ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: LEARNING CENTER/BASIC SKILLS

NAME OF PERSON SUBMITTING THIS REVIEW: Jeanette Kokosinski

DATE OF SUBMISSION: October 15th, 2010

MANAGEMENT AREA (check one):

- ☐ Administrative Services
- ☒ Instruction
- ☐ Student Services

ASSESSMENT OF PAST PROGRESS

Describe your progress on your previous year's objectives:

Objective 1: Continued instructional support to all students to increase retention and success in the classroom.	**Summary of Progress:** The Learning Center provided instructional assistance through a variety of supplemental instruction resources, especially through individualized instruction via the staff and the director as well as peer tutoring. An in-house survey was conducted to determine the Learning Center's overall effectiveness in its mission. The respondents indicated that they received reinforcement and encouragement, became a more successful student, and on average spent 5.3 hours per week in the Learning Center.
Connection to other plans: Learning Center Program Review; Basic Skills Initiative; Strategic Plan	**Resources/Budget Used:** Basic Skills Funds

Objective 2: Increased the math/science instructional assistant and tutor coordinator position to twenty hours per week with the intent of increasing these hours to twenty-five hours per week.	**Summary of Progress:** A math/science instructional assistant and tutor coordinator was hired on a ninety day temporary status in the Fall 2010. With Basic Skills funds, this hiring process has moved forward with anticipated completion of the part-time permanent position by November 2010.
Connection to other plans: Basic Skills Initiative; Learning Center Program Review; Strategic Plan	**Resources/Budget Used:** Basic Skills Funds

Objective 3: Optimized Learning Center resources to provide supplemental instruction to support part- and full- time students in all disciplines or programs so that students achieved their educational goals. The Learning Center Director continued to request student employment hours for each academic year.	**Summary of Progress:** The Learning Center employs student tutors to provide supplemental instructional to students needing more individualized attention. Over the 2009-2010 academic year, the number of students enrolled in the Learning Center supervised tutoring Coll 320 course remained constant, equaling 825 total number of tutoring hours.
Connection to other plans: Learning Center Program Review; Basic Skills Initiative; Strategic Plan	**Resources/Budget Used:** Basic Skills Funds

Objective 4: Continued to move towards institutionalizing a Basic Skills/ ESL program.	**Summary of Progress:** In an effort to increase campus awareness of the Basic Skills/ESL program, the Learning Center Director was able to establish the Basic Skill Committee as a standing committee of the Academic Senate. The Learning Center Director will chair the committee as well as work in conjunction with the Chief Instructional Officer to optimize the use of the program's funds.
Connection to other plans: Basic Skills Initiative; Learning Center Program Review; Strategic Plan	**Resources/Budget Used:** Basic Skills Funds

CURRENT YEAR PROGRESS AND OBJECTIVES

What objectives and tasks will you take on for this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

Objective 1:	**Action Plan (include who is responsible):**
To continue assisting in the relocation of the Learning Center into the new Learning Resource Center facility and to incorporate a name change of the Learning Center to the Instructional Resource Center.	The Facilities Committee finalized the plans to relocate the Learning Center into the new Learning Resource Center. The Learning Center Director will continue to assist the Facilities Director and Information Systems Manager in addressing the facility's instructional and operational needs.
Connection to other plans:	**Resources/Budget Needed:**
Learning Center Program Review	Learning Center Resource Construction Funds

Objective 2:	**Action Plan (include who is responsible):**
To revise the supervised tutoring Title V outline.	The Learning Center Director will submit to Curriculum a revised tutoring Title V outline, Tutor 300 in order to the eliminate registration overlap and discrepancies with sports related supervised tutoring, Coll 320 classes.
Connection to other plans:	**Resources/Budget Needed:**
Learning Center Program Review	None

Objective 3:	**Action Plan** (include who is responsible)**:**
To examine and analyze assessment practices of all incoming students requiring basic skills remediation and to track these Basic Skills cohorts.	The Learning Center Director with the assistance of the Institutional Researcher will undertake the task of analyzing the assessment scores of incoming Basic Skills students to address their educational requirements such as prerequisites and to ensure accurate course placement. Once the cohorts are established, the Learning Center Director and the Basic Skills committee will meet to review and assess each cohorts' matriculation progress and provide any instructional or student services support.
Connection to other plans:	**Resources/Budget Needed:**
Learning Center Program Review; Basic Skills Initiative; Strategic Plan	None; Increase the Learning Center's Director hours from 7 to 20 hours/week.

