

Proposal for ELLI Funds (Form)

02-02-09

Title of Proposal: Summer Institute for Teaching & Learning: "COS' Great Teacher Seminar at Asilomar- August 10-12 2009"
Date: February 10, 2009 (Date of Proposal) **Academic Year:** Summer Seminar for 2009-2010 Academic Year

Person(s) Requesting Funds: FEC Members with Chris Knox as FEC Chair and ELLI Participant in the Staff Development Component of BSI (Section C)
Division: FEC: Faculty Enrichment Committee

PRESS THE F1 KEY FOR CONTEXT HELP WHEN ENTERING INFORMATION IN THE TABLE FIELDS BELOW. COLUMNS WILL EXPAND TO INCLUDE MORE TEXT.

Planned Action (Brief Description of Project)	Effective Practice and Strategy	New, Change, or Expansion	Expected Outcomes	Assessment/Dissemination of Results	Target Date for Completion	Responsible Persons/Dept	ELLI Budget Category	Specific Budget Amounts Include Breakdown (or attach)
<p>FEC in collaboration with ELLI proposes a summer seminar institute in August 2009 at Asilomar Conference Center.</p> <p>Monday, August 10: Arrive after lunch for a 4 hour introductory session prior to dinner and overnight stay.</p> <p>Tuesday, August 11: Full-day of workshops and/or activities with breakfast, lunch, dinner, and overnight stay.</p> <p>Wednesday, August 12: Morning concluding session after breakfast and prior to lunch. Depart after lunch.</p> <p>The purpose of this institute/seminar involves many goals and objectives, which directly relate to the collaboration of basic skill instructors/classes with disciplines in a team teaching model to increase retention, success, and persistence among the basic skill student population.</p> <p>Specific goals and</p>	<p>C.1 Administrators support and encourage faculty development in basic skills, and the improvement of teaching and learning is connected to the institutional mission.</p> <p>C.2 The faculty play a primary role in needs assessment, planning, and implementation of staff development programs and activities in support of basic skills.</p> <p>C.3 Staff development programs are structured and appropriately supported to sustain them as ongoing efforts related to institutional goals for the improvement of teaching and learning.</p> <p>C.4 Staff development opportunities are flexible, varied, and responsive to developmental needs of individual faculty, diverse student populations, and coordinated</p>	<p>New</p>	<p>Expected outcomes from the entire set of workshops and programs follow. Note that these do not necessarily correlate to the numerated items in the first column.</p> <p>1. Development of curriculum implementation plans among team teachers.</p> <p>2. Establishment of new teaching teams among interested faculty members.</p> <p>3. A collective understanding of the operative definition of "Team Teaching" within the COS culture, which might vary from that of I-BEST's.</p> <p>4. A report that summarizes the accomplishments from the seminar, future plans with pre-selected calendar dates for implementation, and expected protocols, etc. that serve as a foundation for program</p>	<p>The adjacent column identifies the target dates for an administrative report; however, anticipated sections for that report will include, but not be limited to the following:</p> <p>1. Purpose and Mission of the Summer Institute; 2. Minutes from each workshop session; 3. Strategic action plans upon the conclusion of the workshops; 4. Highlights of curriculum needs, or identification of newly developed curriculum; 5. Suggestions for training protocols and modes of accountability through needs assessment and evaluation feedback</p>	<p>Upon the conclusion of the seminar, the FEC Chair will draft an administrative report with an abstract in conjunction with members from the "responsible parties" (identified in the adjacent column).</p> <p>Initial Draft Target Date: September 4 (three weeks after the conclusion of the institute seminar)</p> <p>Final Draft Review Target Date: September 14</p> <p>Distribution Target Date: September 21</p>	<p>FEC Chair: Chris Knox</p> <p>FEC Members: Becky Bullough, Paul Beckworth, Stacy Brand, Jody (Jodi) Gilman, Tracy Meyers, Meng Yang</p> <p>ELLI Co-Chairs: David Hurst, Jennifer LaSema</p> <p>ELLI Coordinators: Adrienne Duarte, Helen Millhorn-Feller, Stephanie Logan, Susan Jensen</p> <p>FEC Administrative Supervisor: Kathie Lewis</p> <p>ELLI Administrative Dean: Jennifer La Sema</p> <p>Student Services VP: Frances Gusman</p> <p>Division Deans: Larry Dutto, Brent Calvin, Cindy Delain, Robert Urtecho</p>	<p>Staff Development (Section C)</p> <p>Instructional Practices (Section D)</p>	<p>1. Thirty participants are expected to share rooms, pending an "even amount of gender distribution"; hence, fifteen rooms along with all meals for the duration of the seminar with an initial deposit to DNC P&R at Asilomar of \$1,800 by February 17th, followed by a remaining amount of \$1,837.80.</p> <p>Subtotal for Lodging and Meals: \$3,637.80.</p> <p>Accountability for cost: Double rooms: \$121.26 per person, per night. (fifteen rooms for 30 people for two nights: \$3,637.80, minus the deposit of \$1,800 = \$1,837.80.</p> <p>2. If a person wants to have a private and single room, then that individual must pay the additional fee to cover the differential between the double vs. the single of \$77.00 in addition to their respective single room of \$198.26 per night.</p>

