

2011-2012 Tactical Plan

Create Action Items

Mission Statement

The unit supports the college's mission of successful student learning by providing a core curriculum for students to be successful in attaining their educational goals. The Division's longstanding commitment to student excellence and success is exemplified in all four of its programs: Composition, Literature, Reading, and Creative Writing. The Division provides the core language curriculum for all certificate, degree, and transfer students at PCC and incorporates an appreciation and understanding of diversity in all of its programs. In alignment with the college's mission statement, these Divisional programs are instrumental in assisting PCC's students in achieving success and furthering their scholarship at four-year colleges or universities, attaining professional and technical careers, and/or pursuing activities for individual development. This leads to another significant mission of the Division: providing its professors with on-going faculty development to improve pedagogical strategies and techniques. These in-house staff development workshops and seminars further enhance the quality of instruction and the success and retention rate for PCC's student population. The Division provides Student Learning Outcomes for its programs and courses which reflect the core values of the Division and the Institution. The Division is also committed to providing equity for all student populations by addressing the many learning styles of students through various pedagogical approaches. Through composition, reading, and literature, the Division works to develop and enhance the critical thinking skills of all students in English programs. Finally, the Division supports Student Success Achievement Areas and Targets from the Educational Master Plan, including transfers to four-year institutions, associate degrees awarded, and Basic Skills Sequence completion rate.

Overview/Summary

The English Division's Tactical Plan continues and expands the goals set forth in previous Tactical Plans, specifically the 2010-2011 Plan. The main focus is on composition and preparing students to be successful in English 1A, the requirement for the AA and AS degrees and for transfer. Lowering class size in basic skills composition classes, increasing section offerings, and providing supplemental instruction both in the classroom and in the Writing Center are critical objectives. Because reading skills are critical to academic success, another area of focus is the Reading Center and Reading Program. The Division will also work to insure that the English Major with an Emphasis in Literature will meet the needs of transfer students. Finally, additional personnel, whether faculty, college assistants, or classified staff, and funding are key to success in all these endeavors.

Actions

Pasadena City College Action Category Framework (Copy 1)

Curriculum

Improve Basic Skills Success Rates

Continue to improve the success rates in English 400 and English 100 and English 415 and English 130 so students will succeed in English 1A.

▼ Action: Continue Supplemental Instruction Program in Writing Center for English 400 students

Action details: Current sections of English 902 (the 400 co requisite course in the Writing Center) are limited to 12 students. In Spring 2011, funding was approved through BSI for two mentors per section. Funding has not been secured for 2011-2012. Although the data is limited, students in the SI program in English 902 are showing increased retention in English 400.

Implementation Plan (timeline): By the spring of 2012, this supplemental instruction program should be institutionally funded and accepted as an integral part of instruction in English 902.

Key/Responsible Personnel: The Writing Center Coordinator will hire and train the mentors.

Steps - what are the steps in implementing this action?: Secure institutional funding for the program

Budget approval required? (describe): Yes. A mentor earns \$11 per hour x 2 mentors x 56 hours per week per semester plus 33 hours each intersession (x 2 intersessions).

Budget request amount: \$46,000.00

Priority: High

Supporting Attachments:

 100 and 400 Retention statistics.xls (Microsoft Excel)

 English_100400_SUCCESS_RETENTION.xls (Microsoft Excel)

▼ Action: Expand Reading Program

Action details: Add additional sections of reading courses at the 400 and 100 levels; create cohorts of reading and composition classes. Eventually hire a third full-time, tenure-track reading instructor.

Implementation Plan (timeline): In 2011-2012, add two cohorts each semester: English 415 and English 400; English 130 and English 100. Also add one section each of 415 and 400 each semester.

Key/Responsible Personnel: Division Dean for scheduling; reading and composition teachers to collaborate on course pairings.

Steps - what are the steps in implementing this action?: Work with Reading and Composition faculty to create collaborative curriculum and hire additional reading teachers for additional sections.

Budget approval required? (describe): Approval needed for additional adjunct faculty. Amount varies.

Budget request amount: \$0.00

Priority: Medium

▼ Action: Increase number of sections in English 400

Action details: Based on the improvement in success rates in English 400 since class size was reduced to 25 students (see data sets), the Division needs to offer at least 34 sections each semester to accommodate the number of students placed into English 400. Currently, fall 2011 offers 28 sections, and spring 2011 offers 24 sections.

Implementation Plan (timeline): Add two sections per semester for the next three semesters or until offerings reach 34 sections (spring/fall 2011 and spring 2012).

