

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

**2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

If applicable, please complete the information for the category below. Identify a specific item(s) under this category and indicate for that item(s) the respective effective practice(s). ***Duplicate this form as needed.***

***Note: The college is not required to plan for expenditures in this category; therefore, the college does not need to complete the information below if it does not apply.***

<b>EXPENDITURE CATEGORY: A. <u>Program and Curriculum Planning and Development.</u></b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
Implement effective solutions for permanent coordination and coordinator(s) of basic skills programs, support services, and instruction based on the results of the study and in collaboration with the BSI Committee.	<p>A.3.2: Based upon the institutional structure, a dedicated administrator or lead faculty is/are clearly defined and accorded responsibility for college-wide coordination of basic skills programs.</p> <p>A.3.4: Formal mechanisms exist to facilitate communication/coordination between faculty and staff in different developmental disciplines as well as with student services.</p> <p>A.3.5: Formal mechanisms exist to facilitate communication/coordination between pre-collegiate and college-level faculty within disciplines.</p> <p>C.1.2: Professional development activities for developmental education are actively supported by senior administration.</p>

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

**2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

<b>EXPENDITURE CATEGORY: A. <u>Program and Curriculum Planning and Development.</u></b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
Implement effective solutions to increase the visibility of campus programs and services that support the needs of basic skills students.	<p>A.1.1 Clear references exist that developmental education is an institutional priority; references are public, prominent, and clear.</p> <p>A.1.5: Institutional commitment is reflected in the level of comprehensiveness and extent to which developmental education is integrated into the institution.</p> <p>A.3.4: Formal mechanisms exist to facilitate communication/coordination between faculty and staff in different developmental disciplines as well as with student services.</p> <p>D.3.5: College programs promote basic skills students' social integration into and identification with the college environment.</p>
Establish regular instructional and counseling faculty meetings to address educational needs and integrate support/counseling services for students enrolled in ENSL, study skills, and developmental English and Math courses.	<p>B.1.5: Diverse institutional stakeholders engage in routine review of the relationship between assessment instruments and student success in courses.</p> <p>B.3.2: Counseling and instruction are integrated into the developmental education program.</p>

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

**2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

<i>EXPENDITURE CATEGORY: A. <u>Program and Curriculum Planning and Development.</u></i>	
EXPENDITURE ITEM(S)	EFFECTIVE PRACTICE(S)
<p>Investigate and promote instructional models such as CTE and basic skills infusions, learning communities, and Writing Across the Curriculum.</p>	<p>A.1.5: Institutional commitment is reflected in the level of comprehensiveness and extent to which developmental education is integrated into the institution.</p> <p>D.3.1: In classroom teaching/learning, attentions is paid to students’ attitudes and emotions (e.g., self-concept and self-efficacy development) as well as to teaching basic subject skills.</p> <p>D.3.3: Timely interventions occur with students to address emotional, social, or non-academic obstacles that arise, and to prevent student attrition resulting from such circumstances.</p> <p>D.3.5: College programs promote basic skills students’ social integration into and identification with the college environment.</p> <p>D.9.2: Faculty and advising staff provide early intervention and support to students experiencing academic and/or personal difficulties.</p> <p>D.10.3: Various learning support services provide active learning experiences (e.g. Supplemental Instruction, workshops, and study groups).</p>

\_\_\_\_\_  
 Signature, Chief Executive Officer  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature, Academic Senate President  
 Date: \_\_\_\_\_

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

---

## 2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET

---

If applicable, please complete the information for the category below. Identify a specific item(s) under this category and indicate for that item(s) the respective effective practice(s). ***Duplicate this form as needed.***

***Note: The college is not required to plan for expenditures in this category; therefore, the college does not need to complete the information below if it does not apply.***

<b>EXPENDITURE CATEGORY: B. <u>Student Assessment.</u></b>	
EXPENDITURE ITEM(S)	EFFECTIVE PRACTICE(S)
Based on outcomes of regular instructional and counseling faculty meetings to address educational needs and integrate support/counseling services for students enrolled in ENSL, study skills, and developmental English and Math courses, the need for revisions of assessment instruments/procedures may be identified for implementation.	B.1.5: Diverse institutional stakeholders engage in routine review of the relationship between assessment instruments and student success in courses.  B.3.2: Counseling and instruction are integrated into the developmental education program.

