## Unit Plan – PROPOSAL FOR NEW INITIATIVES (PART 1)

**Unit:** English  
**Division or Area to Which You Report:** Language Arts  
**Name of Person Completing this Form:** Shoshanna Tenn  
**Date:** 03/10/08

**Audience:** Deans/Unit Administrators, IPBC, Foundation, Grants, Budget,  

**Purpose:** A “New Initiative” is a new project or expansion of a current project that supports college goals. The project will require the support of additional and/or outside funding. The information you provide will facilitate and focus the research and development process for finding outside funding.  

**Instructions:** Please fill in the following information.

### Priority Objective or Strategic Plan Objective Addressed:

**Objective:** (include goal/objective number from Part II of your Unit Plan for reference)

| Objective |  
|-----------|---|
| Maintain and grow the CHARLIE website with consistent college funding for a CHARLIE content developer (Goals 4 & 8, Objectives 4g, 8h and Goal 19, objective19d). |  

### Project Description:

With additional administrative support from the Learning Connection, A CHARLIE content developer position could be created to carry the responsibility of updating the CHARLIE site ([www.chabotcollege.edu/charlie/](http://www.chabotcollege.edu/charlie/)) regularly with new handouts, quality external links, and examples of student writing from across disciplines. The CHARLIE content developer would solicit new materials via division meetings and outreach to faculty, format materials to make them user-friendly and aligned with site design, and then work with a HTML-trained staff person or the Chabot Webmaster to convert the materials to HTML for posting on the site. The CHARLIE website would thus grow to respond to the ever-changing needs of students for on-line models and instruction on reading and writing across campus, and it could conceivably grow in creative new directions: sample English placement test questions, on-line grammar exercises, video clips, etc. The CHARLIE content developer would also produce and distribute brochures or bookmarks keeping faculty up to date with CHARLIE’s offerings, and occasionally offer workshops on either a Flex Day or through the New Faculty Learning group.

### Expected Outcome:

Students would continue to have access to a quality Chabot-sponsored site on reading and writing, the site would stay current and dynamic, and Faculty across divisions would continue to be able to recommend CHARLIE to students struggling with reading/writing issues such as how to structure an essay, what an thesis is, active reading and note-taking strategies, etc.
Activity Plan to Accomplish the Objective:

<table>
<thead>
<tr>
<th>ACTIVITY NO.</th>
<th>ACTIVITY (simple description)</th>
<th>PERSON(S) RESPONSIBLE</th>
<th>TIMELINE (OR TARGET COMPLETION DATE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Create a CHARLIE Content Developer job description.</td>
<td>Shoshanna Tenn, Cindy Hicks</td>
<td>Spring 08</td>
</tr>
<tr>
<td>2.</td>
<td>Interview, hire and train a CHARLIE Content Developer to develop materials to provide to either the Chabot webmaster or an HTML-trained staff person (such as the new Admin. Asst II position in the Learning Connection).</td>
<td>Cindy Hicks, Shoshanna Tenn, Abdullah Yahya</td>
<td>Spring or Summer 08</td>
</tr>
<tr>
<td>3.</td>
<td>CHARLIE content developer takes over management and direction of site, soliciting and adding new materials, which then are added to the site by either a trained staff person or the Chabot webmaster.</td>
<td>New hire</td>
<td>Fall 08</td>
</tr>
</tbody>
</table>

Resource Requirements:

<table>
<thead>
<tr>
<th>ACTIVITY NO.</th>
<th>BUDGET CATEGORY AND ACCOUNT NUMBER</th>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Personnel (staffing and benefits for professional experts, reassigned time, classified personnel).*</td>
<td>The position will need a minimum of 10 hours/month paid to an adjunct faculty member at the contractual rate, or 1 CAH release time for a f/t faculty member.</td>
<td>Variant, depending on step classification of faculty member hired.</td>
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<tr>
<td></td>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proposed personnel workload may be covered by:

- New Hires: ☐
- Faculty ☐ # of positions ____________
- Classified staff ☐ # of positions 1 p/t
- Reassigning existing employee(s) to the project; employee(s)' current workload will be:
  - Covered by overload or part-time employee(s) ☑
☐ Covered by hiring temporary replacement(s)

☒ Other, explain: Actual site building will be done as part of the assignment of the new classified positioning the Learning Connection (See Learning Connection Unit Plan, Admin Asst II)

At the end of the project period, the proposed project will:

☐ Be completed (onetime only effort)

☒ Require additional funding to continue and/or institutionalize the project (obtained by/from):

___ The position must be ongoing.

Will the proposed project require facility modifications, additional space, or program relocation?