Key/Responsible Personnel: Division Dean and Dean of Enrollment Management

Steps - what are the steps in implementing this action?: When scheduling, the Division Dean will add the sections with the approval of the Dean of Enrollment Management and the support of the Vice President of Instruction

Budget approval required? (describe): We will need funding for the additional faculty needed to teach the additional sections. Amount varies but averages \$4,000 per section for hourly instructors without many years of experience.

Budget request amount: \$64,000.00

Priority: High

Supporting Attachments:



ENGL Class Size Project.xls (Microsoft Excel)

Success and retention rates of English 100 and 400 students in classes capped at 25 students.

▼ Action: Lower Limits in English 100 Classes and Increase section offerings

Action details: English 100 classes are currently capped at 30 students in the fall and 25 in spring, summer, and winter. Classes need to all be capped at 25, and additional sections must be offered to accommodate in a timely manner the students who are eligible for English 100.

Implementation Plan (timeline): In consultation with Counseling, determine how many additional sections would need to be offered to offset lowering the limit by 5 students per section. Using Fall 2010 as an example, 8 sections would need to be added in order to lower class limits without limiting access. Implementation in Fall 2011.

Key/Responsible Personnel: Division Dean and Enrollment Management

Steps - what are the steps in implementing this action?: Receive approval to lower class size and add sections from the V.P. of Instruction.

Budget approval required? (describe): Funding to hire additional faculty for new sections. Budget request is estimate.

Budget request amount: \$35,000.00

Priority: High

▼ Action: Re-institute Instructional Aide Program

Action details: Revive the Instructional Aide program that was successful for nearly 10 years in English 100 and English 400. Provide faculty with an instructional aide to work in the classroom with students to provide mentoring and tutoring assistance in the classroom. Provide reassigned time or stipend for faculty coordinator for the program

Implementation Plan (timeline): Secure approval for funding by Spring 2011. Recruit I.A.s in spring and train in summer 2011. Place in classes in Fall 2011.

Key/Responsible Personnel: faculty coordinator

Steps - what are the steps in implementing this action?: The College must approve funding for a coordinator and for the instructional aides. This program was funded by PFE and ARCC in the past. Once funding is approved, the coordinator can recruit and train instructional aides.

Budget approval required? (describe): I.A.s can be either student workers or college assistants with hourly rates ranging from \$10-\$19 per hour. They work 40 weeks (fall, winter, spring, summer) per year. We need approximately 15 I.A.s who work up to 20 hours per week.

Budget request amount: \$180,000.00

Priority: High

Accelerated pre-transfer level composition course

Design curriculum for a pilot course that accelerates English 100 curricula to prepare students for success in English 1A. Enroll students who test just below English 100 on Accuplacer so they can enter English 1A after only one semester instead of two.

▼ Action: Modify English 100 Curriculum

Action details: English Composition faculty will offer a more rigorous version of English 100 to better prepare students for English 1A. The course will be similar to English 1A in style and will be rigorous and challenging. The program at Los Medanos will be used as a model.

Implementation Plan (timeline): Complete experimental curriculum by June 2011 and implement in Fall 2011.

Key/Responsible Personnel: English Composition faculty

Steps - what are the steps in implementing this action?: Create committee to design curriculum. Consult with C&I if necessary.

Budget approval required? (describe): None

Budget request amount: \$0.00

Priority: High

On-Line English Courses

Faculty Distance Ed Committee will develop ideas and curriculum for on-line English courses.

▼ Action: Curriculum Planning for On-line courses

Action details: English faculty will develop curriculum for on-line English courses. The committee will develop curriculum for reading, composition, creative writing, and literature courses and present to the entire English faculty for discussion. When the course outlines are approved, faculty will receive the necessary training and the course will be presented to C&I.

Implementation Plan (timeline): Committee began work in Spring 2011. Courses under development are English 130, English 1A, and some creative writing and literature classes (to be determined). The committee is receiving D.E. training and will strive to implement classes in Fall 2012.

Key/Responsible Personnel: English faculty's Distance Education Committee

Steps - what are the steps in implementing this action?: 1. develop curriculum
3. present to English faculty
4. present to C&I
5. train additional faculty

Budget approval required? (describe): NA

Budget request amount: \$0.00

Priority: Medium

Increase AA Degrees in English with a Literature Emphasis

Insure that the English major is aligned with transfer student needs as well as those completing the AA degree. Work with SB1440 guidelines.

