

# Santa Rosa Junior College

## Program Resource Planning Process

### English 2014

#### 1.1a Mission

The English Department is committed to consistent, quality instruction at all levels of our curriculum, from English 305.1 through English 5 and literature classes.

The Department has a multi-part mission: 1) To further the basic literacy growth and cognitive skill development of all students; 2) To provide students with the reading, writing, and thinking skills that are necessary for success in college courses and the workplace; 3) To prepare students for transfer not only in English but in a variety of subjects requiring strong reading, writing and thinking skills; and 4) To foster an appreciation of English and American literatures, as well as other literatures available in English translation; and 5) in doing the foregoing, to help students cultivate the creative, intellectual, social, emotional, aesthetic and ethical capabilities that are required of responsible, engaged citizens, and that are essential, as John Dewey put it, to "a life of rich significance."

#### 1.1b Mission Alignment

The English Department's mission is both consistent with and crucial to the District's mission, institutional goals, and initiatives. The comprehensive mission of the English Department's instructional program maps closely on to the college's basic mission statement: "SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community."

I. Community Outreach, Development & Involvement: The Department is involved in the newly created Early Assessment Program(EAP), which encourages high school juniors to take an English assessment test (including a writing sample) in order to determine their readiness for college-level English courses. The Department has voted to recognize a student's "exempt status," which allows the student to enroll in English 1A without taking the Junior College's assessment test for English placement. This parallels the CSU's acceptance and thus furnishes further evidence of articulation between the high schools, junior college and California State University system. The Department will also acknowledge "conditional status," a new category in EAP that alerts students in the 11th grade to the need for English remediation in the 12th grade as a way to prepare for college-level reading and writing. The Department has staffed booths at the Day Under the Oaks celebration in May 2013 and 2014, and at First Oaks events in both years. In 2013-14, English faculty created and coordinated the campus-wide "Ask Me" program, which brings together SRJC faculty, staff, and administrators in building a culture of inquiry among

our students, and promoting student success, by helping students ask questions and obtain needed information when and where they need it.

II. Multi-Campus Coordination: On the Petaluma Campus, the English Department offered 48 sections of English classes in Fall 2013 and 37 in spring 2014. These sections include developmental as well as transfer-level courses. It is also a goal for the Department to offer at least one literature class for majors in Petaluma each academic year. The department chair travels to Petaluma several times per semester to meet with concerned students and/or faculty, and to plan and coordinate department affairs, and Petaluma faculty attend department meetings in person or virtually on the Santa Rosa campus. We await negotiations between the District and AFA to further explore strategies for effective coordination between the two campuses. The ideal fix would be to restore the coordinator position that we had in Petaluma until 2003, with re-assigned time going to the faculty member serving as the liaison between the two campuses.

III. Student Learning Outcomes: The Department has conducted five Learning Assessment projects, two for English 1A, one for English 302, one for English 100, and one (in progress) for English 5. The Department and the chair continue to respond to new directives and tasks handed down either from ACCJC, or Project Learn. We will soon complete a 6-year Cycle SLO Assessment Plan. All of the Department's currently active courses have approved SLOs. The Department is actively assessing SLOs, and will have completed SLO assessments for 100% of courses that are regularly offered by the Fall of 2014. Other courses whose offerings have been irregular due to schedule and budget cuts may have to wait until they are next offered to have their SLOs assessed.

IV. Basic Skills/Immigrant Education:

We are using BSI funding to better serve Basic Skills students through integrated programs, including Smart Start (English 305.1/Counseling 355; English 307/Counseling 60; English 100/Counseling 60) and First-Year experience (English 100/Counseling 10). We have also supported Basic Skills students through interdisciplinary learning communities: English 100/Math 150A, English 100/Child 90.1, English 100/Anthropology 2.

The Basic Skills Committee has also supported the development of embedded Counseling sessions for all 300-level English, ESL and College Skills courses. These sessions provide students with needed information about Counseling, the new Priority registration process, Financial Aid, the English pathway, etc. All English 305.1, 307, 305x/306x, and 302x/100x courses are eligible for embedded Counseling visits.

English faculty are leading SRJC's Reading Apprenticeship efforts on campus; Reading Apprenticeship is a proven strategy to increase student success and is supported by the Basic Skills Initiative and 3CSN. After participating in the Leadership Community of Practice in Reading Apprenticeship, these faculty have led workshops on RA and started a RA focused inquiry group on campus that meets monthly.

The English Developmental Committee has devised a 5-year plan to (1) strengthen the existing pathway and (2) engage in pathway redesign to create an alternative pathway incorporating best practices supported by the Basic Skills Initiative. To

achieve the first part of this plan, the developmental committee has selected course leaders for the entire developmental pathway to facilitate assignment/best practice sharing. Also, Developmental Committee meetings will be open in the future to all English instructors to increase participation and build our capacity to better facilitate learning. To fulfill the second part of the plan, members of the Developmental Committee will participate in the California Acceleration project to pilot an accelerated 307 in Fall 2014. Faculty participating in the pilot will share their new knowledge with English faculty, create common assignments, assign common texts, and create a shared capstone common assessment. Participation in CAP is at no cost to the district; CAP faculty will attend three 2-day institutes to develop accelerated curriculum and learn accelerated pedagogy and they'll receive mentoring to aid in the implementation of both.

Over the summer of 2013, the English department began offering JAM sessions to prepare students for the English Placement Exam. Many students take the placement without understanding the importance of the exam, let alone what they'll be tested on. Initial results of the JAMs have been promising. Most students who retook the placement tested one English course higher in the pathway, sometimes two courses. Five more JAM sessions are schedule for late Spring/Summer. We are working with the Dean of Student Success to collect SIDs and to examine how successful JAM students are in the English pathway. Much more remains to be done in all of these areas, and the English Department is committed to this effort—given necessary resources and staff.

Enrollment Management & Retention: Each semester, the Department makes adjustments to its schedule based on placement data and enrollment patterns. Because of our size, our enrollment patterns generally reflect those of the College as a whole.

I. The English Department acknowledges the central role it plays in reflecting the principles and enacting the practices of the Basic Skills Initiative/Immigrant Education, to increase retention and improve student success. In addition to pursuing the Basic Skills initiatives described above in IV, the Department shows its commitment to student retention through the following: a) The Writing Center, which in summer 2008 moved to a larger classroom with the objective of serving one-third more students; b) The First-Year Experience; c) The Smart-Start Program; d) Learning Communities; e) the Common Reading Experience (CRE) that links students in courses inside and outside the English Department through a common work of literature; f) The Puente Program; g) hybrid and online classes; and h) interdisciplinary and special focus classes. Retention has been steady; in 2011 it was 76.1%, and in fall 2013 74.1%.

While our mission is consistent with and crucial to the college's mission, initiatives, and goals, the Department does not at present have enough full time faculty to effectively carry out this mission. In fall 2014, we will have 25 full time faculty members, a 7.4% drop from the 27 we had in fall 2009 and a 24.2% drop from the 33 we had in 2004. Of this number, one will be on reduced load (from 100% to 70%), and eight will be in tenure review (two in their first year). Five will be on the Petaluma campus. Even before BSI and Learning Assessment Projects were added to the Department's responsibilities, we did not have enough contract faculty

to do the work we are charged with doing. Clearly, the intersection of rising enrollments and the decline in full-time faculty justifies the Department's request for additional full-time staff.

