

MISSION: Does program meet the District’s mission and established core competencies? Does program reflect the District’s diversity?

a) Consider requiring of students English 101 as a requirement toward the AA degree				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Done – Department faculty recommended and approved; Academic Senate carried this forward.	Eff. Fall 09		C						
b) Review course outlines and course contents for rigor, consistency, and continuity consistent with the requirements of a four-year college or university so that incoming professors will understand the objectives and requirements for all literature courses				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Ongoing – revised all basic skills and transfer level composition and critical thinking, in addition to honors courses;			C						
Faculty Leads have been appointed for college success courses; all adjunct faculty are assigned to Faculty Lead			C						Stipend support
Establish mentor program for adjuncts in transfer courses.			P						Stipend support

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c) Revise course outlines to measure student outcomes				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
SLO's have been added to all courses below 200 level and pending on the rest			C						
Established Assessments for all college success courses and 101		Roberta	P						
Complete SLOs for all remaining courses	12/09	DEPT Fac	I						

d) Explore differences between any course and its honors equivalent and work with articulation officer toward ultimate acceptance by state colleges and universities				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Completed for 101H, 103H, 293H, 213H		DEPT Fac	C						

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e) Advance innovative programs such as distance education and technology in the classroom				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Purchase document projectors for all writing and reading skills courses			C						

All classroom are tech'd			C						
Set all LCD projectors to automatically show closed caption media		TeCS	I						
Install PC stations (5 units each) in classrooms			I			Y	Y		\$

f) Encourage students to pursue a habit of lifelong reading for personal development and recreation through forums, book clubs, book-of-the-year promotions, and other activities	Impact								
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Artist-in-Residence Poets gave workshops and presentations: Martin Espada, Mark Doty		Overly	C						
Establish cross-curricular reading list for honors program		Telesca	I						\$500
Annual poetry reading in the Student Center		Spangler	C						\$1000
English department establish campus-wide book reading event		Telesca, Hogan	I						\$1000

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g) Continue to explore scheduling options to ensure access for all students	Impact								
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
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FastTrack classes established		Lee, Smythe	C						
Learning Communities classes offered		Dau	C						

h) Continue to engage colleagues in the Transfer Center and in Counseling to discuss student needs and class offerings in order to ensure transfer within two years				Impact					
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Faculty regularly invite Transfer staff to present in classes			C						

MISSION: Does program meet the District’s mission and established core competencies? Does program reflect the District’s diversity?

i) Pursue participation with the GOAL! grant to improve program outreach and assessment to better serve the Hispanic population				Impact					
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Developed Learning Communities, Hired Basic Skills Director and Basic Skills Counselor, ENGL faculty co-chair College Success Advisor Committee	Done		C						
Increased offerings of College Success (Basic Skills) Classes	Done		C						
Two FT faculty hired with expertise in College Success pedagogy	Done		C						
ENGL Faculty Leads established to mentor adjunct faculty, provide high school intersegmental	Done		C						

alignment									
Developed ENGL 030 as entry-level writing skills course for the College Success sequence	Done		C						

j)	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

a) Offer more sections of English 40 and 100 to help students graduate within two years	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Offerings were increased	Done		C						

FastTrack sections added to shorten time needed to complete sequence	Done		C							

b) Help students prepare for and ultimately transfer to English 101 by amending English 100 with a section which introduces and requires a literature component and requiring a written response	Impact									
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Ongoing discussion on this recommendation. Department to have final recommendation by target date.	9/2010	Rudd	P						

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

c) Continue to research transfer rates and success of transfer students so that we can monitor our progress in meeting their needs	Impact									
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

ENGL faculty member participates as transfer representative on the Transfer Task Force	Done	C							
Two ENGL faculty members participate in Professional Learning Council of CalPass	Done	C							Travel Funding: \$500/Year

d) Revisit all courses to ensure they are current with IGETC standards and, if possible, apply for IGETC approval if the need is there	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
Articulation officer working with individual faculty members to review and submit courses	9/2010	Overly	I						

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

e) Renumber the placement levels for English courses to allow for a passing of the 101 prerequisite	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Accuplacer validated and cut scores adjusted to align with results	Done		C						
Prerequisites for ENGL sequence courses are in place and functioning to encourage proper placement and student success	Done		C						

f) Continue to push for uniformity of instruction at the 40, 100 and 101 levels, especially among adjuncts, to ensure that all incoming students are academically prepared for 103, 103H and 104	Impact								
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Established Faculty Leads for ENGL 030, 040, 100			C						Stipends
Established FT faculty mentors for 101, 103			C						
Establish faculty leads for ENGL 101, 102/103/104	9/2010	S. Lee	P						2 Stipends
Flex Day orientation for adjunct faculty led by Faculty Leads			C						ADJ Stipends

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

g) Explore a mentorship program for adjuncts to help them meet the objectives of course outlines	Impact								
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Established Faculty Leads for ENGL 030, 040, 100	Done		C						Stipends
Established FT faculty mentors for 101, 103	Done		C						
Establish faculty leads for ENGL 101, 102/103/104	9/2010	S. Lee	P						2 Stipends
Flex Day orientation for adjunct faculty led by Faculty Leads		Faculty Leads	C						ADJ Stipends

h) Update the adjunct faculty handbook	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
A comprehensive handbook was created and distributed to all adjuncts		S. Lee	C						

