CSM’s Action Plan for Integrative Learning Project

Project Goal: To construct an overriding vision of integrated learning at the college through institutionalizing the learning communities program

I. **Objective:** Integrate Instruction and Student Services  
   **Challenge:** Many counselors are reluctant to become involved in new ways  
   A. **Strategy:** attend counselor meetings at least once per semester  
      **Timeline:** Spring 2004 (done in March)  
      **Who?** Mike, Jeremy, Cheryl, Jean, Elaine

   B. **Strategy:** develop counselor menu workshop program  
      **Product:** Counselor Workshop Menu  
      **Timeline:** Fall 2004 pilot  
      **Who?** Elaine, Dean of Counseling

   C. **Strategy:** assign counselor to each learning community  
      **Timeline:** Fall 2004 implementation  
      **Who?** Elaine, Marsha Ramezane, Dean Chownhill, Jackie?

II. **Objective:** Expand and maintain course offerings to 10 per year and increase faculty participation  
   **Challenge:** It is difficult to inform and involve busy faculty.  
   A. **Strategy:** target English instructors as key partners in LC’s  
      **Challenge:** There is little funding available to support faculty development.  
   B. **Strategy:** ? (needs to be developed in July) ; meet with VPI; explore potential in funding mechanisms like movie night, book club, increased retention rates. Jeremy will research grant sources at July workshop.  
      **Challenge:** We are facing many troublesome technicalities in class schedules.  
   C. **Strategy:** encourage deans, VPI to take responsibility for oversight ; meet with Grace, Shirley, Deans, Eric, Marsha, Henry, Arlene, about linking classes & other technical problems  
      **Timeline:** for Spring 2005 schedules—meet in May 2004  
      **Who?** Mike, Cheryl, Jeremy, Jean

   **Challenge:** Procedures for offering an LC need to be documented and streamlined.  
   D. **Strategy:** Develop checklist for scheduling & promotion activities  
      **Timeline:** Spring 2004 (done)  
      **Who?** Elaine, Cheryl, Jean

   **Challenge:** Marketing needs much work; must become less dependent on faculty  
   E. **Strategy:** ? (needs to be developed in July)  
      **Who?** Also unknown right now
III. **Objective:** Formalize assessment instruments and procedures  
**Challenge:** Faculty will resist assessment that requires time and effort and is meaningless.  
A. **Strategy:** research, develop, and require use of a few key instruments  
**Product:** exit interview form  
**Timeline:** July Workshop  
**Who?** Mike, Jeremy, Jean, Cheryl

**Product:** survey of student engagement (or is this what we have now?)  
**Timeline:** July Workshop  
**Who?** Mike, Jeremy, Jean, Cheryl

**Product:** web-based assessment forms and portfolio archive for synchronic and diachronic assessment  
**Timeline:** Fall 2004  
**Who?** Jeremy, Cheryl

**Product:** reflective self-assessment memo forms for writing courses & papers  
**Timeline:** Fall 2004  
**Who?** Jean

**Product:** assessment checklist form  
**Timeline:** Spring 2004—Spring 2005 (begun)  
**Who?** Cheryl

**Challenge:** Collecting longitudinal data is problematic.  
B. **Strategy:** work with John Sewart to set up specific criteria for studies  
**Product:** retention & success studies—in sequential courses & semesters  
**Product:** transfer success rates study  
**Timeline:** Spring 2005  
**Who?** Cheryl

IV. **Objective:** Disseminate all tangible deliverables to college and beyond  
**Challenge:** We are a community college institution that has no support for individual research and limited funds for conferences.  
A. **Strategy:** expand website  
**Timeline:** Ongoing  
**Who?** Cheryl, Jeremy

B. **Strategy:** attend and present at conferences  
1. Washington Center conference  
**Timeline:** May 2004  
**Who?** Mike  
2. CCCC  
**Timeline:** March 2005  
**Who?** Daniel, Jean, Teeka, Anne
3. DeAnza Fandango
   Timeline: Fall 2004
   Who? Mike, Jean et al.

C. **Strategy:** compile anthology of students’ work
   Timeline: July workshop
   Who? Mike, Jean, Jeremy

D. **Strategy:** write articles on our work to publish
   Timeline: July workshop
   Who? Mike, Jean, Jeremy

E. **Strategy:** develop Balmy Alley video
   Timeline: Fall 2005
   Who? Lilya

F. **Strategy:** submit regular updates to CSM Internal
   Timeline: Fall 2004 pilot
   Who? To be determined

V. **Objective:** Look at next steps to create the overriding vision and change the paradigm.
   **Strategy:** use July workshop to look at new ideas and come up with proposals for the future.
   Who? Jeremy, Mike, Jean