Los Angeles Mission College
Institutional Effectiveness
UNIT ASSESSMENT

ACADEMIC DISCIPLINES AND PROGRAMS

Unit: SPANISH

Name of person(s) completing this form : Yolanda Ramil

Extension: 7690

Date submitted: March 21, 2002
Spanish

UNIT ASSESSMENT SUMMARY

*Instructions:* Summarize and analyze the data provided for the success indicators in this assessment. If the data indicate a need for improvement, write a plan as described below.

**Assessment:**

The percent full-time equivalent faculty in this discipline is low (37%). This is maybe one reason that accounts for the relatively small average class size. Part-time faculty do not have the same commitment to the institution and the interest in student retention as full-time faculty.

**Plan for improvement:**

State specifically what action will be taken to make any needed improvements indicated in your analysis.

Request for hiring a new full-time Spanish instructor (starting Fall 2003) will be forwarded to the hiring committee.

State specifically how improvement will be shown. Describe the measurement(s) you will use.

Class enrollments will be monitor over time and are expected to show an increase of average class size.
<table>
<thead>
<tr>
<th>Objective</th>
<th>Indicator</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Spanish courses are offered at times when students will report satisfaction with the availability of all classes</td>
<td>Success</td>
</tr>
<tr>
<td>3</td>
<td>GE and transfer requirements in a reasonable period of time are satisfied. The number of students will have the opportunity to complete the requirements and in sufficient time. Spanish courses are scheduled appropriately and in sufficient time.</td>
<td>Success</td>
</tr>
<tr>
<td>2</td>
<td>If applicable, Spanish basic skills courses are scheduled in a reasonable period of time.</td>
<td>Success</td>
</tr>
<tr>
<td>1</td>
<td>Students can earn a degree in 3 years. Classes are well-enrolled. The number of students that will have the opportunity to earn the degree in three years. Spanish courses are scheduled appropriately and in sufficient time.</td>
<td>Success</td>
</tr>
</tbody>
</table>

**Students**

and adequate applicability courses that are scheduled appropriately and in sufficient numbers to meet the needs of Mission College.

The Spanish discipline program will ensure student learning by providing access to basic skills, general education, and transfer.

Unit Objective #1

Educational programs and services will be developed, evaluated, and improved to ensure student access, learning, and success.

COLLEGE GOAL #1

UNIT ASSESSMENT FOR SPANISH
| College of Teaching at Los Angeles Mission Report that they are pleased with the quality |
|---|---|
| 84% of the students report on surveys | will report satisfaction with the quality of instruction. On surveys, a majority of students enrolled in Spanish courses |
| 84% of the students report on surveys |  |

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<th># Indic Peace</th>
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<th>Success</th>
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The Spanish discipline will maintain academic standards in student learning outcomes.

Unit Objective #2

While maintaining appropriate academic standards, educational programs and services will be developed, evaluated, and improved to ensure student access, learning and success.

COLLEGE GOAL #1

UNIT ASSESSMENT FOR SPANISH
<table>
<thead>
<tr>
<th>Item Objective #2</th>
<th>The Spanish discipline will maintain academic standards in student learning outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td>6 # Indicator Success</td>
</tr>
<tr>
<td></td>
<td>90% the content of vocational courses will be certified as containing industry</td>
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<td></td>
<td>standard technical and professional competencies as assessed by the advisory</td>
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<tr>
<td></td>
<td>committee.</td>
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<tr>
<td></td>
<td>8 # Indicator Success</td>
</tr>
<tr>
<td>Please find attached current course outlines</td>
<td>All Spanish course outlines will be reviewed, updated as necessary and approved by the Senate Curriculum Committee within two years of this assessment.</td>
</tr>
<tr>
<td></td>
<td>7 # Indicator Success</td>
</tr>
<tr>
<td>Please find attached current course outlines</td>
<td>All eligible Spanish courses will be articulated with transfer institutions within an appropriate time frame.</td>
</tr>
</tbody>
</table>

**UNIT ASSSESSMENT FOR SPANISH**

**COLLEGE GOAL #1**
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Success</th>
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</thead>
<tbody>
<tr>
<td>#1</td>
<td>Trained college affirmative action</td>
</tr>
<tr>
<td>#2</td>
<td>Disciplinary/program</td>
</tr>
</tbody>
</table>
| #3       | Faculty |}

### Data Not Available

- **Disciplinary Program**: Data not available.
- **Full-time Faculty**: Data not available.
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- **Spanish Support Services**: Data not available.
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<th>Indicators</th>
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<td>#1 Indicator</td>
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<td>#2 Indicator</td>
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<td>#3 Indicator</td>
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<tr>
<td>#4 Indicator</td>
<td>Success</td>
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<tr>
<td>#5 Indicator</td>
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</tbody>
</table>

**Objective #4**

*The Spanish discipline/program will validate student success by demonstrating that students progress through basic skills.*

**Goal #1**

*College Goal #1*  

Unit Assessment for Spanish
<table>
<thead>
<tr>
<th>Freedom in their exercise of academic freedom</th>
<th>A majority of Spanish faculty will attain on surveys that they have a good understanding of current college policies on academic freedom. 65% of faculty affirm on surveys that they have a good understanding of current college policies on academic freedom.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of conduct</td>
<td>Principles of academic honesty and sanctions for violation faculty provide students with clear expectations concerning the principles of academic honesty and sanctions for violation.</td>
</tr>
<tr>
<td>Of classes</td>
<td>A majority of students will attain on surveys that Spanish instructors distinguish between personal expression and proven facts.</td>
</tr>
</tbody>
</table>

The Spanish faculty will comply with the Faculty Ethics Statements (WSAC) while maintaining appropriate academic standards. Educational Programs and Services will be developed, evaluated, and improved to ensure student access, learning and success.

