



Learning Commons

Instruction

Vision/Narrative

The Learning Commons collaborates with faculty, staff, and representatives from other academic and student services to strengthen students' capacities to be self-directed learners and to develop strategies for succeeding in an academic environment, including efficacy, agency, and scholarly habits. Much of the work in the Learning Commons promotes and supports collaborative, independent learning, information literacy, and use of technologies in order to meet program and institutional learning outcomes.

At the heart of the Learning Commons are learning activities developed in collaboration with instructors and student tutors. These activities are designed to bridge the gaps between classroom instruction and academic support and range from unstructured use of the flexible, technology-rich environment to fully-supported class work sessions that target discipline-specific or cross-disciplinary skills students need to succeed in an academic environment. This year, the Learning Commons seeks to strengthen partnerships with faculty and other campus resources to develop learning activities that map to targeted SLOs, PLOs, and ILOs in order to create shared and consistent approaches to connecting academic support to classroom instruction.

Feedback from Supervisor / Dean



Program Objective 1: Work with faculty to plan and develop activities to connect classroom instruction and learning outcomes to academic and student support to increase retention and success in gateway courses.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #1: Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #2: Use student learning outcomes assessment results to inform program plans and make program improvements.

IEC Program Review:

No: Program not previously reviewed

Progress:

Closed: Served classes (primarily gateway courses) of about 20 instructors each semester with learning activities.

Activity 1: Collaborate with faculty to plan engaging, information-and-technology-rich learning activities (including but not limited to SI study sessions, class work sessions, workshops, just-in-time interventions, and study sessions for athletes and students on or

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Other: <i>stipends</i> (10/yr)	1	%	\$ 10000.00	General Fund / On-Going

Non-Personnel Request - *none*

Activity 2: Meet regularly with instructors and tutors to identify discipline-specific and cross-disciplinary skills students need to meet learning outcomes and succeed in reading, writing, and research assignments.

Personnel Request - *none*

Non-Personnel Request - *none*



Activity 3: Work with evaluators and research staff to develop and implement tools to assess the impact of learning activities on Student Learning Outcomes.

Personnel Request - *none*

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean	Need data to support project.	10
Vice-President		
Budget Committee		
President's Council		



Program Objective 2: Increase collaboration between staff, tutors, and faculty

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.
Goal #3: Develop professional development activities for faculty to improve quality of teaching and curriculum for basic skills, career technical, and transfer courses.

IEC Program Review:

No: No IEC Program Review has occurred yet.

Progress:

Closed: Peer educators are encouraged to take active roles in training. Learning Commons collaborates on an ongoing basis with other academic support services and faculty.

Activity 1: Develop professional learning opportunities for all faculty in theory and strategies for supporting students to be engaged, successful learners, integrating classroom instruction with academic and student support.

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Other: <i>stipends</i> (#faculty varies)	1	%	\$ 25000.00	General Fund / On-Going

Non-Personnel Request - *none*

Activity 2: Meet regularly with staff, tutors, and faculty to create shared and consistent approaches to integrating classroom instruction with academic and student support

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 3: Visit department meetings to promote Learning Commons as a collaborative, effective support for meeting learning objectives.

Personnel Request - *none*

Non-Personnel Request - *none*



Rankings:

Ranker	Comments	Rank
Dean	This project is part of LC activities, which are currently funded.	9
Vice-President		
Budget Committee		
President's Council		



Program Objective 3: Create flexible, collaborative, technology-rich learning spaces to support individual, group, and whole-class learning.

Strategy and Goal(s):

Strategy #3: Improve and expand existing facilities to enhance the learning environment.

Goal #2: Use technology to improve existing classroom facility space, optimize academic success and administrative operations.

Strategy #3: Improve and expand existing facilities to enhance the learning environment.

Goal #5: Create gathering spaces so students and staff may engage in scholarly interaction.

IEC Program Review:

No: program not previously reviewed

Progress:

Closed: The space has be set up and is currently serving students and faculty.

Activity 1: Update to current operating system and software and implement a regular rotation of software application updates.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
Current OS, Microsoft Suite, & software	\$ 12000.00	General Fund / One-Time
design consultant	\$ 15000.00	General Fund / One-Time
<i>Total Requested</i>	<i>\$ 27000.00</i>	

Activity 2: Bring in a consultant to redesign the space and outline a phased-in approach to achieving a state-of-the-art environment that supports multiple models of learning activities.

Personnel Request - *none*

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
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Dean	This is an ideal one-time expenditure that could be funded by outside funding.	8
Vice-President		
Budget Committee		
President's Council		



Program Objective 4: Foster use of technology to increase independent learning, to provide support for DE student learning, and to meet academic and industry standards of technology and information literacy.

Strategy and Goal(s):

Strategy #3: Improve and expand existing facilities to enhance the learning environment.

Goal #2: Use technology to improve existing classroom facility space, optimize academic success and administrative operations.

Strategy #4: Recruit and develop staff to foster success for our diverse students in their attainment of educational and/or career goals.

Goal #1: Create a staffing plan to better meet student needs after assessing staffing gaps in all departments.

