

Unit Planning for Instruction *Academic Learning Skills*

For 2007-2008 Implementation

Preamble: Planning parameters at the Institutional level

Example:

- **\$6 million recurring deficit for FY 08**
- **Recovery of deficit will occur in the general Fund 111100**
- **2% FTE growth over 2005-2006**
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Section II: Program Analysis

- 1. What did your unit accomplish last year in relationship to your 04-05 and 05-06 planning initiatives? What were other accomplishments not related to the annual planning initiatives?**

04-05 planning initiatives (included in plan written in 03-04)

Initiative	Status
Revise Department Vision/Mission statement and underlying principles	Completed 05-06
Revise Catalog descriptions	Completed 05-06
Write history of the department	Not completed
Edit and ratify ALS Dept. Charter	Not completed – Delayed by contract negotiation. Contract ratification completed in June 06
Revise CG215 Transition to the University	Completed – Course canceled for lack of enrollment in 04-05, but with added marketing 17 enrolled in 05-06. Two part-time instructors assisted and can teach the class. Efforts started for Spring 07.
Purchase Thesaurus classroom set	Completed 04-05
Revise Reading 80 curriculum	See 04-05
Finalize implementation of R/W 89	Completed and in place
Sequence course outcomes for hierarchically-linked courses	Visual map of course hierarchy and alignment completed 05-06
Purchase 6 electronic spellcheckers for RD80	Completed 04-05
Install Spanish language dictionaries on ALS lap lab	Completed 04-05
Purchase and install 3 new Computer Systems West computers	Completed 04-05
Upgrade system software on 8 computers to bring them up to college standards	Completed 04-05
Purchase Dragon Dictate software for computer lab to assist with students with disabilities	Completed 04-05

05-06 planning initiatives (included in plan written in 04-05)

Initiative	Status
Revise Reading 80 curriculum	In place for Fall 05, with online component and consistent curriculum across sections.
Revise Math 10 curriculum to align with new textbooks – packet, sample lesson plans, quizzes, web-based lessons, mid-terms, finals	Some work completed, but revisions needed.

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Initiative	Status
Remedy inadequate and unsecured space for part-time faculty	Completed March 05.
Add .5 office support for ALS/Tutoring (instead of student workers and time-sheet workers)	Not funded. Last of 04 dollars cut in Spring 06. Admin specialist cut by .25 FTE from 1.0 to .75 beginning 7/06.
Develop Curriculum for Using Computers to Write 1, Using Computers to Write 2, Using computers to Map Concepts	Completed Summer 2005
Improve system to collect student evaluation of faculty.	Not funded. Not completed Continue to use current college system.
Obtain pre-assigned classrooms on Cen 2 nd floor	ALS now has 202 and 212, but for other rooms dept. can "request" classrooms in Cen 2 nd floor area.
Assess student success in articulated classes from ALS to math and writing.	Not completed. Student level data not available. Need IRAP assistance or need to develop different process.

06-07 plan (written in 05-06)

Dept. Priority	Initiative	Status
1	Increase manager FTE to 1.0 from .916	Not funded
2	Create .5 office support position using timesheet \$ and additional support	Not funded Timesheet dollars cut and 1.0 position cut to .75.
3	Re-design Reading 80 for alternative scheduling	Not funded. No resources for progress.
4	Increase success rates for roadblock classes	Funded from 2 sources: Fall 06 ALS is offering EL113 1 credit to help Spanish/French students and EL113 1 credit to help Psych 201 students, funded by Strategic Learning Initiative funds. Global Health online supplemental instruction (F06) module completed with curriculum development funds. Successful with online learning class in development (F06) with Curriculum Development.
5	Revise and update Math 10 curriculum	Not funded.
6	Align and sequence courses	Not funded: Non-instructional time used to complete preliminary work including graphic that illustrates the sequencing.
7	Revise and update WR80	Not funded. No progress on development of alternative delivery curriculum.
8	Integrate online component into ALS courses	Not funded. Some instructors integrating online component, but effort is inconsistent across department.
9	Develop and implement assessment	No resources for time, research,

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Dept. Priority	Initiative	Status
	plan	development, implementation
10	Revise and update RD93/WR93	Not funded
12	Increase ESL/ABSE/ART Advisor to 1.0	In Counseling/Advising plan. Not funded. ALS Counselor retired. Advising/Counseling structure to be redesigned.