Objective 4: To continue to move towards institutionalizing an ESL program by hiring a part-time ESL instructional assistant.	**Action Plan (include who is responsible):** The Learning Center Director in conjunction with the Institutional Researcher, the Chief Instructional Officer along with the Professional/ Technical and Liberal Arts/Sciences Division Chairs will finalize a plan to address the need of an ESL program on campus with the anticipation of hiring an 18 hour/week part-time ESL instructional assistant.
Connection to other plans: Basic Skills Initiative; Learning Center Program Review; Strategic Plan	**Resources/Budget Used:** General fund money.

Objective 5: To increase the Learning Center Director's hours to 20 hours per week to effectively manage the new Instructional Resource Center facility, to assume the tutoring coordinating responsibility, to oversee the Basic Skills program, and to implement a new Basic Skills/student athlete/ at-risk student tracking model to increase student retention and SUCCESS.	**Action Plan (include who is responsible):** An increase in the Learning Center Director's hours will allow the director to properly review and assess student learning effectiveness, especially in the pre-collegiate math, English and ESL in Basic Skills courses. The Learning Center Director will provide curricular recommendations or changes to existing rubrics to enhance campus-wide student learning outcomes to ensure alignment with course student learning and degree student learning outcomes. Moreover, the Learning Center Director will contact the Faculty Union President to revise the current Learning Center Director's MOU to reflect increased hours for the Director.
Connection to other plans: Learning Center Program Review; Basic Skills Initiative; Strategic Plan	**Resources/Budget Needed:** General fund money to backfill the hiring of additional faculty to offset the Director's teaching load.

Objective 6: To revamp the supervised tutoring Coll 320 courses in order to optimize the Learning Center's instructional assistants' schedules for the purpose of supporting all students such as Basic Skills, student athletes, and those at-risk.	**Action Plan** (include who is responsible)**:** The Learning Center Director in conjunction with the Division Chairs will meet to maximize the availability of the Learning Center's math, English, and ESL instructional assistants for all students including Basic Skills, student athletes, and at-risk students to increase student retention and successful course completion.
Connection to other plans: Basic Skills Initiative; Strategic Plan	**Resources/Budget Needed:** Currently, the supervised tutoring Coll 320 courses are funded through the Instruction Office and are overseen by assistant coaches in their respective sport. However, these funds could be utilized to hire instructional assistants to support student athletes in their respective sport "study hall" or in scheduled recitations. No new funds required, but a cost saving measure to the District. The District will save approximately $20,000 per academic year.

Objective 7: To decrease the full-time Learning Center instructional assistant's employment period from 12 months to 10 months, since the instructional assistant's services are only necessary for ten months.	**Action Plan** (include who is responsible)**:** The Learning Center Director in conjunction with the Chief Instructional Officer and the Human Resources Director will initiate the reduction of the full-time, twelve month instructional assistant employment to ten months, since the Learning Center Director manages the facility over eleven months.
Connection to other plans: Learning Center Basic Skills Initiative;	**Resources/Budget Needed:** None; Cost saving measure to the District; funds can be redeployed for increasing the hours of the part-time permanent instructional assistant to 25 hours/week to assist students requiring help in mathematics or the sciences.

BUDGET CHANGE REQUESTS FOR NEXT YEAR

Please provide rationale for budget ***changes*** (attach budget request sheets for entire annual budget).

