

Basic Skills Initiative “Tune-up Kit”

Draft for Discussion

June 8, 2009

Instructions to College Basic Skills Initiative Coordinators

The purpose of this “Tune-up Kit” is to help colleges evaluate the depth and quality of stakeholder engagement in on-going Basic Skills Initiative activities. It consists of three parts:

1. An informal questionnaire that asks your campus to reach a consensus on responses to a series of statements about stakeholder engagement in and expected outcomes of the BSI Action Planning process as implemented at your institution;
2. A rubric that will help you assess the quality and depth of your campus’s involvement in the BSI; and
3. A planning grid that offers you the chance to outline activities aimed at improving your overall institutional response to the BSI.

As outlined in the “Poppycopy,” the BSI is meant to engage large numbers of faculty, administrators, and staff in an on-going project of institutional transformation that will lead to improvement in the learning outcomes of basic skills students. For this reason, you should work directly with your current BSI- and student success-related committee or committees as you respond to the statements contained in the questionnaire. (Of course, additional faculty and staff may be included in the “Tune-up” process as deemed appropriate.) Your BSI Network Coordinator will support you by working through the three parts of the Tune-up Kit with these groups.

The results of this “Tune-up” are meant to be shared broadly at your college and will be used by BSI Network coordinators to plan future workshops and support efforts. They are also meant to leave each participating college with a strategy for improving the depth and quality of its BSI Action Plan implementation efforts.

Please discuss, reach consensus on, and respond to the following statements:

<i>Participation in BSI Planning and Assessment Efforts</i>	Strongly Agree	Agree	Disagree	Strongly Disagree
Your college has one or more standing committees devoted to on-going assessment and improvement of basic skills instructional programs and support services and to monitoring BSI Action Plan implementation.				
A broad cross-section of administrators, faculty and staff <u>originally</u> participated in the BSI "Self Assessment" effort and in the production of your BSI Action and Expenditure Plans at your college.				
Senior level administrators (CEOs and VPs) <u>actively and regularly participate</u> in BSI-related planning and assessment efforts.				
Faculty from traditional basic skills disciplines <u>actively and regularly participate</u> in BSI-related planning and assessment efforts.				
Faculty from general education disciplines <u>actively and regularly participate</u> in BSI-related planning and assessment efforts.				
Faculty from career/technical disciplines <u>actively and regularly participate</u> in BSI-related planning and assessment efforts.				
Support staff <u>actively and regularly</u> participate in BSI-related planning and assessment efforts				
Students <u>actively and regularly</u> participate in BSI-related planning and assessment efforts.				

<i>The BSI Planning Process</i>	Strongly Agree	Agree	Disagree	Strongly Disagree
Your BSI Action Plans are reviewed and updated at least annually.				
Results of your BSI Action Plans assessments are formally presented to your Board at least annually.				
At this stage, your BSI Action Plans might best be described as offering a unified vision and coherent program for future institutional improvement.				
At this stage, your BSI Action Plans might best be described as offering a list of independent projects that may or may not result in permanent institutional change.				
Allocation of BSI funding at your college is driven by BSI Action Plan priorities.				

<i>Campus Awareness of BSI</i>	More than 50%	25-50%	10-25%	Less than 10%
Please estimate the percentage of all fulltime faculty at your college who are aware of the structure, aims, and expectations of the BSI.				
Please estimate the percentage of all fulltime faculty at your college who are aware of the specific goals and objectives in your BSI Action Plans.				
Please estimate the percentage of all adjunct faculty at your college who are aware of the structure, aims, and expectations of the BSI.				
Please estimate the percentage of all adjunct faculty at your college who are aware of the specific goals and objectives in your BSI Action Plans.				

<i>Participation in BSI-sponsored Workshops</i>	Please circle the appropriate answer:			
Please estimate the percentage of all fulltime faculty at your college have participated in BSI-sponsored workshops since 2007.	More than 50%	25-50%	10-25%	Less than 10%
Please estimate the percentage of all adjunct faculty at your college have participated in BSI-sponsored workshops since 2007.	More than 50%	25-50%	10-25%	Less than 10%
Your college has offered a number of independent (non-state sponsored) BSI-related professional development activities since 2007.	Strongly Agree	Agree	Disagree	Strongly Disagree

<i>BSI Impact</i>	Strongly Agree	Agree	Disagree	Strongly Disagree
A number courses (more than 2) have been modified (curriculum change, modularization, etc.) as the direct result of BSI-related activities since 2007.				
The college has implemented special cohort-based and/or intensive, alternative-schedule educational programs ("First-Year Experience," "Bridge to College," "Math Jam," etc.) as the direct result of BSI-related activities since 2007.				
The daily education of a significant number of basic skills students (more than 25%) at your college has been directly impacted by BSI-related activities.				
Most faculty and staff expect the BSI to have a major impact on campus culture and the learning outcomes of basic skills students over the next three years.				
Please estimate the percentage of all faculty at your college who are likely to have adopted new teaching techniques or modified their pedagogical approaches as the result of BSI-related workshops since 2007.	More than 50%	25-50%	10-25%	Less than 10%

Now review the Tune-up Kit Rubric on the next page and discuss where you would rate your college in terms of the four categories of BSI engagement.

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Follow-up Questions

What can your college do to engage more faculty, administrators, students and staff in the BSI?

What can the BSI Network and your network coordinator do to support these efforts?

Which of the 26 “Effective Practices” outlined in the Poppycopy” would you like more information about?