

*Lane Community College
Academic Learning Skills
Unit Plan*

Please Note: Some of the Expected Completion Dates differ from those which appear on the Chapter 5 Spreadsheet.

Chapter 5: Program Initiatives to Improve Performance

Initiative 1a: Revise Department Vision/Mission Statement & Underlying Principles

Description

The ALS Department's Vision/Mission statement has not been revised since 1993. Since that time the faculty and administration has changed considerably. Therefore, it is an appropriate time to construct a statement which accurately describes the vision and mission of the Academic Skills Department, and to identify the underlying principles that support or direct the vision/mission.

Expected completion date

6/12/04

Resources needed

Faculty and manager's time.

Funding sources

None needed

ORG & PROG Codes

n/a

Articulation of college's vision/mission statement

The new vision/mission statement will more accurately reflect the college's new vision/mission statement.

Initiative 1b: Revise Catalog Description

Description

The ALS Department's catalog description is in need of revision. Current services and courses are not all accurately promoted in the present version. Neither does this version indicate the articulation of ALS courses with other programs and courses.

Expected completion date

1/30/04

Resources needed

Faculty and manager's time

ALS Unit Plan: Initiatives

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Funding sources

None

ORG & PROG Codes

n/a

Articulation of college's vision/mission statement

The new catalog description will more accurately reflect the college's vision/mission statement.

Initiative 1c: History of the Department**Description**

The history of the ALS Department was written in 1993 and has not been revised since that time. Historical and current events need to be incorporated into a new historical document for the department.

Expected completion date

1/30/04

Resources needed

Former Division Chair has agreed to write the history.

Funding sources

None

ORG & PROG Codes

n/a

Articulation of college's vision/mission statement

The new history of the ALS Department will provide a picture of how the department's mission has evolved along with the college.

Initiative 1d: Edit and ratify the ALS Department Charter**Description**

The ALS Department Charter was revised in 2002-2003 and ratified by department staff. The current draft is in need of grammatical revision and must then be ratified by the Division Co-Chair.

Expected completion date

6/12/04

Resources needed

Faculty and manager's time

Funding sources

None

ORG & PROG Codes

n/a

Articulation of college's vision/mission statement

The new ALS Department Charter more accurately reflects the college's new vision/mission statement.

Initiative 1e: Revise the CG 215 Transition to the University**Description**

The CG 215 course, Transition to the University, is a 3-credit transfer course for students planning to transfer to a university. The class is team-taught by faculty from LCC and the University of Oregon. The CG 215 curriculum was created in 1996, but has not been updated since that time—a span of seven years. In view of the length of time since the course was piloted and because the original curriculum was written to reflect the specialties of the original instructors who are no longer teaching the course, a revision of the CG 215 curriculum is in order. The proposed revision would be completed by an LCC faculty member. Because the course is offered once a year during the Spring Term, only 25 students per year will benefit from the revised curriculum. However, this course promotes cooperation with the University of Oregon and is the only course offered by LCC which directly supports students who seek assistance in making the transition from a 2-year to a 4-year institution.

Expected completion date

6/2005

Resources needed

\$517.50 (\$15*30 curriculum development hours*.15 OPE = \$517.50)

Funding sources

Curriculum Development funds

ORG & PROG Codes

505120 111000

Articulation of college's vision/mission statement

The CG 215 course addresses two aspects of the core values articulated as part of the vision/mission statement. Specifically, CG 215 addresses the core value of collaboration

in that the course is taught in partnership with the University of Oregon, and the core value of accessibility in that it helps students to expand their learning opportunities by providing a bridge to 4-year institutions.

Initiative 2: Purchase 1 classroom set (20) Thesauruses

Description

Many students who enroll in ALS courses have had limited exposure to dictionaries and thesauruses—tools that are essential to successful reading and writing in higher education. Informed use of a thesaurus is of particular importance since many students have their first experience with this resource in an ALS class. In addition, students are less likely to own a thesaurus than a dictionary, making a class set essential for the training of students in their use.