### 1.1c Description

The English Department is the largest academic department at SRJC, offering 197 course sections at multiple locations in Fall 2013 and serving approximately 6654 students in fall 2013 (12,667 in the full academic year 2012-13). At the heart of English pedagogy across the full range of the Department's offerings is instruction in writing informed by reading; this instruction ranges across the rhetorical, syntactic, grammatical, and conceptual levels. Department enrollments include a large developmental population (more than 30% of total enrollments) as well as transfer-level courses and a growing number of English majors. All students pursuing an AA/AS degree or planning to transfer must take courses in the English Department. In fall 2009, English 1A replaced English 100 as the requirement for the AA degree. This new requirement has impacted the Department in numerous ways, among them, by adding more multi-language students to English 1A than in the past. These multi-language students typically require more one-on-one time with the instructor than native students, thus increasing the time commitment from English instructors who teach primarily reading and writing.

To support student retention and success, the department sponsors a Writing Center, with a total of 8070 student hours logged in fall 2013. For English 1A students, the department offers a Work of Literary Merit (WOLM) program, which each semester organizes a lecture series to support study of a common text, such as Charles Dickens's *Great Expectations* and Junot Diaz's *The Brief, Wondrous Life of Oscar Wao*. In spring 2012, the Department concluded its pilot project involving a common and customized handbook for all students enrolled in pathway courses, 305 through 1A. This allowed students to become familiar with the handbook's content, knowing they would be using the same book in subsequent English courses, in courses outside the English Department, and in the Department's Writing Center. Although the use of a common handbook is considered a BSI "best practice," tied to student retention and success, the Department elected to terminate the project at the end of spring 2012.

The English Department is also responsible for coordinating the reading and scoring of approximately five thousand writing samples each year as part of the Assessment test for English Placement.

### 1.1d Hours of Office Operation and Service by Location

The English Department offers classes from 7:00 am until 10:00 pm, Monday through Thursday, on both the Santa Rosa and Petaluma campuses. In addition, we offer Friday classes from 9 am-12 pm on both campuses, Friday and Saturday hybrid sections of English 1A, and Friday and Saturday hybrid sections of English 100.

The Department Office in Santa Rosa has Administrative Assistant coverage from 7:30 am until 4:30 pm, Monday through Thursday, and from 8:30 am to 1:30 pm on Friday. In summer 2014, due to the retirement of the department's Administrative Assistant, the office was open only from 8-2 M-Th while classes were being offered while a replacement was being recruited. Since we lost our 60% AAll position several years ago, there has been no coverage in the evening, despite the Department's offering many classes in the evening hours. A Writing Center Assistant (currently an STNC) oversees our Writing Center from 9-1 Monday through Thursday. No staff are assigned specifically to the English Department on the Petaluma campus.

## 1.2 Program/Unit Context and Environmental Scan

Since 2011 it has become clear that the vision of the Community College set forth some 50 years ago in California's Master Plan for Higher Education has in effect been replaced by a new regime for Community College Education, most clearly embodied in the Student Success Act of 2012. This sweeping change presents particular challenges to the English Department. The Master Plan's emphases on access, opportunity, enrichment, and service to the community are gone; we are now confronted with a vision of "success" defined quantitatively, for students, by the speed with which a student completes an education plan leading to employability, and for the college, by the numerical outputs—pass-throughs, degrees and certificates awarded, and so on, all counted on an institutional state scorecard. Where the college, under the Master Plan, was once understood as a place that awarded grades reflecting the quality of student's learning, now, under the Student Success Act, it is understood as a place that is itself to be graded on its success in teaching, and that success, in turn, is understood strictly in terms of the quantity of its numerical outputs. These new values—speed, efficiency, maximized outputs measured quantitatively—have never been the core values of the discipline of English, whose key values (at the risk of oversimplification) have always focused on the qualities of the individual writer's voice on the page, and of the individual mind expressing itself through that voice.

A related change is the transformation of our student's literacy by the revolutionary growth of the internet, and the rise of new forms of digital literacy. It is no coincidence these digital literacies share substantial values with the educational regime of the Student Success Act: smart phones, kindles, laptops, and in general an increasingly pervasive total digital environment, all value speed, and quantitative volume; indeed, they implicitly redefine cultural quality in these quantitative terms. Proposals to create MOOCs (Massive Online Open Courses) for CC credit are one example of the convergence of these technological and educational developments. But perhaps the most telling example is the proposal currently under consideration by the state to implement a state-wide writing assessment instrument, in which student essays will be read by machines. The implicit message communicated to students by such an instrument could hardly be clearer: that the educational institution understands them as abstract units in a large technological system that values speed and efficiency above all, or in other words, that the environment in which their writing takes place is literally inhuman. Doubtless some students will imaginatively project the next logical step in these developments: when machines are developed that will replace not only the faculty members who read their essays, but the students who write them.

Indeed, from the perspective of a discipline traditionally devoted to relatively slower practices of ruminative critical reflection, and rooted in a fundamental conviction of the incalculable value of the individual's voice, the rush to embrace such apparently dazzling new technological potencies can seem strikingly unreflective, and uncritical. The English Department faculty recognize that there is no binary opposition between technological and cultural changes and traditional values: change has been a constant in modern culture for a long time, and the Department's faculty have for many years been working hard and thoughtfully to integrate digital technologies into their pedagogy, and to stay abreast of change. Still, the task of adapting our pedagogy to this latest round of arguably revolutionary changes will be occupying the Department for the foreseeable future.

## 2.1a Budget Needs

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The English Department's budget for 2013-14 was \$20,134, down from \$26,629 in the previous PRPP.

- 4000s (Books supplies, graphics):\$19,018.
- 5000s (postage, mileage, telephone, repairs): \$1,116

The Department has become very efficient in keeping its supply and copy expenses low, but with the addition of large numbers of new faculty, our graphics budget needs to increase somewhat.

The Department currently employs STNCs, in the office, where Janet Chin (20 hrs.) assists Loretta Alton, and in the Writing Center, where John Kincheloe (14 hrs.) serves as assistant/manager, and where Greg Hayes and Megan Allen work with students (14 hrs. total). Other sections of part 2 of the PRPP make the case that these STNC positions need to be changed to classified positions.

The Department would like its budget to include additional money for readers (cut in 2002) and for travel to conferences (cut in 2002). The loss of readers has negatively impacted the instructional program, and made it harder to achieve desired retention goals in the Department's core courses. English faculty read an estimated 600 student papers each semester, and readers allow instructors to focus on essential skills and global revision. Without readers, instructors cannot provide the kind of comprehensive feedback on each paper that encourages students to persist in their efforts to improve. Such feedback is acknowledged as an important "best practice" by the Basic Skills Movement nationwide.