\_\_\_\_\_  
 Signature, Chief Executive Officer  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature, Academic Senate President  
 Date: \_\_\_\_\_

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

## **2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

If applicable, please complete the information for the category below. Identify a specific item(s) under this category and indicate for that item(s) the respective effective practice(s). ***Duplicate this form as needed.***

***Note: The college is not required to plan for expenditures in this category; therefore, the college does not need to complete the information below if it does not apply.***

<b><i>EXPENDITURE CATEGORY: C. <u>Advisement and Counseling Services.</u></i></b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
<p>Based on the self-study's findings and in collaboration with the BSI Committee, implement solutions for growing counseling needs, which may include review and revision of current counseling practices and provision of additional training hours and staffing hours in order to adequately support students placed in developmental level classes.</p>	<p>A.4.1: Students are required to receive early assessment and advisement for sound educational planning.</p> <p>A.7.6: Communication of expectations to students occurs early and often and is the shared responsibility of all developmental program providers.</p> <p>B.3.1: A proactive counseling/advising structure that includes intensive monitoring and advising serves students placed in developmental education courses.</p> <p>B.3.3: Counseling staff are specifically trained to address the academic, social, and emotional needs of developmental education students.</p>
<p>Examine existing procedure that waives the matriculation process for students who declare "Personal Development" as their major, thereby requiring students in regular attendance to engage in the process.</p>	<p>B.1.1: Mandatory orientation exists for all new students.</p> <p>B.1.2: Mandatory assessment exists for all new students.</p> <p>B.4.1: Outreach and proactive mechanisms exist to educate developmental students about various opportunities to acquire financial aid.</p>

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

**2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

<b>EXPENDITURE CATEGORY: C. <u>Advisement and Counseling Services.</u></b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
Investigate and develop an effective process that enhances or replaces the current early alert system.	<p>B.3.1: A proactive counseling/advising structure that includes intensive monitoring and advising serves students placed into developmental education courses.</p> <p>B.3.2: Counseling and instruction are integrated into the developmental education program.</p> <p>B.3.4: Counseling of developmental education students occurs early in the semester/quarter.</p> <p>D.3.3: Timely interventions occur with students to address emotional, social, or non-academic obstacles that arise, and to prevent student attrition resulting from such circumstances.</p>

\_\_\_\_\_  
 Signature, Chief Executive Officer  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature, Academic Senate President  
 Date: \_\_\_\_\_

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

---

## 2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET

---

If applicable, please complete the information for the category below. Identify a specific item(s) under this category and indicate for that item(s) the respective effective practice(s). ***Duplicate this form as needed.***

***Note: The college is not required to plan for expenditures in this category; therefore, the college does not need to complete the information below if it does not apply.***

<b><i>EXPENDITURE CATEGORY: D. <u>Supplemental Instruction and Tutoring</u></i></b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
Establish a sub-committee to examine organizational structures, facility usage, staffing patterns, and model programs with the intention to develop a plan for increased staffing availability for college academic learning/support centers.	A.1.4: Developmental education is adequately funded and staffed. A.5.1: Course-related learning assistance (e.g., supplemental instruction, course-based tutoring) exists. D.10.5: Tutoring is available and accessible in response to student needs/desires.

\_\_\_\_\_  
 Signature, Chief Executive Officer  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature, Academic Senate President  
 Date: \_\_\_\_\_

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

---

## **2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

---

If applicable, please complete the information for the category below. Identify a specific item(s) under this category and indicate for that item(s) the respective effective practice(s). ***Duplicate this form as needed.***

***Note: The college is not required to plan for expenditures in this category; therefore, the college does not need to complete the information below if it does not apply.***

<b><i>EXPENDITURE CATEGORY: E. <u>Articulation</u></i></b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>

\_\_\_\_\_  
Signature, Chief Executive Officer  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature, Academic Senate President  
Date: \_\_\_\_\_



District: Monterey Peninsula Community College District

College: Monterey Peninsula College

**2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

If applicable, please complete the information for the category below. Identify a specific item(s) under this category and indicate for that item(s) the respective effective practice(s). ***Duplicate this form as needed.***

***Note: The college is not required to plan for expenditure in this category; therefore, the college does not need to complete the information below if it does not apply.***

<b>EXPENDITURE CATEGORY: F. <u>Instructional Materials and Equipment</u></b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
Based on pursuing ongoing and regular campus-wide outreach to students in Expenditure Category G, develop or obtain necessary materials.	B.4.1: Outreach and proactive mechanisms exist to educate developmental students about various opportunities to acquire financial aid. D.3.3: Timely interventions occur with students to address emotional, social, or non-academic obstacles that arise, and to prevent student attrition resulting from such circumstances. D.3.5: College programs promote basic skills students' social integration into and identification with the college environment. D.10.5: Tutoring is available and accessible in response to student needs/desires

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

**2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

<b>EXPENDITURE CATEGORY: F. <u>Instructional Materials and Equipment</u></b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
<p>Based on investigating and promoting instructional models in Expenditure Category A, develop or obtain necessary instructional and support materials.</p>	<p>A.1.5: Institutional commitment is reflected in the level of comprehensiveness and extent to which developmental education is integrated into the institution.</p> <p>D.3.1: In classroom teaching/learning, attentions is paid to students’ attitudes and emotions (e.g., self-concept and self-efficacy development) as well as to teaching basic subject skills.</p> <p>D.3.3: Timely interventions occur with students to address emotional, social, or non-academic obstacles that arise, and to prevent student attrition resulting from such circumstances.</p> <p>D.3.5: College programs promote basic skills students’ social integration into and identification with the college environment.</p> <p>D.9.2: Faculty and advising staff provide early intervention and support to students experiencing academic and/or personal difficulties.</p> <p>D.10.3: Various learning support services provide active learning experiences (e.g. Supplemental Instruction, workshops, and study groups).</p>

