

TO: BOARD OF TRUSTEES

FROM: SUPERINTENDENT

COMMUNICATION NO. 32-2010/11-AA

Prepared by the Office of Academic Affairs  
for Presentation to the Board of Trustees

August 9, 2010

SUBJECT: BASIC SKILLS COMMITTEE ACTION PLANS

A. BACKGROUND

In January 2010 the Basic Skills Committee was charged by the Chancellor's Office to submit 2010-2011 Action Plans on or before October 15, 2010. Previously, the Committee established goals and conducted a self-assessment of practices designed to serve ESL/basic skills students which is updated each year. In April 2010, the Committee began a campus-wide process for the identification of actions to be taken in one or more of the areas of effective practices described in the document entitled "Basic Skills as a Foundation for Student Success in California Community Colleges." The 2010-2011 Action Plans reflect a campus effort to serve this population of students.

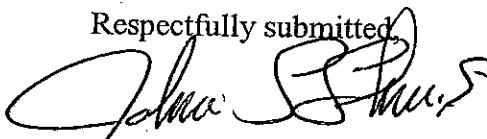
B. BUDGET IMPLICATIONS

There is no impact to the District's budget.

C. RECOMMENDATIONS

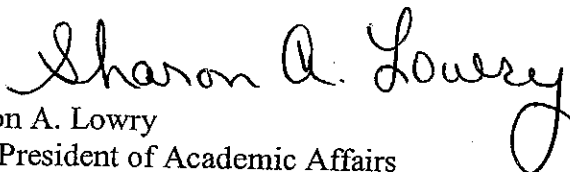
The Board of Trustees approves the attached action plans.

Respectfully submitted,



Jackie L. Fisher, Sr.  
Superintendent/President

Prepared by:



Sharon A. Lowry  
Vice President of Academic Affairs

Office of Academic Affairs

Communication No. 32-2010/11-AA

BASIC SKILLS COMMITTEE ACTION PLANS

August 9, 2010

# AVC Basic Skills

## 2010-2011 ACTION PLANS

05/03/2010

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

District: Antelope Valley Community College District

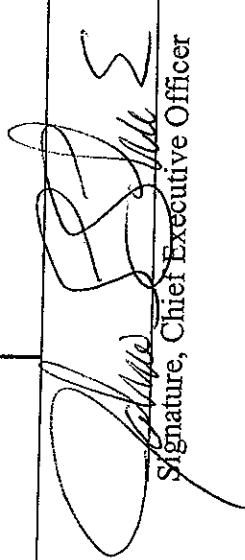
College: Antelope Valley College

| Section                                                                                                                                                          | Planned Action                                                                                                                                                                                                                               | Effective Practice and Strategy                                                                                                                                                                         | Target Date for Completion | Responsible Person(s)/ Department(s)                                                 |
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| A<br>Organizational/<br>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 in English and Reading, assessments, student success workshops and activities, 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) in Math 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    |                                                                                      |

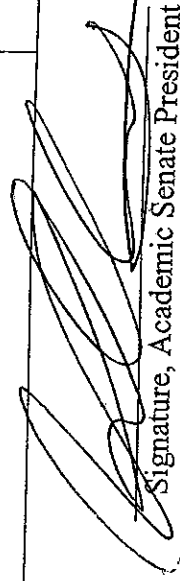
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| <p><b>B</b></p> <p><b>Program Components</b></p>            | <p>Purchase Compass Test units to accommodate a high influx of basic skills students for assessment in reading, English, and math.</p> <p>Continue to implement revised and validated assessment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

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| <p>Continue to offer SMARTTHINKING, an online writing tutoring service, and EDUCO, a computer assisted math program.</p> <p>Continue to provide in-class tutors for basic skills English and reading courses.</p> <p>Continue to provide in-class tutoring for basic skills math courses.</p> <p>Early Alert Program improvements will ensure ease of access for faculty to make student referrals.</p> <p>Quest for Success educational field trips will be held to promote academic socialization; Quest for Success awards luncheon will recognize students' efforts to succeed.</p> <p>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.</p> <p>Purchase study skills videos for Palmdale Center.</p> <p>Hire additional supplemental instruction leaders to meet a high influx of basic skills students at main campus and Palmdale site.</p> <p>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.</p> | <p>D.1.1 Developmental education focuses on self-directed learning, with students engaged in actively assessing and monitoring their own motivation and learning.</p> <p>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)</p> <p>D.2.2 Developmental courses/programs implement effective curricula and practices for mathematics</p> <p>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.</p> <p>D.3.4 College programs promote basic skills students' social integration into and identification with the college environment.</p> <p>D.3.5 College programs promote basic skills students' social integration into and identification with the college environment.</p> <p>D.10.1 Learning support services emphasize an interrelationship between all levels of course offerings (developmental, degree-applicable, transferable, and others).</p> <p>D.10.3 Various learning support services provide active learning experiences (e.g., Supplemental Instruction, workshops, and study groups).</p> <p>D.10.5 Tutoring is available and accessible in response to student needs/desires.</p> | <p>2010-2011</p> <p>2010-2011</p> <p>2010-2011</p> <p>2010-2011</p> <p>2010-2011</p> <p>Fall 2010</p> <p>2010-2011</p> <p>2010-2011</p> <p>2010-2011</p> | <p>Learning Center and Math Faculty</p> <p>Learning Center, English, and Reading Faculty</p> <p>Learning Center and Math Faculty</p> <p>Learning Center Faculty</p> <p>Basic Skills Director; DE Faculty</p> <p>Basic Skills Education Advisor; Dean of Student Development</p> <p>Learning Center Faculty</p> <p>Learning Center Faculty</p> <p>Learning Center Faculty</p> |
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**Instructional Practices**

  
 Signature, Chief Executive Officer

8.10.10  
 Date

  
 Signature, Academic Senate President

8/10/10  
 Date