Accomplishments not related to Unit Plan

- Updated/Revised website
- Provided classes for Trade Act students to transition to credit classes.
- Added to part-time pool to incorporate new instructors for Fall 06.
- Two faculty members received 1-term sabbaticals for 06-07 to focus on use of technology and on teaching writing.
- In 2005, three Lane faculty (ALL of them ALS faculty) were chosen through a competitive process for the international online symposium on technology in developmental education through League for Innovation: Sherry Seymour for writing, Judy McKenzie for math, and Susan Reddoor for instructional technology. This project produced quality standards for use of technology in those areas. All three of those faculty are also listed as contributors to the book produced by the project.
- Developed ongoing process to maintain part-time instructor pool.
- Added 1-credit WR99 component to WR95 as step toward 3-4 credit conversion. Project completed collaboratively under very aggressive deadline to maintain articulation with English Dept writing course credit requirement to benefit students.

2. What assessment activities did you unit undertake last year? In this section, please review and revise assessment plans submitted last year and identify the progress made on last year's assessment plan. Attach the revised assessment plan.

ALS submitted an assessment plan focusing on Math 10. However, the student level information needed to assess transition from Math 10 to Math 20 has not been available. Process started, however, with revision of Math 10 packet, quizzes, tests and alignment with Math 20.

The division chair is exploring option of using National Association for Developmental Education program standards for program evaluation.

3. Based on assessment results or other evidence, what program areas (new or continuing) need attention?

- Development of assessment plan within resources available or access new resources to gather needed data.
- Need to assess/demonstrate level to which ALS student are succeeding and continuing toward their goals.
- Use of Technology – Integrate student use of technology into existing courses.
- Explore 3-to-4 credit conversion.
- Curriculum development – Need to continually re-evaluate curriculum, especially with ALS partnerships with multiple disciplines, which requires increased collaboration across departments/divisions. Revision process is slowed by lack of resources. Only 1 curriculum development proposal (supplemental instruction) from 2006-07 was funded.
- Continue marketing efforts to help counseling/testing guide students to ALS.
- Improve marketing efforts in community to help students find ALS path to Lane programs.

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- Continue implementation, development and exploration of 3-4 credit conversion for writing courses.

4. Overall, what strengths do you believe your unit demonstrated in 2005-06?

- Strong partnerships across the college with Women's Center, Math Department, Language Literature and Communication Department, Counseling/Advising, Testing, Multi-cultural Center, English as a Second Language, Social Science division.
- Focus on quality teaching and research-based approaches.
- Strong advocacy for students with disabilities.
- High quality student-friendly customer service to students new to the college.
- Active participation in college-wide projects and innovations including: Assessment Committee, Strategic Learning Initiative, Fall in-service committee, Success and Goal Attainment, Learning Communities, Supplemental Instruction SAGA sub-committee, Reading Together, Developmental Math committee, faculty professional development and faculty professional development oversight; and governance including Faculty Council, Diversity Council and Learning Council.
- Department's FTE growth greater than other credit departments, greater than college-wide average success rates.
- Improved and updated web presence
- Attempt to provide classes at times that allow more students to access required classes such as Math 10 and WR95. (evening and Saturdays)
- Growing collaboration and understanding across Center for Learning Advancement departments. Participated and presented in 10 sessions presented in ½ day mini-conference on teaching and learning as part of division in-service in Sept. 05 and Sept. 06.
- Integrated and increased use of computer lab and technology.
- Actively pursued new approaches and technologies, such as use of Moodle with department Moodle training, facilitated by faculty webmaster.
- Faculty Professional Development and Scholarship – Susan Reddoor and Judy McKenzie awarded sabbaticals for 06-07, Adrienne Mews appointed faculty professional development coordinator; Steve McQuiddy serves as Moment journal editor, now a mainstreamed SLI project.

5. Overall, what challenges do you believe your unit faced in 2005-06?

- Reduction in office support time (budget cut) at same time as FTE increased and departments are required to take on more functions.
- New manager needed to learn department and college systems and history at the same time that college budget cuts were decided and then implemented.
- Uncertainty in Spring 06 while college cuts were debated and decided.
- Lack of resources for continued curriculum development.
- Lack of resources for participation of part-time instructors in department planning and in professional development.

6. What conclusions do you draw from this analysis about needed improvements or changes in 2007-08?

Because of a retirement ALS will have one fewer contract faculty beginning January, 2007. The department will need to make decisions about where to focus energies.

See answer to #3 for list of needed improvements and changes.