Learning Center NIPR

First Program Review
(2020-2021)

LASSEN COMMUNITY COLLEGE

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CONTENTS

Learning Center

SECTION 1: INSTITUTIONAL EFFECTIVENESS PLANNING

Ⅰ. Program Overview and Objectives

The purpose of the Learning Center is to assist students in the journey in their educational success at Lassen Community College. The Learning Center is located in Room CA 206 in the back Summit Room of Bsecamp. This location gives all students and students from the following programs, DSPS, EOPS, CARE, CalWORKs and TRIO direct access to the learning center. This location allows program directors to give the students a warm handoff to tutoring and workshops the learning center provides. The goal of the Learning Center is to assist student in achieving their success in pursuing higher educational goals with in person tutoring and online tutoring. The Learning Center assists the students in meeting the following,

College Vision:
- The Academic Leader by ensuring quality instruction and encouraging student success.
- The Educational leader by expanding outreach and student access with an equity mindset.

The Learning Center objectives in the upcoming years include:
1) Expanding tutoring availability to student athletes during their study sessions

2) Expanding the use of Net tutor and Khan Academy

3) Promoting and working collaboratively with the instructor of the writing lab.

Description/Evaluation:
a. Describe and evaluate the program objectives against the LCC strategic plan, specifically the mission statement and strategic goals [available online or in the current catalog].
b. Evaluate any changes in the program since last review. Include summary of Annual Updates completed since last review.

LCC Strategic Goals for the Learning Center:

#2. Learning Opportunities: Provide an array of rigorous academic programs delivered via a variety of modalities that promote student equity and learning while meeting the needs of the local and global community.

#4. Student Success: Provide a college environment that reaches-out-to and supports students, minimizes barriers, and increases opportunity and success through access and retention to enable student attainment of educational goals including completion of degrees and certificates, transfer, job placement and advancement, improvement of basic skills and self-development through lifelong learning.

LCC's Strategic Goals:

1. Institutional Effectiveness: Provide the governance, leadership, integrated planning and accountability structures, and processes to effectively support and inclusive learning environment while ensuring responsible stewardship of public trust and resources.
2. Learning Opportunities: Provide an array of rigorous academic programs delivered via a variety of modalities that promote student equity and learning while meeting the needs of the local and global community.
3. Resource Management: Manage human, physical, technological and financial resources to sustain fiscal stability and to effectively support the learning environment.
4. Student Success: Provide a college environment that reaches-out-to and supports students, minimizes barriers, and increases opportunity and success through access and retention to enable student attainment of educational goals including completions of degrees and certificates, transfer, job placement and advancement, improvement of basic skills and self-development through lifelong learning

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Student Services Planning, and/or Academic Planning tables at the end of the section for any recommendations requiring institutional action.

- All desks/tables need to be set up to allow the students and tutors to easily exchange ideas.

- One area needs to be identified/set up to allow students to have a quiet study room.

- One area needs to be identified/set up to allow giving workshops.

- Would like to expand utilization of tutors from the Learning Center to work with the instructors in the Athletic study hall and provide tutoring during these times to assist the student athletes.

I. Administrative Unit and/or Student Learning Outcomes Assessment

Student Learning Outcome Assessment

AUO and SLO assessment is important to maintain and improve institutional effectiveness and provide an effective learning experience for LCC students. Departments are expected to measure AUO and/or SLO annually; these records are maintained in WEAVE and are available for review at any time.

1. Identify and evaluate Administrative Unit and/or Student Learning Outcomes including the relationship to strategic goals for AUOs and institutional student learning outcomes for SLOs utilizing information from WEAVE.

2. Attach an AUO and/or SLO assessment summary as provided by Office of Institutional Effectiveness.

3. Provide an analysis of findings of the assessment results may be leveraged to support equipment, facility, staffing, or other budget and planning need and include the justification in your analysis.

ISLO	AUO	Assessment Measure/Target
2,4	Increase use of the Learning Center and tutoring services.	Measure: Usage measured by statistical data in Academia. Target: Increase usage of Learning Center by 5% each year.
2, 3	Offer auxiliary services that enhance student engagement and learning.	Measure: Student surveys to assess effectiveness of workshops and other resources offered. Target: Students will report 80% or more satisfaction with auxiliary services each year.

- Will be assessed starting in the 2021-22 school year.

Planning Agenda:

List recommendations and actions by the above evaluation of AUO and/or SLO results. Complete Institutional Effectiveness Planning, Student Services Planning and/or Academic Planning tables at the end of the section for any recommendations requiring institutional action. For any items needing Human Resources Planning, Institutional Technology Planning, or Facilities Planning action, please make sure to include the information within the appropriate section and table later in the program review document.

- Not yet applicable; AUOs not yet assessed.

II. Equipment

Description/Evaluation:
1. List capital outlay equipment, age of equipment and replacement schedule.
2. Identify any existing equipment maintenance/service agreements.
3. Evaluate the condition of capital outlay equipment in light of the replacement schedule and available funds.
4. Evaluate the effectiveness of and need for additional maintenance /service agreements.
5. Justify any proposed modification or additions to equipment available for students and/or faculty/instructional assistants within the program.

- Computers in the back of Basecamp will need to be upgraded or replaced according to LCCs computer maintenance budget and schedule.

Planning Agenda:
List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Student Services Planning, and/or Academic Planning table at the end of the section for any recommendations requiring institutional action.

- Click here to enter text. Ask yourself, "What are we going to change?" Go into detail here and provide a snap shot of the items in the table(s) below.

- Not yet applicable.

Outside Compliance Issues (if appropriate program)

Description:
If appropriate, describe the role of outside compliance issues on the program.

- Not applicable.

Assess changes in compliance or identification of compliance-related needs and the impact on the program.

