

(650) 949-7240 | (650) 949-7375 (fax)

TO: Judy Miner, Dolores Davison, Kevin McElroy

FROM: Darya Gilani

DATE: September 21, 2012

RE: 2011-2012 Basic Skills Action Plan

Attached: 2012-2013 Basic Skills-ESL Action Plan

CC: Shirley Treanor, Bret Watson, Basic Skills Workgroup, Greg Anderson

2012-2013 Basic Skills-ESL End of Year Expenditure Report and Action Plan for your review and approval

Please find the 2012-2013 Action Plan due to Barbara Illowsky at the CCCC Office October 10, 2012 attached to this memo.

**2011-2012 ESL/Basic Skills Allocation End-of-Year Report
2012-2013 ESL/Basic Skills Allocation Goals/Action Plan and Expenditure Plan
Submission Deadline: October 10, 2012**

Please find attached the instructions and forms to complete for submission of your 2011-2012 Basic Skills

Allocation End-of-Year Report and your 2012-2013 Basic Skills Allocation Goals/Action Plan and Expenditure Plan. All documents are due at the Chancellor's Office on or before October 10, 2012.

Contact: If you have any questions regarding program expenditures or the submission of these documents, please send your questions to basicskills@cccco.edu.

[1]. 2009-2010 | 2010-2011 | 2011-2012 ESL/Basic Skills Allocation End-of-Year Expenditure Reports for FY 2011-12

Please follow the instructions located at the beginning of each of the expenditure report forms for each funding year. Note that the report should include expenditures from the original funding date through June 30, 2012 for each of the funding years. Original signatures are required from the Chief Financial Officer, the Chief Business

[4a]. Long-Term Goals (5 yrs.) for ESL/Basic Skills

Now that we have had five years of experience with the Basic Skills Initiative under our belts, it is time to re-evaluate our long-term goals. Using the long-term goals template, provide a maximum of three long-term goals

for the ESL/Basic Skills Initiative. The long-term goals should be informed by an analysis of historical data (such as that provided by the Basic Skills Cohort Progress Tracking Tool) and should focus on student success goals in ESL and basic skills.

umbrella for the activities and outcomes of your 2012-2013 action plan. Long-term goals should be informed by

an analysis of historical data (such as that provided by the Basic Skills Cohort Progress Tracking Tool) and should focus on student success goals in ESL and basic skills.

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[5]. 2011-2012 ESL/Basic Skills Allocation Expenditure Plan

The Action Plan drives the completion of the Expenditure Plan. The total amount must equal the college's 2012-13

allocation. (See the preliminary district/college advance allocation on the Chancellor's Office website. This will be posted by the end of August, 2012.)

Note that this advance allocation will probably change at 9-1 reporting, which is based on the college's 2011-12 220

reports that are due at the Chancellor's Office on November 1, 2012, and after the Chancellor's Office has identified new
Distribution of Basic Skills dollars will be determined by the Chancellor's Office and the Board of Trustees.

Updated 10/12/12

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for FY 2011-12 and Signature Page

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[REDACTED]

[REDACTED]

[REDACTED]

Basic Skills funds allocated in 2010-2011 expire as of June 30, 2013, and cannot be expended beyond that date. All unexpended funds as of July 1, 2013, will revert back to the State Budget. Enter from the 2010-11 allocation the total expenditures and encumbered amounts from 7/1/2010 through 6/30/2012, for each budget category. The total must not exceed the total basic skills allocation for 2010-11 funds (refer to the final 2010-2011 allocation posted on the Chancellor's Office website). Original signatures are required of the Chief Executive Officer, the Chief Business Officer and the Academic Senate President _____

Category	Total Allocation for 2010-2011	Total Expenditures by Category from 7/1/10 through 6/30/12	Total Encumbered Amounts by Category as of 6/30/12

Updated 10/12/12

[1r] 2011-2012 ESI /Basic Skills Allocation End-of-Year Expenditure Report

for FY 2011-12 and Signature Page

College Name: Foothill College

Basic Skills funds allocated in 2011-2012 expire as of June 30, 2014 and cannot be expended beyond that date. All unexpended funds as of July 1

2014, will revert back to the State Budget. Enter from the 2011-12 allocation the total expenditures and encumbered amounts from 7/1/2011 through 6/30/2012, for each budget category. The total must not exceed the total basic skills allocation for 2011-12 funds (refer to the final 2011-2012 allocation report for the Chancellor's Office website). Original report: [http://www.scc.edu/esi/esi_official/esi_official.asp](#)

During the 2008-2009 and 2009-2010 years, the bulk of Basic Skills Initiative funding was used to fund Basic Skills Coordinators through release time for a Math and English faculty member to coordinate the Basic Skills Initiative efforts at Foothill College. While this strategy was an effective way to ensure that implementing basic skills interventions at the

of Physical Sciences, Mathematics and Engineering rotated in to the Basic Skills Workgroup tri-chair seat. With the new makeup of the Workgroup, there was a strong ALD and Math presence, and discussions led to the planning for an expanded summer academy. This would be the first time that departments from all over the college would work

Approach representatives, math faculty and many more were involved in planning this two week program to attempt to

Due October 10, 2011

Goal ID	
A	Der Skill
B	Sup pro new
C	Assi Eng
D	Crei serv

Due October 1

Run a cohort study with participants for the following: Provide interventions for
Provide LRC Research and research to programmatic
Marketing campaigns possible pipeline
Bridge Program
Continue to hold Learning Community version that may be programs.

Updated 10/12/12

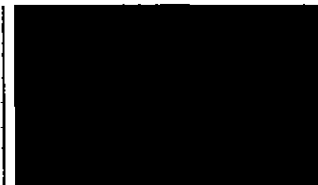
**[5] 2012-2013 ESL/Basic Skills Allocation Expenditure Plan
Due October 10, 2012**

Basic Skills funds allocated in 2012-2013 expire as of June 30, 2015, and cannot be expended beyond that date. All unexpended funds as of July 1, 2015, will revert back to the State Budget. Enter the total planned expenditure by category through the expiration of the funds on July 1, 2015. Original signatures are required of the Chief Executive Officer and the Academic Senate President.

College Name: Foothill College

2012-2013 Basic Skills Contact Information (Provide the names, positions, and emails for all individuals at your college who should receive communications regarding the Basic Skills Allocation):

Name	Position	Email
Dr. Kimberlee Messina	VPI	messinakimberlee@foothill.edu
[REDACTED]	[REDACTED]	[REDACTED]



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