

## **Divisional Plan for Developmental Education**

Revised: October 4, 2001

# Developmental Education Division Plan

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# Developmental Education Mission Statement

The Division of Developmental Education provides students with academic, technological workforce skills in a supportive learning environment, utilizing a variety of instructional delivery systems and formats to enhance student learning and success.

## 2001-2002 Division Objectives

1. **Planning and Charting Developmental Education's Future**
  - a. Increase percentage of students who move through the developmental sequence to the 100 sequence by ten percentage points. \*
  - b. Pilot a second measure of student learning by Spring 2003
  - c. Increase the number of classes offered in computer enhanced rooms by four Sections by Spring 2002
  - d. Collaborate with the Division of Instructional Computing and Information Resources to identify and plan courses (at least two courses) which could be offered via OE/OE. \*
2. **Creating partnerships with Skill Center, Public Schools, Businesses and Social Service Agencies**
  - a. Assess needs of students, Skill Center, businesses, social service agencies and community
  - b. Implement the needs identified in the surveys.
  - c. Collaborate with Student Services and the Office of Instruction to schedule classes for partners.
  - d. Collaborate with the Office of Institutional Advancement to prepare marketing materials to publicize services by Spring 2002. \*
3. **Investing in Faculty, Staff and Students in Developmental Education**
  - e. Continue to seek and implement partnership efforts with local businesses public schools and social service agencies
  - f. Continue to offer courses in a variety of formats, utilizing a variety of delivery Systems
  - g. Reclassify appropriate staffing positions; hire additional faculty. \*
  - h. Provide training and professional growth opportunities for full-time and adjunct Faculty i.e. syllabi, technology, pedagogy, etc.
  - i. Provide quality instructional support programs and services for EMCC students And new programs including NSF students in EMCC's Learning Centers\*
  - j. Collaborate with Office of Institutional Advancement to market to a variety of Entities.

4. **Creating a climate for success in Developmental Education**
  - a. Implement activities and discussions on the core values in division and classroom activities.
  - b. Use assessment and evaluative data to improve programs and to insure student success. \*
  - c. Increase communication efforts through use of media including Memo mail Blackboard, one on one, peer discussions and meetings.
  - d. Identify strengths and weaknesses in division communication and teamwork.
  - e. Participate in at least two lunch meetings per semester to foster communication And teamwork.
  - f. Develop learning communities to provide more holistic integrated learning experiences for students.
  - g. Utilize materials which reflect and/or represent international experiences.

#### 5. **Technology Integration in Developmental Education**

- a. Survey faculty and students to determine needs.
- b. Implement needs.
- c. Integrate the use of technology into all courses in the division by 2003
- d. Conduct at least one training session for division faculty each semester.\*
- e. Maintain awareness of Phase II Campus expansion through meetings and discussions.
- f. Utilize the upgraded version of Blackboard V.
- g. Develop home access materials for designated instructional delivery including Academic Systems, Plato or other systems. \*

**\* Items represent priorities for Developmental Education.**

#### **Summary of Resources Needed to Accomplish Objectives**

The following have been identified to support the objectives in this plan.

Reading/English Faculty (4b), (3g), (2d), (3i)  
 English/ESL Faculty (4b), (3g), (2d)  
 ESL faculty (4b), (3g), (2d)  
 Reading/ESL Faculty (4b), (3g), (2d)  
 ESL Program Advisor (2d)  
 Learning Enhancement Staff (4b), (3i)  
 Adjunct faculty (4b), (2d)  
 Division Secretary  
 Associate Dean of Occupational Education (2)  
 Dean of Instruction (3g)  
 Curriculum Technician (3d)  
 Information Resources (1d)  
 Instructional Computing (1d)  
 Director of Facilities Planning and Technology ( 5g)  
 Office of Institutional Effectiveness (4b),  
 Office of Institutional Advancement and Marketing (2d)  
 Office of Human Resources (3g)  
 Office of Student Services (2c)  
 Director of the Skill Center (2c)

