

Fresno City College Basic Skills Plan of Action

College Goal _____
 (this is found on the FCC website at <http://www.fresnocitycollege.edu/index.aspx?page=954>)

Objective _____
 (this is the objective of this specific action plan)

Planned Action	Effective Practice & Strategy	New Change or Expansion	Start Date	Current Measure of Effectiveness (Baseline)	Project Measure (Benchmark)	Assessment Tool	Date for Projected Measure	Person(s) Responsible	Budget Request	Priority

Comments _____

Guidelines for Completing the Action Plan

- 1. College Goal:** The action plan must align with the goals set by the college. These goals can be accessed at the college website. <http://www.fresnocitycollege.edu/index.aspx?page=954>
- 2. Objective:** What is the objective of this particular action plan. Please be as specific as you can. (ie: Fund research workshop series for basic skills students)
- 3. Planned Action:** This should describe in detail what you are going to do. You may have more than one planned action to make the objective happen. (ie: hire tutors, purchase software, etc.)
- 4. Effective Strategy and Practice:** This information can be found in the document “basic Skills as a Foundation for Student Success in California Community Colleges or the “Poppy” copy. If you do not have a copy, there is one in the Basic Skills Coordinator’s office and you can also access it at this web address: <http://www.cccbsi.org/effective-practices>
- 5. New/Change or Expansion:** Is this a new action plan, an expansion of an existing one or a change in an existing one?
- 6. Start Date:** When are you going to start this particular planned action? You need a start date for every planned action.
- 7. Current Measure of Effectiveness (Baseline):** What does your data tell you? Why do you need this planned action? What needs to change? What are you going to use to
- 8. Project Measure (Benchmark):** What improvement are you looking for? How will you know if what you did was effective? (ie: there will be a 10% increase in the number of DSPS students passing their content area classes)
- 9. Assessment Tool:** What are you going to use to measure your effectiveness? Grades, test scores, completion rates, etc?
- 10. Date for projected measure:** What are the dates that you anticipate measuring your effectiveness? End of the semester, mid-term, end of school year, etc?
- 11. Person(s) Responsible:** Who is going to be the “go to” person for this action plan? Who is going to make sure that it is completed?
- 12. Budget Request:** How much money do you need? If you are considering hiring staff, please add a page indicating salaries, benefits, etc. This needs to be somewhat detailed. However, if ordering supplies, we do not need each item listed separately. However, you will need to account for all expenditures.
- 13. Priority:** We have three main priority areas: #1 Interdisciplinary; #3 Tutorial; #5 Guidance and Counseling. Please call the Basic Skills Coordinator in order to get the correct priority number.