**ACTION PLAN TEMPLATE**

**Long-Term Goals (5 yrs.) for ESL/Basic Skills**
1) Provide additional counseling opportunities for all Basic Skills students.
2) Provide relevant professional development for faculty and staff
3) Develop and implement summer bridge program
4) Provide learning communities that will engage students in relevant and active ways
5) Develop on-going evaluation and research of all basic skills related initiatives
6) Develop a mandatory orientation program
7) Expand student ambassador program
8) Provide instructional aide in Learning Center

**ESL/Basic Skills (Due on or before May 1, 2008)**

**Action Plan for 2007-08**

<table>
<thead>
<tr>
<th>Section</th>
<th>Planned Action</th>
<th>Effective Practice and Strategy</th>
<th>Target Date for Completion</th>
<th>Responsible Person(s)/Department(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1) Identify two Basic Skills Initiative Coordinators to provide leadership and direction to the entire initiative. Faculty coordinators have background teaching basic skills and/or counseling expertise.</td>
<td>1) A.3.2. 2) A.4.2  A.5.4  B.4.1.</td>
<td>1) Spring 2008</td>
<td>1) V.P.I</td>
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<td></td>
<td>2) Hire four student ambassadors for outreach, orientation, and peer support.</td>
<td>3) D.9.2. D.10.4  B.3.1  B.3.2  B.3.3  B.3.4  B.4.1  A.4.1  A.4.2  A.4.3  A.4.4.</td>
<td>2) January 2008</td>
<td>2) Dean of Counseling and Enrollment Services, Outreach Coordinator</td>
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<td>3) Hire one full-time counselor for Basic Skills related tasks.</td>
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<td>3) August 2008</td>
<td>3) Dean of Counseling and Enrollment Services</td>
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</tbody>
</table>
| B | Program Components | 1) Crossing Borders is a learning community involving basic skills courses (inclusive of math, ESL, English, and Reading) as well as content courses from Anthropology and History; all courses are linked to a career course which provides counseling and academic support services (full-time counselor will be part of this learning community).

2) Bridge Program is an one-week, summer learning community designed to integrate students into the academic community with developmental math, English and Reading faculty as well as counseling support (provides stipends for students in attendance) |
|---|---|---|
| C | Faculty and Staff Development | 1) Funding for one and a half Scholarship of Teaching and Learning (SOTL) scholars - an intensive professional development activity for faculty to explore innovative teaching methods to address the needs of basic skills students.

2) Professional development (inclusive of faculty, staff, and adjunct faculty) [stipends will be provided for all faculty and staff who participate in professional development]. Activities will include:
   a) Faculty led workshop series
   b) Conference attendance
   c) Discipline experts who will offer seminars and follow-up activities for faculty and staff
   d) Course-work for basic skills pedagogy |
<p>|  | 1) Planning stage will be completed June, 2008 (the five learning communities will be taught Fall 2008 and Spring 2009) |
|  | 2) Planning stage will be completed by June, 2008 and implementation stage will be completed by August 2008 |
| 1) May 2009 | 1) Dean, Humanities and Social Sciences |
| 2) On-going activities through May 2009 | 2) Faculty: Science, Math, English, Reading, Counseling |
| 1) Basic Skills Professional development committee, Faculty across disciplines | 2) 1) Basic Skills Professional development committee, Faculty across disciplines |</p>
<table>
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<tr>
<th>Topic</th>
<th>Details</th>
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| D. Instructional Practices | Crossing Borders is a learning community involving basic skills courses (inclusive of math, ESL, English, and Reading) as well as content courses from Anthropology and History; all courses are linked to a career course which provides counseling and academic support services (full-time counselor will be part of this learning community).  
2) Bridge Program is an one-week, summer learning community designed to integrate students into the academic community with developmental math, English and Reading faculty as well as counseling support (provides stipends for students in attendance)  
3) Instructional aide in the learning center to provide tutoring and workshops |

- **1)** Planning stage will be completed June, 2008 (the five learning communities will be taught Fall 2008 and Spring 2009)  
- **2)** Planning stage will be completed by June, 2008 and implementation stage will be completed by August 2008  
- **3)** Implemented Spring 2007, ongoing through June 2, 2008

1) Dean, Humanities and Social Sciences  
2) Faculty from Math, English, Reading, Counseling  
3) Reading and Writing Lab Coordinator, Learning Center Director

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Signature, Chief Executive Officer: [Signature]  
Date: [4/30/08]  
Signature, Academic Senate President: [Signature]  
Date: [Apr-30-2008]