**Unit Objective #5**

**College Goal #1**

UNIT ASSESSMENT FOR SPANISH
<table>
<thead>
<tr>
<th>OBJECTIVE 1</th>
<th>COLLEGE GOAL 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish courses will maintain an average of 34 students per section</td>
<td>\textit{Human, physical, technological and financial resources will be managed effectively to enrich and expand educational programs.}</td>
</tr>
<tr>
<td>\textit{and maintain fiscal stability.}</td>
<td>\textit{and maintain fiscal stability.}</td>
</tr>
</tbody>
</table>

**Unit Objective #2**

Support staff for the Spanish discipline program are provided at or near the ratio of community college agencies. Spanish discipline program is utilized effectively according to college developed or other developed standards.
BASE ALLOCATION

Instructions: Use the attached baseline operational budget to analyze the current allocation of resources for your discipline/program. If either a temporary or permanent augmentation is needed, complete a Request for Resources Over Base Allocation and submit it to the Assessment and Planning Committee.

See attached form: REQUEST FOR RESOURCES OVER BASE ALLOCATION

Instructions: To complete the attached form, Request for Resources Over Base Allocation, follow the directions in each section. Use the improvement plan in your assessment above to help complete the section in the form entitled Unit Plan.

THREE YEAR STRATEGIC PLAN

Instructions: Based on the summary analysis, provide a three year projection for the baseline budget allocation in your unit. Indicate major projected increases in objects and include new objects if you predict a need.

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<tr>
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</thead>
<tbody>
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<td>1,035</td>
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<td>Supplies</td>
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<tr>
<td>Instr.Reg.</td>
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<td>60,000</td>
<td>60,000</td>
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</tbody>
</table>

Provide assessment data and an analysis of trends that support the above indicated increases in baseline funding.

The percent full-time ratio has been decreasing steadily by 10% per year for the last 3 years. Currently (Fall 2000) is 37.7%. This requires to hire a new full-time instructor by Fall 2003.
LOS ANGELES MISSION COLLEGE

Request for Resources Over Base Allocation

UNIT INFORMATION
Name of person completing this form: Yolanda Ramil
Extension: 7690
Office/Department: Arts and Letters
Unit that will use the resource: Spanish
Date: 

REQUEST FOR RESOURCES

1. In the chart below state your request for funds needed for personnel, equipment, supplies, etc. for 2001-02 that is not in this year’s budget allocation.

(Refer to Chart of Accounts)

<table>
<thead>
<tr>
<th>object code</th>
<th>activity</th>
<th>object title</th>
<th>class code</th>
<th>position title</th>
<th>Base</th>
<th>FTE/ hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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<td>1105 Inst. Reg.</td>
<td>0741</td>
<td>Inst. Reg.</td>
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</tbody>
</table>
2. From the chart above, briefly put into words what you are requesting:

UNIT PLAN

1. State the college goal that will be supported by your request:

**GOAL:** Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards.

2. Provide any data, trends analysis, evidence or other information that supports this request. Is this request a permanent increase in your budget or a one time request?

The percent full-time equivalent faculty has been decreasing at the rate of 10% per year for the last 3 years. This percentage was 37-7% in Fall 2000.

3. Describe the purpose of your request. Be specific: How will the requested personnel/equipment/supplies/printing, etc. be used?

An additional full-time faculty will promote the discipline.

4. What improvement will occur as a result of this request being funded?

The class average will increase and the percentage of students retained will improve as well.

5. How will you show that there has been improvement? What measurement(s) will you use?

By monitoring and interpreting enrollment data.
RESOURCE MANAGEMENT

1. What viable alternatives have you considered to the above request? (Is this request the most cost-effective alternative? If not, why?)

The only other alternative to accommodate the growth of the discipline would be the hiring of more part-time instructors. However, this would further lower the already low percent full-time equivalent faculty (37%).

2. For personnel requests:
   a. What additional space, if any, is needed to accommodate this new position?

      A faculty office space.
   
   b. If additional space and/or equipment is needed, where is the proposed location?

      N/A
   
   c. This position will be: ☒ permanent   ☐ sub and relief

3. For equipment requests:
   a. Will additional space be needed to accommodate requested equipment?

      N/A
   
   b. If additional space is needed, where is the proposed location?

      N/A
   
   c. Will requested equipment require maintenance agreements and/or support personnel? If so, what are the projected costs?

      N/A
   
   d. This equipment is: ☐ new   ☒ replacement

      N/A