The class set of thesauruses will be housed in the ALS Department and available for use in all ALS classes. More than ____ will benefit from this set of materials. Competent use of a thesaurus will widen students' vocabulary and develop their writing and overall study skills.

Expected completion date

3/05/04

Resources needed

\$280

Funding sources

M & S budget

ORG & PROG Codes

505110 111000

Articulation of college's vision/mission statement

The purchase of a class set of thesauruses promotes the vision/mission of LCC in that it recognizes the unique needs and potential of our students and helps student to develop an important skill that is transferable to other learning and workplace contexts.

Initiative 3a: Revise Reading 080 curriculum

Description

RD 080 is an entry level reading class offered by the Academic Learning Skills Department. In this course, students learn active reading strategies such as finding main idea and supporting details to improve textbook comprehension while developing techniques for enlarging vocabulary and creating study tools. The Reading 080 curriculum was last revised in 19___. Since that time, the ALS faculty has changed significantly while the average age of students taking the course has declined. In order to better address the needs of the student population while accentuating the strengths of the current faculty, the Reading 080 curriculum should be revised.

Expected completion date

6/2005

Resources needed *(Please note: The number of curriculum development hours needed to complete the initiative has been changed.)*

Thirty hours of curriculum development work: $100\text{hours} * \$15/\text{hour} + .15 \text{ OPE}$
 $(\$1500 * .15 = \$225) = \$1725$

Funding sources

Curriculum Development funds

ORG & PROG Codes

505120 111000

Articulation of college's vision/mission statement

The Reading 080 course addresses the needs of at-risk students at the point of entry to credit-bearing academic courses. Students who fail to develop the basic skills introduced in this course are unlikely to succeed in content courses. Because it is an entry-level course, the course must be regularly re-designed to reflect the needs of current students, thereby furthering the college vision of transforming lives through learning.

Initiative 3b: Finalize implementation of Reading/Writing 089

Description

Reading/Writing 089 is a joint offering of ALS and ESL. This course is a bridge for non-native speakers of English who wish to make the transition to a specific course of study at LCC. R/W 089 increases credit options for ESL students who need further instruction before entering the college by providing an integrated curricular framework for English Language Learners. Instructors must be qualified to teach in both ESL and ALS in order to teach this course.

The joint nature of the course has a several question as to the way tuition costs will be directed. These questions must be resolved before the spring term 2003.

Expected completion date

3/20/04

Resources needed

None

Funding sources

None needed

ORG & PROG Codes

n/a

Articulation of college's vision/mission statement

Reading/Writing 089 provides English Language Learners with entry to credit courses, thus reflecting the college vision of transforming lives through learning while at the same time promoting collaboration and partnership between ESL and ALS. It is therefore imperative that these problems be resolved.

Initiative 5a: Sequence course outcomes for hierarchically-linked courses

Description

The Academic Learning Skills curriculum contains a number of courses that are hierarchically linked, i.e. all reading courses and all writing courses. For example, a student who successfully completes Writing 090 in the Fall Term will move on to Writing 095 in the Winter Term. Students moving on to the Writing 095 course should be able to build on the skills and knowledge acquired in Writing 090. Therefore, the curriculum for each of these hierarchically linked courses should present an articulated sequence of spiraling course outcomes which allow students to move smoothly from one course to the next. This curriculum development project will provide an integrated curricular relationship between these courses and result in a clearer vision of what the courses aim to accomplish for both the teacher and the student.

Expected completion date

6/2005

Resources needed *(Please note: The number of curriculum development hours needed to complete the initiative has been changed.)*

Eighty (80) hours of curriculum development work: $80 \text{ hours} \times \$15/\text{hour} + .15 \text{ OPE}$
 $(\$1200 \times .15 = \$180) = \$1380.00$

Funding sources

Curriculum Development funds

ORG & PROG Codes

505120 111000

Articulation of college's vision/mission statement

The sequencing of the course outcomes will provide a clearer and more cohesive vision, resulting in a more efficient delivery of the courses in the skill areas of reading and writing, articulating with the school mission which puts students first.

