file.

There appeared to be a lack of monitoring by the District to ensure that each campus retains copies of Commission of Athletics Form 1 for student-athletes. Consequently, there was no sufficient evidence to support the assertion that the student-athletes who were claimed for state support were eligible.

Questioned Costs

Due to the absence of Commission Athletic Form 1's for all sampled student-athletes who participated in sports competition, no extrapolation was performed. We determined the FTES claimed for apportionment for all 55 student-athletes who participated in sports competition and were enrolled in FY 2014-15 at Los Angeles Trade Tech College as follows:

	Reimbursement		
	FTES	Rate	Amount
Credit	82.58	\$ 4,636.49	\$ 382,881.34
Non-credit	0.14	2,788.05	390.33
Non-credit CDCP	0.46	3,282.81	1,510.09
Total	<u>83.18</u>		<u>\$ 384,781.76</u>

Corrective Action Plan:

To ensure all Form 1's are maintained according to District policies the following measures have been put in place:

1. All Form 1's will be scanned and emailed to Dean of Student Services once form is complete.
2. Copies of the Form 1's will be kept in the Athletics Office with the Athletic Director.
3. Copies of the Form 1's will be kept in the Office of Dean of Student Services.
4. Copies of the Form 1's will be kept in the Office of the Vice President.
5. Copies of the forms will also be given and maintained by the Admissions and Records Office

[College Note: Form 1's were on file for all other years and Form 3's were posted for the year in question.]

II. Update - Plans Arising out of the Self Evaluation Process (ISER pages 357-360)

Standard	Change, Improvement and Innovation	ISER Timeline	Progress to Date (December 2015 – February 25 th , 2016)
I.A	Update the mission statement to reflect the broad educational mission of the College, its intended population, types of degrees/credentials offered, and its commitment to Pathways to Academic and Career Transfer Success (PACTS) for student learning and achievement.	Fall 2015- Spring 2017	December 2015 - College Council began its facilitated discussion at its December meeting on updating the mission statement. February 2016 - College Council continued the process of updating the mission statement by focusing its meeting on components of the mission statement.
I.B II.A II.C	Improve the quality of assessments at all levels to expand the opportunities for data driven dialogue that further promotes student learning, achievement, and decision-making.	Spring 2016	February 2016: <ul style="list-style-type: none"> - Educational Policies Committee discusses the revision of the Institutional Set Standards (ISS) effective 2016-17 as part of the ongoing evaluation of the planning and assessment cycle. The Committee recommends disaggregating the ISS by Academic/Transfer; CTE; and Basic Skills. - With over 250 faculty members in attendance, the first annual Faculty Effectiveness and Engagement Day was held launching 2016-17 Program Review focusing on reflection of program outcomes and Institutional Set Standards.
II.A II.B II.C	Expand existing online support services to enhance student engagement and success.	Fall 2015- Ongoing	Fall 2015 - Beginning in the spring 2016 semester, the College purchased a subscription to NetTutor to expand tutoring services available to online students. NetTutor is an online tutoring

			<p>service for all levels of college courses in a variety of subjects. Students can engage in a live chat session with an online tutor or they can ask a question offline and expect a response within 24 hours. In Fall 2015, the college entered into a contract with Comevo for the creation of an online orientation in alignment with SB 1456. The online orientation will go live in March 2016.</p>
II.C	<p>Improve oversight of the Athletics Program to ensure that standards of integrity are met and the Program follows all regulatory guidelines.</p>	<p>Spring 2016</p>	<p>December 2015 - Changes were made to the Athletics Program to ensure compliance with all regulatory guidelines. A full-time classified position was added to the Athletics Program to support the newly appointed Athletic Director (December 2015). This position is primarily responsible for verifying student athlete eligibility on a weekly basis, maintaining these records and providing additional clerical support to the Athletic Director. Under the direction of the Dean of Student Services responsible for the Athletics program, ongoing training related to compliance is provided for all staff associated with the Athletics Program.</p>
II.A- II.C III.A.14	<p>Expand professional development to ensure college-wide ownership and integration of PACTS and its innovative strategies.</p>	<p>Summer 2015- Ongoing</p>	<p>December 2015 - Day of Dialogue focused on facilitated discussion of PACTS led by classified staff.</p> <p>January 2015:</p> <ul style="list-style-type: none"> - Accreditation Winterfest was held each Thursday during the Winter session (five meetings) providing classified staff and faculty with an in-depth update on progress on the Strategic Educational Master Plan Strategic Priority #1 – PACTS, and the

			<p>Institutional Self Evaluation Report.</p> <ul style="list-style-type: none"> - Center for Urban Education launches its professional development for faculty, staff and administrative leaders in three core areas: Math/English; Career Technical Education; and Student Onboarding. - Fourth Fridays, a professional development series, was launched with a one-hour workshop targeted for classified staff facilitated by the Vice President of Student Services, and focused training on Lynda.com for 1.5 hours targeting classified staff facilitated by the VP Administrative Services. Two Fourth Friday sessions have been held (January 29, 2016 and February 26, 2016). The Fourth Friday professional development series will be an ongoing monthly activity.
III.B.4	Develop and integrate total cost of ownership into the Facilities Master Plan that considers the acquisition, maintenance, and replacement of equipment and facilities	Spring 2016	December 2015 - New Director of College Facilities, Scott McIntyre, began working. He is charged with developing a master report for the CMMS system of maintenance and scheduled replacement of instructional and non-instructional furniture, fixtures and equipment.



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