Budget Request(s): **Amount**	**Account Code**	**Rationale** (include connection to other plans)**:**
$18,300	1100-28010-2410-611000	ESL Instructional Assistant
$2745	1100-28010-3000-611000	Fringes
$1000	1100-28010-4310-611000	Instructional Supplies

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on data provided:

1. Describe the current status of the Program/Depart/Service Area.

The Learning Center and the Basic Skills program are intimately linked together by virtue of the Instructional Assistants hired to support the facility. Currently, the Learning Center is staffed with one full-time faculty member, an English/ESL instructional assistant and a part-time mathematics instructional assistant/tutor coordinator. Student tutors are hired according to students' needs, however, due to budget reductions, the Learning Center student tutoring hours were reduced by ten percent, causing less individualized peer tutoring.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

In an effort to increase campus awareness of the Basic Skills/ESL program, the Learning Center Director was able to establish a Basic Skill Committee as a standing committee of the Academic Senate, and will chair this committee as well as work in conjunction with the Chief Instructional Officer to optimize the use of the program's funds.

3. Explain significant issues and/or changes that have occurred since the last comprehensive review.

A process for hiring a 20 hour/week part-time mathematics/science instructional assistant and tutor coordinator is underway with an anticipated hire by November 2010.

4. Briefly explain significant changes expected during the upcoming year.

One significant change is to increase the Learning Center Director's hours from 7 to 20 hours per week to manage the new Instructional Resource Center, to oversee the Center's tutor coordination, and to implement a new tracking model to monitor the educational progress of Basic Skills, student athletes, and at-risk students.

5. Briefly explain significant changes expected during the upcoming year.

Another expected and significant change is to decrease the full-time English/ESL Learning Center instructional assistant's employment period from 12 months to 10 months, since the instructional assistant's services are only necessary for ten months. This is a cost saving measure to the District whereby funds can be redeployed to increase the hours of the part-time permanent math/science instructional assistant to 25 hours/week or to hire additional classroom instructional assistants to support students with Basic Skills needs.

6. Briefly explain significant changes expected during the upcoming year.

Hire an 18 hours/week ESL instructional assistant to focus on the ESL needs of the college thereby addressing the third Basic Skills components.

7. Briefly explain significant changes expected during the upcoming year.

A major significant change is to increase the current Learning Center staffing model.

INSTRUCTIONAL ASSISTANT STAFFING ANALYSIS

Total Instructional Assistant Hours: 40 English/ESL
20 Mathematics/Science
18 ESL (Requested)
78 hours

THE NEW LEARNING CENTER DIRECTOR/INSTRUCTIONAL ASSISTANT MODEL:

Collectively, the total amount of instructional assistant hours equate to, on average, 26 hours per week. The additional ESL instructional assistant hours will allow a more effective and efficient allocation of resources to address all of the three major Basic Skills educational components, which are math, English, and ESL.

APPENDIX

Attach supporting documents as appropriate. Please see Instructions for examples of supporting documents per Management Area.

2011-2012 BUDGET PROPOSAL

RESPONSIBILITY: CIO /LEARNING CENTER DIRECTOR

FUND CODE: **1100 GENERAL - UNRESTRICTED**
ORGANIZATION CODE: **28010**
PROGRAM CODE: **611000**

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

ACCOUNT CODE	ACCOUNT TITLE (Please provide specific detail supporting *Proposed Budget Request* .)	Strategic Planning Goals & Objectives Policy Area (If Applicable)	2009-10 ENDING BUDGET	2009-10 ACTUAL	2010-11 ADJUSTED FINAL BUDGET	2011-12 PROPOSED BUDGET REQUEST
2410	Instructional Aid	2.1, 2.2, 2.3				$18,300.00
3000	Fringes	2.1, 2.2, 2.3				$2,745.00
4310	Instructional Supplies	2.1, 2.2, 2.3				$1,000.00
	Total					**$22,045.00**