



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: 2012-2013

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	Unspecified	In Progress
2. Develop lab manuals for each of these courses.	babayan_diana	On-going revision of manuals	Unspecified	In Progress
3. Publish the manuals as downloadable documents for the students.	babayan_diana	On-going	Unspecified	In Progress

<http://www.sccollege.edu>

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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	Unspecified	In Progress
5. Revise manuals as indicated by department review of data from the surveys.	babayan_diana	On-going	Unspecified	In Progress

Connect the ACE courses to Blackboard.

1. Attend Blackboard training sessions.	All Members	On-going	Unspecified	In Progress
2. Set up Blackboard for each ACE section or course.	All Members	On-going	Unspecified	In Progress
3. Add links to useful web sites designed for ACE students.	All Members	On-going	Unspecified	In Progress
4. Provide course lab manuals, handouts, practice quizzes, and other materials selected by ACE faculty via each Blackboard site.	All Members	On-going	Unspecified	In Progress

Increase instructional effectiveness within the ESL Department.

1. Hire one full-time ESL instructor for the credit program.	All Members	On-going	Unspecified	In Progress
2. Secure funding for instructors to attend TESOL, ECCTYC and/or On Course conferences.	All Members	On-going	Unspecified	In Progress
3. Schedule department meetings devoted to instructional innovation and current best-practice methodologies for academic ESL.	All Members	On-going	Unspecified	In Progress
4. Partner with SCC English Dept. to review essays written in Engl. 101 by former ACE 116 or ESL 112 students in order to reach consensus about traits of passing papers.	All Members	On-going	Unspecified	In Progress

Increase student use of the Academic Success center by offering individualized learning modules via ACE 080.

1. Develop an ESL Skills Development course, a lab-based, individualized course for students concurrently enrolled in an ACE course.	All Members	On-going	Unspecified	In Progress
2. Create a system to easily create an individualized plan for each student in this lab course.	All Members	On-going	Unspecified	In Progress

3. Create a reporting system allowing students' instructors and counselors to review student progress in this lab course.	All Members	On-going	Unspecified	In Progress
4. Develop a series of topic-specific ACE seminars to be offered in the ASC.	All Members	On-going	Unspecified	In Progress
5. Create a variety of skills modules for each ACE level allowing ACE 080 instructors and students to create individualized programs of study.	All Members	On-going	Unspecified	In Progress

Create a "World Cultures Club" for SCC ACE students and others interested in opportunities for multicultural exchange.

1. Follow procedures established by the ASG and Academic Senate to determine interest among students and feasibility of this new club.	All Members	On-going	Unspecified	In Progress
2. Hold initial meeting to establish the Club's organizational structure.	All Members	On-going	Unspecified	In Progress
3. Determine with Club members two activities to support and celebrate the cultural and linguistic pluralism at SCC.	All Members	On-going	Unspecified	In Progress
4. Make the necessary arrangements for each activity, including delegating duties and tasks to members and encouraging participation from all ACE classes.	All Members	On-going	Unspecified	In Progress
5. Promote within the club other college events such as the Languages Dept. Foreign Film Festival events.	All Members	On-going	Unspecified	In Progress

Expand instructional offerings: section growth and instructional delivery.

1. Add sections of the various ACE courses as supported by enrollment data.	All Members	On-going	Unspecified	In Progress
2. Hire 2 additional adjunct ESL instructors.	All Members	On-going	Unspecified	In Progress
3. Review the possibility of offering one or more ACE courses as hybrids (online + classroom hours).	All Members	On-going	Unspecified	In Progress
4. If a hybrid is deemed feasible, design the course structure.	All Members	On-going	Unspecified	In Progress

