

# Proposal for ELL Funds (Form)

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

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	ELL Budget Category	Specific Budget Amounts Include Breakdown (or attach)
<p>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.</p>	<p>D.5.1 A well planned, step by step sequence of developmental education course offerings exists.</p> <p>D.7 Programs align entry/exit skills among levels and link course content to college-level performance requirements</p>	<p>New</p>	<p>We will return to campus with three revised course outlines and a flow chart showing learning alignment between classes.</p> <p>We will also have a list of models/plans for cross-instructor assessment.</p>	<p>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.</p> <p>Outlines will be sent to the Division for review, and then to the Campus Curriculum Committee for official change.</p> <p>The sequence of learnings will be distributed to all English faculty (as will all new outlines).</p> <p>There will be ongoing meetings to discuss assessment strategies and to begin implementation.</p>	<p>Retreat will be held weekend of March 27. Course outlines will be submitted for approval before end of term, Spring 09.</p>	<p>English Department Valerie Ehrlich, Chair Retreat Committee: Charles Parker Monica Maudet Jackie Lawton Paul Tidwell</p>	<p>Course Articulation</p>	<p>We will be reserving 15 rooms at Asilomar.</p> <p>If the rooms are occupied singly, the amount will be \$198.26 per person per room for a total of \$2973.90.</p> <p>If the rooms are occupied doubly, the amount will be \$121.26 per person per room for a total of \$3637.80.</p> <p>These amounts include all meals from Friday night, March 27, through Sunday noon, March 29. They also include our conference room and meeting spaces.</p> <p>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.</p> <p>The English department will provide its own supplies, paper, copying, poster boards and so on.</p>

Other Required Institutional Resources (e.g. Facilities): We will be requesting campus vans, Prius use, and gas cards for travel. The English dept. will provide supplies.

Other Funding Sources: See above

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

Distribution:

1. ELL Faculty Coordinator *Denise La Serra*
2. Division Chair/s *Deborah La Serra*
3. Dean *JS - signed /ok via phone  
by BJE*

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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

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.