

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

a) Work with the Basic Skills program to coordinate curriculum and ensure appropriate placement of ESL students.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We currently do this by having the College Success Coordinator attend our meetings and keep us abreast of current happenings.	On going	Sylvia Smythe	C						
We use entrance test to ensure placement.	On going	Testing Center	C						
Faculty Lead positions to help ensure basic skills classes.		Faculty/ Sylvia Smythe	C						
b) Develop international recruitment strategies to ensure diverse international population.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Develop more international outreach programs.		Faculty	I						
Faculty members to outreach /contact international agencies.		Faculty	I						

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

c) ... new recommendation				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Improve outreach for resident ESL students by advertising regularly in different media (radio/print).	On going	Paula Green/ Publicatio ns	I						
<u>Translate ESL fliers into more languages.</u>	On going	Publicatio ns	I						
Translate ESL fliers into Spanish.	2008	Publicatio ns	C						
Attend & have ESL materials ready for 'Parent Night'	5-09	ESL Faculty	I						
d) ... new recommendation				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Reassess our program review once the new Citrus mission is completed.	6-09	ESL Faculty	I						

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

a) Create an instructional website.	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Ongoing – website needs updating.	Sum-mer 09	Connie T./All	I					X	

b) Develop a structured relationship with Lifelong Learning, CalWORKS, EOP&S, and DSP&S.	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Ongoing – Connie T. is working with Lifelong Learning to create curriculum on Curricunet for Non-Credit ESL.	Sum-mer 09	All	I					X	

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

c) Coordinate programs and services with the Learning Center, especially where adjunct faculty are involved.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
Creating lab manuals and materials for the Language Lab.	Summer 09	June Seccombe	I			X	X	X	
Update textbooks/software for the Lab.	Summer 09	All	I			X	X	X	

d) Allow full-time faculty to teach the summer term as part of regular load. The ESL Program has a large intake of international students in the summer				Impact					
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
N/A - Summer			N/A						
Intake has dropped.									

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

e) Work with Basic Skills to develop a writing lab staffed by qualified instructors to assist students with writing.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Writing Lab staffed by Lab Supervisor is running well.		Marcy Morris	I					X	
Could be expanded to improve tutoring services – more qualified tutors.	On going		I					X	

f) Work with the International Student Center to prepare for fluctuations in enrollment; interact with the International Student Center for confirmation of the generally increased international student				Impact					

enrollment in the summer and fall intensive program.									
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
As program lead, I check in regularly with International Student Office regarding students, enrollment, and classes.	On going	Connie T.	C					X	

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

g) Budget \$25,000 per year to support college-wide international student and ESL program promotion: advertising, international travel for education fair participation, media (brochure, web, video development, publication distribution				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Current economic/budget situation has curtailed international recruitment efforts – but we need continue supporting NIC and other relationships	On going		I			X			X
Work with international students to increase web presence.	On going		I						X

h) Budget \$2,000 per year to support departmental academic business travel.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
N/A									

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

i) Budget \$1,000 per year for textbooks, readers and supplemental materials for the Language Lab and Learning Center.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Create lending library of ESL textbooks.	On going	All	I				X		

j) Clarify rights and restrictions for native speakers enrolling in ESL classes				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
N/A									

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

k) ... new recommendation				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Recruit students from Vietnam, Indonesia, China, and other markets.	On going	All	I					X	X
Foster ongoing relationships.									

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Continue to send at least one faculty or International Student Office staff member to NIC opening ceremony in Japan.								X	X

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

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?

a) District should support quality of faculty by improving full-time/adjunct faculty ratio. (currently measures 57/43%).	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Majority of classes are now taught by fulltime faculty; faculty expanded to 3 in 2005.			C					X	

b) Additional courses should be added to improve student success/achievement in general education courses.	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Add 20-level courses to the program	Fall 09		I						
Intro to College Reading, Literature have been added.			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) Add a computer skills elective course.	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
N/A									

d) In cooperation with the HSI grant, faculty and ESL Coordinator will research and adopt new ESL placement instrument.	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We now use AccuPlacer for placement.			C			X			

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) ... new recommendation	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Expand pre and post testing to assess completion of SLO's.	Fall 09	All	I						

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Continue to meet at end of semester to discuss if SLO's were met.		All	C						

f) ... new recommendation	Impact									
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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) Facilities: Ensure faculty and administrative offices involved with the ESL program are located in the ED building to maintain close proximity to the International Student Center and Language Lab. Develop contiguous space in the ED building for the ESL program	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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ESL faculty now have offices in CFI; International Students and Language Lab remain in ED Building.			C							

b) Facilities: Monitor that evening tutorial and Language Lab staff and services fulfill student needs	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We don't offer evening classes; no need for evening tutors.									

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) Facilities: Order new and updated software to be accessible for the new digital lab	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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Software need is most acute for ESL 100.	Fall 09	All	I				X			

d) Facilities: Work with Language Lab. and Continuing Education to develop appropriate location for the creation of a "Writing Lab."	Impact
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Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
We really need qualified tutors to work with writing assignments.	Fall 09	ESL Faculty/ M. Morris			X			X	

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?

e) Library Resources: Review and update regularly ESL reference collection as needed. The ESL List from the Library—that outlines the list of texts currently available for students' use—should be regularly	Impact
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distributed for faculty and student reference/use									
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
f) Library Resources-Reserve Materials: Because of the large number of CalWORKS and EOP&S students in the ESL program, copies of all ESL required textbooks should be placed on reserve in the Library and Language Lab.				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Consider offering ESL classes at night again.	Spring 10								

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?

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

h) ... 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?

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a) All ESL course outlines will be revised to include student learning outcomes by the end of fiscal year 2005/2006 (June 30, 2006).				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other
Finish ESL 70 SLO's.	Spring 09	Toby G./ Connie T.	I						
b) ... new recommendation				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Software	Equipment	Other Personnel	Other