

**PLANNING/OUTCOMES DOCUMENT**

<b>Name of person(s) completing form:</b>		Toni Knott		<b>Curriculum/Department:</b>		Learning Assistance Center	
<b>Purpose/Mission Statement:</b>				<b>Vision Statement: (3-5 years)</b>			
The mission of the Learning Assistance Center is to foster the development of critical skills in all academic studies and to help create attitudes that will promote lifelong success.				The Learning Assistance Center will continue to achieve its mission and will strive to involve faculty more in its goals and services. The Writing Across the Curriculum (WAC) Quality Enhancement Plan will help to accomplish this aim. We also will continue to focus on involvement of Learning Consultants in “outside of the LAC” activities, such as presenting workshops and updating and enhancing the LAC web page.			
<b>Program Strengths:</b>				<b>Program Weaknesses:</b>			
The Learning Assistance Center (LAC) staff has reason to feel proud of its ongoing success with assisting students to achieve their academic, as well as career and life, goals. The LAC’s increasing popularity with students indicates that we are succeeding in our mission.				The Learning Assistance Center continues to struggle with a lack of space needed to accomplish its many services. Learning is noisy, but test taking requires quiet. Also, more computers, testing space, and staff are needed.			
<b>Program Opportunities:</b>				<b>Program Threats:</b>			
Students indicate the value of receiving assistance with their educational goals. As they experience even a small success, their self-esteem grows and they discover that they can accomplish anything that they set their minds to do. Instructors tell students that seeking LAC assistance for an assignment has proven to raise the student’s assignment grade by “at least half a letter grade, oftentimes more.” This indicates that learning is taking place!				The lack of space available for expansion limits the number of students who can be helped each day. It also creates noise problems, for students being tutored are sharing the same space as students who are taking exams. It is hoped that the space issue will be resolved in the future.			
Goal #	Values for Teaching	College Goals	2007-08 Department Outcomes/Goals	Success Criteria (Method for measuring extent to which outcomes are achieved)	Plan of Action (including resources needed)		
1	2 3 4 5 7 9	1 2	Students who seek writing support for assignments in writing across the curriculum (WAC) program classes will demonstrate improved performance in college-level writing.	Eighty-five percent (85%) of students who seek LAC assistance at least twice a semester for Initiative B of the Quality Enhancement Plan (QEP)/WAC program will demonstrate a statistically significant improvement from the pre- to the post-writing assessment.	LAC Coordinator will work with WAC Coordinator, students, faculty, and Learning Consultants on training and process related to the WAC QEP. Learning Consultants will provide writing assistance and communicate with instructors regarding student progress.		
2	4 6 7 8	1 2 4	Learning Consultants will assist the WAC Coordinator with presenting workshops and will continue to assist the LAC Coordinator with giving LAC tours and presenting	At least three Consultants each semester will present workshops. At least six Consultants each semester will give LAC tours.	Consultants will be given plenty of opportunities to present LAC/WAC workshops and conduct LAC tours.		

	9		workshops.		
3	4 5 7	1 3 7	Learning Consultants will continue to assist the LAC Coordinator to update and maintain the LAC web page. They also will help the Coordinator with the FTE-reporting process.	At least three Consultants each semester will choose an area of the web page to update and maintain this year. One evening Consultant each semester will assist the LAC Coordinator with the FTE process.	The Coordinator will send emails to Webmaster Sandra Bunn to update information currently featured on the web page or to add new information to the web page. The Coordinator will train one of the evening Consultants to assist with the FTE process, focusing on Smarthinking.
4	5 7 8	1 2 4 7	Learning Consultants will expand their skills by learning about a subject that is not one of their strengths, in order to meet more students' needs, especially in the evenings.	At least one evening Consultant each semester will self-train to improve in another subject area. For example, a Writing Consultant will improve his/her math skills.	The Coordinator will work with an evening Consultant to expand knowledge in another subject area. There are plenty of resources in the LAC to facilitate self-training, and many online resources are available as well.

<b>Budget Item Description: (Budget items requested from college funds)</b>	<b>Current Year Budget:</b>	<b>Ongoing Operational Budget:</b>	<b>Expansion Budget:</b>
Supplies-			
Equipment-			
Travel-			
Program Accreditation-			
Other-			
<b>TOTALS</b>			

<b>Criteria Results for 2007-08</b> Be sure to utilize most current data available	<b>End of Year Analysis</b> (Goals achieved, impact of equipment purchased, Improvements to your program, contingencies, etc.) Describe how you used the results to improve your program

## Mid-point Review

Progress Notes: