



Santiago Canyon College

DEPARTMENT PLANNING PORTFOLIO

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DEPARTMENT PLANNING PORTFOLIO
 DEPARTMENT: American College English
 DIVISION: Library, Arts, Humanities, and Social Sciences
 ACADEMIC YEAR: 2010-2011

Department's Vision:

The ACE Department at SCC envisions a responsive, student-centered program which provides an effective, challenging and vibrant curriculum aimed at developing the English skills necessary for academic success and personal fulfillment. Students in the ACE program will also develop a sense of academic diligence as they strengthen their study skills.

Department's Mission:

The courses in the ACE Department develop greater fluency in English as a second language students so that they can succeed in their academic, career and personal pursuits.

GOALS/TASKS/ACTIVITIES	WHO'S RESPONSIBLE	ESTIMATED TIMELINE/COMPLETION	RESOURCES NEEDED	PROGRESS
Design lab manuals to directly connect the curriculum of each ACE core course to the materials and programs in the lab.				
1. Examine current software programs to select the components correlating with the learning outcomes of each course to include in lab manuals and individualized lab assignments.	babayan_diana	On-going	None	In Progress
2. Develop lab manuals for each of these courses.	babayan_diana	On-going revision of manuals	None	Completed
3. Publish the manuals as downloadable documents for the students.	babayan_diana	On-going	None	In Progress

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4. Have student and faculty users evaluate the manuals at the end of each of the first two semesters of use.	babayan_diana	On-going	None	In Progress
5. Revise manuals as indicated by department review of data from the surveys.	babayan_diana	On-going	None	In Progress
Connect the ACE courses to Blackboard.				
1. Attend Blackboard training sessions.	babayan_diana	Done	None	Completed
2. Set up Blackboard for each ACE section or course.	babayan_diana	On-going	None	In Progress
3. Add links to useful web sites designed for ACE students.	babayan_diana	On-going	None	In Progress
4. Provide course lab manuals, handouts, practice quizzes, and other materials selected by ACE faculty via each Blackboard site.	babayan_diana	On-going	None	In Progress
Increase instructional effectiveness within the ESL Department.				
1. Hire one full-time ESL instructor for the credit program. Note: Flo Zysman was reassigned from non-credit ESL to credit ESL in Fall 2009.	babayan_diana	On-going	None--reassigned faculty	Completed
2. Secure funding for Flo Zysman to attend On Course 1 Workshop and/or On Course National Conference. conferences.	babayan_diana	On-going	On Course I Workshop: \$2000 On Course National Conference: \$800	In Progress
3. Schedule department meetings devoted to instructional innovation and current best-practice methodologies for academic ESL.	babayan_diana	On-going	None	In Progress
4. Partner with SCC English Dept. to score writing samples from incoming high school graduates during our Early Decision program.	babayan_diana	May 2012	BSI funds to pay scorers and classified (about \$5000)	In Progress
Provide students with additional ESL software on the computers in D-209, D-209-4 and D-208.				
1. Review ESL catalogs and request publisher demos of new software which directly supports the ACE curriculum.	babayan_diana	On-going	None	In Progress
2. Purchase programs which fill some of the current gaps in the ASC software spectrum.	babayan_diana	On-going	None at this point	In Progress

Design marketing tools for the ACE Program and Department.

1. Update the ESL web pages to reflect the new curriculum and to add links to helpful ancillary sources and college services.	babayan_diana	On-going	None	In Progress
2. Create flyers incorporating information about the ACE program to distribute through the Outreach program and in the Admin. building.	babayan_diana	On-going	None	In Progress
3. Create a Highlight to incorporate in the SCC Schedule of Classes.	babayan_diana	On-going	None	In Progress

Design an ACE college success curriculum component

1. 2 ACE faculty to attend On Course workshops I and possibly II.	babayan_diana	On-going	None	In Progress
2. Create a technology-based counseling path (early alert) for the ACE program which motivates students to respond quickly to instructor input.	babayan_diana	On-going	Assistance from ITS	Completed

Examine alternative placement instruments for the ACE program and participate in ongoing revalidation protocols for existing TELD placement instrument.

1. Contact SCC English Department to see if they have an interest in piloting a writing sample placement instrument.	babayan_diana	Spring 2012	Funds for readers and for classified assistance. Assistance from Research, Outreach, Testing and Counseling.	In Progress
2. Advise District Assessment Committee and Research Office of potential pilot study and request their support with internal studies.	All Members	On-going	Assistance from Research Dept.	In Progress
3. Evaluate the results of a writing sample as placement tool.	babayan_diana	Spring 2013	None	In Progress
4. Review TELD for District Assessment and re-validation effort.	babayan_diana	January 2012	Current validation information from Research	In Progress
5. Coordinate with OEC ESL faculty to create simpler placement bridges for non-credit students who are interested in taking ACE	babayan_diana	Fall 2013	None	In Progress

courses.

Manage ACE schedule to maximize room utilization and to maintain the core ACE program during this budget crisis.

1. Schedule courses so as to maximize room utilization by combining classroom and online or lab arrangements for students.

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On-going

None

In Progress

2. Designate D-207 as an ASC classroom for ACE classes, adding necessary technological enhancements.

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Fall 2010

Unspecified

Completed

Number of active session(s): 2