

Academic Unit Plan--English

Division_Communications/English Academic Year: 2007-08____

Division Chair: Carmen Carrillo

Executive Summary

This year our department has engaged in a variety of activities and projects. The English Department has added and revised several course outlines. The Department has developed and included Student Learning Outcomes in all syllabi to allow for student success. Our next goal is to begin the Assessment process so that we can measure them and include those into our curriculum. We continue with professional development activities, like poetry night and book fairs, including the creation of a portal page for those instructors who teach developmental courses so that they have access to resources for student success. Our last program review indicated the need to hire additional faculty to continue the integrity of the program and work toward meeting the challenges of the future. Subsequently, the department will be hiring one new faculty this year.

Activities Description Narrative: please describe suggested activities, including grant proposals to be written, new course or program initiatives, or program viability studies in priority order.

1. Hire 4 full time English instructors to include 2 who will be able to teach online to replace retirees and maintain integrity of English program has always been part of the English Department's program review. To date the Department has 3 full time instructors as the other 3 full time instructors are on full or part reassignment. The additional hires are necessary as the A.A. degree in English requires offering more literature courses for graduation requirements.
2. Associate of Arts in English will provide students with the opportunity of developing both reading and writing skills needed for transfer and for vocational programs. The need for

additional full time faculty is crucial for this degree to be credible.

3. Hire tutors in all departments within Communications Division to provide supplemental instruction is the ideal program to assist students in English, language, and speech courses that are general education requirements as well as to help them succeed across the curriculum. The funding will begin with Essential Skills funding.
4. Enhance face to face literature program and develop more literature courses will allow for more stand alone courses rather than stacking literature courses where instructor teach three or more different literary periods. The purpose for stacking is to enhance enrollment numbers, but with the AA degree in English, these courses should be able to be scheduled independently.
5. Develop a literary journal by using English 127 and English 32 as an avenue to publish creative works will allow students to create a portfolio for employment or university admissions. The Department will use its own website to develop a link for publication purposes.
6. Develop Learning communities in reading and writing among disciplines as outlined in Essential Skills' five year action plan promotes student success. Humanities, Social Sciences, and Liberal Arts courses together aid in overall informational competency of students. The five year plan concluded that the English Department should form a learning community between English 101 and English 137.
7. Creating a brochure/handout for high school visitations and open house promotes the Department as well as the College. Outlining its mission and goals as well as listing the degrees offered for graduation and sample courses will show students that the Communications Division has a variety of choices for those undecided.

SLO Assessment Results Narrative: please describe assessment activities that support proposed unit initiatives.

1.

Staffing Implications: if any request will require additional classified support or training, please describe its extent.

1. Developing and implementing the new AA in English as well as offering new courses will require additional faculty to staff courses.

Technology Implications: if any request involves technology, please describe its impact on the network, licensing, repair, training and support.

1. Creating a literary journal does not impact the College fiscally as the Department already has a website linked to the College's site. The online instructors have the training and the knowledge to update the link that exists.

LA Harbor College

Unit Plan Activity Summary Sheet

Division _____ Communications/English _____

Academic Year 2007-2008 _____

Division Chair: Carmen Carrillo _____

Discipline ID#	Department Priority (1 to 99)	College Strategy Supported (separate columns if two)		Student Success Initiative	Technology Access	Department Objective (link to Program Review)	Proposed Activity	Brief Summary of SLO Assessment Results (See attached forms)	List Other Supporting Documents/Links Attached (E.G., WSCH, Wait Lists, Retention, Environmental Scans)	Resources Required (list faculty, equipment, etc.)	Estimated Total Cost and Source (E.G., Program 100, VTEA, etc.)
30				x		Department Objective (link to Program Review)	Proposed Activity	Brief Summary of SLO Assessment Results (See attached forms)	List Other Supporting Documents/links Attached (E.G., WSCH, Wait Lists, Retention, Environmental Scans)	Resources Required (list faculty, equipment, etc.)	Estimated Total Cost and Source (E.G., Program 100, VTEA, etc.)
30	1	1.4	1.5	x		Facilitate student learning via qualified faculty	Hire 4 full time English instructors to include 2 who will be able to teach online to replace retirees and maintain integrity of English program		Wait list, retention, FHPC, Retirement, Environmental Scan (see attachments)	faculty	\$65,000 Program 100
30	2	1.2		x		New emerging need	Associate of Arts in English		New Title V regulations	faculty	
30	3	1.5	2.1	x		Increase student success and retention	Hire tutors in all departments within Communications Division to provide supplemental instruction		Retention rates (see attachments)	Faculty recruitment LAC	Essential Skills Funding \$25,000
30	4	1.4	2.1	x		Provide students with advanced major courses	Enhance face to face literature program and develop more literature courses		Completion rates New Title V regulations (AA degree in English)	Faculty	Program 100

30	5	1.3	1.4	X	X	Promote the Department and Student achievement	Develop a literary journal by using English 127 and English 32 as an avenue to publish creative works		Retention rates	Faculty and students	English Dept. website
30	6	2.3		x		Develop student success in reading and writing across the curriculum	Develop Learning communities in reading and writing among disciplines as outlined in Essential Skills goal		Essential Skills 5 year action plan; completion rates (see attachment)	Faculty	Creative scheduling; Training \$5,000
30	7	2.2		x		Promote Division offerings to high school students	Create brochure/handout for high school visitations and open house		Essential Skills 5 year action plan	Faculty	Division funds \$100