- Click here to enter text. For the evaluation portion, ask yourself "How is it working?" Good? Bad?
- Not applicable.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Facilities Planning, Technology Planning and Human Resource Planning Forms as appropriate for any recommendations requiring institutional action.

- Click here to enter text. Ask yourself, "What are we going to change?" Go into detail here and provide a snap shot of the items in the table(s) below.

- Not yet applicable.

VI. Prioritized Recommendations

A. Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section One that do not require institutional action (ie. curriculum development) in order of program priority.

- Not yet applicable.

B. Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section One that should be included in Lassen College's planning and budgeting process, specifically in the Educational Master Plan, Student Services Master Plan, or Institutional Effectiveness Master Plan. Separate recommendations into the appropriate plan(s). Items to be included in the Human Resource Master Plan, Institutional Technology Master Plan, or Facilities Master Plan should be addressed in Sections Two, Three or Four in lieu of or in addition to inclusion in the

Academic Master Plan. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan
Learning Center 2020

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	none			

Prioritized Recommendation for Inclusion in Student Services Master Plan
Learning Center 2020

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	none			

Prioritized Recommendations for Inclusion in Educational Master Plan
Learning Center 2020

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	none			

Section Two: Human Resource Planning

l . Program Staffing

Description/Evaluation:

1. List the current staffing for the program include: managers, faculty positions, and classified staff.

   - Instructional Support Specialist 3- Tutor Coordinator
   - Writing Center Instructor (assists with workshops)
   - Student Tutors

2. This section provides an opportunity for analysis and justification of projected staffing needs to support the program. Work-study student needs may be included.

   - Work-study funds are usually not used. Tutors are funded by Student Equity and Achievement Program funds.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

   - Staffing levels are adequate at this time.

Professional Development

Description/Evaluation:

3. Describe the professional development and professional activities of the program staff relevant to program improvements that has occurred during the period under review. (workshops, conferences, staff development, work experiences, etc.)

   - Tutor Coordinator could use ongoing professional development to stay current on best practices
   - Tutors are typically trained by the Tutor Coordinator when hired, and ongoing as needed.

Administrative Unit and/or Student Learning Outcome Assessments

Description/Evaluation:

1. Describe any results from assessment of administrative units and/or student learning outcomes that affect human resource planning

   - AUO's not yet assessed.

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

- Click here to enter text. Ask yourself, "What are we going to change?" Go into detail here and provide a snap shot of the items in the table(s) below.

- Not yet applicable.

I. Prioritized Recommendation

Prioritized Recommendations for Implementation by Program Staff
List all recommendations made in Section Two that do not require institutional action (ie. curriculum development) in order of program priority.

- Click here to enter text. NA

Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section Three that should be included in Lassen College's planning and budgeting process. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in the Human Resources Master Plan
Learning Center 2020

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	none			

Section Three: Facilities Planning

I. Facilities

Description/Evaluation:

1. Describe and evaluate the Lassen Community College facilities available to the program.

   - Last year the Learning Center was re-located to Basecamp (CA 209). Due to COVID-19, the Center has not been open for in-person tutoring, only virtual tutoring. The LC will open again in Fall 2021.

2. Describe and evaluate additional facilities utilized off-campus by the program (attach any relevant rental agreements)

   - Not applicable.

3. Describe any facilities needs identified by assessments of administrative unit and/or student learning outcomes

   - Not yet assessed.

4. Justify any proposed modifications or additions to existing facilities that would better serve the program planned for the next five years.

   - None identified at this time.

Planning Agenda:
List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness, Facilities Planning, and Technology Planning Forms as appropriate for any recommendations requiring institutional action.

   - Not yet assessed.

I. Prioritized Recommendations

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Three that do not require institutional action (ie. curriculum development) in order of program priority.

   - Staff to arrange tables, chairs, and computers so as to create a conducive environment for tutoring.

Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section Three that should be included in Lassen College's planning and budgeting process. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in the Facilities Master Plan
Learning Center 2020

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	none			

Section Four: Technology Planning

I. Institutional

Technology

Description/Evaluation:
1. Describe and evaluate technology and technology support provided for instruction and instructional support.

   - The current location of the Learning Center in Basecamp provides adequate computers for tutoring and studying. These computers are on LCC's computer budget and maintenance schedule to be upgraded or replaced on a set cycle.
   - May need to set up an additional printer if able to do so with current infrastructure.

2. Describe any technology and technology support needs identified by assessment of administrative unit and/or student learning outcomes.
   - Not yet assessed.

Planning Agenda:
List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Facilities Planning, Technology Planning and Human Resource Planning Forms as appropriate for any recommendations requiring institutional action.

   - Not yet applicable.

II. Prioritized Recommendations

Prioritized Recommendations for Implementation by Program Staff
List all recommendations made in Section Four that do not require institutional action (ie. curriculum development) in order of program priority.

   - Keep Learning Center computers (back of CA 209) on the LCC technology budget and maintenance schedule.

Prioritized Recommendation for Inclusion in the Planning Process

List all recommendations made in Section Four that should be included in Lassen Community College's planning and budgeting process. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations Inclusion in Institutional Technology Master Plan
Learning Center 2020

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	none			

APPENDIX A:

APPENDIX B:

APPENDIX C:

APPENDIX D:

APPENDIX E:

Lassen Community College Master Plan Overview

Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.

Institutional Effectiveness Master Plan (IEMP): the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

Educational Master Plan (EMP): The EMP addresses the instructional planning needs of the college.

Student Services Master Plan (SSMP): The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

Institutional Technology Master Plan (ITMP): The ITMP addresses the technology needs of the campus.

Facilities Master Plan (FMP): The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

Human Resources Master Plan (HRMP): The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.