## Appendix A: SWOT Analysis

### Strengths

- Community Partnerships
- Growing Enrollment
- Support of Senior Administration
- Excellent faculty and staff
- Provide ease of Access to college for adults
- Improved Assessment and Advisement Process
- Dynamic Enrollment
- Full-time Program Adviser for ESL students
- Classes offered at remote sites
- Learning Support Services

### Opportunities

- Expansion of Community based classes
- Expansion of industry based classes
- Partnerships with local school districts

### Weaknesses

- Space for dynamic growth
- Expansion of support for growing adjunct faculty
- Classroom Space
- Access to technology

### Threats:

- **Legislative support for Developmental Education Courses**
- **Community College System support for Developmental and ESL Courses**
- **Recession impact on industry based classes**

## Appendix B: Division Budget

Fiscal Year 2000 - 20001					Fiscal Year 2001 - 2002		
Object Code	Description		Budget	Actuals		Description	Budget
51111	Residential		\$ 167,426.00	\$177,497.00	51111	Residential	\$ 188,052.00
51114	Residential - Ext Cntr		\$ 2,692.00	\$ -	51114	Residential - Ext Cntr	\$ 2,835.00
51116	Dept Chairpersons		\$ 8,738.00	\$ 13,741.00	51116	Dept Chairpersons	\$ 9,201.00
51220	MATP		\$ 47,355.00	\$ 68,753.00	51220	MATP	\$ 50,896.00
51230	Support, Classified		\$ 91,951.00	\$106,637.00	51230	Support, Classified	\$ 95,749.00
51294	Current Year Vacation		\$ -	\$ 577.00	51294	Current Year Vacation	\$ -
51310	Part-time Wages		\$ -	\$ 1,278.00	51310	Part-time Wages	\$ -
51316	Student Wages		\$ 4,000.00	\$ 2,406.00	51316	Student Wages	\$ 4,212.00
51411	Classified		\$ -	\$ 181.00	51411	Classified	
	<b>Total Personnel Ser.</b>		<b>\$ 322,162.00</b>	<b>\$371,070.00</b>		<b>Total Personnel Ser.</b>	<b>\$ 350,945.00</b>
52110	FICA		\$ 24,594.00	\$ 22,215.00	52110	FICA	\$ 21,497.00
52120	State Retirement		\$ 8,463.00	\$ 9,725.00	52120	State Retirement	\$ 8,634.00
52130	Medicare		\$ -	\$ 5,408.00	52130	Medicare	\$ 5,028.00
52310	15k Term Life Ins.		\$ 344.00	\$ 178.00	52310	15k Term Life Ins.	\$ 344.00
52320	AD&D Basic Accd. Ins		\$ -	\$ 22.00	52320	AD&D Basic Accd. Ins	\$ -
52410	Mid Term Disab Ins.		\$ 583.00	\$ 219.00	52410	Mid Term Disab Ins.	\$ 636.00
52430	Workmen's Comp		\$ 612.00	\$ 930.00	52430	Workmen's Comp	\$ 667.00
52999	Flex Benefits		\$ -	\$ 29,488.00	52999	Flex Benefits	\$ 31,185.00
	<b>Total Benefits</b>		<b>\$ 34,596.00</b>	<b>\$ 68,185.00</b>		<b>Total Benefits</b>	<b>\$ 67,991.00</b>
53210	Professional Svcs		\$ 3,200.00	\$ -	53210	Professional Svcs	\$ 3,200.00
53300	Printing/Binding		\$ 3,000.00	\$ 2,672.00	53300	Printing/Binding	\$ 3,000.00
53550	Official Function		\$ 200.00	\$ 402.00	53550	Official Function	\$ 200.00
54100	General Supplies	7500	\$ 3,300.00	\$ 2,760.00	54100	General Supplies	\$ 3,300.00
	<b>Total Misc. Expenditures</b>		<b>\$ 9,700.00</b>	<b>\$ 5,834.00</b>		<b>Total Misc. Expenditures</b>	<b>\$ 9,700.00</b>
	<b>Total Expenditures</b>		<b>\$ 366,458.00</b>	<b>\$445,089.00</b>		<b>Total Expenditures</b>	<b>\$ 428,636.00</b>

