## Unit Plan: Accomplishments and Goals

### Chabot College Unit Plan, Part II

**Unit:** SERVICE-LEARNING  
**Division or Area to Which You Report:** LANGUAGE ARTS  
**Author(s) of this Unit Plan:** CLARA MCLEAN and SUSAN GILL  
**Date:** 2/27/08

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**Audience:** IPBC; Deans/Unit Administrators; Budget Committee  
**Purpose:** To provide evidence of progress on Strategic Planning Priorities from previous year and to provide input into planning for subsequent years.  
**Instructions:**
1. Insert the Goals & Objectives from your last year’s unit plan “Part II, Section 2: Goals/Objectives (What you Hope to Accomplish)” into “Section 1: Accomplishments” below (2007-08 Unit Plans can be found here).
2. Update accordingly, reflecting upon the activities you’ve undertaken in the past year. Be brief. No more than two pages.
3. In Section 2, please include your new, revised, or continuing goals for the next year (some may be the same as before). No more than one page. Please make sure to number and list goals in PRIORITY ORDER (1, 2, 3, ETC.). This will determine where any new resources may be allocated.

**Note:** Priority Objectives and Strategic Plans are hyperlinked. Use Chabot Enrollment Management Committee Reports to generate Student Success and Equity data reports by course, discipline, and term. Use these data to inform your goals and objectives. (Note: Reports are only available on PC. If you are a Mac user, please have your dean print a copy)

### Section 1: Accomplishments from Last Year’s Unit Plan (What You Have Done):

<table>
<thead>
<tr>
<th>No.</th>
<th>Goal/Objective from last year’s Unit Plan</th>
<th>Activities Undertaken to Achieve the Goal/Objective</th>
<th>Results</th>
<th>Priority Objective / Strategic Plan Goal</th>
<th>Accomplished?</th>
<th>Did you receive additional funds to support this goal/objective?</th>
</tr>
</thead>
</table>
| 1   | Continue to improve and increase service-learning curricular offerings | Extensive outreach to faculty through email, workshops, newsletter, and one-on-one training sessions. In addition, through a Basic Skills Initiative grant, we secured 6 $2,000 stipends to provide incentives for 6 new faculty participants to integrate service-learning into their courses. Since August 2007, we have been holding regular training workshops with these faculty, and now (Spring 2008) they are teaching their new service-learning courses. | As of Spring 2008, we now have 20 faculty across the disciplines at Chabot using service-learning in their classes. This is significant growth, continuing the growth of the program since its inception in Fall 2004 with one pilot course. The cohort of Basic Skills grantees are teaching their courses, and other non-grantee faculty from Biology to Speech to ASL to Learning Skills have become involved within the past year. We have also continued to improve and build upon the free-standing SERV 85 class, through which students can earn 2-3 units of college credit by immersing themselves in longer-term community service projects. One student project generated by this course in Fall 2007 was the Chabot Student Voter Project, in which groups of service-learning students were trained by the League of Women Voters to perform mini-presentations and register voters in Chabot classrooms. Over 30 Chabot classrooms were visited through this student-led project and over 150 new voters registered. | Objective 15a (increase service-learning)  
Objective 9a, b, c, d (campus and community connections, flagship programs)  
Objective 10b (staff development) | YES and ongoing | Yes, received Basic Skills Initiative Grant in Spring 2007 to support faculty stipends and workshops. This kind of support is invaluable for building and maintaining a strong service-learning program at Chabot |
<table>
<thead>
<tr>
<th>#</th>
<th>Objective</th>
<th>Description</th>
<th>Outcome</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Continue to build publicity, outreach, and recognition for service-learning</td>
<td>*Updated and improved service-learning flyers, posters&lt;br&gt;*Updated and improved service-learning website, including creating a searchable database of community partners and student volunteer opportunities accessible from the website&lt;br&gt;*held annual service-learning end-of-year celebration to recognize participating students and faculty. In Spring 2008, this event will be larger than ever.&lt;br&gt;*did recruitment in classrooms, divisions and student clubs&lt;br&gt;*arranged for student recognition at the Chabot graduation ceremony to begin in Spring 2008, including special sashes for student participants and being asked to stand</td>
<td>)all of the outreach and promotional materials mentioned in the previous column are now actively in use&lt;br&gt;*database is up and running and continues to be expanded&lt;br&gt;*annual celebration was a great success and will be even larger this year with more faculty and student participants. New student and faculty awards to be given at this year’s ceremony. &lt;br&gt;*student involvement in service-learning continues to grow</td>
<td>Objective 15a; Objective 9 a,b,c,d</td>
</tr>
<tr>
<td>3</td>
<td>Continue to expand and organize community partnerships</td>
<td>*Collected information on existing community projects and needs in a service-learning Master List. Worked with IT to create a database for our website through which faculty and/or students can search for appropriate community partnerships. With help of student assistant, entered and edited data.&lt;br&gt;*Continued to network in the community to build more partnerships</td>
<td>*database is up and running as of January of this year and accessible at the service-learning website, <a href="http://www.chabotcollege.edu/servicelearning">www.chabotcollege.edu/servicelearning</a>&lt;br&gt;*we have more viable community partnerships than ever this year—about 50 total and about 40 actively in use by students and faculty</td>
<td>Objective 15a, Objective 9a,b,c,d</td>
</tr>
</tbody>
</table>
### Section 2: Goals/Objectives (What You Hope to Accomplish):

