

Academic Unit Plan—Foreign Languages

Division Communications

Academic Year: 2007-08__

Division Chair Carmen Carrillo

Executive Summary

This year our department has taken appropriate steps in moving forward with the goal of meeting our three year program review. At the present time, we are in the process of assessing student learning outcomes and researching vital information and logistics tied to our proposed unit initiatives that make-up our final plan of action. As specified in our program review, we must develop a technologically advanced and well-equipped language laboratory comprised of computers in response to the fact that we currently lack one and to keep up with new language learning programs and software that are a requirement and a vital educational component in foreign language learning and teaching. As new emerging needs, we are requesting new hires and materials as well as a new degree program and course offerings. We will be forming a well structured video/DVD library intended for classroom use as supplemental resources. We will be developing an Associate of Arts Degree in Spanish and thus adding course offerings in Spanish to meet the course requirements of the said degree. Also, we are looking into offering courses in Italian and Chinese and thus proposing the hiring of two additional full-time foreign language instructors to cover this need. These initiatives are extremely beneficial to our students at LAHC, our department, and institution.

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. Associate of Arts Degree in Spanish will provide students with more choices in degree offerings at LAHC that are currently available at other colleges in neighboring cities, thus increasing student success and at the same time enhancing the Foreign Language Program.
2. Developing course outlines for Spanish 4 and Spanish 12 will be required for earning the Associate of Arts Degree in Spanish. Development of course outlines will require the hiring of two additional full-time faculty members.
3. Developing a language laboratory for foreign languages, speech, and ESL or a designated room for supplemental language instruction will involve the purchase of 40 computers. This will provide students with state of the art equipment that can handle the latest available language programs that foster additional support in learning a language. This

language laboratory will be also used by students taking speech and ESL courses.

4. Hiring two full-time foreign language instructors will enhance the department to facilitate student learning and to aid in the workload involving curricula development and revision, textbook selection, and other related departmental duties.
5. A Foreign Language Video/DVD Library is a way to provide additional support in learning a language and thus promote teaching excellence we are requesting a well structured Video/DVD library.
6. By adding Italian and Chinese to existing foreign language course offerings will enhance the Foreign Language Department. This will expand foreign language course offerings at LAHC that are currently available at other colleges in neighboring cities.

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

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

1. Development of an Associate of Arts Degree in Spanish will require the hiring of additional full-time faculty to handle the course load and other required departmental duties.
2. Development of course outlines for Spanish 4 and Spanish 12 will require the hiring of additional full time faculty to aid in the process of researching textbooks that are appropriate for the courses, the creation and assessment of SLOs, and other vital components that are part of writing course outlines.
3. Development of a language laboratory will require the training of staff and faculty in the software being used and in the use of equipment that will run the software.
4. Addition of two full-time foreign language instructors and of Chinese and Italian to the existing foreign language course offerings will require the hiring of two full-time foreign language instructors.

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

1. Addition of 40 new computers will require set up and installation. Purchase price must include an on-site maintenance agreement, so there should be no impact on ITS.
2. Installation of new software on 40 computers in the language lab will be done by ITS staff. The Director of IT will provide an estimate that will outline the amount of hours needed to complete the installation within the regular workweek of ITS staff.

LA Harbor College

Unit Plan Activity Summary Sheet

Division Communications/Foreign Languages

Academic Year: 2007-08 _____

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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.)
		1.2	1.4								
30	1	1.2	1.4	X		New emerging need	Associate of Arts Degree in Spanish		Title V new regulations for AA degrees	Full-time faculty	\$65,000 Program 100
30	2	1.2	1.4	X		New emerging need	Develop Course outlines for Spanish 4 and Spanish 12		Title V new regulations for degree	Adjunct faculty	Program 100 \$6000
30	3	1.3	1.4 1.5	X	X	Emerging need from program review	Develop a language laboratory for foreign languages, speech, and ESL. A designated room for supplemental language instruction		Completion rates WSCH (see attached)	Reassigned time for faculty and 40 computers and monitors	\$4,500 Program 100 \$40,000 Block Grant
30	4	1.5		X		New emerging need	Enhance Foreign Language Department by hiring two full-time foreign language instructors		FHPC report Wait list Transfer rate	Full-time faculty	\$65,000 Program 100
30	5	1.2	1.4 1.5	X	X	New emerging need	Foreign language video/DVD library			Video/DVD players and TV monitors	\$5,000 Block Grant
30	6	1.2	1.4	X		New emerging need	Enhance Foreign Language Department by adding Italian and Chinese to existing foreign language course offerings		Environmental Scan	Full-time faculty	\$65,000 Program 100