

Goals

Ref.	Goals	Activities to achieve goals	Completion date	Person (s) Assigned
S4, S8, S9, S14, S15, W7,	G1. Adult Basic Education (ABE) (AED 49.01 and AED 48.05), College Placement Strategies (AED 42.98 and AED 42.99), ESL, and GED courses will have an active instructional action plan based on at least two semesters of course SLOs data.	<ul style="list-style-type: none"> • Department chairs develop a departmental training SLO sequence (calendar) for new and continuing adjunct faculty • Create a program specific Canvas site to keep adjunct faculty informed • Ninety percent of AED 49.01 adjunct faculty will report SLO data via eLumen • Ninety percent of GED adjunct faculty will report SLO data via eLumen • Ninety percent of ESL adjunct faculty will report SLO data via eLumen • Implement and measure SLOs in College Placement Strategies courses • SLO data collection will be reported by all full time and adjunct faculty with ninety percent participation 	Fall 2020 ABE- Spring 2018 GED- Spring 2019 ESL- Spring 2020 College Placement Strategies- Spring 2021 Fall 2022	MRobles & GBdC
S12, W6, T2, T3, W4	G2. AED 49.01 and AED 48.05 will participate in the AIME program to create a clear transition from non-credit to credit in the areas of math and English.	<ul style="list-style-type: none"> • Department chairs create materials for AIME pathway meetings • Department chairs will align lecture and lab course content by creating a suggested pacing guide 	AED 49.01 -Fall 2018 AED 48.05- Fall 2019	MRobles, A Morrison, and GBdC

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		<ul style="list-style-type: none"> • Department chairs will map CASAS competencies related to course content 		
S15, W6, O3, O4, O5	G3. A supplemental GED math and reading course are to be submitted to curriculum to support our current GED students' needs.	<ul style="list-style-type: none"> • Course outline will be vetted by faculty • Data to suggest need will be collected and presented to Adult Education Department's Associate Dean • Course outlines will be drafted. • Course outlines will be submitted to the curriculum committee 	Fall 2018 (October)	GBdC

O5, O4, O2	G4. The AED department will update at least two of its current courses to align the course content to career or college readiness. - AED 42.98 - AED 42.99 - AED 42.20 - AED 42.22 - AED 22.08 - AED 36.01	<ul style="list-style-type: none"> • Create a faculty committee to review current course outlines. • Revise course content based on the recommendations of faculty • Submit revised curriculum to curriculum committee 	AED 42.98 – Fall 2018 AED 42.98 – Fall 2018 AED 42.20 – Fall 2019 AED 42.22 – Fall 2019 AED 22.08 – Fall 2020 AED 36.01 – Fall 2020	GBdC, MRobles & Adjunct Faculty
O3, W7, W6, W5, W4, W3	G5. In an effort to connect non-credit students to the success center, AED 49.01, AED 48.05, AED 42.05, ESL, and GED courses will implement at least one class visit to the success center per semester.	<ul style="list-style-type: none"> • AED 49.01 will participate in AIME pathway • AED 48.05 will participate in AIME pathway • Canvas program sites will inform adjunct faculty about the success center • Ninety percent of adjunct faculty will include success center information as part of the syllabus 	Fall 2017 Fall 2018	GBdC, MRobles & Adjunct Faculty
T7, O1, S10, S4	G6. Hire a full-time Basic Skills faculty	<ul style="list-style-type: none"> • Collect data on FTES • Collect SLO data and evaluate instructional effectiveness • Participate in Noncredit CTE Readiness project • Attend IEPI (Institution Effectiveness Partnership Initiative) Building Bridges and Programs conference • Become members of ACCE (<u>Association of Community & Continuing Education</u>) to 	Fall 2020	GdBC, MRobles with Associate Dean Vasquez

		advocate for full time non-credit positions to be mandated in the FON		
T7, S6, S5, S4	G7. Recruit qualified ESL and Basic Skills instructors for a part-time pool.	<ul style="list-style-type: none"> • Draft job notice and submit to HR • Connect with new graduates from four year universities 	Fall 2017	GBdC, MRobles with Associate Dean Vasquez

T7, T3, W8, W6, W2, S9, S10, S8, S1	G8. Conduct program based professional development to insure the vision and mission of the Adult Education Department.	<ul style="list-style-type: none"> • Plan and develop materials for faculty professional meetings • Evaluate SLO at program meetings • Create LMS program sites to communicate with adjunct faculty • Invite adjunct faculty to present instructional ideas during faculty meetings 	<p>ABE- Spring (Jan) 2017</p> <p>GED- (Jan) Spring 2018</p> <p>ESL- (Jan) Spring 2021</p> <p>College Placement Strategies- Spring 2021</p>	MRobles & GBdC
T7, W8, S4	G9. Use LMS as a medium to communicate among faculty, engage all adjunct faculty in professional development, and to collaborate.	<ul style="list-style-type: none"> • Full time faculty will complete Canvas 20-hour training • Incentivize participation in CTX Canvas trainings for adjunct faculty • Include Canvas as an agenda item during SLO meetings • Create a feedback system between full-time faculty and adjunct faculty 	<p>Fall 2020</p> <p>Spring 2018</p>	MRobles & GBdC
T7, T6, T5, T4, T3, W4, S12, S13, S14, S15, S16,	G10. Develop a plan with necessary Cerritos College departments to report accurate positive attendance and academic progress for all AED courses.	<ul style="list-style-type: none"> • Meet with Academic Affairs & Admissions and Records to discuss AED reporting • Prepare a proposal to AA and A&R to resolve AED reporting issues • Follow up with AA and A&R to ensure process is working and has resolved issues • Meet with IERP 	Fall 2021	GBdC, MRobles with Associate Dean Vasquez

O4, W6, O2,	G11. Draft three new courses to address college preparation, ESL, or career readiness.	<ul style="list-style-type: none"> • Include curriculum innovation as an agenda item during Department chair meetings • Collect CASAS data and analyze • Develop student goal setting survey 	Fall 2020	GBdC, MRobles with Associate Dean
W7, W5	G12. AED 49.01 will assess all course SLOs to obtain course wide trends and to create an accurate and effective course action plan.	<ul style="list-style-type: none"> • Develop material for SLO meetings • Create Canvas program site to share instructional ideas and resources • Implement and document action plans • Recommend and incentivize adjunct faculty to participate in SLO training via CTX 	Fall 2021	GBdC & Adjunct faculty
S4, S15, S14, W4, W1	G13. GED A and GED B will assess all course SLOs to accurately discover differences in student performance among the four subject areas covered.	<ul style="list-style-type: none"> • Develop materials for SLO meeting • Create Canvas program site to share instructional ideas and resources • Implement and document action plans • Recommend and incentivize adjunct faculty to participate in SLO training via CTX 	Fall 2021	GBdC & Adjunct faculty
S16, W6, W8, T5	G14. Implement College English Skills SLOs and assess.	<ul style="list-style-type: none"> • Change the grading standard to fit AED Pass, Satisfactory Progress, No Pass • Contact IT to add Grade column to Rosters+ • Develop a grading rubric • Develop common assessments including a common final 	Fall 2019	GBdC Martha Robles Morrison Associate Dean