5. Pilot the hybrid and survey students and instructor for course effectiveness and satisfaction.	All Members	On-going	Unspecified	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.	All Members	On-going	Unspecified	In Progress
2. Purchase programs which fill some of the current gaps in the ASC software spectrum.	All Members	On-going	Unspecified	In Progress
3. Set up training sessions on new software for ACE faculty and ASC staff.	All Members	On-going	Unspecified	In Progress
4. Connect new software into the newly developed lab manuals for the ACE program.	All Members	On-going	Unspecified	In Progress
Research "best practice" ESL curriculum models.				
1. Visit targeted college websites.	All Members	On-going	Unspecified	In Progress
2. Compare proven curriculum models which have success rates of 70% or better for ESL students in Freshman Composition.	All Members	On-going	Unspecified	In Progress
3. Visit one or two colleges to gather additional information and to observe classes.	All Members	On-going	Unspecified	In Progress
4. Select one model from which to design a new ESL core curriculum for SCC.	All Members	On-going	Unspecified	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.	All Members	On-going	Unspecified	In Progress
2. Create a brochure and a poster incorporating information about both credit and non-credit ESL programs to distribute through the Outreach program and to the college community.	All Members	On-going	Unspecified	In Progress
3. Create a Highlight to incorporate in the SCC				

Schedule of Classes.	All Members	On-going	Unspecified	In Progress
4. Work with Outreach Dept. to target specific community services where brochures may be made available to the clientele.	All Members	On-going	Unspecified	In Progress
Design an ACE "college success" course or curriculum component to provide ACE students with success strategies.				
1. 2 ACE faculty and 2-3 counselors to attend "On Course" workshops I and II.	All Members	On-going	Unspecified	In Progress
2. Create a technology-based counseling path for the ACE program to allow for quick access to counselor intervention.	All Members	On-going	Unspecified	In Progress
3. Design materials and software to be used by Counselors and ACE faculty for this College Success program.	All Members	On-going	Unspecified	In Progress
4. Present course/program to the Student Success Council as a new feature of the ACE Program.	All Members	On-going	Unspecified	In Progress
5. Present to college constituents the request to bring a 3-day "On Course" Workshop onto the SCC campus for a college-wide flex activity.	All Members	On-going	Unspecified	In Progress
Examine alternative placement instruments for the ACE program.				
1. Contact Compass and Accuplacer test publishers for information and data studies on each test.	All Members	On-going	Unspecified	In Progress
2. Schedule a faculty orientation for each test by early Fall 2010.	All Members	On-going	Unspecified	In Progress
3. Contact SCC English Department to see if they have an interest in piloting a new placement instrument.	All Members	On-going	Unspecified	In Progress
4. Advise District Assessment Committee and Research Office of potential pilot study and	All Members	On-going	Unspecified	In Progress

request their support with internal studies.

5. If a pilot study is done, evaluate the results of each test instrument and determine if a new placement tool will serve students better.

All Members

On-going

Unspecified

In Progress

Design lab manuals to accompany ACE 116 and 096, the advanced level.

1. Examine current software programs in the lab to determine the segments in which the advanced students need to demonstrate competence.

All Members

On-going

Unspecified

In Progress

2. Create a software management tool enabling instructors to track student progress on individualized lab assignments.

All Members

On-going

Unspecified

In Progress

3. Publish the two advanced lab manuals and make them available to students in the Hawk Bookstore.

All Members

On-going

Unspecified

In Progress

4. Have student and faculty users evaluate the two manuals at midterm and at the end of each of the first two semesters of use.

All Members

On-going

Unspecified

In Progress

5. Revise manuals as necessary.

All Members

On-going

Unspecified

In Progress

Create a new core ESL curriculum for SCC.

1. Review data concerning the success of ESL and English 061 students in Freshman Composition.	All Members	On-going	Unspecified	In Progress
2. Review data concerning pass rates and retention rates of ESL students within the ESL sequences at both SCC and SAC.	All Members	On-going	Unspecified	In Progress
3. Design a four-level ESL program incorporating a cohort, co-requisite, and/or learning community model.	All Members	On-going	Unspecified	In Progress
4. Present program to and gather feedback from Continuing Education ESL, English, Reading and Counseling Departments and Division Dean.	All Members	On-going	Unspecified	In Progress
5. Revise new course outlines if necessary, incorporating feedback from various college constituents.	All Members	On-going	Unspecified	In Progress

Expand instructional offerings: faculty, facility usage and schedule development.

1. Hire 2 new adjunct faculty to staff the new sections which are now part of the core curriculum.	All Members	On-going	Unspecified	In Progress
2. Schedule courses so as to maximize room utilization by combining classroom and online or lab arrangements for students.	All Members	On-going	Unspecified	In Progress
3. Designate D-207 as an ASC classroom for ACE classes, adding necessary technological enhancements.	All Members	On-going	Unspecified	In Progress

Number of active session(s): 2