

Proposal for ELI Funds (Form)

02-06-09

Title of Proposal: Alignment and Assessment of Curriculum in English, addendum **Date:** 3/2/09 **Academic Year:** 2009

Person(s) Requesting Funds: Valerie Ehrlich, Charles Parker **Division:** Language Arts

PRESS THE F1 KEY FOR CONTEXT HELP WHEN ENTERING INFORMATION IN THE TABLE FORM 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	ELI Budget Category	Specific Budget Amounts Include Breakdown (or attach)
The English department was granted \$3637.80 for our Asilomar retreat to align curriculum last October 2008. The total cost for the weekend retreat is \$7141. I am asking for ELI to supplement the original request. The LAD would like to contribute \$1000, which means that we are asking ELI for an additional \$2503.20.	D.5.1 D.7 (see original request)	New	*Three revised course outlines *Flow chart showing learning alignment among classes.	*English dept. *LAD Division *Campus Curriculum Committee *Ongoing meetings to plan assessment strategies and begin implementation	3/27/2009	*English dept. *Valerie Ehrlich, chair *Retreat Committee: Charles Parker, Monica Mandel, David Hurst, Jackie Lawton	Course Articulation	In the original request, though the weekend timeline was specified, I only added up the cost for one of the nights' lodging/food expenses. The actual cost is therefore twice the amount I originally submitted.

Other Required Institutional Resources (e.g. Facilities): two vans, one Prius, gas cards if possible--English to provide electronic equipment, posterboard, paper/pens etc.

Other Funding Sources: LAD to contribute \$1000

Check here if additional narrative (detailed history, need, rationale) is attached: Number of pages attached: 1

Distribution:

1. ELI Faculty Coordinator David Swann ** Note: David Swann was in w/ver office to sign today and I wanted to submit ASAP.*
2. Division Chairs/ Debbie C. Shulard
3. Dean [Signature]

For ELI Use Only _____

Budget Committee Approval

Approved

Approved with Changes Noted

Not Approved

Resubmit with Changes Noted

Comments:

Jennifer Vega La Serra, Ph.D.

Date

Ron Johnson, Ed.D.

Date

3/2/09

Dear Budget Committee:

I am mortified. I am so incredibly sorry and ashamed and contrite and...and...and...

I ran the numbers over and over for this retreat, and do you all remember how thrilled we all were that the weekend for our department was so reasonable? Well, I had only added up (over and over) the cost for one night for us, not two, even though the entire proposal was outlined for the full weekend.

This last Saturday, 2/28, I received the final cost breakdown from Asilomar, just to confirm, and it was double what I had planned.

You might imagine my...devastation.

At this point, we have already deposited the \$1500, planned the retreat, and have 27 of us planning the curriculum/beach weekend in three weeks.

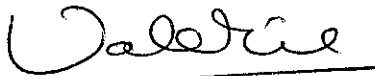
I have not yet called Asilomar to ask what happens if we cancel at this late date. If you would like me to do that, I will. I imagine we will lose the entire amount—since I have been meticulously confirming at the 90-day deadline, 60-day deadline, 30-day deadline.

I have pulled together \$1000 from our division budget to add to the \$3600 you have authorized. This leaves us about \$2500 short. We are asking that you allow us to continue with our plans.

I am so very sorry. We are at your mercy.

Valerie Ehrlich

Language Arts Division Head



4637.80 = ORIGINAL REQUEST =

2503.20

09-08-08

Title of Proposal: Alignment and Assessment of Curriculum in English
 Academic Year: 2008

Date: 9.29.08

Person(s) Requesting Funds: Valerie Ehrlich, Charles Parker Division: Language Arts

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The English department proposes a retreat to Asilomar Conference Center in Spring 09 to align our basic composition courses (ESL 350 to E 360 to E251 to E1) including all SLOs, topics, and instructor objectives, and to discuss methods of SLO assessment. These methods will include a common final, common readings, and/or common rubrics or score sheets. Several models of each assessment tool will be examined at the retreat.	D.5.1 A well planned, step by step sequence of developmental education course offerings exists. D.7 Programs align entry/exit skills among levels and link course content to college-level performance requirements	New	We will return to campus with three revised course outlines and a flow chart showing learning alignment between classes. We will also have a list of models/plans for cross-instructor assessment.	At the subsequent English meeting after return, the department will make any final changes to the draft outlines developed at the retreat and vote on the new curriculum. Outlines will be sent to the Division for review, and then to the Campus Curriculum Committee for official change. The sequence of learnings will be distributed to all English faculty (as will all new outlines). There will be ongoing meetings to discuss assessment strategies and to begin implementation.	Retreat will be held March 27 of March 27. Course outlines will be submitted for approval before end of term, Spring 09.	English Department Valerie Ehrlich, Chair Retreat Committee: Charles Parker Monica Mandel Jackie Lawton Paul Tidwell	Course Articulation	We will be reserving 15 rooms at Asilomar. If the rooms are occupied singly, the amount will be \$198.26 per person per room for a total of \$2973.90. If the rooms are occupied doubly, the amount will be \$121.26 per person per room for a total of \$3637.80. These amounts include all meals from Friday night, March 27, through Sunday noon, March 29. They also include our conference room and meeting spaces. The English department is requesting the full amount of \$3637.80, hoping that many members will attend. If the number of participants is less, so will be the required outlay. The English department will provide its own supplies, paper, copying, poster boards and so on.

one to write only.

not for top level

= ORIGINAL REQUEST =

The English department currently includes 48 faculty--23 full time—and we collectively teach 12-16 sections of E360, 38 of E251, and 45-46 of E1. As you well know, it is extremely difficult to assure that multiple instructors across many sections of courses are all holding students accountable to learn the same key concepts and skills. To a large degree, the clarity of our course outlines and assessment tools, and our collegial discussion, are the tools of alignment.

Since our outlines have been modified/revised at different times in the last 15 years, the sequencing currently does not look particularly clear. While small groups of faculty do have consistency about what we teach and what students learn, we don't yet have wide spread collaboration with shared score sheets or rubrics. And while discussion works well in our department, we only hold one 50-minute meeting once per month, not nearly the kind of dedicated, focused time to get work of this nature done.

If only even 15 people attend this retreat (and we hope for double that number), we can work together to clarify the scope and sequence of learnings across our basic composition classes, can share and discuss assessment tools of various kinds, and can bring to our department recommendations to help streamline our courses.

While a steering committee for this retreat is already on board, and while we do have our goals (see proposal), we have only a general outline of our specific agenda:

~~Friday, 3/27, 4-5:30~~

Set out retreat goals. Divide into three course level groups to examine 360, 251, 1. Examine current course outlines. List all learnings appropriate to course. Consult any currently used rubrics/score sheets as well.

~~Saturday, 3/28, 8:30-11~~

All participants: Chart sequence of outcomes across courses.

~~Saturday, 3/28, 11:30-1~~

Groups: this time members from 360/251/1 are mixed in groups. Retool SLOs to match with correct sequence markers. Proposals for assessment.

~~Sunday, 3/28, 9-10~~

Sunshine three courses in entirety/final notes/jobs still to do/ideas about assessment tools.

This will be fleshed out in the coming months.

Thank you for your consideration.

2-7-13