

## Constructing a Framework for Success: A Holistic Approach to Basic Skills



### Introduction

- How to use this handbook
- Definition of Terms
- Further Info/websites etc

### Chapter 1

#### Who are the Students with Basic Skills Needs?

- Student Portrait
- A little about demographics
- How well are we doing in addressing the needs of these diverse Basic Skills students?
- Why it matters
- What happens if we don't meet these needs?

### Chapter 2

#### Planning for Success and Developing a Culture of Inquiry

- Using and Integrating Existing Data and Plans
- A Few Useful Definitions
- Campus Organization that Centralizes and Coordinates
- So Who Has Successfully Coordinated These Efforts?

### Chapter 3

#### Starting Points: Digging the Foundation

- Where are you now? - faculty self-assessment and rubric
- Where is your college?
- How do we build on these existing structures?

### Chapter 4

#### Student Services: Redesigning the Structure

- Engaging Students for Success
- The importance of coordination and guidance – student problems with executive decision making
- An example of a successful Program (EOPS & DSPS)

- Effective Practices within Basic Skills
- Assessing Student Services

Chapter 5                      Effective Practices for all Disciplines: Common Building Materials

- A Little Background: Neuroscience and Learning Theory
- Key Findings on Learning Research
- Student Preconceptions and Misconceptions
- Mastery of Content Specific Information
- Active Learning
- Deep Learning
- Assessment and Learning
- Metacognition
- Student Self-assessment: A Metacognitive Strategy
- More Metacognitive Techniques for College Readiness
- Student Learning Styles
- Working in Teams

Chapter 6                      Integrating Student Services and Instruction: Functional Wiring

- A Necessary Foundation: Learning about Developmental Learners
- Traditional Silos of Practice
- Transformational Learner Development: Integration of Instruction and Support Services
- Effective Practices and Programs

Chapter 7                      Effective Practices English : Specialty Supplies

□      A Little More Background

- The Writing Process
- Writing Practice
- Tips and Tricks
- Research Backed-Practices
- Writing Strategies
- A Twist on Integrated Reading and Writing
- Departmental Integrated Reading and Writing
- Professional Organizations
- Assessment
- Completing the Assessment Loop

Chapter 8                      Effective Practices ESL : Specialty Supplies

- Introduction
- Some Facts and Figures
- Acquiring a Second Language

- Important Facts about Generation 1.5 Language Learners
- Academic Literacy: A Statement of Competencies (ICAS)
- California Pathways Standards (CATESOL)
- Getting to Know your Students
- Preparing your ESL Students for College Success
- Writing
- Listening and Speaking

## Chapter 9

### Effective Practices Mathematics : Specialty Supplies

- Introduction to New Perspectives in Teaching Mathematics
- A Place for All Mathematics Students and Faculty to Start: Pólya's 4-step problem-solving process:
  - Understanding the problem
  - Developing a plan to solve the problem
  - Carrying out the plan
  - Looking back to see if you solved the problem
- Creating a Mathematics Course that Focuses on Success Using Student Learning Outcomes
- Assessing SLOs: Creating Success
- Effective Practices: Creating a Mathematics Course that Focuses on Success Using Student Learning Outcomes
- Using Rubrics to Clarify Expectations for Work in Mathematics and Enhance Success
- Looking Back to See if We have Solved the Problem

## Chapter 10

### Effective Practices Reading : Specialty Supplies

- The Reading Process
- Effective Practices in Reading
  - o Metacognitive Practices in Reading
  - o Before Reading Strategies
  - o During Reading Strategies
  - o After Reading Strategies
- Specific Approaches that Employ Metacognitive Techniques
- Integrated Reading and Writing
- Reading and Mathematics

## Chapter 11

### Basic Skills and Noncredit: Constructing A Bridge to College and Career Opportunities

- Who are Noncredit Students?
- A Little Background
- Who Offers Noncredit?
- How Many Community College Students are Enrolled in Noncredit?
- The Need for Noncredit for High School Students
- Instructional Delivery

- Funding for Noncredit
- College Transitions
- Noncredit Student Services
- Noncredit ESL Pathways
- Effective Practices in Noncredit Basic Skills and ESL
- Curriculum

Chapter 12  
soon)

Shoring up the Rebar: Interdisciplinary Approaches (coming

- Cohort Groups
- Learning and Tutoring Labs

Chapter 13

Working with Basic Skills Students in Career Technical Education:  
Completing the Building Part I

- SCANS Skills
- Learning Communities
- Directed Learning Activities
- Contextualized Learning

Chapter 14

Working with Basic Skills Students in Transfer Courses:  
Completing the Building Part II

- Exploring Faculty Attitudes
- Diagnosing Basic Skills Needs
- Pedagogies that Address Foster Basic Skills
  - Reading
  - Writing
  - Mathematics
  - Metacognition
- Profiles of Effective Programs?

Chapter 15

Course Assessment Basics: Evaluating Your Construction

- Assessment as an Advocate
- SLOs
- Formative vs. Summative Assessment
- Direct vs. Indirect data
- Assessment
- Closing the Loop

Chapter 16

Advanced Assessment: Multiple Measures (coming soon)

- Learning Communities
- Writing, Reading, ESL and Tutoring labs
- Setting Pre-requisites
- Interdisciplinary Program coordination

- Basic Skills Programs as a whole
- Capstone Courses

Chapter 17                    Supporting Adjunct Faculty

- The Role of Adjunct Faculty in Basic Skills
  - **Adjunct Survivor Tips: Getting Organized**
  - **Use Professional Organizations to Keep Up To Date**

Chapter 18                    More on Basic Skills Coordinators: Sustaining the Architect

- Survey Data
- Job Description checklist
- Resources on Hand (ARCC data, BSI Action Plan, MIS data, Equity Plan, CSS web site, Places to go for Help (list serve, trainings, campus resources, ASCCC resources))

Chapter 19                    Administrative Role in Basic Skills Programs: Earthquake-proofing the Structure

- Effective Practices
- Funding the Effective Practice
- Present Basic Skills Funding Allocations
- More on Funding Categories
- Complementary Funding and Support Services
- Implementing the Downstream Cost/Revenue Model (coming soon)
- Administrative Self Assessment Rubric

Chapter 20                    Where to go from here: Maintenance and Expansion

- Re-do Self Assessment: Where are you now?
- Sustaining the Effort
- Professional Development
- Where to go to further your learning?
- List serve resources

Chapter 21                    Workshops to Order: Renewing Your Supplies in Specific Areas (coming soon)