▼ Action: Review the English Major with an Emphasis in Literature

Action details: English faculty will work to align the current associate degree in literature with the guidelines of SB1440. Faculty will work to balance the rigorous requirements of the current AA degree with the lesser requirements of SB1440 and the statewide Academic Senate/CSU committee.

Implementation Plan (timeline): Complete revised degree in Fall 2011.

Key/Responsible Personnel: Dustin Hanvey and Brian Kennedy

Steps - what are the steps in implementing this action?: Work with literature faculty and English major students to determine best program for students who wish to transfer and those seeking an AA as a terminal degree.

Budget approval required? (describe): none

Budget request amount: \$0.00

Priority: High

Facilities

Improve Support for Basic Skills Students

Basic Skills students need better access to the support offered in the Reading Lab in the D Building. The lab, in its current design, is inadequate to meet the needs of the program.

▼ Action: Redesign the Reading Center in D300

Action details: The current design of the Reading Center does not use the space efficiently. A minor remodel which would include office space for an additional reading instructor would improve the area.

Implementation Plan (timeline): The design has been discussed and drafted with Rick Van Pelt. This should be funded and completed by Fall 2012.

Key/Responsible Personnel: Division Dean, Facilities Services (David Van Pelt, Rick Van Pelt)

Steps - what are the steps in implementing this action?: Secure approval for funding.

Budget approval required? (describe): Unknown at this time. Minimal cost according to plans drawn with Dr. Van Pelt. The same space would be reconfigured with removal of a glass wall.

Budget request amount: \$0.00

Priority: High

Supporting Attachments:

 Facilities_Request_100816.doc (Microsoft Word)

Personnel

Additional Personnel

Hire additional full-time instructors with an emphasis on Basic Skills and one with a British Literature emphasis. The Division full-time staff has been decreased by transfers and retirements and faculty who have reassigned time (4.0 FTEF). More retirements are anticipated by June 30, 2011.

▼ Action: Hire four full-time English Instructors for 2012-2013

Action details: Advertise, recruit, and hire four full-time, tenure track instructors to teach basic skills courses and possibly creative writing and British literature. Students in basic skills courses are not served as well by adjunct instructors who do not have the time available (or funded) to work with them outside the classroom. The Creative Writing Program may need additional teachers in the near future.

Implementation Plan (timeline): Advertise and interview in spring 2012; hire for fall 2012.

Key/Responsible Personnel: Division Dean, Dean of Human Resources, Hiring Committee

Steps - what are the steps in implementing this action?: Request positions and have them approved to be advertised and filled. (Post and Fill)

Budget approval required? (describe): Funds for four permanent instructors.

Budget request amount: \$0.00

Priority: High

▼ Action: Hire Permanent Half-time LAC Assistant for evening shift

Action details: The evening hours of the Reading Center have historically been staffed by student assistants who work at the lowest pay levels. Students come and go. Staffing has been iffy. To improve service to faculty and students, a half time LAC Assistant I position needs to be hired. This position will offer consistency to students and staff during extended hours. Evening students and staff have been short-changed in the past. Though under the supervision of the Learning Assistance Center (LAC) supervisor, the Reading Center assistant must operate independently and assume responsibility for supervision of the Reading Center during the evening hours. The extended hours of the lab are M-TH 4-10 PM.

Implementation Plan (timeline): Advertise, recruit, and hire by fall 2012.

Key/Responsible Personnel: Dean of English, HR Personnel

Steps - what are the steps in implementing this action?: receive approval from administration to hire

Budget approval required? (describe): Yes -- salary and benefits

Budget request amount: \$20,000.00

Priority: Medium

▼ Action: Provide Reassigned Time for Reading Program Coordinator

Action details: For many years, an instructor in the Reading Program was given reassigned time to coordinate, develop, and plan curriculum; supervise activities in the Reading Center; and work with reading faculty in English and ESL to develop schedules and curriculum. Funding was eliminated and the Reading Program now relies about the good will of various reading instructors. The demand for reading courses has increased with the Basic Skills Initiative, and the program needs faculty leadership. Thirty percent reassigned time would be appropriate.

Implementation Plan (timeline): Within the next year.

Key/Responsible Personnel: Division Dean, Reading Faculty

Steps - what are the steps in implementing this action?: Funding released for reassigned time.

Budget approval required? (describe): Yes, to hire adjunct reading instructors to fill reassigned time.

Budget request amount: \$10,000.00

Priority: Medium

Supporting Attachments:



2009-2010 Unit Plan (Adobe Acrobat Document)

Description of duties of Reading Coordinator on pages 16-17

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