Proposal Title: Furniture for SJ English Writing Lab

Originator and Position: Alma Ramirez, SJC English Department Chair

Area Dean: Carlos Tovares

Campus: San Jacinto Campus

Area Vice President: Rudolph Besikof

Budget Account Code: Click here to enter text.

*Total Amount Requested: $30,000.00

*Please complete all applicable portions of “Section VI - Projected Expense File” now to determine the “Total Amount Requested” above.

Please check:

One-Time Funding: ☒ On-Going Funding: ☐ Safety: ☐

1.) For what are you asking?  2.) Why is the request timely and important?  3.) Where was the need identified?  Please answer these three questions in 250 words or less.  See instructions for further explanation.

The San Jacinto English Department is requesting funds to purchase new furniture (multipurpose and mobile tables and chairs) for the English Writing Lab at the SJ campus.  This would enhance the overall learning environment for students taking English and using the writing lab.  We are requesting multipurpose and mobile tables with chairs.  Both would allow students to easily collaborate during various writing projects and Socratic seminars.  It would also help instructors use the space more effectively.  Tables are currently organized in a way that do not allow for faculty to reach all students, especially those who sit in the inside of rows because tables are against the wall.  In an intensive writing class, it’s essential the faculty reach each student to read work and provide feedback.  In the current classroom configuration that is not always possible.  The department identified the need in several department meetings, in the APA, and during CPR.  Room 101 is currently used to offer English classes and received RAP funding last year to secure laptops.  New tables and chairs would continue to enhance the classroom space and experience and to truly create a writing lab experience for students.

Section I – Program Review and Learning Outcomes - 20 points possible

1.) Identify support from your 2014-15 Comprehensive Program Review (CPR) or 2015 – 16 Annual Program Assessment (APA) for this request (8 points).  Link to Program Review

Our request for updated classroom space is supported by the department’s 2015-2016 Annual Program Assessment.  In the APA report we state, “SJC English needs more smart classrooms and classroom space that is conducive for
collaborative learning and encourages intensive writing opportunities during class time (i.e., more computers and lab space).”

Additionally, in our Comprehensive Program Review we provide a detailed account of how difficult it is to teach in spaces that do not have updated technology and/or conducive to providing comfortable learning environments. We state, “San Jacinto Campus requires a classroom space that is large enough for collaborative learning/group learning. We need an English Writing Lab/space that has access to tables instead of desks, and also has computer or access to technology so that students can spend more time writing in class with instructor support and immediate feedback. San Jacinto campus needs classrooms that are teaching practical. In some rooms, the instructor computer stations are placed in awkward positions that make it difficult to teach (e.g. too many desks surrounding the whiteboard, instructor computers facing students, broken chairs, not enough whiteboard space when screen is down). Further, since many of San Jacinto campus English classes are supplemented with film, TED talks, etc., the speaker and sound systems in the classroom need to be sufficient so that all students can hear any supplemental videos shows in the class.”

We also note the need for updated technology in the Technology and Equipment section of Comprehensive Program Review. We state, “San Jacinto Campus is in immediate need of an English Writing Lab for our English courses, especially English 092. This could also be in the form of Google Chrome books or laptops that are stored away in a locked cabinet. There is also a need for smart rooms that have appropriate audio systems. Many classrooms have old speakers that do not work properly. Smart boards or Elmo document cameras would provide that much needed updated technology which would allow faculty to visually engage with texts on a metacognitive level as is recommended when working with basic skills students.” Furthermore, we add “More white boards in the classrooms used for English courses. Elmo document cameras instead of outdated technology.”

2.) How will this request help improve student learning in the course and/or program (12 points)?  

The Department Learning Outcomes for English include:
1) Present a clear, reasoned, well supported, clearly-organized argument, demonstrating college-level writing skills.
2) Recognize writing as a process of developing, drafting, revising, and editing.
3) Conduct research appropriate to a narrowly specific topic, understanding how to find and evaluate the credibility of sources, incorporating information, concepts and ideas from outside sources through summarizing, paraphrasing, and quoting to develop strong, well-supported arguments, citing sources according to Modern Language Association guidelines.
4) Analyze text, recognizing the arguments presented, and construct an effective, argumentative or persuasive response, synthesizing information, concepts, and ideas from various sources and including that knowledge in effective, well-reasoned arguments.
5) Demonstrate understanding of acknowledged methods of critical thinking and analysis of literature.
6) Analyze a variety of literary genres in their social, cultural and historical context.
7) Evaluate the artistic contributions made by writers in the English, American and world literary traditions by analyzing the stylistic, formal, and thematic elements of their works.
8) Synthesize, evaluate, and analyze historical problems using written or oral communication.