\_\_\_\_\_  
 Signature, Chief Executive Officer  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature, Academic Senate President  
 Date: \_\_\_\_\_

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

## **2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

If applicable, please complete the information for the category below. Identify a specific item(s) under this category and indicate for that item(s) the respective effective practice(s). ***Duplicate this form as needed.***

***Note: The college is not required to plan for expenditures in this category; therefore, the college does not need to complete the information below if it does not apply.***

<b>EXPENDITURE CATEGORY: <u>G. Other Purposes</u> directly related to the enhancement of basic skills, ESL instruction, and related student programs.</b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
<p>Establish a virtual center for campus-wide communication for information, news, and ongoing dialogue directly related to developmental education instruction.</p>	<p>A.3.4: Formal mechanisms exist to facilitate communication/coordination between faculty and staff in different developmental disciplines as well as with student services.</p> <p>A.3.5: Formal mechanisms exist to facilitate communication/coordination between pre-collegiate and college-level faculty within disciplines.</p> <p>C.5.2: Opportunities exist for colleagues across disciplines to engage in interchanges that foster a “culture of teaching”, which in turn develops a “community of scholars”.</p> <p>D.8.1: Formal processes exist that facilitate and promote the exchange of effective instructional strategies among faculty within disciplines.</p> <p>D.8.2: Formal processes exist that facilitate and promote the exchange of effective instructional strategies among faculty across disciplines.</p> <p>D.8.3: Formal processes exist that facilitate and promote the exchange of effective instructional strategies between faculty in general and developmental education programs.</p>

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

**2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

<b>EXPENDITURE CATEGORY: G. <i>Other Purposes</i> directly related to the enhancement of basic skills, ESL instruction, and related student programs.</b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
Establish a Resource Repository for basic skills related professional materials in the Library Technology Center.	<p>A.3.4: Formal mechanisms exist to facilitate communication/coordination between faculty and staff in different developmental disciplines as well as with student services.</p> <p>A.3.5: Formal mechanisms exist to facilitate communication/coordination between pre-collegiate and college-level faculty within disciplines.</p>
Investigate professional development resources, training, and opportunities for faculty teaching developmental level skills.	<p>C.1.2: Professional development activities for developmental education are actively supported by senior administration.</p> <p>C.2.1: Developmental education faculty are involved in the design, planning, and implementation of staff development activities related to developmental education.</p> <p>C.2.4: The staff development program for developmental educators is regularly evaluated by participants, and data collected are used for continuous improvement.</p> <p>C.3.2: Developmental education staff-development activities are not based on “one-shot” workshops; rather, staff development activities are comprehensive and ongoing.</p> <p>C.3.3: Staff development activities are adequately funded, funding is ongoing, and development activities are coordinated by specific designated staff as part of their core responsibilities.</p>

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

---

## 2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET

---

<b>EXPENDITURE CATEGORY: <i>G. Other Purposes</i> directly related to the enhancement of basic skills, ESL instruction, and related student programs.</b>	
<b>EXPENDITURE ITEM(S)</b>	<b>EFFECTIVE PRACTICE(S)</b>
Continue to augment faculty orientation programs to include information related to basic skills instruction.	<p>A.6.2: Specific training in developmental education instructional strategies is provided to faculty teaching developmental education courses.</p> <p>A.7.2: Faculty new to the developmental program receive an orientation to convey to them the goals and expectations of the program.</p> <p>C.2.5: New faculty are provided staff development activities that assist them in transitioning into the community college environment.</p>

District: Monterey Peninsula Community College District

College: Monterey Peninsula College

**2009-10 ESL/BASIC SKILLS EXPENDITURE PLAN DETAIL SHEET**

<p><b>EXPENDITURE CATEGORY: G. <u>Other Purposes</u> directly related to the enhancement of basic skills, ESL instruction, and related student programs.</b></p>	
EXPENDITURE ITEM(S)	EFFECTIVE PRACTICE(S)
<p>Pursue ongoing and regular campus-wide outreach to students in order to enhance student awareness of on-campus support services and resources. This action would require development time and a nominal amount of materials funding.</p>	<p>B.4.1: Outreach and proactive mechanisms exist to educate developmental students about various opportunities to acquire financial aid.</p> <p>D.3.3: Timely interventions occur with students to address emotional, social, or non-academic obstacles that arise, and to prevent student attrition resulting from such circumstances.</p> <p>D.3.5: College programs promote basic skills students' social integration into and identification with the college environment.</p> <p>D.10.5: Tutoring is available and accessible in response to student needs/desires.</p>

\_\_\_\_\_  
 Signature, Chief Executive Officer  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature, Academic Senate President  
 Date: \_\_\_\_\_