

# ACTION PLAN TEMPLATE

## Long-Term Goals (5 yrs.) for ESL/Basic Skills

- **To create a comprehensive, systematic, highly coordinated Developmental Education program.**

ESL/Basic Skills (*Due on or before May 1, 2008*) District: **San Bernardino Community College District**

Action Plan for 2007-08

College: **Crafton Hills College**

Section	Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
A Organizational/ Administrative Practices	1. Obtain necessary and reliable data through a variety of approaches, including the following: <ol style="list-style-type: none"> <li>a. Query-Builder training;</li> <li>b. increased use of e-Lumen;</li> <li>c. processes for data collection and reliability, including a user-friendly interface that allows non-research and non-IT faculty and staff to access data.</li> </ol>	A.1. Developmental education is a clearly stated institutional priority.	Training for 1 and 2 begins Spring 2008; long-term goal of 3 by Summer 2011	<ul style="list-style-type: none"> <li>• Office of Research and Planning (ORP)</li> <li>• District Computing Services (DCS)</li> <li>• Instructional Assessment Specialist</li> <li>• DREAMS Express</li> <li>• Other staff to be identified</li> </ul>
A Organizational/ Administrative Practices	2. Conduct research into viability of ESL program, including working with Redlands Adult Education to offer courses transferable to the college.	A.1. Developmental education is a clearly stated institutional priority.	Begin Spring 2008, implement Spring 2009	<ul style="list-style-type: none"> <li>• Dean, Humanities and Social Science</li> <li>• Vice President of Instruction (VPI)</li> <li>• English and Reading faculty</li> <li>• DREAMS Express</li> </ul>
A Organizational/ Administrative Practices	3. Conduct a series of meetings and workshops with all Crafton Hills College (CHC) employees working with developmental students—faculty, administrators, support staff—to define and embrace the program’s mission, goals, objectives, and outcomes.	<p>A.1. Developmental education is a clearly stated institutional priority.</p> <p>A.2. A clearly articulated mission based on a shared overarching philosophy drives the developmental education program. Clearly specified goals and objectives are established for developmental courses and programs.</p>	Begin Spring 2008; periodically ongoing thereafter	<ul style="list-style-type: none"> <li>• Center for Innovation and Excellence (CIE)</li> <li>• Title V Bridging/Advisory Committee</li> <li>• VPI</li> <li>• Math, English, and Reading faculty</li> <li>• ORP</li> </ul>