

# Task Details Report

**Planning Unit:** English  
**Unit Manager:** Lead Faculty, English and ESL

**Objective:** 737 - Assessing new placement procedures

## Objective Description:

We want to assess the new placement procedures (multiple measures for transfer-level courses and guided self-placement for pre-transfer level courses). How have they effected our success and retention rates?

Once we have assessed as a college, we have a plan to assess as a district.

We will need to collaborate with PRIE to do this.

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<b>Start Date:</b> 2/22/2018	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> Medium	<b>Task Order:</b> 1
<b>Due Date:</b> 2/28/2020	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

We will need data from PRIE to assess our new placement procedures.

## Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

## Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

## Assignment Details:

Name:	Email:
No Data to Display	

# Task Details Report

**Planning Unit:** English  
**Unit Manager:** Lead Faculty, English and ESL

**Objective:** 738 - Developing our literature program

**Objective Description:**

We would like to develop our literature program so we don't have to regularly cancel our literature courses.

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<b>Start Date:</b> 2/22/2018	<b>Task Type:</b> Departmental Action Plan	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b> 2/28/2020	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

We want to develop our literature program so that students can successfully get an AA in English or Latin American Studies at our college. We plan to align our courses with the other campuses in the district, explore alternate scheduling or mode of delivery, and relate the literature course to the Guided Pathways project.

**Budget Remarks:**

Date:	Name:	Remarks:
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**Budget Details:**

GL Code	Account	Description	Requested	Approved
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**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

**Planning Unit:** English  
**Unit Manager:** Lead Faculty, English and ESL

**Objective:** 739 - Assessing new placement procedures

## Objective Description:

We have just changed our placement procedures based on cross-campus discussion and the loss of our assessment tool. As soon as there is data available (starting at the end of this semester), we would like to assess the success and retention rate of the new placement process.

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<b>Start Date:</b> 2/22/2018	<b>Task Type:</b> Departmental Action Plan	<b>Priority Level:</b> Medium	<b>Task Order:</b> 1
<b>Due Date:</b> 2/28/2020	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

We plan to assess the success and retention for our new placement procedures (both the multiple measures for transfer-level and Guided Self-Placement for pre-transfer). We plan to assess as a department and then assess at a district level. This work requires faculty with time to work with the other campuses and is an argument for an increase in reassigned time. This work has begun to fundamentally transform our program and we should proceed with due diligence.

## Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

## Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

## Assignment Details:

Name:	Email:
No Data to Display	

# Task Details Report

**Planning Unit:** English  
**Unit Manager:** Lead Faculty, English and ESL

**Objective:** 740 - Developing our literature program

**Objective Description:**

We would like to focus on developing our literature courses so that our students can complete the English AA or the Latin American Studies AA.

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<b>Start Date:</b> 2/22/2018	<b>Task Type:</b> Departmental Action Plan	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b> 2/28/2020	<b>Completion Date:</b>	<b>Task Status:</b> New	<b>Budget:</b> \$0

To develop our literature program we plan to better align our literature offerings with the other colleges in the district and assess potentially different modes of delivery and the relationship to Guided Pathways.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
No Data to Display	

# Task Details Report

**Planning Unit:** English  
**Unit Manager:** Lead Faculty, English and ESL

**Objective:** 741 - Developing our Writing Center

**Objective Description:**

Over the last 6 years we have attempted to build a Writing Center section in the Learning Center that provides tutoring for writing across the curriculum, workshops, includes faculty, good signage, and provides a place for English, literature and reading activities.

While we have made some minimal progress, we have not been able to get a consistent administrative support such as an instructional aide, nor have we been able to develop a workshop program that integrates faculty.

We want to continue to fight for a developed Writing Center.

<b>Start Date:</b> 2/22/2018	<b>Task Type:</b> Departmental Action Plan	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b> 2/28/2020	<b>Completion Date:</b>	<b>Task Status:</b> In Progress	<b>Budget:</b> \$0

We have been meeting with faculty, staff and Learning Center personnel to discuss the kind of tutoring program we want. We also met with the Director of the Learning Center to discuss getting an instructional aide. At this point there has not been any movement. We plan to try to continue to get an aide. We plan to integrate the faculty-led tutoring training more broadly into the Writing Center. In order to develop this process we really need some additional reassigned time for faculty.

This does require the hiring of a part time instructional aide or grad level tutors.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
No Data to Display				

**Assignment Details:**

Name:	Email:
No Data to Display	