



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: 2013-2014

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. Continue to refine lab manuals for each course.	babayan_diana	On-going	None	In Progress
Connect the ACE courses to Blackboard.				
1. Attend Blackboard training sessions.	babayan_diana	On-going	None	Completed
2. Set up Blackboard for each ACE section or	babayan_diana	On-going	None	In Progress

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course.					
3. 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.	babayan_diana	2020	Full-time instructor salary		In Progress
2. Secure funding for instructors to attend TESOL, ECCTYC and/or On Course conferences.	babayan_diana	On-going	BSI funds		In Progress
3. 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.	babayan_diana	On-going	BSI funds for placement project		Completed
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.	babayan_diana	On-going	BSI funds		Completed
2. Create a system to easily create an individualized plan for each student in this lab course.	babayan_diana	On-going	None		Completed
3. Create a variety of skills modules for each ACE level allowing ACE 080 instructors and students to create individualized programs of study.	babayan_diana	On-going	None		In Progress
Expand instructional offerings: section growth and instructional delivery.					
1. Add sections of the various ACE courses as supported by enrollment data.	babayan_diana	On-going	None		In Progress
2. Review the possibility of offering one or more ACE courses as hybrids (online + classroom hours).	babayan_diana	On-going	None		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. Pilot one web-based application during 2014-2015 to correspond with text updates.	babayan_diana	On-going	Students might need to purchase web site access codes.	In Progress
3. Connect new software into the newly developed lab manuals for the ACE program.	babayan_diana	On-going	None	In Progress
Research "best practice" ESL curriculum models.				
1. Visit targeted college websites.	babayan_diana	On-going	None	In Progress
2. Visit local colleges to gather information about effective program activities.	babayan_diana	On-going	None	In Progress
Design marketing tools for the ACE Program and Department.				
1. Update the ESL web pages	babayan_diana	On-going	None	In Progress
2. Create materials with information about both credit and non-credit ESL programs to distribute through the Outreach program and to the college community.	babayan_diana	On-going	\$800 BSI funds perhaps	In Progress
3. Create a Highlight to incorporate in the SCC Schedule of Classes.	babayan_diana	On-going	None	In Progress
4. Work with Outreach Dept. to target specific community services where brochures may be made available to the clientele.	babayan_diana	On-going	May require funds in 2014-2015 as well as a 19-hour person to assist with Outreach.	In Progress

Number of active session(s): 2