In 2014 the College provided money for English department in-service days, paying adjunct instructors to participate in a Department-led norming session to help them align their evaluative standards with those established by the Department over the past three years. The English Department's greatest challenge each year is to unify academic standards in each course in the Pathway from 305.1 to 1A without infringing on an instructor's freedom to choose texts, design in-class activities, write exams and

assignments, and generally assist his or her students in accomplishing the course's student learning outcomes. Instructors at each level of the Pathway depend upon their colleagues to prepare students to meet the challenges of the subsequent course. Without periodic norming of large numbers of faculty, this predictable and reliable transition from one course to the next does not happen. We are grateful for the College's support in 2014, and we would like to ask that this support become a regular feature of the English Department Budget.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	02	01	\$5,000.00	Periodic norming (assessment training & alignment) of adjunct faculty teaching courses in the Pathway is necessary to standardize expectations and evaluations of student writing.
0002	ALL	02	01	\$5,000.00	Attending professional conferences is an essential element of an instructor's ability to stay current with ongoing research into the discipline and pedagogy.
0003	ALL	01	01	\$4,000.00	Readers enable English faculty to provide the comprehensive feedback on each paper that encourages students to persist in their efforts to improve. Such feedback is acknowledged as an important "best practice" by the Basic Skills Movement nationwide.

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Asst. III	40.00	12.00	<p>Personnel matters: Prepares PAFs, monitors time sheets, monitors load balances, verifies budget allocation, tallies Hiring Committee screening information, maintains absence records, maintains accurate files related to IA schedules and classified evaluations; compiles scores from student evaluation forms and transcribes student comments; arranges for substitutes.</p> <p>Budget matters: Prepares POs, makes budget and expenditure transfers, makes deposits to multiple accounts, maintains records of STNC expenses, maintains accurate records of all expenditures of department accounts, trouble shoots/tracks problems.</p> <p>Curriculum matters: Works with the Curriculum Committee to enter data into the curriculum program, prepares paperwork for submission of new or revised courses; maintains records of all curriculum work in process.</p> <p>Scheduling matters: Assists chair in developing schedule, maps schedule to available classrooms, sends out Interest Letters, determines sign-up dates and times for contract and adjunct faculty, provides load information for faculty, assists Scheduling Committee with sign-up process, enters data on filemaker pro document and cross-checks and verifies the information with the AAI, transfers information to Scheduling proof, prepares SCFs as needed.</p>

			<p>Student Matters: Accepts and stamps student papers, answers questions; schedules student appointments with department chair.</p> <p>Miscellaneous: Prepares maintenance requests, deals with copier problems, orders supplies, collects and distributes mail, provides clerical support for chair, posts classes, assists faculty with department-related projects.</p>
Instructional Asst. Sr.	15.00	10.00	Performs highly technical and specialized paraprofessional preparatory work to assist faculty in the instruction of students; demonstrates theoretical or practical subject matter in a classroom or laboratory setting; may act as lead worker to other classified staff in the area; and performs related work as required.
Instructional Asst. Sr.	9.00	10.00	
Instructional Asst. Sr.	12.00	10.00	
Instructional Asst. Sr.	6.00	10.00	

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Department Chair	32.00	12.00	32 hours per week during academic calendar, less during summer. Staffing (chairs Hiring Committee), schedule development (chairs Scheduling Committee), SLOs, curriculum, assessment, program planning and evaluation, faculty and staff evaluations, communicate with faculty (25 full time, 69 adjunct) via department meetings and department newsletter, receive and address student concerns and complaints, receive and address faculty concerns and complaints, supervise staff, manage a growing paperwork load including the Sisyphean task of the PRPP, manage a growing email load, orient new faculty, advocate for department programs with administration, spearhead department initiatives.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Writing Center Assistant (STNC)	14.00	9.00	*150 days over two semesters* Coordinates the day-to-day operations in the Writing Center; opens the Writing Center in the morning; oversees the Timekeeper and student attendance; provides consistency from hour to hour as faculty and Instructional Assistants come in and out of the Writing Center; provides one-on-one tutorial assistance to students; strives to coordinate computer and network maintenance in the absence of the Microcomputer Specialist position formerly assigned to the Writing Center; maintains the Writing Center budget; places orders and maintains supplies; develops and oversees I.A. schedules; organizes special events and completes special projects as assigned; develops and prepares procedural handouts.
Instructional Assistant	8.00	9.00	Works with students in the English Department's Writing Center, answering their questions about an assignment and offering advice in relation to an essay's rhetorical effectiveness, development, organization, grammar and punctuation.
Instructional Assistant	6.00	9.00	Works with students in the English Department's Writing Center, answering their questions about an assignment and offering advice in relation to an essay's rhetorical effectiveness, development, organization, grammar and punctuation.
AA I (STNC)	20.00	9.00	AA I. STNC performs the duties of an AA I, assisting the Department's AA III in all areas of workload.

## 2.2d Adequacy and Effectiveness of Staffing



The English Department is critically understaffed. With the departure of an AA I (at 60%) in 2010 and two full-time Microcomputer Specialist at 100% in 2007 and 2011, our AA III has been overwhelmed. Two examples out of many: there is no office staff present to serve students and faculty whatsoever from 4:30 p.m. to 10:00, a period when the Department offers a dozen or more sections. The Department's AA III has no training in web support, so no one has been maintaining and updating our Department web site. Our current AA III's skill, and her accumulated knowledge and experience, have allowed her to work effectively far beyond the limits of her job description, but she will be taking these with her when she retires at the end of Spring 2014 (her outsized workload is a major reason for her retirement). She currently has the effective support of an STNC at 20 hrs per week, but the person who replaces the current AA, lacking her vast knowledge and experience, will need at least an equivalent amount of classified support (50%).

As part of our departmental effort to revitalize our Writing Center, we need to change our current STNC Writing Center Assistant to a permanent classified position, to improve the continuity and effectiveness of management, and the continuity and effectiveness of technical and pedagogical support. This position (currently 14 hours/wk at STNC rate) replaced a Microcomputer Specialist II position (32 hrs/wk) in 2007 at a greatly reduced cost to the District. The M.S. II was removed in 2007 for personnel reasons; there was never any question that the pedagogical and administrative needs of the Writing Center justified that classified position. In light of the Basic Skills Initiative, in light of 1A being the AA requirement, and keeping in mind the essential role of a well-supported Writing Center in offering vital just-in-time supplemental instruction, and improving retention and outcomes—a role that has been well-established by educational research--the Writing Center warrants a Writing Center Coordinator position of at least 50%.

We need more Instructional Assistant hours to fully staff our Petaluma Writing Center, to support the Petaluma Puente Program and to assist in our English 305.1 classes. On the Santa Rosa campus, we do not have enough I.A. time to cover our Writing Center hours and to assist in all of our English 305.1 classes (our lowest developmental-level course).

