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## ACTION PROJECT

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Institution: Delta College  
Submitted: April 16, 2007

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### Timeline:

Planned project kickoff date: May 1, 2007  
Target completion date: May 31, 2008  
Actual completion date:

### A. Give this Action Project a short title in 10 words or fewer:

Coordinate Our Developmental Education Program

### B. Describe this Action Project's goal in 100 words or fewer:

Coordinating our Developmental Program at Delta College is vital. The immediate goal of a Coordinated Program would be to ensure that key players in developmental education communicate, work/plan together, and effectively use resources to develop a successful developmental education program. The ultimate goal is helping developmental students learn and improving retention.

### C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category:

V. Leading and Communicating

D. Describe briefly your institution's reasons for taking on this Action Project now – why the project and its goals are high among your current priorities:

This Action Plan—Coordinating Our Program—is the cornerstone of any successful developmental education program. We cannot effectively improve individual components of a developmental education program without having the input, support and cooperation of all those who work with developmental students. Right now, dev ed initiatives are planned/carried out within individual departments, without others knowing or approving plans. This sometimes leads to misunderstandings, lack of buy in, or sometimes a less than effective initiative, which takes away from student success in the long run.

E. List the organizational areas -- institutional departments, programs, divisions, or units – most affected by or involved in this Action Project:

Academic Areas: English, Math, ABS, Business, T/LC, Bridge Program

Student Service Areas: Counseling, Disability Services, Financial Aid, Admissions, Multicultural Services

Administrative Area: Institutional Research

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

Coordinating our program will change the following processes:

Early Alert--implement program, include referrals to support services; Retention Initiatives--utilize research and data from Institutional Research to determine why students leave/don't return, implement retention initiatives based on that data; Instruction--coordinate instructional methods and curriculum to ensure students are prepared for college level instruction; and Scheduling—coordinate schedule to ensure courses are offered/available to meet student needs.

The following processes will be improved through the coordination of the program:

Student Support Services, such as Orientation, Recruitment, Admissions/Assessment

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

The first 12 months would involve selecting/appointing the Developmental Ed Coordinators, who will develop/approve a Three-Year Developmental Education Plan (DEP) to include early alert intervention and curriculum coordination. Year-One Initiatives—from the 3-year plan--would also be implemented in the first twelve months.

At the end of year one, develop a new DEP based on results of the Developmental Ed Program/Plan.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

Our first measures should indicate the following:

- a. The Dev Ed Coordinating Team has been formed and a written 3-Year Developmental Ed Plan (DEP) has been produced, to focus on improving developmental students' academic success and retention.
- b. DEP Initiatives have been recommended for implementation.
- c. Any DEP Year-One Initiatives have been implemented as appropriate.
- d. Based on results of assessment, DEP plan is adjusted accordingly.
- e. A new DEP Plan is developed, based on what worked/didn't work in first year of coordinating Developmental Ed Program/Plan.
- f. We will keep our organization focused on this Action Plan by having the Coordinators report to their individual Departments/Divisions on a monthly basis. We will also make use of the Delta-L and the Developmental Education website. We will evaluate/adjust our DEP Three-Year Plan annually, and review the entire plan at the end of three years, making adjustments and new recommendations accordingly.

We will monitor our efforts to coordinate our Developmental Education Program through:

- Monthly updates by the Director of Developmental Education to the Academic Dean
- Monthly updates by the Developmental Education Coordinators to their Divisions and Departments
- Evaluation of the use of the website and list-serve and their effectiveness in promoting communication of the coordinating team and the developmental faculty/staff
- Review of Developmental Education curriculum alignment within and across disciplines
- Review of the 3-Year Developmental Education Plan (DEP)
- Review of the recommended DEP Initiatives as they are developed and implemented

I. Describe the overall “outcome” measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

Improved coordination and communication among all those involved in Dev Ed; improved student success/retention, through a more coordinated curriculum, “early-alert” system, improved orientation, and implementation of retention strategies.

Outcomes that will indicate success or failure of the coordination of our Developmental Education Program will include:

- On-time identification of the Developmental Education Coordinators and the formation of the Coordinating Team
- On-time development and presentation of the 3-year DEP
- Timely implementation of Year-One Initiatives from the 3-year DEP

Outcomes that will indicate success or failure of the Year-One Initiatives will include:

Early Alert –

- Percentage of developmental students identified “at risk” who receive the faculty contact for the appropriate referral will be tracked
- Percentage of these students who complete the course successfully will be tracked
- Overall success rate of students in developmental courses will be compared to students in these courses prior to the implementation of the Early Alert

Retention Initiatives

- Use of research and data from Institutional Research to determine why students leave/don’t return and use that data to implement retention strategies

Curriculum Alignment

- Increased number of courses throughout the Developmental Education Program that align in outcomes and objectives
- Increased collaboration between faculty in development and implementation of learning tools and means of assessment of student learning

J. Other information (e.g., publicity, sponsor or champion, etc.):

We will keep our organization focused on this Action Plan by having the Coordinators from Organizational Areas listed in E report to their individual Departments/Divisions on a monthly basis. We will also make use of the Delta-L and the Dev Ed

website currently being planned. We will evaluate/adjust our DEP Three-Year Plan annually, and review the entire plan at the end of three years, making adjustments and new recommendations accordingly.

At the end of Year One, there will be a timely review and appropriate revision of the 3-Year Plan.

**K. Contact Person:**

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