

Task Details Report

Planning Unit: English as a Second Language
Unit Manager: Lead Faculty, English and ESL

Objective: 33 - Strategic action plans for English as a Second Language

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date: 2/8/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

The ACES Committee has provided effective professional development using equity funds and the ESL faculty will continue to participate. However, week-long professional development sessions during the summer would provide much-needed in-depth learning on topics such as Data Dashboard, Canvas, Classroom Applications for Google Apps, and Teaching Men of Color.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/19/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 2
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Advocate in every possible venue for the ESL Coordinator position, the ESL Retention Specialist position, and the ESL Basic Skills Counselor position to be on the Fund One budget.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/19/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 3
Due Date:	Completion Date:	Task Status: Ongoing Implementation (75%)	Budget: \$0

Continue our updated and improved Careers and Majors for ESL students with different foci. In Fall 2015 we collaborated with STEM. In Spring 2016 we are collaborating with CTE. We plan to begin discussions this semester with College for Working Adults (CWA) for Fall 2016.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/19/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 4
Due Date:	Completion Date:	Task Status: Planning/Discussion (25%)	Budget: \$0

Work with faculty and Deans to investigate the possibilities of ESL Learning Communities in the areas of Business, including Accounting, International Business, and the Entrepreneur Center.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/19/2016	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 5
Due Date:	Completion Date:	Task Status: Ongoing Implementation (75%)	Budget: \$0

Continue collaboration with ACCEL partners, specifically South CATs and Coastside CATs, to create pathways to college and careers.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/19/2016

Task Type:
Departmental Action
Plan

Priority Level:
High

Task Order:
6

Due Date:

Completion Date:

Task Status:
Planning/Discussion
(25%)

Budget:
\$0

The department wants to expand the use of ePortfolios to ESL Level II courses and possibly lower levels. Additionally, we are discussing streamlining the use of ePortfolios by linking the ESL template to the college template.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: English as a Second Language
Unit Manager: Lead Faculty, English and ESL

Objective: 141 - Equipment, technology and facilities requests for English as a Second Language

Objective Description:

Use this objective to request supplies, equipment, technology or facilities improvements. To request equipment, Edit the "Purchase equipment" Action Plan and click the "Request Resources" button to enter the details of your equipment request. Be sure to indicate whether additional space will be needed to accommodate the requested equipment, or whether it will require maintenance agreements and or support personnel. Facilities requests may be for changes to custodial services, maintenance, remodeling, or new construction. Create a new Action Plan for each facilities request. In the description/justification be sure to indicate whether the request is for ADA or safety-related concerns.

Start Date: 2/8/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$6,000

Laptop Computers:

Four full-time faculty members, Jenny Castello, Katie Schertle, Alicia Aguirre, and Jeanne Gross, require new laptop computers. Jenny Castello, Katie Schertle, and Alicia Aguirre use PCs and Jeanne Gross uses Mac.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	English as a Second Language	PC laptop	\$4500.00	\$3063.00
ITech	English as a Second Language	Mac Laptop	\$1500.00	\$1500.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/8/2016	Task Type: Resource Request	Priority Level: High	Task Order: 2
Due Date:	Completion Date:	Task Status: New	Budget: \$2

Docking Station:

Full-time faculty members Julie Carey and Rebekah Taveau need large-screen docking stations for their Mac laptop computers.

Budget Remarks:

Date:	Name:	Remarks:
03/14/2016	Carranza, James	I've spoken with both faculty members and have advised them to provide medical documentation to demonstrate need. Once we have that we can work with the District to get what they need (ergonomic driven request).

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	English as a Second Language	Large screen docking station	\$2.00	\$1370.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/8/2016	Task Type: Resource Request	Priority Level: High	Task Order: 3
Due Date:	Completion Date:	Task Status: New	Budget: \$1

Classroom 13-11 has a loud fan/vent embedded in the ceiling which interferes with instruction and learning. Facilities must replace it with a new, quieter fan so that instruction is not hindered by noise.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	English as a Second Language	Replacement fan	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/8/2016	Task Type: Resource Request	Priority Level: High	Task Order: 5
Due Date:	Completion Date:	Task Status: New	Budget: \$1

The ESL Department needs regular access to a computerized classroom for all sections of ESL 400 and ESL 924. Currently ESL 924 AA is not scheduled in a computer lab; therefore, instruction is severely hampered by lack of consistent access to computers. The ESL Department has been in conversation with the English Department concerning the need for an additional computerized classroom, which would be fully utilized.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	English as a Second Language	Computerized classroom	\$1.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/19/2016	Task Type: Resource Request	Priority Level: High	Task Order: 6
Due Date:	Completion Date:	Task Status: New	Budget: \$1

IT has evaluated the computers in Room 13-11 and recommends replacing all of the existing computers and adding 5 new computers to accommodate the large class size of the ESL courses scheduled in that room. The new printer should be located in the front of the classroom to allow space for the additional 5 computers and provide ESL faculty more control of printing.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	English as a Second Language	updated computers	\$1.00	\$5163.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/19/2016	Task Type: Resource Request	Priority Level: High	Task Order: 4
Due Date:	Completion Date:	Task Status: New	Budget: \$4

Install document cameras in 4 classrooms used for ESL classes where there are currently no document cameras: 13-115, 13-117, 13-112, 13-210 (or any classroom used for ESL that does not have a document camera).

Budget Remarks:

Date:	Name:	Remarks:
03/14/2016	Carranza, James	Can the department provide product information (model, price, etc.) for the four cameras requested?

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	English as a Second Language	document cameras	\$4.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/25/2016

Task Type:
Resource Request

Priority Level:
High

Task Order:
7

Due Date:

Completion Date:

Task Status:
New

Budget:
\$3

3 new ergonomic chairs for the ESL Office. The student assistant table currently has no chair, and ESL Coordinator chair is an old, used, damaged chair. The ESL Retention Specialist's chair is at least 5 years old and needs to be replaced.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	English as a Second Language	chairs	\$3.00	\$900.00

Assignment Details:

Name:	Email:
No Data to Display	