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	05	02	STNC	Administrative Assistant I for English Department	Classified
0002	Santa Rosa	01	01	STNCs	Writing Center Coordinator--IA	Classified
0003	Santa Rosa	00	00	None	Instructional Assistant for English 305	Classified
0004	Petaluma	00	00	STNC	Instructional Assistant (Regularize STNCs)	Classified

## 2.3a Current Contract Faculty Positions

Position	Description
English Instructor 21 positions Santa Rosa	Most English instructors are hired as generalists, and are expected to be able to teach the full range of development, transfer-level, and literature classes. One of the 21 current SR positions will be on reduced load (70%) in fall 2014. One is retiring at the

	<p>end of Spring 2014. Two more will be retiring at the end of Fall 2014. Three are new hires (2013). Including those three, five are still in tenure review. We are currently in the process of hiring a new contract faculty member for Santa Rosa, so that by Spring 2015, SR will be down to 19 contract faculty members, six of whom will be in tenure review.</p>
<p>English Instructors 4 positions Petaluma</p>	<p>Generalists. One of the four participates in the Puente Program. One is a new hire (2013). We are currently in the process of hiring a fifth contract faculty member for Petaluma. In 2014-15 two out five contract faculty in Petaluma will be in tenure review.</p>

## 2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
English	22.7000	42.9200	30.6800	57.0800	<p>In a Department as large as English this ratio varies from semester to semester, depending on the number of faculty on sabbatical, on reduced load, or teaching abroad, and on growth or shrinkage in the schedule. As of April 2014 we have 25 contract faculty, and a total of 69 part-time faculty in our adjunct pool. In the Fall of 2013, 58 of the adjuncts in the pool were teaching, and in the Spring of 2014, 55 of the adjuncts were teaching.</p> <p>However, the English full-time/part-time ratio needs to be put into context. Program integrity for a department with a long, sequential pathway of courses requires ongoing, time and labor-intensive norming sessions to agree on what constitutes A, B, and C work at each level of instruction and to agree upon outcomes and objectives at each level. Adjunct faculty have for years not been required to participate in these sessions, nor compensated for doing so. Nor are adjunct faculty compensated for completing SLO assessments. Thus, roughly 50% of classes in any given semester have been taught by adjunct faculty whose familiarity with the objectives and standards set by the department, including SLOs, is variable and uncertain. A further problem with our large adjunct teaching footprint is the high turnover rate for adjunct faculty. Some leave for full-time positions, some retire, and some find better incomes or more classes at other colleges. In recent years especially, we have had huge numbers of new adjunct faculty who require orientation to the department (we've hired 25 in the last two years). The high number of adjunct faculty is particularly problematic at this time because the Department is trying to reinforce consistency in addressing student learning outcomes for its Pathway, and more broadly to respond actively and effectively to new pressure from Student Success Act directives to improve outcomes.</p> <p>The funding the college provided for norming sessions during our Department in-service days in Spring 2014 was a crucial and welcome move to address these glaring issues, but it was only a first step. The long-term pathways to improving student retention and success throughout the English pathway are to hire more contract faculty, increasing the ratio of FT to PT, and to provide reliable, ongoing funding for adjunct orientation, professional development, assessment, and norming.</p>

### 2.3c Faculty Within Retirement Range

Currently 10 out of 25 (40%) contract faculty members are within retirement range. By Spring 2015, if two new contract faculty are hired in 2014 as expected, and if three current contract faculty have retired as expected, 7 out of a total of 24 (30%) contract faculty will be within retirement range. Also, starting in Fall 2014, one English full-time faculty member will be on pre-retirement load reduction of 30%.

19 out of 55 adjunct faculty (35%) teaching in Spring 2014 are within retirement range.

It is likely that the English Department will experience a further loss of 3 or 4 full-time faculty to retirement in the next one to three years; additional senior faculty are likely go on reduced load. These retirements will continue to put acute strain on our capacity to complete the full complement of department and college service, and to undertake necessary and appropriate professional development projects, for the next few years.

### 2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

The English Department has hired at least 45 adjunct faculty since spring 2006, 25 of these in the last two years. Over roughly the same period our full-time faculty has shrunk from 33 to 25 (nearly 33%). After going through a full adjunct hiring process and adding 10 adjunct instructors over the summer of 2014 (in addition to 15 in 2013), the English Department still struggled to staff its courses. We were forced to cancel a full section of English 307 because there was no instructor available. When A&R sent a message in week two to all enrolled students announcing late start classes, 326 students clicked on the single late-starting section of English 1A, which was, by the way, already full. With adequate faculty, we could have added numerous sections, and served scores of students (and garnered desperately needed FTES for the college), but we had flat run out of teachers. Clearly, the college's approach to faculty staffing in English, which for the last decade has involved shrinking the FT faculty and filling in with frequent adjunct hirings, has stopped working: we are turning away students because we have no faculty to teach them, and even as we find ourselves swamped with new probationary adjuncts, it has become clear that the pool of potential adjuncts is tapped out.

The workload involved in such enormous rates of hiring, and in orienting, mentoring, norming, and evaluating such large numbers of probationary adjuncts, is also unsustainable, especially with our reduced numbers of contract faculty. Moreover, this level of adjunct hiring and turnover does not represent a sustainable way to maintain the integrity of our instructional program. See 2.3b for the threats to program integrity posed by the combination of a growing and rapidly changing number of adjunct faculty (50-65) in any given semester), and insufficient full-time faculty; these threats are exacerbated by the sheer volume of full-time faculty workload devoted to managing the constant incoming flood of adjunct faculty.

We are glad to say that the full-time faculty has begun to rebound from its low of 22 in 2012, to 25. But 8 of these 25 are in tenure review, and so barred contractually (and by professional common sense) from taking on a full load of department and college service. A core of our hardest working and highest achieving regular faculty devote much or most of their time to critical work outside the department, in the union, in statewide organizations such as 3CSN, or in critical local programs (Basic Skills), and professional development (New Faculty Orientation, the ongoing Reading Apprenticeship program). By regularly working well beyond their contractual obligation to meet student, department, and district needs, our core of senior faculty has until now enabled the department to continue to function effectively. But this is not a sustainable pathway forward for the department; instead it is a recipe for burning out our most productive faculty. By spring 2016 at the latest three more of those key senior faculty will be retired. The Department is still far from having adequate contract faculty to staff department and district committees, address college and state initiatives, and above all, to do the necessary ongoing work of maintaining, assessing, and renewing our instructional program. We strain in particular to do the critical work of norming grading standards, which is extremely time and labor-intensive (for a faculty this size a norming session may require up to

400 teacher hours), and which to be successful requires that a healthy majority of the faculty, full-time and adjunct, attend norming sessions.

The English Department continues to need additional full-time faculty in order to successfully carry out its mission as the largest department on campus, as a department central to the college's mission, through whose doors pass all students who transfer or graduate from SRJC.

We ask for two to three positions in 2015. However unlikely it may be that we will get them, we may need more than that, as explained above, simply to meet the actual demand for sections of English. We expect that we will need similar numbers of new full-time faculty each year for the next three years in order to move the department, however slowly, back towards full staffing levels, and back on to a sustainable pathway to the future.

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Santa Rosa	01	01	3 English Instructors to replace retirements.	The number of English full-time faculty is still near historical lows, making it critically difficult for the Department to maintain its program. Current full-time faculty, for example, are working overtime and straining to complete required SLO assessments, and to do meaningful independent work towards maintaing, updating, and renewing our instructional program.