<p>objectives follow:</p> <ol style="list-style-type: none"> 1. Workshops focused on "Team Teaching" as discussed during Spring's January 9th Convocation - keynote by I-BEST and subsequent workshop sessions. 2. Working sessions for several different types faculty members: 2a. pre-existing team teachers; 2b. potential team collaborators; and 2c. division representatives to support future team teaching from their respective departments with other departments and/or divisions. 3. Completion of strategy and action plans for implementation of team teaching. 4. Identification of curriculum developmental needs for teach teaching. 5. A platform or foundation upon which workshop participants will offer subsequent workshops to facilitate future team teaching activities. 6. Development of training protocols and evaluation/accountability methods associated with team teaching. 7. Establishing a marketing plan to entice faculty to participate in such endeavors. 	<p>programs/services:</p> <p>D.1 Sound principles of learning theory are applied in the design/delivery of courses in the developmental program.</p> <p>D.2 Curricula and practices that have proven to be effective within specific disciplines are employed.</p> <p>D.5 A high degree of structure is provided in developmental education courses.</p> <p>D.8 Developmental faculty routinely share instructional strategies.</p>	<p>development and evaluation.</p>	<p>loops:</p> <ol style="list-style-type: none"> 6. Scheduled dates on a calendar for follow-up workshops sponsored by FEC and ELL; 7. A marketing plan with incentive suggestions to recruit faculty for team teaching opportunities; and 8. A pre-assessment of seminar expectations and needs at the onset of the program; followed by the results from a evaluation about the seminar for future planning. 	<p>Jennifer LaSerna</p> <p>Division/Department Chair:</p> <p>Ag: Fernando Fernandez</p> <p>Business: Lucy DeCaro</p> <p>CFS: Becky Hobson</p> <p>Counseling: Hunter Church-Gonzales</p> <p>Fine Arts: Jeff Seaward</p> <p>I&T: John Winterton</p> <p>Language Arts: Valerie Ehrlich</p> <p>Library: Kathie Lewis</p> <p>Math: Ross Rueger</p> <p>Nursing: Belen Kersten</p> <p>PE/Athletics: Iv Pankey</p> <p>Science: Dan Stetly</p> <p>Social Sciences: Debra Hansen</p> <p>Basic Skill Instructors:</p> <p>ESL Department</p> <p>Language Arts Dept.</p> <p>Math Department</p> <p>Student Services for support service and HD 120 classes.</p>	<ol style="list-style-type: none"> 3. All supplies in the form of paper, copying, flip charts, poster boards, notebooks, pens/pencils will be provided through the remaining supplies from inherited FEC materials. 4. Transportation will be secured with COS vans and/or cars. Individuals who wish to drive separately must cover their own costs. 5. If consultants from outside of the college are hired, then their accommodations and meals would be \$121.8 per day; travel \$500, and consulting time \$500.00 per day. Two night with three days of consulting and travel for one consultant = \$2,243.60 6. If COS participating faculty were to plan and facilitate workshops, then a stipend of \$75.00 per hour workshop might be extended to each workshop leader. Basis for that calculation is \$25.00 per hour; with two hours of prep for a one hour workshop. If one person were to host all of the workshop hours (which are estimated at 16 hours of workshop time and 32 hours of prep) then the cost would be \$1,200 per full-time workshop leader. The lodging and meals are already part of the cost for the seminar, the travel is n/a. <p>Summary:</p> <p>Deposit: \$1,800</p> <p>Remainder: \$1837.80</p> <p>Consultant: \$2,243.60 and/or</p>
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