

**ESL/Basic Skills (Due September 2010)
Action Plans for 2010-2011**

District: Antelope Valley Community College District

College: Antelope Valley College

Section	Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
A Organizational/ Administrative Practices	Basic Skills Committee (BSC) co-chairs and developmental education faculty attend BSI workshops; re-assigned time for Faculty Co-Chair is continued.	A.1.2 Institutional leadership demonstrates a commitment to developmental education.	2010-2011	Vice-President Academic Affairs, Deans in respective areas
	Key positions are retained: adjunct faculty learning specialists for reading, math, ESL; adjunct counselors; Basic Skills Educational Advisor.	A.1.4 Developmental education is adequately funded and staffed.	2010-2011	Vice-Presidents, Academic Affairs & Student Services
	Quest for Success Program is created to coordinate targeted basic skills efforts: accelerated class offerings, assessments, student success workshops, mentoring, counseling, and learning assistance.	A.3.1 A clear institutional decision exists regarding the structure of developmental education (centralized or decentralized, but highly coordinated).	Fall 2010	Basic Skills Director; Developmental Education (DE) Faculty; Counselors
	Dedicated administrator is retained: Basic Skills Director.	A.3.2 Based upon the institutional structure, a dedicated administrator or lead faculty is/are clearly identified and accorded responsibility for college-wide coordination of basic skills program(s).	2010-2011	Vice President Academic Affairs, Dean of Instructional Resources & Extended Services
	Pre-assessment workshops (PAWS) are offered on campus and coordinated with middle school and high school faculty.	A.3.5 Formal mechanisms exist to facilitate communication and coordination between pre-collegiate and college level faculty within disciplines.	2010-2011	Math Faculty
	Peer mentoring is available across campus programs, both academic and student services.	A.5.4 Peers and/or faculty provide mentoring to developmental education students.	2010-2011	Learning Center Faculty
	Academic and student services faculty are solicited to serve on a Learning Center Advisory Committee to create an even higher degree of integration of services.	A.5.5 A comprehensive system of support services exists and is characterized by a high degree of integration among academic and student support services.	Fall 2010	Learning Center Faculty

B Program Components	Purchase Compass Test units to accommodate a high influx of basic skills students for assessment in reading, English, and math.	B.1.2 Mandatory assessment exists for all new students.	Fall 2010	Dean of Counseling & Matriculation (C&M)
	Continue to implement revised and validated assessment cut scores to improve placement of students in basic skills courses.	B.1.3 Mandatory placement exists for students assessed at developmental levels.	Fall 2010	Dean of C&M; Assessment Coordinator; DE Faculty
	BSC faculty meet with discipline faculty to review course advisories, co-requisites, and prerequisites.	B.2.1 Developmental education course content and entry/exit skills are regularly reviewed and revised as needed.	2010-2011	BSC faculty; Discipline Faculty; Counselors
	Continue to collect and provide data to faculty attending BSC events; link data on the Institutional Research website to the BSC website.	B.2.5 Data obtained from course/program evaluation are disseminated and used for planning and continuous improvement.	2010-2011	Director of Institutional Research
	Develop methods for broadening the use of the probability-based advising tool for basic skills students.	B.3.1 A proactive counseling /advising structure that includes intensive monitoring and advising serves students placed into developmental education courses.	2010-2011	Director of Institutional Research; Dean of C&M
	a. Integrate counseling in ESL component of Quest for Success Program; b. expand Office of Student Disabilities (OSD) services to intersession and summer session for assessing and advising basic skills students.	B.3.2 Counseling and instruction are integrated into the developmental education program.	2010-2011	a. Director of Basic Skills; Dean of C&M; b. Director of OSD; Dean of Student Development
	Training for counselors on the holistic needs of students takes place during weekly counseling meetings.	B.3.3 Counseling staff are specifically trained to address the academic, social, and emotional needs of developmental education students.	2010-2011	Dean of C&M
C Faculty and Staff Development	Faculty attend regional, national, and international basic skills workshops and conferences (BSI, (CATESOL, CRLA, NADE, Reading Apprentice, Supplemental Instruction Leadership Training, etc.).	C.1.2 Professional development activities for developmental education faculty and staff are actively supported by senior administration	2010-2011	Vice-Presidents, Academic Affairs and Student Services
	Present events sponsored by the BSC; engage faculty in faculty inquiry groups (FIGS) that promote understanding of issues and problem solving related to basic skills students.	C 2.6 Staff development activities promote interactions among instructors.	2010-2011	BSC

D Instructional Practices	Continue to offer SMARTHINKING, an online writing tutoring service, and EDUCO, a computer assisted math program.	D.1.1 Developmental education focuses on self-directed learning, with students engaged in actively assessing and monitoring their own motivation and learning.	2010-2011	Learning Center and Math Faculty
	Continue to provide in-class tutors for basic skills English and reading courses.	D.2.1 Developmental courses/programs implement effective curricula and practices for English (e.g., reading/writing integration, writing across the curriculum, and use of writing labs)	2010-2011	Learning Center, English, and Reading Faculty
	Continue to provide in-class tutoring for basic skills math courses.	D.2.2 Developmental courses/programs implement effective curricula and practices for mathematics	2010-2011	Learning Center and Math Faculty
	Early Alert Program improvements will ensure ease of access for faculty to make student referrals.	D.3.3 Timely interventions occur with students to address emotional, social, or non-academic obstacles that arise and to prevent student attrition resulting in such circumstances.	2010-2011	Learning Center Faculty
	Quest for Success educational field trips will be held to promote academic socialization; Quest for Success awards luncheon will recognize students' efforts to succeed.	D.3.4 College programs promote basic skills students' social integration into and identification with the college environment.	2010-2011	Basic Skills Director; DE Faculty
	Offer Plan for Success workshops that focus on life management, getting through college, physical/mental well-being, and interactions with faculty regarding student success strategies.	D.3.5 College programs promote basic skills students' social integration into and identification with the college environment.	2010-2011	Basic Skills Education Advisor; Dean of Student Development
	Purchase study skills videos for Palmdale Center.	D.10.1 Learning support services emphasize an interrelationship between all levels of course offerings (developmental, degree-applicable, transferable, and others).	2010-2011	Learning Center Faculty
	Hire additional supplemental instruction leaders to meet a high influx of basic skills students at main campus and Palmdale site.	D.10.3 Various learning support services provide active learning experiences (e.g., Supplemental Instruction, workshops, and study groups).	2010-2011	Learning Center Faculty
	Hire new and continuing Learning Center tutors in ESL, math, reading, writing, basic skills general tutoring, and study skills to meet a high influx of basic skills students at Lancaster campus and Palmdale Center.	D.10.5 Tutoring is available and accessible in response to student needs/desires.	2010-2011	Learning Center Faculty

Signature, Chief Executive Officer

Date

Signature, Academic Senate President

Date