## 2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

The only classroom in Emeritus Hall that has not been upgraded with instructor terminals and projection technology is 1624, a dedicated English Department classroom. Moreover, because the rest of the Department's classrooms have this technology, the common practice of the faculty is to prep with the expectation of using a terminal/projector. The work involved in revising and adjusting pedagogy and curriculum for 1624 involves a substantial added workload for the faculty, and ultimately, a cost to the college. The lack of media technology in these classrooms is also an unfair inequity for English students. We therefore request that this room be upgraded in 2014-15.

The wheeled chairs in rooms 1601 and 1628 have passed the end of their useful life span. Several have broken down completely and been removed, and replaced by a checkered array of old, non-wheeled chairs taken out of storage. We therefore request that these 55 chairs be replaced. 30 new chairs for 2014-15 would take care of the immediate need to replace broken or near-broken chairs; by the time we get to 2015-16, the remaining 25 will also likely be needed to replace what will by then be broken or near-broken chairs.

Several instructors in room 1610 have complained (some of them multiple times) about the chalkboard in that room, and especially the chalk tray, which is often thick with chalk dust. Instructors have complained repeatedly about bad health effects caused by the chalk dust, and passed on similar complaints from students. We ask that this chalkboard be replaced with a white board similar to the ones in use in our other classrooms.



## 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	04	01	Media Enhanced Classroom Upgrade	1	\$23,000.00	\$23,000.00	Terry Mulcaire	1624	Terry Mulcaire
0002	Santa Rosa	04	01	Wheeled classroom chairs	55	\$200.00	\$11,000.00	Terry Mulcaire	1628 and 1601	Terry Mulcaire
0003	Santa Rosa	04	01	White Board	1	\$400.00	\$400.00	Terry Mulcaire	1610	Terry Mulcaire

## 2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	01	01	Urgent	Emeritus or Other	TBA	\$0.00	Additional right of first assignment room for English. English courses are impacted during prime times (9:00 to 3:00), and the District currently loses enrollment and cannot meet demand as per Student Success legislation because there are not enough rooms open for English sections..
0002	Santa Rosa	00	00	Urgent	Emeritus	Emeritus	\$0.00	Update/upgrade heating/air conditioning equipment, which now leaks periodically and copiously into at least two classrooms assigned to the English Department (1628 and 1684).

## 2.5b Analysis of Existing Facilities

English needs more designated classroom space for prime time classes. The lack of adequate English classroom space loses the District significant FTES each semester.

An appropriate English classroom has room for 30 students, white boards, desks or moveable tables for small-group work, computer projection and a DVD player (i.e. a media enhanced classroom), and a digital copy stand.

Our classrooms and Writing Center have appropriate furniture and equipment for disabled students.

## 3.1 Develop Financial Resources

Because we lack enough faculty to do so, the English Department is not seeking grant funding for the 2013-14.

## 3.2 Serve our Diverse Communities

English is doing an excellent job of recruiting diverse faculty, as evidenced by the fact that four of our last eight contract faculty hires, since 2012, have ethnically diverse backgrounds. The English Department is working with a group on the Academic Senate to identify and put in place best practices for recruiting and hiring a diverse faculty. At present, the Department's total faculty is 66% female, 34% male. Among contract faculty, 57% are female and 43% are male (before spring 2013 hiring).

Since its inception, many English faculty have served as facilitators and participants in S.E.E.D. English faculty also foster a sensitivity to diversity through our instructional program, which offers English 22 (Ethnic Diversity in American Literature), and English 33 (Chicano Literature), and through our WOLM program, which frequently features works by women and writers of color (e.g. in the last 10 years alone, Leslie Marmon Silko, James Baldwin, Zora Neale Hurston, Sherman Alexie, Nella Larsen, and Junot Diaz), and through our pathway courses, which often incorporate diverse writers and texts. English faculty are key players in initiatives promoting multicultural education across campus. English faculty are also centrally involved with the new, campus-wide SRJC Reads program, which for 2014-15 has selected Reyna Grande's memoir, *The Distance Between Us*.

## 3.3 Cultivate a Healthy Organization

See 2.1a for the in-service professional development activities the department instituted in 2013-14. The English Department would benefit from the college designating more of its official required Professional Development Activities to department-generated and centered activities. Similarly, the department's professional development program would benefit from

the addition of more full-time faculty, reducing the burdensome extra workload we are currently laboring under, and freeing up some more time for regular, in-house, departmental professional development.

We provide release time for our staff to attend appropriate trainings.

### 3.4 Safety and Emergency Preparedness

The English Department's AAll is the contact person for the IIPP, for the 2013-14 Academic year.

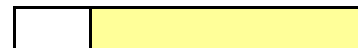
We have seen a growing number of disruptive and dangerous students. Although the Chair has informed faculty of appropriate practices and responses via the department newsletter and during department meetings, and although, through practice, the department is getting better at dealing with these situations, we need more department training and discussion about dealing with disruptive and dangerous students.

### 3.5 Establish a Culture of Sustainability

The English Department has made major cuts to its use of paper and toner in copying. It participates in campus-wide recycling programs. However, perhaps due to recent budget cuts, the paper recycling bins in faculty offices are no longer regularly emptied, and often sit full for days or weeks at a time.

Many English instructors continue to move their course materials online, creating savings in paper and toner, and reducing student costs.

### 4.1a Course Student Learning Outcomes Assessment



Course SLO assessment results have been used to improve student learning at the course level through consideration of and reflection upon results of assessments by the instructor or instructors who did the assessments, and through conversations among faculty.

The English Department's calendar for a cycle of assessments reflects the importance of aligning SLOs for prerequisite courses in the English pathway, by scheduling assessments in the order of courses in the English sequence (e.g., 300s followed by 100s followed by 1A etc.).

Course	SLO #s	Participating Faculty	Semester Initiated or to Be Initiated	Semester Completed	Comments	Year of Next Assessment
Engl 1A	1	K. Walker	S 2014	S2014		2016-17

Engl 1B	1	J. Sarraf	F 2013	S 2014		2017-18
Engl 2	1	J. McGhee	S 2014	S 2014		2018-19
Engl 3	2,3	M. Kort	S 2014	S 2014		2018-19
Engl 4A	2,3	D. Fisher, J. Hegland	S 2014	S 2014		2017-18
Engl 4B	2,3	D. Fisher, J. Hegland	S 2014	S 2014		2017-18
Engl 4C	2,3	D. Fisher, J. Hegland	S 2014	S 2014		2017-18
Engl 5	3	K. Walker	S 2014	S 2014		2017-18
Engl 7		D. Fisher	F 2013	S 2014		2016-17
Engl 11					Has not been offered.	2017-18
Engl 25	all	M. Bishop	F 2013	S 2014		2016-17
Engl 27	2,3	M. Giordano, J. Weser	S 2014	S 2014		2016-17
Engl30.1	2,3	T. Mulcaire	F 2013	S 2014		2016-17
Engl30.2	2	K. Walker	S 2014	S 2014		2018-19
Engl 33		?				2016-17
Engl46.1	5	K. Walker	F 2012	F 2013		2018-19
Engl46.2	2	M. Kort	S 2014	S 2014		2015-16
Engl 49		T. Mulcaire	F 2013	S 2014		2018-19
Engl 100	3	J. Weser; L. Kuwabara; T. Wakefield; A. Insull; A. Ysunza	F 2011	S 2012		2015-16
Engl100x						2015-16
Engl302x	4	C. Foster				2015-16
Engl305x	2	M. Bojanowski	F 2013	S 2014		2014-15
Engl305.1	4	M. VanAalst	S 2014	S 2014		2014-15
Engl306x	2	M. Bojanowski	F 2013	S 2014		2014-15
Engl307	2	N. Veiga	S 2014	S 2014		2014-15
Engl770		?				2014-15