Initiative 5b: Purchase six (6) electronic spellcheckers for RD 080

Description

In entry-level courses such as RD 080, a student's progress can often be stymied by a poor knowledge of English spelling rules. Hand-held spellcheckers can provide students with the ability to check spelling at their desks without the aid of a computer. These types of spellcheckers help students to learn spelling conventions on their own without becoming dependent on them.

Expected completion date

3/20/04

Resources needed

\$280

Funding sources

Existing funding sources

ORG & PROG Codes

505110 111000

Articulation of college's vision/mission statement

The use of hand-held spellcheckers allows the department to respond to student's needs through technological innovations.

Initiative 7: Install Spanish language dictionaries on the ALS lap lab**Description**

Many of the students enrolled in ALS courses are native Spanish speakers. The availability of Spanish language dictionaries on computers will help students make a smooth transition to the English language.

Expected completion date

3/20/04

Resources needed

None

Funding sources

Existing

ORG & PROG Codes

n/a

Articulation of college's vision/mission statement

This initiative assists non-native English speakers develop their language and life skills while at the same time cultivating a respectful, inclusive and accessible learning environment.

Initiative 8a: Purchase and install three new Computer Systems West computers for instructors

Description

Scott Hall, Electronic Services technician, examined the department's computer equipment and made the following assessment: Five part-time instructors have computers that are far below standard. By purchasing three new computers for the department, it will be possible to assign computers that meet the college standards to all part-time instructors.

Expected completion date

3/20/04

Resources needed

\$2600 for three (3) Computer Systems West computers

Funding sources

Existing funds

ORG & PROG Codes

505110 111000

Articulation of college's vision/mission statement

The use of state-of-the-art computer equipment allows the department to respond to student's needs through technological innovations.

Initiative 8b: Upgrade system software on 8 computers to bring them up to minimum college standards

Description

According to Scott Hall, LCC Electronic Services technician, eight faculty computers require system upgrades to bring them in line with college standards.

Expected completion date

3/20/04

Resources needed

\$508.40 for eight (8) system upgrades.

Funding sources

Existing

ORG & PROG Codes

505110 111000

Articulation of college's vision/mission statement

The use of state-of-the-art computer software allows the department to respond to student's needs through technological innovations.

Initiative 9: Initiative 9 has been removed from the list of initiatives

Initiative 10: Purchase “Dragon Dictate” software for the computer lab to assist students with disabilities

Description

Disabled students who are not able to use a computer keyboard, can use “Dragon Dictate”, state-of-the-art software and equipment which allows the user to dictate into a microphone while the computer types the text. The ALS computer lab currently has two Dragon Dictate units. Disability Services has recommended that more units be added.

Expected completion date

Fall Term 2004

Resources needed *(Please note: The cost listed below differs from the cost originally quoted.)*

\$140 per program*13 computers	=	\$1820
\$40 per USB microphone*13	=	<u>\$ 520</u>
Total cost		\$2340

Possible funding sources

- I. Carl Perkins Federal Grant
- II. TACT Funds

I. Carl Perkins Federal Grant

A. Funding benefits special populations:

ALS works directly with students with disabilities.

B. Carl Perkins-related goals:

1. Students benefit directly from the funding

The software requested will be used directly by the students.

2. Funding is used to promote innovation

The software requested is state-of-the-art which allows disabled students to benefit from the use of a computer.

II. TACT Funds

A. Category of Request: Increase student access to technology

B. Unit Technology Plans:

See Carl Perkins Federal Grant, Part B. Carl Perkins-related goals

C. Cost breakdown

\$1100 = \$550*2

ORG & PROG Codes

505110 111000

Articulation of college’s vision/mission statement

ALS is transforming lives through learning. By providing Dragon Dictate software, ALS is assisting disabled students develop the computer skills that are essential to academic and economic success.