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

Action/Activities				Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
a) Develop a statement of academic integrity as a deterrent for plagiarism, and seek district funds to cover faculty use of <i>turnitin.com</i> as a way to check for plagiarism				Impact								
ENGL faculty now require research papers to be submitted to turnitin.com				Done		C						
Academic Honesty statement adopted and added to sample syllabus of the department				Done		C						
b) Provide in-service opportunities for coordination and norming for professors of any course that requires the proficiency exam				Impact								
Action/Activities				Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Staff now oversees the EPE process (scheduling, norming, grading, reporting)				Done	Robles	C						
Practice has been changed to de-emphasize norming				Done	DEPT	C						

QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

c) Develop more specific guidelines for course outlines for conference time in the English 100 classroom				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
No longer applicable									
d) Establish a well-equipped, professionally staffed writing lab				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
College Success Center located in Learning Center is equipped, staffed, and operational		DEPT	C						

QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

e) Train supervised tutors to better serve the objectives of the tutorial program and to ensure uniformity within the program				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Faculty member recruited and trained student tutors at the Learning Center		Cross	C						
Department faculty routinely recommend student tutors for hire in the Learning Center			C						
f) Explore the idea of adding an optional lab component to English 101 and above which could be linked to the writing lab				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Ongoing discussion on this (also considering adding a unit to 3-unit 101). Faculty to have a final determination by target date.	9/2010	Eiland	I		X	X	X	Tutors	Stipend

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QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

g) Continue to involve library faculty and staff in instructional support and provision of print and non-print resources for all course offerings				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Faculty work with library staff on orientations and research prep		A. Villeneuve	C						
Faculty consult regularly on upper division lit courses such as Children's Lit, English Lit, and Lit of the Bible, etc.		A. Villeneuve	C						Library Resources

h) Establish a committee that meets each term to make recommendations for textbook changes for adjuncts				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Pending possible changes to textbook adoption regulation	9/2010	Faculty Leads	I						

QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

i) Offer an annual retreat for the purpose of discussing teaching philosophies and methods	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Continue to request funding to support faculty retreat for ENGL/ESL	9/2010	C. Cross	I		X		X		Funding

j) Re-examine and make recommendations regarding the current English proficiency examinations	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Assigned staff member to coordinate EPE through the Assessment Center		Lee/Morris /Robles	C						

Ongoing discussions each term have led to changes in the process which have streamlined the process and met the majority decisions of department faculty.			C						

QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

k) Consider adding lab hours to 100 & 101 and adjusting unit value accordingly.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Discussion ongoing	9/2010	Eiland							

l) ... new recommendation ...				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

FEASIBILITY: Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

a) Continue the library's commitment to purchasing new books and videotapes that support the courses				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Ongoing collaboration between faculty and library staff			C						
b) Hire instructional aids with a minimum BA to help students in the proposed writing center				Impact					

Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Lab Supervisors with minimum qualifications in ENGL, READ, or ESL staff the College Success Center.		Morris	C						Ongoing Funding
Lab manual and supplemental materials development ongoing	9/2010	Hogan	I						

FEASIBILITY: Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

c) Reconfigure the smart panels for easier access in the classroom				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Add capability to turn on closed captioning from panel	9/2010	Eisel							
Add capability to adjust volume on DVDs from panel	9/2010	Eisel							

d) ... new recommendation ...				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other

COMPLIANCE: Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

a) Continue to strive for conformity of instruction at the 101 and 101H level, especially among adjuncts, to ensure that all incoming students are academically prepared for 102, 103, 103H and 104				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Faculty mentors assigned to all adjunct faculty teaching these courses		DEPT Faculty	C						
Plan to hire Faculty Leads to be in charge of 101 and 102/103/103H/104	1/2010	Lee	I						

b) Re-number placement levels to ensure that the registrar’s office can block unqualified students from enrolling in 102, 103, 103H and 104				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
With Banner implementation prerequisite checking now effectively blocks unqualified students from registering for sequential courses			C						

COMPLIANCE: Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

c) Continue to articulate with the local high schools as well as the California State University and University of California systems				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Faculty collaborate with the Articulation Officer to ensure that courses articulate appropriately		DEPT Faculty/PI ug	C						
Faculty staff open house table each term (ongoing)		Telesca	I						

Action/Activities				Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
d) Pay adjunct professors to attend more extensive orientation sessions to maintain high quality instruction between sections						Impact						
Faculty Learning Institute now pays ADJ faculty to participate in professional development opportunities					Smythe	C						
ADJ faculty now teach in Learning Communities and participate with FT faculty in conferences to strengthen practices					Smythe/D au	C						Stipend

COMPLIANCE: Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

Action/Activities						Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
e) Hire a research consultant to validate the Accuplacer results						Impact								
Ron Gordon conducted a validation study for Accuplacer and his recommendations were enacted							Over/Morris/Lee	C						

f) ... new recommendation ...				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other