#### 4.1b Program Student Learning Outcomes Assessment

Assessment of the English major will be completed by Fall 2014.
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#### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	Engl 46.1	Fall 2012	Fall 2013	N/A
Course	Engl 46.2	Spring 2014	Spring 2014	N/A
Course	English 10 (not offered)	N/A	N/A	N/A
Course	English 100	Spring 2012	Spring 2012	N/A
Course	English 102 (not offered)	N/A	N/A	N/A
Course	English 12 (not offered)	N/A	N/A	N/A

Course	English 1A	Spring 2014	Spring 2015	N/A
Course	English 1B	Fall 2013	Spring 2014	N/A
Course	English 2	Spring 2014	Spring 2014	N/A
Course	English 22 (not offered)	N/A	N/A	N/A
Course	English 25	Fall 2013	Spring 2014	N/A
Course	English 27	Spring 2014	Spring 2014	N/A
Course	English 3	Spring 2014	Spring 2014	N/A
Course	English 30.1	Fall 2013	Spring 2014	N/A
Course	English 30.2	Spring 2014	Spring 2014	N/A
Course	English 302x	Spring 2014	Spring 2014	N/A
Course	English 305x	Fall 2013	Spring 2014	N/A
Course	English 306x	Fall 2010	Summer 2011	N/A
Course	English 306x	Fall 2013	Spring 2014	N/A
Course	English 307	Spring 2014	Spring 2014	N/A
Course	English 31 (not offered)	N/A	N/A	N/A
Course	English 33	N/A	N/A	N/A
Course	English 49	Fall 2013	Spring 2014	N/A
Course	English 4ABC	Spring 2014	Spring 2014	N/A
Course	English 5	Spring 2014	Spring 2014	N/A
Course	English 7	Fall 2013	Spring 2014	N/A
Course	English 80 (not offered)	N/A	N/A	N/A
Course	English 9 (not offered)	N/A	N/A	N/A
Course	Engll 305.1	Spring 2014	Spring 2014	N/A

## 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
English 10			X					X		X	X	X	X			X
English 100			X	X				X		X	X	X			X	X
English 102			X	X	X			X	X	X	X	X	X	X	X	X
English 12			X					X		X	X	X			X	
English 1A			X					X		X	X					
English 1B			X					X		X	X					
English 2								X	X	X	X	X	X		X	
English 22, 31, 32,													X	X	X	
English 25								X		X						
English 27								X	X	X	X	X				
English 3								X	X	X	X	X	X			
English 30.1 and 30.2								X	X	X	X	X				
English 302			X					X								
English 305			X					X								
English 306			X					X		X	X	X				X
English 33								X		X	X	X	X	X	X	
English 4 A, B, C												X				
English 46.1								X		X	X	X	X	X	X	
English 46.2								X		X	X	X	X	X	X	
English 49			X							X	X	X				X
English 5			X					X		X	X					
English 7								X	X	X	X	X	X		X	
English 80		X										X	X	X	X	X

## 4.2b Narrative (Optional)

As a community of educators, the faculty of the English Department at SRJC places the utmost value on meaningful assessment of our student's learning experiences and of our teaching methods and practices. As of 2014-15, we continue to struggle with long-standing challenges to the work of such meaningful assessment. Among these challenges are an inadequate number of contract faculty, whose correspondingly and steadily growing workload makes it harder and harder to allot time to priorities such as meaningful assessment, and institutional inability to provide consistent and reliable support—that is, funding—for including adjunct faculty in such assessment work.

## 5.0 Performance Measures

Existing PRPP data indicate that the Department is meeting its performance targets and expectations.

## 5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

The English Department offers a balanced class schedule within the constraints of the MW and TR schedule. We offer classes from 7:00 am through 10:00 pm, Monday through Thursday, from 9:00-12:00 on Fridays, and hybrid courses that meet on Fridays and Saturdays each semester.

The Department offers a good geographic distribution of classes at Santa Rosa and Petaluma. We offered 148 sections in SR in Spring 2014 and 37 in Petaluma.

The Department offers numerous online and hybrid courses. The online offerings include sections of English 1A, English 1B, English 100 and English 5. In spring 2014, there were six sections of 1A, two sections of 1B, two sections of 100, and one section of 5 offered on line. The hybrid courses include a Friday English 1A and a Saturday English 100.

**Student Headcounts:** The data show a slight decrease in headcount from fall 2012 to fall 2013, from 6654 to 6647 enrollments. The Department is considering how to deliver more on-line instruction, encouraging faculty to become trained in this method of teaching. Directing some college resources towards this goal would help us to grow our online program.

Our English 1A classes (70 sections in fall 2011) are always impacted during prime times, 9:00-3:00. We would offer more sections during those times if classrooms were available.

In Fall 2014 our English 1A sections were impacted throughout the schedule. We opened one late-starting section, which quickly filled. When A&R sent a "blast" email to all enrolled students announcing late start classes, that one section received over 300 click throughs. We could have offered numerous additional late-starting sections, but we had no more instructors.

## 5.2a Enrollment Efficiency

In Spring 2013, the department's enrollment efficiency figure was 91.3%; in Fall 2013, 89.4%. The district average for Fall 2013 was 89.5%. The department exceeds the District's goal of 85% enrollment efficiency. The Department notes that enrollment efficiency is a euphemism for student-teacher ratio, and that greater "efficiency" means a higher student to teacher ratio.

The Department is considering how to deliver more on-line instruction, encouraging faculty to become trained in this method of teaching. Directing some college resources towards this goal would help us to grow our online program.

## 5.2b Average Class Size

English has class enrollment limits of 25 or 30, lower than most departments. (**Note:** The nationally recommended class size for developmental and composition classes is 15-20 students.)

Our 300-level classes (including the combined 100x/302x) have a maximum class size of 25. Petaluma sections of 300-level classes have recently had a maximum of 30, but the Department has petitioned to change that, and establish 25 as a limit for all sections of 300-level classes. All other English classes have enrollments of 30.

The district average at first census in fall 2013 was 28.4. For English the average at all locations was 25.8. The average at Santa Rosa was 26.1 and at Petaluma 24.8. These numbers are consistent with recent history. From 2010 though 2013 the average class size in English has been 26.3.

