

## ACTION PLAN TEMPLATE EXAMPLE

ESL/Basic Skills (*Due on December 10, 2010*)  
 Action Plan for 2010-11 Example:

District: LOS ANGELES COMMUNITY COLLEGE DISTRICT  
 College: LOS ANGELES TRADE TECH COLLEGE

Section	Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
A Organizational/ Administrative Practices	<b>Example:</b> Conduct institutional review of the mission, goals and objectives for developmental education and update as needed.	A.2.3 Developmental education mission, philosophy, goals and objectives are reviewed and updated on a regular basis.	November 30, 2008	Chief Executive Officer, Chief Instructional Officer, Chief Student Services Officer
B Program Components	<b>Example:</b> Conduct instructional and counseling faculty meetings to address educational needs and integrate support services for students enrolled in developmental writing courses.	B.3.2 Counseling and instruction are integrated into the developmental education program.	February 28, 2009	Chair of Counseling and Matriculation Departments, Writing Program Chair
C Faculty and Staff Development	<b>Example:</b> Participate in statewide regional events conducted through \$1.6 million grant and arrange for follow-up workshops on campus.	C.2.1 Developmental education faculty is involved in the design, planning, and implementation of staff development activities related to developmental education.	June 30, 2009	Chief Instructional Officer, Chair of Credit and Noncredit ESL and Basic Skills
D Instructional Practices	<b>Example:</b> Improve and increase the effectiveness of the academic support center by including recommended software and other materials in reading and facilitating active learning, study groups, and workshops.	D.10.7 An academic support center provides diverse and active learning experiences such as workshops, study groups, self-paced instruction via video or software, and experiential learning.	June 30, 2009	Reading Program Chair, Learning Center Director

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 Signature, Chief Executive Officer

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 Date

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 Signature, Academic Senate President

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 Date

## Section A – Organizational/Administrative Practices

(Due on or before December 10, 2010)  
**2010-11 ESL/Basic Skills Action Plan**

**District: LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**College: LOS ANGELES TRADE TECH COLLEGE**

Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
Integrate the idea of “basic skills” into the college’s strategic, educational and facilities master plans.	A.1 Developmental education is a clearly stated institutional priority.	Ongoing 2010	President, VPs, Academic Senate President
Make basic skills a college priority and focus for 2008-2009.	<p>A.1: Developmental education is a clearly stated institutional priority.</p> <p>A.1.2: Institutional leadership demonstrates a commitment to developmental education.</p> <p>C.1: Administrators support and encourage faculty development in basic skills, and the improvement of teaching and learning is connected with the institutional mission.</p>	Ongoing 2010	President, Academic Senate President, Staff Development Coordinator, Math, English, Learning Skills/ESL Discipline reps
<p>Create a permanent “Basic Skills” committee:</p> <p>Develop Basic Skills Task Force &amp; position that will oversee the coordination and deployment of services in the college (A.3).</p> <p>Create organizational structure that defines duties and responsibilities (A.1.4)</p>	<p>A.1.2: Institutional leadership demonstrates a commitment to developmental education.</p> <p>A.1.3: Developmental educators are systematically included in broader college planning activities</p>		President, Academic Senate, College Council, President, VP Academic Affairs

Expand and coordinate academic support services (A.3, D.10.2).	A.3: The developmental education program is centralized or highly coordinated.  D.10.2: Learning support services are visible and centrally located, minimizing marginalization and isolation.	In Progress	VP Academic Affairs
Bring Math Tutoring Center into C –Building (A.3, D.10.2).	A.3: The developmental education program is centralized or highly coordinated.  D.10.2: Learning support services are visible and centrally located, minimizing marginalization and isolation.	Spring 2010 (?) Completed	VP Academic Affairs, Math Department Chair
Create a Reading Laboratory in the C-Building (D.10.2).	A.3: The developmental education program is centralized or highly coordinated. D.10.2: Learning support services are visible and centrally located, minimizing marginalization and isolation.	Completed	
Bring all tutoring services into the C-Building.	A.3: The developmental education program is centralized or highly coordinated. D.10.2: Learning support services are visible and centrally located, minimizing marginalization and isolation.	Completed	
C-Building.	A.3: The developmental education program is centralized or highly coordinated. D.10.2: Learning support services are visible and centrally located, minimizing marginalization and isolation.	Completed	

<p>Look at how basic skills needs can be identified and implemented for CTE students.</p> <p>Create a position for a qualified Reading Specialist/Instructor/Curriculum Coordinator (A.6, A.1.4)</p>	<p>A.4: Institutional policies facilitate student completion of necessary developmental coursework as early as possible in the educational sequence</p> <p>A.6: Faculty who are both knowledgeable and enthusiastic about developmental education are recruited and hired to teach in the program.</p> <p>A.1.4: Developmental education is adequately funded and staffed</p>	<p>Ongoing</p>	<p>Assoc. Dean, Matriculation, Assessment Coordinator, Counseling, CTE Department Chairs, Assoc. Dean IRP, Non-</p> <p>President, VP Academic Affairs</p>
<p>Assess and redeploy SI (A.5.1)</p> <p>Reevaluate Accuplacer and/or pilot ACT Compass as college's placement test (B.1.2, B1.5, D.7)</p>			<p>VP Academic Affairs, Christine Anketell</p>