<table>
<thead>
<tr>
<th>No.</th>
<th>Goal/Objective</th>
<th>What you hope to accomplish</th>
<th>Proposed Activities Completed to Achieve Goal/Objective</th>
<th>Priority Objective / Strategic Plan Goal</th>
<th>Time Frame (semester, year, five years, etc.)</th>
<th>Are you including a request for additional resources in this unit plan? Yes/No If yes, what type?**</th>
</tr>
</thead>
</table>
| 1.  | Continue to improve and increase service-learning curricular offerings | *Improve and refine the SERV 85 class in terms of pedagogy, service options, and logistics  
*Continue to increase faculty participation in service-learning | *Current and future SERV 85 instructors meet and work collaboratively  
*Continue to do outreach into divisions, meet one-on-one with faculty, offer workshops, training and troubleshooting  
*Offer faculty stipends again for another cohort of service-learning instructors | Objectiv 15a, Objectiv 9a, b, c, d | Year and ongoing | YES: co-coordinators release time; stipends for participating faculty |
|   | Continue to build publicity, outreach and recognition for service-learning | *improve and expand website and newsletter  
*maintain and continue to improve faculty and student awards and recognition  
*Involve participating students in recruitment | *add new faculty, courses, and partners to website  
*new poster and newsletters printed and distributed  
*improve linked forms  
*Work with student services on graduation recognition; work with student services and A & R on transcript recognition; secure ongoing funding for student awards; secure ongoing funding of annual recognition ceremony  
*approach SERV 85 students to do outreach into classrooms and clubs | Objectiv 15a, Objectiv 9 a, b,c,d | Year and ongoing | YES: co-coordinators release time; funding for publicity, recognition and awards |
|---|---|---|---|---|---|---|
| 3. | Continue to expand and organize community partnerships | *Expand and further systematize Database  
*Contact more potential partners and follow up with existing ones | *Obtain details on particular community partnerships from participating faculty and students and continue to enter them in Database  
*Network with faculty, students and community leaders and pursue leads  
*Look into holding a Community Service Open House next year | Objectiv 15a, Objectiv 9 a, b,c,d | Year and ongoing | YES: co-coordinators release time |
| 4. | Improve overall operations of program | *Learn more about effective practices  
*Conduct systematic program assessment  
*Review and systematize clearance forms and processes | *Visit flagship programs in the area, network, and revise our systems accordingly  
*Compile and report on existing assessment data from our program  
*Revise assessment forms and collect data from this year’s cohort of new classes  
*Look into streamlining TB/Fingerprinting process by working with Student Health Center and Volunteer Hayward; improve and update Student Agreement Form | Objectiv 15a, Objectiv 9 a, b,c,d | Year and ongoing | YES: co-coordinators release time |

** List types such as “equipment,” “supplies,” “staffing,” “contractual services,” etc…”