IEC Program Review:

No: program not previously reviewed

Progress:

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

Activity 1: Hire a .5 FTE technology specialist to integrate technology into learning activities, make learning activities accessible to DE students, and support faculty to integrate technologies into learning activities.

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Faculty	1	50%	\$ 30000.00	General Fund / On-Going

Non-Personnel Request - *none*

Activity 2: Implement learning activities to develop and improve technology literacy.

Personnel Request - *none*

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank



Dean	Need data to support need.	9
Vice-President		
Budget Committee		
President's Council		



Program Objective 5: Strengthen partnerships with other academic and student support programs and services.

Strategy and Goal(s):

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #3: Develop professional development activities for faculty to improve quality of teaching and curriculum for basic skills, career technical, and transfer courses.

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #1: Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

IEC Program Review:

No: program not previously reviewed

Progress:

Closed: The Learning Commons regularly meets with representatives of other academic and student support programs and services to coordinate activities and trainings.

The Learning Commons supports cohort study sessions.

Activity 1: Meet regularly with representatives of other academic and student support programs and services to coordinate activities and trainings.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 2: Coordinate study sessions supported by discipline-specific peer tutors for targeted groups (athletic groups and students on or nearing probation).

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Other: <i>tutors (# varies/activity)</i>	1	%	\$ 7000.00	Equity / On-Going

Non-Personnel Request - *none*



Rankings:

Ranker	Comments	Rank
Dean	No cost networking, important to expanding the LC model.	10
Vice-President		
Budget Committee		
President's Council		



Program Objective 6: Create virtual and off-site access to program services and resources.

Strategy and Goal(s):

Strategy #4: Recruit and develop staff to foster success for our diverse students in their attainment of educational and/or career goals.

Goal #1: Create a staffing plan to better meet student needs after assessing staffing gaps in all departments.

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #5: Evaluate alternate delivery of courses and services such as online, hybrid, and High Step. Grow distance education program offerings as appropriate.

IEC Program Review:

No: program not previously reviewed

Progress:

Closed: There is no staffing to dedicate to this objective at this time.

Activity 1: Collaborate with DE faculty to identify and bridge gaps between classroom instruction and academic and student support.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 2: Implement tutor-supported learning activities at off-site campuses.

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Other: <i>tutors</i> (20hrs/wk/campus)	3	%	\$ 23600.00	General Fund / On-Going

Non-Personnel Request - *none*

Activity 3: Create 3 .40 FTE faculty positions to provide oversight of off-site activities.

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type



Other: <i>release time, non instructional</i>	3	40%	\$ 74000.00	General Fund / On-Going
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Non-Personnel Request - *none*

Activity 4: Hire .5 FTE Instructional Program Specialist to support off-site activities.

Personnel Request

Job Classification	Quantity	FTE	Amount (\$)	Fund Source / Type
Classified	1	50%	\$ 20000.00	General Fund / On-Going

Non-Personnel Request - *none*

Rankings:

Ranker	Comments	Rank
Dean	More development of this project is needed. Model not yet fully fleshed out. Does the need justify the expenditures?	10
Vice-President		
Budget Committee		
President's Council		



Program Objective 7: Develop sustainable and robust tutoring support for learning activities and tutor training program.

Strategy and Goal(s):

Strategy #1: Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #4: Support programs that bridge pre-collegiate credit/non-credit courses and other learning support options intended to prepare students for entry into basic skills, transfer, and career technical programs.

Strategy #2: Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #4: Evaluate student support services to identify successful strategies and remediate gaps that may hinder student success in accordance with instructional improvement goals.

IEC Program Review:

No: program not previously reviewed

Progress:

Closed: Training with focus on best practices for peer educators has been developed and put into use.

Activity 1: Collaborate with other campus tutoring programs to offer shared, cross-disciplinary tutor trainings and learning opportunities, such as Reading Apprenticeship, information literacy, technology literacy, and best practices for peer tutoring and mentoring.

Personnel Request - *none*

Non-Personnel Request - *none*

Activity 2: Train tutors to support development and implementation of learning activities in order to 1) bridge gaps between faculty and student interpretations of activities, 2) support and assess students' learning through the activities, 3) develop strategies for helping students develop needed skills, and 4) offer support for online learning activities.

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
tutor training	\$ 20000.00	General Fund / On-Going
<i>Total Requested</i>	<i>\$ 20000.00</i>	



Activity 3: Staff Learning Commons (main campus) with trained peer tutors; provide tutor support for all stages of developing, implementing, and assessing learning activities; and staff Learning Commons with student worker receptionists..

Personnel Request - *none*

Non-Personnel Request

Specific Item(s) Needed	Amount Requested (\$)	Fund Source / Type
student worker salaries	\$ 80000.00	General Fund / On-Going
<i>Total Requested</i>	<i>\$ 80000.00</i>	

Rankings:

Ranker	Comments	Rank
Dean	Currently LC tutoring and training costs will need increases as the model grows. More data will need to support the case for increased staffing, training, and funding.	10
Vice-President		
Budget Committee		
President's Council		