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Signature, Chief Executive Officer

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Date

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Signature, Academic Senate President

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## Section B – Program Components

(Due on or before December 10, 2010)  
**2010-11 ESL/Basic Skills Action Plan**

**District: LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**College: LOS ANGELES TRADE TECH COLLEGE**

Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
Reevaluate Accuplacer and/or pilot ACT Compass as college's placement		In progress	Assoc. Dean, Matriculation, Assessment Coordinator, Department Chairs of Math, Learning Skills, Counseling, Vice Chair English
Create plan for identification and assessment of Career Technical Education (CTE) students integrated within CTE curriculum programs (B.1.2, B.1.5)			Assoc. Dean Matriculation, Assessment Coord., CTE Dept. Chairs
Program Review (B.2) <ul style="list-style-type: none"> <li>• Develop a position that will oversee the coordination and deployment of services in college (A.3) Create organizational structure that defines duties and responsibilities (A.1.4)</li> </ul>			Academic Senate, Faculty, and Student Success Committee
Situating permanent counselor in Learning Skills Center (A.1.4, B.3)		In progress	President VP Student Services
Implementation of web-based case management system (B.3, D.9)			President, VPs AA & SS, MIS
Institute three counseling contacts each semester to monitor progress, provide assistance, and implement Early Alert intervention (B.3)			Dept Chair Counseling, VP SS EOPS Director

Provide Financial Aid services and information targeted at students enrolled in basic skills level courses (B.4)			Dean Student Services, Financial Aid Director
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Signature, Chief Executive Officer

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## Section C – Faculty and Staff Development

(Due on or before December 10, 2010)  
**2010-11 ESL/Basic Skills Action Plan**

**District:** LOS ANGELES COMMUNITY COLLEGE DISTRICT  
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Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
Rename and reengineer Staff Development Center to Teaching Learning Resource Center (C.2.2)			President, Staff Development Coor, Academic Senate
Develop and conduct workshops on Developmental Education Teaching and learning theory assessment (C.2.2, D.6)			President, Staff Development Coordinator, Academic Senate
Integrate teaching and learning theory, assessment, and basic skills awareness in new faculty institute (C.25)		Summer '09 DBA on campus FTLA August 10-19, 2009 (?)  Completed	Staff Development Coordinator, Academic Senate
Faculty from developmental education areas partner with CTE and L.A. faculty in conference attendance (C.3.1)			Staff Development Coordinator, Academic Senate

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## Section D – Instructional Practices

(Due on or before December 10, 2010)  
**2010-11 ESL/Basic Skills Action Plan**

**District: LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**College: LOS ANGELES TRADE TECH COLLEGE**

Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
Analyze, revise, and create reading sequence/curriculum Curriculum Align courses with placement Reassess prerequisites (D.3, D.2, D.5.1)		On-going assignment from Spring 2009 for implementation in Fall 2010	VP Academic Affairs, Non-Credit Coord, Learning Skills, English, ESL Faculty
Analyze, revise, and create writing and math sequence/curriculum - Align courses with placement - Reassess prerequisites (D.2, D.5.1)		On-going assignment from Spring 2009 for implementation in Fall 2009	VP Academic Affairs, Non-Credit Coord, Learning Skills, English, ESL and Math Faculty
Create content specific modules in reading, writing, math for integration into CTE programs (D.7.3)			CTE Dept. Chairs, Learning Skills faculty
Create a Freshman Experience, Summer Bridge, Puente, Umoja, and/or Digital Bridge type of research-based (D.2)		On-going assignment for implementation in Fall 2009. Teacher training August 11, 2009	President , VPs AA & SS, Freshmen Experience Committee, Basic Skills Committee
Revise Early Alert System <ul style="list-style-type: none"> <li>• Integration with case management system above (D.9)</li> </ul>		District-wide project completion scheduled for Fall 2009	MIS, Assoc. Dean, Matriculation, Counselors, Dept Chairs.



<p>Create and implement tutor training with modules for:</p> <ul style="list-style-type: none"> <li>• Writing Center</li> <li>• Math,</li> <li>• Reading</li> <li>• SI (D.10.6)</li> </ul>			<p>SSI leader, Learning Skills, English,  Math ESL Faculty Math: ED 6 Spring 2010</p>
<p>Reevaluate GED Curriculum and alignment with CASHEE program counseling component (D.7, B.3)</p>			<p>Non-Credit Coord., Learning Skills Faculty</p>
<p>*** Creation of Reading discipline Curriculum Assessment alignment Prerequisites (D.3)</p>		<p>On-going in Learning Skills with English Department</p>	
<p>***Revise and create courses for English and Math basic skills Align courses with placement (D.2, D.5.1)</p>		<p>On-going in Learning Skills with English Department</p>	

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