Community Development/Grants Management
Instruction

Vision/Narrative

The mission and purpose of the CD & GM and specifically noncredit is to offer students access to a variety of remedial and developmental and no cost courses that can assist them in reaching their personal and professional goals. Gavilan's Noncredit courses often referred to as adult education at the post secondary level are intended, then, to provide students with lifelong learning, college transfer and career preparation opportunities. Although students may not need or desire unit credit, noncredit often serves as first point of entry for many underserved students as well as a transition point to credit instruction. In 2009, the Office CD & GM, underwent program review and the IEC in their Summary of Review made the following major program goals: 1) Establish an integrated and articulated noncredit program that supports credit instruction in student retention, persistence and completion rates and 2) Deliver consistent noncredit matriculation services and activities. Currently, the program servies over 4,000 students per semester and generates approximately 300 FTES per year.

Feedback from Supervisor / Dean

Program Objective 1: Increase the consistency and quality of non credit instruction.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

IEC Program Review:

No: The challenges with non credit instruction present particular challenges to instruction. SLO data suggest that there is room for instructional improvement.

Progress:

Closed: A level assessment has been developed and implemented for all of the Beginning level esl courses. All noncredit classes will be required to enter a progress indicator starting Fall 16. Additional monies have been allocated for instructional supplies.
RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Offer additional professional learning opportunities for non-credit faculty.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: Intensively discuss assessment, curriculum, SLO data and instruction.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 3: Modify curriculum as needed.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		

Program Objective 2: Increase the number of noncredit students transititioning into credit programs

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

IEC Program Review:

Yes, this Objective is based from the last IEC Program Review.

Progress:

Closed: RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Communicate on a regular basis with credit ESL.

    Personnel Request - *none*
    Non-Personnel Request - *none*

Activity 2: Provide counseling for non-credit and mirrored courses.

    Personnel Request - *none*
    Non-Personnel Request - *none*

Activity 3: In collaboration with the credit and adult education programs, review curriculum and offerings to work towards a more integrated and complete ESL system.

    Personnel Request - *none*
    Non-Personnel Request - *none*

Activity 4: Develop and implement progress tracking tool to assess progression.

    Personnel Request - *none*
    Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		

President's Council		

Program Objective 3: Increase the effectiveness of noncredit student enrollment, assessment, and counseling support.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

IEC Program Review:

No: Non credit programs will be required to provide support services in similar fashion to the credit SSSP. Assessment and other support services will need to be provided and tracked as on the credit side. Moreover, current enrollment and orientation does not happen in a timely fashion.

Progress:

Closed: Assessment and placement has been becomes systematic with close to 90% of students in ESL being assessed. RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Develop formalized process for providing counseling support.

Personnel Request - *none*
Non-Personnel Request - *none*

Activity 2: Develop SSSP database and reporting system.

Personnel Request - *none*
Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean		
Vice-President		
Budget Committee		
President's Council		

Program Objective 4: Increase learning and support opportunities to service area residents, particularly those who are under-represented in formal education.

Strategy and Goal(s):

Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16

IEC Program Review:

No: Recent planning work has identified additional needs that are unaddressed by current offerings.

Progress:

Closed: RESUBMITTED: See Academic Year 2017-18 Program Plan

Activity 1: Identify new community based partners.

> **Personnel Request - *none***
> **Non-Personnel Request - *none***

Activity 2: Identify additional instructors.

> **Personnel Request - *none***
> **Non-Personnel Request - *none***

Activity 3: Market, support, and offer additional courses.

> **Personnel Request - *none***
> **Non-Personnel Request - *none***

Activity 4: Develop and implement formal process for making and tracking referrals.

> **Personnel Request - *none***
> **Non-Personnel Request - *none***

Activity 5: Complete contracts or MOUs with partner agencies.

> **Personnel Request - *none***
> **Non-Personnel Request - *none***

Rankings:

Ranker	Comments	Rank

Dean		
Vice-President		
Budget Committee		page
President's Council		