### 5.3 Instructional Productivity

Productivity is based on the number of students per instructor. The English Department's relatively low maximum class sizes make it impossible for the Department to meet the District's target. Thus, although English enrollment efficiency exceeds the District's target, its productivity figure is lower than District averages and the District target. In fall 2013, the English Department's average for all locations was 13.05. This is in line with recent historical trends in productivity figures, which since 2010 have ranged between 12 and 14.

As noted in 5.2b, current enrollment limits of 30 (25 for 300-level, online, and hybrid classes) are well beyond the nationally-recommended enrollments of 15-20 students for college reading and composition classes. English will never be “productive” in the way that the District measures productivity. However, in our view, teaching students to read, write and think is productive. Smaller classes would make the English Department more productive in the most meaningful sense.

### 5.4 Curriculum Currency

The Department did not deactivate any courses in 2013-14.

The Department is up to date with Student Learning Outcomes and curriculum review.

### 5.5 Successful Program Completion

English Majors Awarded:

2005-06	1
2006-07	1
2007-08	3
2008-09	5
2009-10	6
2010-11	11
2011-12	13
2012-13	26

To encourage students to complete the English major, the Department has sponsored two teas for majors as well as theatre events. A full-time faculty member sponsors and regularly meets with the English Major's Club. Our WOLM program also introduces students to literature and, one hopes, encourages some students to explore the possibility of declaring an English major.

The Department alternates the courses required for the major. For example, 30.1 is offered every fall, and 30.2 every spring. In some cases, an English course is also part of another major. For example, English 10 is a required course in the Natural Resources Management major, and English 33 is a required part of the new Latino/Chicano Studies major (offered in the fall). English 10 has not been offered for several years due to budget cuts; we hope to offer it in Spring 2015. Due to budget cuts, the Department has not been able to offer literature classes in Petaluma for several years.

## 5.6 Student Success

The District Retention average in the academic year 2012-2013 was just under 77%. The English average during the same period (Fall and Spring semesters) was approximately 74%. The significance of the difference is questionable.

The District average for successful course completion in 2012-13 was approximately 72%, while the average in the English Department (Fall and Spring) for that period was approximately 67%. Though slightly lower than the district average, the figure may actually be high given the number of under prepared students who are required to take one or more courses in the English Pathway below 1A (statewide and nationwide research clearly shows that developmental students, especially students at the beginning of the developmental pathway, have lower completion rates than students in transfer, degree, and certificate-level courses). The Department continues to explore ways to improve student success, especially in the Developmental pathway (below English 1A).

The District average GPA for the academic year 2012-13 was 2.62. The English average during the same period was approximately 2.45. Additional faculty-staffed hours in the English Department Writing Center, where students can drop in for individualized help with writing assignments, and additional Instructional Assistant support in providing "just-in-time" supplemental instruction, especially in Developmental classes, would help to improve this figure and raise it above district averages.

## 5.7 Student Access

In 2012-13 and 2013-14 the ethnic group with the largest representation in English course, averaging approximately 46% of students served, was white. The next largest group was Hispanic, which group grew dramatically from 25.9% in 2012-13 to 36.8% in 2013-14. The group "Decline to State" shrunk from 17.8% in 2012-13 to 3.3% in 2013-14. The totals suggest



that most of this change was from “Decline to State” to Hispanic. In terms of gender, the majority of English students over this period were female, averaging approximately 52%.

My review of the totals listed for each separate discipline suggests that English serves students from diverse ethnic backgrounds at rates higher than most other disciplines. This is almost certainly because all students seeking a degree, a certificate, or to complete a transfer program at SRJC must pass through the English Department, with the result that our population as measured by these indices closely resembles the college student population as a whole.

This gateway position in the college curriculum, described just above, along with the English Department's Developmental pathway, which extends three stages below transfer level (English 1A), guarantees that English will serve an exceptionally high number of students from groups often underrepresented in college.

Non-white participation for the District in 2007-08 was 41.3%; in English, the figure was 40.1%. The non-white population in English has increased from 2005-06 to 2012-13 from 37.6% to 54.3%. The increase in non-white students explains to some extent the decrease in success rates, as many of these students come to the College as second-language or Generation 1.5 students. And it must be noted that these under-prepared students require proportionally greater time from English instructors, usually in the form of additional hours of conference as well as extra time commenting on and correcting student essays. It is not surprising, therefore, that the English Department has an increasingly difficult time finding faculty to staff College and Departmental committees and to participate in SLO's and Learning Assessment Projects.

Gender differences between the District and the English Department are not particularly significant. In 2007-08 the District average was 40.8% male and 59.2% female. In English for the same period, it was 46.4% male and 53.3% female. The average gender distribution between 2005-06 and 2012-13 has not changed significantly (45.5/51.0), nor would one expect it to change.

In terms of students served by age, the English Department tends to serve students who are considerably younger than the District average. The typical college-age spread of 0-25 averaged 57.1% in the District in 2007-08; the figure for the English Department during this period was 86.1%, a 51% difference that dropped slightly to 83.6% in 2012-13. Perhaps the most significant consequence of these data is that, while the student population in English is 18-25 years old, 73% of the English faculty are over 50 years old. The growing chronological gap may be mirrored by an equally wide cultural gap--tech-savvy students in a class led by an instructor with a blackboard and a piece of chalk might explain, partially, the relatively high attrition rate in the Department.

## 5.8 Curriculum Offered Within Reasonable Time Frame

The 10 Core Requirement units of the English major (English 1A, 1B, and 5) are offered in multiple sections at both the Petaluma and Santa Rosa campus every semester. List A of the Transfer Model Curriculum for English includes four 3-unit courses (the two-part surveys of American Literature, English 30.1 and 30.2, and of English Literature, 46.1 and 46.2), from which students must take six units. These surveys are offered regularly, each in a fall/spring

rotation. The other elective courses from Lists B and C are somewhat more problematic. The college regularly cancels offerings of these courses, including English 3, English 10, and English 12 during the 2010-13 period, for budgetary reasons. Students' options for fulfilling requirements in Lists B and C, both in terms of curriculum and in terms of scheduling, have been somewhat constrained for these reasons.

## 5.9a Curriculum Responsiveness

A good example of the English Department's response to changes in the student population and in the community as a whole is its ongoing innovation in the Department's Developmental Pathway. Research suggests that decreasing the number of courses in a sequence leading to a terminal course contributes to increased retention. Furthermore, altering the template from two days per week to four has also been shown to promote success, especially at the developmental level. The Department's combined classes, English 305x/306x and 302x/100x, implement both of these pedagogical objectives. Additionally, the Department is participating during the 2014-15 year in the California Acceleration Project's pilot program of an accelerated pedagogical approach to English 307. Instead of compressing instruction, as with the "x" courses, the pedagogy of acceleration offers highly challenging curriculum, and "just in time" supplemental instruction, to reach the goal of shortening the pathway for students. Successful students in the accelerated 307 will leapfrog English 100 and place directly into English 1A. The Department's Developmental Committee continues to pursue research and appropriate innovation in developmental pedagogy on an ongoing basis. Full-time faculty leaders in the Department are also working to institute professional development activities focusing on multicultural education, in order to best respond to a student population that is increasingly diverse. The workload issues cited elsewhere in the PRPP make this project a special challenge, in terms of faculty time and resources, but we are rising to the occasion.

