

ACTION PLAN TEMPLATE

Long-Term Goals (5 yrs.) for ESL/Basic Skills

- 1) Provide additional counseling opportunities for all Basic Skills students.
- 2) Provide relevant professional development for faculty and staff
- 3) Develop and implement summer bridge program
- 4) Provide learning communities that will engage students in relevant and active ways
- 5) Develop on-going evaluation and research of all basic skills related initiatives
- 6) Develop a mandatory orientation program
- 7) Expand student ambassador program
- 8) Provide instructional aide in Learning Center

ESL/Basic Skills (Due on or before May 1, 2008)

District: San Mateo County Community College District

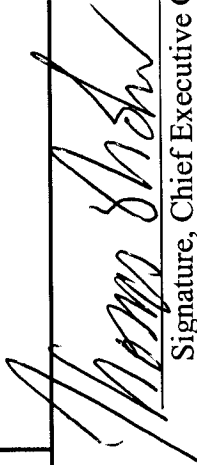
Action Plan for 2007-08

College: Cañada College

Section	Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
<p style="text-align: center;">Organizational/ Administrative Practices</p>	<p>1) Identify two Basic Skills Initiative Coordinators to provide leadership and direction to the entire initiative. Faculty coordinators have background teaching basic skills and/or counseling expertise.</p> <p>2) Hire four student ambassadors for outreach, orientation, and peer support.</p> <p>3) Hire one full-time counselor for Basic Skills related tasks.</p>	<p>1) A.3.2.</p> <p>2) A.4.2 A.5.4. B.4.1.</p> <p>3) D.9.2. D.10.4. B.3.1 B.3.2. B.3.3. B.3.4. B.4.1. A.4.1. A.4.2. A.4.3. A.4.4.</p>	<p>1) Spring 2008</p> <p>2) January 2008</p> <p>3) August 2008</p>	<p>1) V.P.I</p> <p>2) Dean of Counseling and Enrollment Services, Outreach Coordinator</p> <p>3) Dean of Counseling and Enrollment Services</p>

<p align="center">B</p> <p align="center">Program Components</p>	<p>1) Crossing Borders is a learning community involving basic skills courses (inclusive of math, ESL, English, and Reading) as well as content courses from Anthropology and History; all courses are linked to a career course which provides counseling and academic support services (full-time counselor will be part of this learning community).</p> <p>2) Bridge Program is an one-week, summer learning community designed to integrate students into the academic community with developmental math, English and Reading faculty as well as counseling support (provides stipends for students in attendance)</p>	<p>1) A.6.3. A.7.2. B.3.1. B.3.2. B.3.3.</p> <p>2) A.6.3. A.7.2. B.3.1. B.3.2. B.3.3. B.1.4. B.4.4.</p>	<p>1) Planning stage will be completed June, 2008 (the five learning communities will be taught Fall 2008 and Spring 2009)</p> <p>2) Planning stage will be completed by June, 2008 and implementation stage will be completed by August 2008</p>	<p>1) Dean, Humanities and Social Sciences</p> <p>2) Faculty: Science, Math, English, Reading, Counseling</p>
<p align="center">C</p> <p align="center">Faculty and Staff Development</p>	<p>1) Funding for one and a half Scholarship of Teaching and Learning (SOTL) scholars- an intensive professional development activity for faculty to explore innovative teaching methods to address the needs of basic skills students.</p> <p>2) Professional development (inclusive of faculty, staff, and adjunct faculty) [stipends will be provided for all faculty and staff who participate in professional development]. Activities will include: a) faculty led workshop series b) conference attendance c) discipline experts who will offer seminars and follow-up activities for faculty and staff d) course-work for basic skills pedagogy</p>	<p>1) C.4.4.</p> <p>2) C.1.2. C.2.1. C.2.2. C.2.3. C.2.6. C.3.2. C.3.3. C.5.1. C.5.2. D.7.1. D.7.2. D.7.3.</p>	<p>1) May 2009</p> <p>2) On-going activities through May 2009</p>	<p>1) Basic Skills Professional development committee, Faculty across disciplines</p> <p>2) 1) Basic Skills Professional development committee, Faculty across disciplines</p>

<p>Instructional Practices</p>	<p>1) Crossing Borders is a learning community involving basic skills courses (inclusive of math, ESL, English, and Reading) as well as content courses from Anthropology and History; all courses are linked to a career course which provides counseling and academic support services (full-time counselor will be part of this learning community).</p> <p>2) Bridge Program is an one-week, summer learning community designed to integrate students into the academic community with developmental math, English and Reading faculty as well as counseling support (provides stipends for students in attendance)</p> <p>3) Instructional aide in the learning center to provide tutoring and workshops</p>	<p>1) D.2.1. D.2.2. D.2.3. D.2.4. D.3.3. D.3.4. D.3.5. D.4.1. D.4.2. D.4.3. D.5.1. D.5.2. D.5.3. D.6.1. D.6.2. D.6.3. B.3.1. B.3.2. B.3.3.</p> <p>2) D.2.1. D.2.2. D.2.4. D.3.3. D.3.4. D.3.5. D.4.1. D.4.2. D.4.3. D.6.1. D.6.2. D.6.3.</p> <p>3) A.5.1. D.9.2. D.10.5. D.4.6. D.3.2.</p> <p>4) D.10.1. D.10.2. D.10.6. D.10.5. D.10.7. D.10.3.</p>	<p>1) Planning stage will be completed June, 2008 (the five learning communities will be taught Fall 2008 and Spring 2009)</p> <p>2) Planning stage will be completed by June, 2008 and implementation stage will be completed by August 2008</p> <p>3) Implemented Spring 2007, ongoing through June 2, 2008</p>	<p>1) Dean, Humanities and Social Sciences</p> <p>2) Faculty from Math, English, Reading, Counseling</p> <p>3) Reading and Writing Lab Coordinator, Learning Center Director</p>
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 Signature, Chief Executive Officer

4/30/08
 Date

Mark Patton
 Signature, Academic Senate President

Apr 30 - 2008
 Date

RECEIVED

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