



Administrative Leadership Unit Review (ALUR) Template for FY 2021-22

Date: 5/1/2021

Division: LA

Division Dean/VP: Gibson

Program(s) within your division: ESOL, English, Communication Studies, Journalism, World Languages, and Middle College

I. List the programs that fall within your Division.

ESOL, English, Communication Studies, Journalism, World Languages, and Middle College

II. Briefly describe any major changes to the Division or Programs' purview and functions during the past year.

1. COVID—The continued transition to fully online learning was the major change in the function over the past year.

III. Briefly describe the major challenges and achievements for your Division over the past year.

Achievements

1. **Successful Transition Online:** The transition to online learning allowed faculty to see how different courses function in a fully online modality. Almost all faculty completed the QOTL training except one who did not teach this last year.
2. **Forensics:** During the transition to online competitions, the Forensics team continued to have success as the students and coach adapted and worked together to learn and grow.
3. **Partnerships:** The Division continued to maintain strong partnerships with programs on campus (Learning Communities, Promise Scholars, SPWD) in order to support students and explore new opportunities for teaching and learning.
4. **Middle College:** Under the leadership of Director Center, the program reached 100 enrollments, and students and faculty continued to do excellent work with the online modality.
5. **ESL Connect:** Mylene Foo and the student assistants in ESL Connect continued to provide full wrap-around support for potential students and worked diligently to bring in new students and keep current students enrolled in classes.
6. **Leadership:** Language Arts faculty and classified professionals continue to hold major leadership roles across the campus, and this leadership did not falter with the virtual modality.
7. **OER Texts:** Language Arts faculty have already created, are in the process of creating, and/or using OER textbooks for ESOL, Spanish, Communication Studies, and Creative Writing. This approach will not only allow students greater access and affordability for classes within the Division, it will also faculty to tailor the OER books for their instruction.

Challenges:

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1. **ESOL Enrollment:** ESOL experienced a significant decrease in enrollment with two primary factors: 1.) COVID and the online modality; 2.) AB705 impact on students enrolling in ESOL vs. ENGL.
2. **Forensics:** The pandemic had a significant impact on the Forensics tournament schedules and required students and the Forensics coach to adjust to online competitions and instruction.
3. **Virtual Modality:** Many faculty and classified professionals experienced challenges working in a virtual modality as they had to support children learning from home, less than ideal work environments, and lack of proximity to colleagues and internal/external partners.

IV. List and describe the major goals for your Division – What will the Division focus on achieving over the next 1-3 years? How do your Division goals align with the College’s [M-V-V](#) and [Education Master Plan](#)?

1. **Success Rates:** Average 77% success rate for Language Arts classes. We almost achieved our prior goal of averaging 75% success rate for Language Arts classes with a 74.95% success rate for 2019-2020. In order to achieve this goal, the Language Arts Division will need to work with faculty to identify teaching and learning opportunities and partnerships to strengthen and innovate the excellent teaching already done within the Division. This goal aligns with the M-V-V for “student success and equity” and “academic excellence.” This goal aligns with the Education Master Plan goals “1: Student Completion” and “2: Transformative Teaching and Learning.”
2. **Learning Spaces:** Create student ready classrooms by providing furniture and technology that allows students and faculty to engage in active learning. We have already transformed one classroom in building 4 and were in the process of collaborating with BEPP to transform one of the classrooms in building 8. This goal also aligns with the M-V-V for “student success and equity” and “academic excellence.” This goal aligns with the Education Master Plan goals “2: Transformative Teaching and Learning” and “3: Technology and Facilities.”
3. **Program Expansion:** In addition to expanding online and hybrid offerings in general across the programs in the Language Arts Division, we will also focus on the following:
 - a. **OER & ZTC Texts:** Expand the development and use of OER textbooks to increase the affordability of classes within the Division.
 - b. **ESOL:** Expand non-credit offerings to level IV; we are offering our first non-credit offerings in Spring 2022 for level III ESOL classes.
 - c. **ENGL/LIT:** Continue to collaborate across the District to align course offerings to avoid duplication and to strengthen enrollment, particularly in the face-to-face literature courses.
 - d. **World Languages:** Expand languages offered by finding another Chinese language instructor as well as exploring new languages, possibly Italian and French. We also want to expand our partnership with the Dual Enrollment program with additional language offerings.
 - e. **Communication Studies:** Transform the second Communication Studies classroom to a student-ready learning environment and consistently offer online courses to ensure that students have access to a fully online COMM degree. Institutionalize the funding for the Forensics program to support program growth and student participation in Forensics tournaments locally, state-wide, and nationally.



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- f. **Journalism:** Establish a Spanish-Journalism Certificate and explore the feasibility of Journalism in the Dual Enrollment program. Establish ongoing funding to support both the printing costs of the *Viewpoint* and student participation in Journalism conferences.
- g. **Middle College:** Establish a partnership with the Jefferson Union High School District and reach 120 students in the program, which will also require adequate facilities to accommodate the program expansion.

These goals align with the M-V-V for “open access,” “student success and equity,” “academic excellence,” and “community partnerships.” Further, these goals align with the Education Master Plan Strategic Goals “1: Student Completion,” “2: Transformative Teaching and Learning,” “3: Technology and Facilities,” and “5: Strong and Effective Community Partnerships.”

V. Using the boxes below, list the resource requests that the Division is moving forward for consideration. Please note that the resource requests should be in declining order of priority, as indicated in the upper left corner of each box. For each resource request, describe how it connects with your Division goals, and the potential consequences of not securing the requested resource. In sum, please explain why filling this request should be a priority for the College.

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
1	ESOL Marketing/Outreach	Other	ESOL	\$2,000
Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.				
Due to the significant decrease in enrollment in ESOL, the program needs assistance from Marketing and Outreach to help engage potential students to help the program begin to recover from the pandemic and to strategize for post-pandemic enrollment.				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
2	ESOL Student Assistants	Student Assistants/Workers	ESOL	\$12,000



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Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.

The student assistants in ESL Connect have been central to engaging and supporting potential and current students as they help students navigate the matriculation steps and provide translation services as well. Their diligence under Mylene Foo's leadership have helped the program attract and support students in a time of lower enrollment.

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
3	Communication Studies Classroom Furniture	Renovation/ Designated Space	COMM	\$38,000

Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.

An essential part of transformative teaching and learning is the classroom environment, and the Communication Studies program has mostly transformed one of the designated classrooms with new furniture and technology. There are a few additional items for the almost complete classroom and the second classroom needs new furniture and equipment to create a fully student ready learning environment.

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
4	Journalism Printing Budget Augmentation	Contract Services	JOUR	\$

Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.

The Journalism department needs an augmentation in its budget by \$2,932.99 to accommodate the printing of 2,000 copies of Viewpoint magazine, which is produced in the spring semester by JOUR 320/330/340/350/695 students.

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
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5	Journalism Conference Funding	Direct Aid to Students	JOUR	\$14,000
<p>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</p>				
<p>In order to sustain the viability of student participation and learning through conference attendance, the department needs ongoing funding, which might be possibly through inclusion in the CTE funding process.</p>				

Order of Priority	Resource Request Title	Type	Program(s) Impacted	Amount \$
6		Choose an item.		
<p>Describe how this request impacts program/division operations, and how it will further completion of the Division goals stated above.</p>				

If you have additional resource requests, please copy and paste new boxes below, and be sure to update the priority ranking.