☒ No

☐ Yes, explain: ________________________________________________________________

______________________________________________

Will the proposed project involve subcontractors, collaborative partners, or cooperative agreements?

☒ No

☐ Yes, explain: ________________________________________________________________

______________________________________________

Do you know of any grant funding sources that would meet the needs of the proposed project?

☒ No

☐ Yes, list potential funding sources:

______________________________________________
Unit Plan – PROPOSAL FOR NEW INITIATIVES (PART 2)

Unit: English
Division or Area to Which You Report: Language Arts
Name of Person Completing this Form: Shoshanna Tenn
Date: 03/10/08

Audience: Deans/Unit Administrators, IPBC, Foundation, Grants, Budget,

Purpose: A “New Initiative” is a new project or expansion of a current project that supports college goals. The project will require the support of additional and/or outside funding. The information you provide will facilitate and focus the research and development process for finding outside funding.

Instructions: Please fill in the following information.

Priority Objective or Strategic Plan Objective Addressed:

Objective: (include goal/objective number from Part II of your Unit Plan for reference)

Hold a series of Professional Development/ Program Planning English Department retreats in fall 08 and spring 09. Goal 10, Objective 10c, Goal 8, Objective 8d, Goal 19, Objective 19d, Goal 26, Objective 26a

Project Description:

These retreats will allow us time to step back and evaluate how our program is meeting the overall goals of supporting student success in reading, writing, and critical thinking, and evaluate how well we are providing access to all students, and equity to our students. In connection with the Basic Skills Initiative, the California Benchmark project, and Program Review, we would first collect and analyze data on how our students progress, or fail to progress, from 101A through 1A, 4 and 7. The data would ideally be disaggregated by ethnicity and gender, and analysis of the data could suggest problem areas which might be helped by adjusting either our pedagogy or curriculum. We intend to focus particularly on reading (how we teach it, our assumptions, how we approach reading in our curriculum), and also evaluate our online English program.

Expected Outcome:

Depending on the data and our analysis, the retreats may well lead to changes in our course outlines and/or to our Department’s Articulated Assumptions and Throughline. We will also share good teaching practices and think about how to better share our practices and knowledge on reading and writing with other disciplines, utilizing such resources as the WRAC Center, the New Faculty Learning Group, CHARLIE and the Learning Connection Center for Teaching and Learning.
**Activity Plan to Accomplish the Objective:**

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<tr>
<td>1.</td>
<td>Hold two focused 3 hour retreats on Fridays (April and early May 2008). The first will focus on reading, and the data we would like to collect from the office of IR. The second will focus on our Online English program.</td>
<td>TJ Puckett</td>
<td>End of spring 08</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shoshanna Tenn</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Hold two retreats on Fridays in Fall 2008. Focus points TBD</td>
<td>TJ Puckett</td>
<td>Fall 2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shoshanna Tenn</td>
<td></td>
</tr>
<tr>
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<tr>
<td>1.</td>
<td>Personnel (staffing and benefits for professional experts, reassigned time, classified personnel).*</td>
<td>$200 stipends for adjunct faculty who participate in 2 or more retreats and “publish” reflections/contributions via the ChabotEnglish Yahoo group.</td>
<td>Up to 6 $200 stipends, or a total of $1200</td>
</tr>
<tr>
<td>2.</td>
<td>Supplies</td>
<td>Lunches for 4 retreats: estimated number of faculty per retreat: 20</td>
<td>Estimated cost of $10/person, total cost = $800</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
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- New Hires: 
  - Faculty # of positions ____________ 
  - Classified staff # of positions

- Reassigning existing employee(s) to the project; employee(s)’ current workload will be:
  - Covered by overload or part-time employee(s)
  - Covered by hiring temporary replacement(s)
At the end of the project period, the proposed project will:

- [x] Be completed (onetime only effort)
- [ ] Require additional funding to continue and/or institutionalize the project (obtained by/from):

Will the proposed project require facility modifications, additional space, or program relocation?

- [ ] No  [x] Yes, explain: While ideally we would meet in an environment conducive to quiet and serious reflection, out of practical and economic concerns, we will likely just meet in the homes of department members, and bring in lunches.

Will the proposed project involve subcontractors, collaborative partners, or cooperative agreements?

- [x] No  [ ] Yes, explain:

Do you know of any grant funding sources that would meet the needs of the proposed project?

- [x] No  [ ] Yes, list potential funding sources: