Unit Plan Narrative

Unit: Sign Language

Division or Area to Which You Report: Language Arts & Social Science

Author: Linda Barde

Date: 3/11/2008

NOTE: If an item does not apply to your unit, you need not answer it. If you are doing program review, attach the paperwork from your program review materials and DO NOT answer items 1-through 6 below.

Part 1 Description of Unit

1. Mission of this Unit:
   Sign language offers students a comprehensive understanding of the range and complexity of American Sign Language and Deaf Culture. Sign language is the common language used by Deaf people in the United States and Canada. Sign language seeks to inspire a value for diversity within the context of a rich and complex society.

   Currently Sign Language classes are offered in a two semester sequence; (1) Beginning Sign Language, (2) Intermediate Sign Language, and a new course Advanced Sign Language. All classes are structured to help the student learn American Sign Language through vocabulary and sentences needed to communicate in common situations. As the student learns about ASL, they will also learn about culture of Deaf people in America.

2. Description of the Unit:
   a. The achievements of your unit from last year/what you are proud of;
      Continued to maintain a high WSCH/FTEF

   b. Special activities of your unit
      Require all sign language students to participate in a minimum of two deaf cultural activities, at both the beginning, intermediate. The approval of a advanced class in sign language to be offered Spring 08. A strong program with tutorials using students who have completed the sign language curriculum and become paid tutors for beginning and intermediate sign language students. Off campus classes at the new San Leandro site.

   c. How your unit is staffed (what categories/classification of people work there?)
At this time there is no full-time faculty assigned to sign language. Linda Barde has a 40% of her full-time assignment in Sign Language (four sign language classes are taught, three for load, one hourly), 40% in Psychology and 10% in Recreation/Rehabilitation. In the past Linda Barde has been assigned the full-time responsibility for curriculum development and corrections, interviewing adjunct faculty and the overall coordination of the program with no release time. This last academic year 2007-2008 has seen the Dean of Language Arts become more involved in the scheduling and hiring of adjunct instructors, along with the primary full-time instructor. The Deans input has been exceptional and it shows in the development of new class offerings and off campus sites. Other sign language faculty include adjunct instructors, Nannette Diaze, Michael Chung and Terry Vitale. The table below shows the average staffing pattern per semester for the past three years:

<table>
<thead>
<tr>
<th></th>
<th>FTEF:</th>
<th>Part time</th>
<th>Total</th>
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<tbody>
<tr>
<td>Full time</td>
<td>.60%</td>
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<td></td>
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<tr>
<td>Part time</td>
<td>.40%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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d. Add any other information you feel is necessary to describe your unit.

According to the Student Success rate on average more than 70% of students succeed in the classes and a average of well over 800 WSCH during the fall and spring semesters for SL64 an average of 585 for summer and high of 668 for SL65.

Part II. Accomplishments/Goals

3. Accomplishments/Goals and Objectives of the Unit:
   a. What goals/objectives are you planning to work on and what will you achieve in 2007-09?
      1. Plan to maintain the unit’s robust WSCH/FTEF ratio.
      2. Increase the office campus site enrollment
      3. Plan to review the possibility of curriculum changes offering four basic courses, two each semester’s for Beginning and Intermediate Sign Language
      4. Plan to ask for a full time faculty position.

   b. List the activities you will do in support of achieving each of these goals.
      1. Continue to review the schedule of course offerings with the Dean of Language Arts and adjust the schedule of classes accordingly.
      2. Review the enrollments in the new Advanced Sign Language classes.
      3. Revise the curriculum offerings with the addition of a solid two year pattern of course offerings.
      4. Submit a request to add a new full time faculty member to the discipline.

   c. If there are costs over and above the 07-09 budget, fill out one of the “Proposal for New and Improvement Initiative” forms and attach it to your unit plan.
d. **Describe how the goals in this term relate to the goals you list in Item #4.**

N/A

4. **Relationship of your unit to the 2007-09 Strategic Plan (attached)**

Reflecting on the information in item #3 and the 2007-08 Strategic Plan, which of the goals/objectives in the attached 2007-09 Strategic Plan is your unit going to address in 2007-09? How do you address these goals/objective? A copy of the 2007-09 Strategic Plan is attached to this document. Please complete the chart below with this data.

<table>
<thead>
<tr>
<th>STRATEGIC GOAL</th>
<th>YOUR SUBGOAL</th>
<th>ACTIVITIES TO ACHIEVE</th>
<th>RESPONSIBLE PERSONS</th>
<th>COSTS</th>
</tr>
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<tbody>
<tr>
<td>Improve academic Services support</td>
<td>Learning Community</td>
<td>Offer Sign Language under “World Lang.”</td>
<td>Linda Barde</td>
<td>TBA</td>
</tr>
<tr>
<td>Increase the College’s transfer Rate</td>
<td>Schedule sequence &amp; related courses in an “A”,”B” sequence</td>
<td>Add additional beginning &amp; intermediate classes in related courses</td>
<td>Linda Barde</td>
<td>N/A</td>
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**Part III 2009-10 Staffing Requests- see attachment.**

5. **Written plan for the unit:**

The written plan for the unit replaces the former discipline plan. It is the part of the unit plan where you talk about what you propose to do during the coming year and justify those activities or actions. There are questions and requests for information below to elicit information in this area. If the question/request for information does not pertain to your unit, there is no need to answer it.

**ACADEMIC UNITS:**

a. **Attach the CEMC Enrollment reports for your discipline for Fall 2003 thru Spring 2005, Summer 2005, Fall 2005.** Obtain these reports from your division office. For each of these reports, you will need the report that contains the detail by individual section. Label these reports as Attachment A. **NOTE:** The CEMC Enrollment reports consist of data taken from Banner about the semester’s actual enrollments, FTEF, FTES, WSCH, and WSCH/FTEF for each course the college has offered in any particular semester.

**See attached reports**

b. **Analyze the reports in Item#5a above regarding enrollment.** Based on the data in these reports how will you change your schedule? Which courses will you schedule more of? Which courses will you schedule less of? Justify any changes you will be making in next year’s schedule as compared to the current years schedule.
The same courses and offerings will be offered next year except for SL64.05, TTh 10:30-11:45 will be rescheduled, by the Dean for Fall 07. Also a new section of beginning sign SL64 has been added to the schedule by the Dean, at the time of this report there has not been any consultation, so the details of this addition cannot be addressed at this time. Sign language will continue to grow because students can either satisfy their transfer requirements to the CSU or UC system. It also meets the college graduation requirement in foreign languages or humanities.

c. **Navigate to the IPBC website. Open the Discipline Plan Spreadsheet. Save it to a convenient place on your computer. Do not enter any data into the spreadsheet on the IPBC website – wait until you have it saved to your computer. The Discipline Plan Spreadsheet is a blank spreadsheet. You will need to make three blank copies to work with, one each for Summer 06, Fall 06 and Spring 07. The spreadsheet has some automatic calculations built into it. Once you enter the courses you will be scheduling plus the credits and estimated number of students, this feature will automatically calculate your projected use of FTEF for the semester and will also calculate WSCH, FTES, and WSCH/FTEF that you are projecting.**

Fill out the Discipline Plan spreadsheet for each semester and summer. Save this to a convenient place on your computer. Email copies to your Dean. Print out each spreadsheet and attach to this Unit Plan as Attachment B. Consult your Dean for any help you might need with the Discipline Plan spreadsheets. You may not exceed your FTEF allocation.

**Marcia**

d. Obtain (from your Dean) and attach the latest success data for your area this item Attachment C.

**Supplied by Marcia**

Report the number of students who got grade of A,B,C, or CR. What will your unit be doing in 2006-07 to increase Student success?

No information to date from the division or EMC web reports

**ALL UNITS:**

e. If you have started any Program Review process, briefly describe your progress at this point in time>

Program review will begin Fall of 2008.

f. Describe the progress your unit has made in developing Learning Outcomes and assessing them.

All sign language classes have very specific learning outcomes outlined for the student, all students must provide a demonstration of those learning outcomes to successfully pass the courses.

g. What are your costs /FTES or other costs measures, based on the most current Strategic Cost Management reports? Obtain the most recent copy of this report from your Dean/Supervisor.
Requested this report, have not received it to date.

h. What are your suggestions to save money in your unit?
   N/A

i. What are your suggestions to acquire new, more and/or extra money for your unit? In this item include only monies you are planning to obtain from outside of the general fund.
   N/A

6. What is your budget request for 2007-09?
7. Complete one of the attached Equipment Request forms for each different type of equipment you are requesting for your unit.

**Unit Plan: Full-Time Faculty/Adjunct Staffing Request(s) [Acct. Category 1000]**

**Unit:**

**Division or Area to Which You Report:**

**Author(s) of this Unit Plan:**

**Date:**

**Audience:** Faculty Prioritization Committee and Administration  
**Purpose:** Providing explanation and justification for new and replacement positions for full-time faculty and adjuncts  
**Instructions:** Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request, including enrollment management data (EM Summary by Term) for the most recent three years, student success data (EM Success report), and any other pertinent information. For EM data, go to [http://help/EMC/](http://help/EMC/) (from on campus—college intranet). If you have not worked with EM data previously, seek assistance from your division dean or CEMC rep.

A new full-time faculty position in Sign Language is needed for the 2009-10 academic year. Currently there is one full-time faculty member with a 40% assignment in Sign Language. The data show an WSCH/FTE of (need current numbers) warrants at least one full-time position.
Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

Unit:
Division or Area to Which You Report:
Author(s) of this Unit Plan:
Date:

**Audience:** Administrative Staff

**Purpose:** Providing explanation and justification for new and replacement positions for full-time and part-time regular (permanent) classified positions

**Instructions:** Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request. *If this position is categorically funded, include and designate the funding source of new categorically-funded position where continuation is contingent upon available funding.*

Criteria For Classified Staffing Priorities (not necessarily in Priority Order as developed by the Admin Staff)

1) Impact on enrollment and revenue;
2) Safety;
3) Mandates;
4) Workload distribution (impact on other’s work);
5) Relationship to institutional priorities.