By their nature, reading/writing courses include objectives that reflect gender, global perspectives, and American cultural diversity, among other concerns.

The curriculum in English supports the needs of every other program, certificate, and major on campus, as they all require completion of one or more English courses or their equivalent.

English 10 is part of the Natural Resource Management major; English 33 is part of the new Latino/Chicano major.

## 5.9b Alignment with High Schools (Tech-Prep ONLY)

Area high schools are fully aware of the Junior College's English requirement and the sequence of courses in the Pathway that leads to English 1A, the transfer course and now the AA requirement. The recent acceptance of the Early Assessment Program (EAP) testifies to the close articulation between high school English curricula and the expectations of students in the Department's writing courses. Students who score at a certain level on the EAP portion of the STAR test are exempt from the JC's assessment test for English placement and are eligible for English 1A. In the next two years, a new EAP category will go into effect. This is the

"Conditionally Ready" score that falls between "ready" and "not ready." The English Department will participate in designing a 12th grade course for the conditionally ready students, reflecting the principles and practice of the Department's transfer level composition course. The focus in this course is expository reading and writing.

## 5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

The English Department's major does align with lower division required courses at the colleges and universities where most of the JC's students continue their education. It is difficult to maintain that alignment when the Department's literature courses are cancelled due to economic constraints. The Department is, at present, maintaining the minimum number of literature courses to satisfy a portion of the four-year colleges' lower division requirements. The Department will continue its efforts to be the liaison between area high schools and the CSU, most particularly with the Early Assessment Program tied to Core Curriculum for Student Success.

## 5.11a Labor Market Demand (Occupational Programs ONLY)

English majors at the JC do not typically enter the job market. Instead, they transfer to four-year colleges to continue their English studies. I am aware only of anecdotal evidence that graduates of English programs succeed in a wide variety of professions, not surprising given their academic skills in reading, writing and thinking.

## 5.11b Academic Standards

Contract and adjunct instructors in the English Department, especially those who are involved in one or more of the Pathway courses, regularly engage in discussions about academic standards. This is a particularly sensitive issue for many in the Department because English is both a foundational program and a distinctive major, with overlapping courses. For example, every student who earns the AA has to take English 1A, but only a tiny fraction of those students are English majors. The question of how rigorous to make English 1A occupies hours of the Department's time every semester. And the discussion is not limited to this transfer-level course. All along the Pathway the question of standards arises, as faculty try to balance the practical needs of students with only a marginal interest in reading and writing with the increasingly demanding expectations of instructors outside the English Department and beyond the College. The challenge for the Department is to define realistic standards and to design courses that allow the maximum number of students to succeed.

In spring 2013, the continued collaboration of the English and ESL departments to align standards for 100-level courses in both departments led to the decision to create a common assessment instrument for all sections starting in spring 2014. Work on that common assessment instrument for English and ESL 100 is ongoing.

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0002	ALL	00	00	Enhance the acquisition of basic academic literacy skills on an individualized basis.	Create small-unit (.5 to 1.0) English component to address the specific reading/writing needs of students enrolled in Career Technical Education Departments, including CIS, Business, Agriculture, and Automotive.	2013-2014	This effort came to a halt due to objections raised in the College Curriculum Committee.
0003	ALL	01	01	Improve student retention and writing skill improvement	Create new template for Developmental English composition classes so that students attend 3 days a week.	2013-14	This objective was successfully rolled out in 2013-14. Evaluation of our success in attaining the goal remains ongoing.
0004	ALL	00	00	Align the pedagogy of the many new instructors to provide a more consistent experience to students	Schedule a series of orientation and departmental training workshops throughout the year	2013-2014	This was successfully done.

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	Continuation of the pathway alignment leading to development of formal presentation of writing standards, proficiency descriptors, rubrics, etc. to ensure comprehensive understanding and implementations of departmental assessment principles. In 2014-15 the Department will hold robust norming sessions for English 100 based on this work.
ALL	<p>What are effective practices necessary to create productive interaction among English, College Skills, Math and ESL Departments?</p> <p>In 2-13-14 the English Department and ESL began joint work on a common assessment for ESL and English 100, and engaged in sustained, vigorous debate and discussion about the possibility of an ESL 10 course, which would fulfill the SRJC graduation requirement for English composition. The two departments agreed that successful work on the 100 common assessment should be the next step towards approval of an ESL 10 course.</p>
ALL	<p>Research from Chabot Community College shows that only 28% of students who enter the English pathway two levels below English 1A (transfer level) actually enroll in the class. Instead, they either fail the course (our 302), pass the course but do not enroll in the next course in the sequence (English 100), enroll in but do not pass English 100, pass English 100 but do not enroll in English 1A. The Department believes that student success, measured by the number who enroll in and pass English 1A (the required composition course for the AA), will be improved if there are fewer courses below 1A and that these fewer courses meet four days per week for a total of at least seven hours.</p> <p>In 2013-14, the English Department continued with its combined "x" courses in the Developmental pathway, which are aimed at shortening the pathway, and also began, as part of the California Acceleration Project, a pilot of an accelerated English 307 (to be carried out in 2014-15), which also aims to shorten the pathway.</p>

## 6.2b PRPP Editor Feedback - Optional

The English Department's recent emphasis on internal alignment is commendable. Current ongoing efforts at creating common assessments for the ENGL 100 and IA levels independently and in collaboration with the ESL Department will have significant long term impact. Needed support for adjunct participation will definitely be provided. Discussion of common assessment will ultimately lead to pedagogy and the most effective approaches to enabling students to achieve stated Student Learning Outcomes. Again, this is critical work in terms of the region's changing demographics and the need of the students and teachers of today to meet the additional challenges rendered by the uncharted dynamics of digital literacy in institutions with strong emotional links to traditions that emerged in eras very different from that of the 21st century.

I also support the English Department's requests for additional contract instructors. It is impossible for a department with more than 60 adjuncts to operate consistently even with approximately 25 contract instructors on board.

### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0002	ALL	02	01	Cultivate in the English faculty an enhanced and clarified collective sense of grading standards.	Hold in-service days for all department faculty devoted to norming sessions.	2014-15	Pay adjunct faculty base hourly rate to attend norming sessions.
0003	ALL	01	01	Continue research and innovation into developmental pedagogy, with the aim of making our developmental teaching as effective as possible, and also addressing statewide directives in regards to retention, pass-through, and completion.	Carry out 4 sections of English 307 pilot under the auspices of the California Acceleration Project; analyze, compare, and evaluate the results of this project and our ongoing combined "x" developmental classes.	2014-15	Travel support to meetings sponsored by CAP.
0004	ALL	02	01	Align the pedagogy of the many new instructors to provide a more consistent experience to students	Schedule a series of orientation and departmental training workshops throughout the year	2014-15	Instructor time; funding to ensure adjunct participation