New tables and chairs would support all learning outcomes for the department. English courses are reading and writing intensive and are most successful when instructors are able to provide just in time remediation and feedback. However, when classroom spaces are designed for “lecture only” delivery, creating a more collaborative teacher to
student and student to student environment is difficult. All the DLOs encourage collaborative learning (faculty to student and student to student), but classroom design not always support collaboration. For example, DLO 2 encourages peer workshops during the writing process. With mobile furniture students and faculty could easily move throughout the classroom and use the space effectively. For all the DLOs, faculty could design collaborative learning activities that would require students to position their tables to work in groups. Again, writing should be a collaborative endeavor and faculty should have environments that are conducive to such methodologies.

Section II – Alignment with Institutional Priorities via the Strategic Plan - 25 points possible

1.) How is your request aligned to the strategic goals below? Check all (typically 2 – 6 goals total) that apply. Click here for the 2016-17 Prioritization Allocation Rubric (PAR) for points-weighting during scoring.

2014-17 Strategic Plan Goals

☒ 1. Reduce time to completion of student educational goals and increase degree, transfer and certificate completion.
☐ 2. Drive institutional decision-making using internal and external data to inform planning and prioritize resources.
☐ 3. Refine staffing plan and process
☐ 4. Improve fiscal responsibility that is sustainable for the long term
☐ 5. Identify sustainability strategies to improve efficiencies in processes district-wide
☒ 6. Expand and improve student involvement in campus life
☒ 7. Promote quality of institution through enhanced communication within the community (internal/external)
☒ 8. Enhance the overall campus life experience
☐ 9. In an effort to serve students build bridges between instructional services, student services and administrative services
☒ 10. Increase the College’s visibility, value and recognition in the service area

2.) Please describe the connections between the goals you checked and your proposal (200 words maximum):

Goal 1: The English Writing Lab is used primarily for our English 092 acceleration courses which decrease the length of time students complete their English sequence.
Goal 6: Updated classroom space and learning environments enhances the English department’s reputation and promotes that we are a quality institution who invests in their students.
Goal 7: Updated classrooms with this technology could be used to promote meetings between divisions and would promote the overall quality of the institution and communication among departments.
Goal 8: Updated technology improves the overall campus experience because it “Improve (s) the aesthetics of campuses to instill pride of ownership and creating a sense of place” and it “Provide (s) facilities that enhance student engagement and support learning outside the classroom.” Additionally, it would increase awareness in the community about MSJC’s state of the art facilities.
Goal 10: Students can take pride in knowing that MSJC cares about their learning experience. Additionally, an updated classroom would allow students and faculty to use the space for events and/or faculty could host English department seminars for students which improves student life on campus.

### Section III – Alignment with Institutional Plans - 15 points possible

Explain how your proposal is supported by the following plans: 2009-16 Educational Master Plan (4 points), Distance Education Plan (4 points), Technology Plan (4 points) and/or Facilities Master Plan (3 points). [Link to Plans]

This RAP is connected to the Educational Master Plan for 2009-2016. For example, the employment challenges of college students are addressed on page 24 of the 2009-2016 Educational Master Plan. “Community colleges will experience growth in the 18-to-20-year-old age group of students because the costs of other forms of higher education are very high, while at the same time there will be a lack of employment opportunities for people in that age group. There will also be an increase in the number of persons 20 to 50 years old who are seeking retraining or upgrading, again due to the lack of job opportunities.” With that in mind, the purchase of updated furniture will provide students with an opportunity to develop twenty-first century skills that focus on collaborative learning and problem solving. These skills will make our students more competitive candidates for the workplace and provide them with the “retraining” and “upgrading” described in the Educational Master Plan.

Additionally, page 35 of the supplement to the Educational Master Plan for 2009-2016 states “equipment needs are substantial” and “Facilities at SJC are ageing and many need extensive, regular maintenance or even replacement. Needs identified in program review and unit planning are many.”

This RAP is also connected to the Facilities Master Plan supports the purchase and usage of updated furniture since the goals of the Facilities Master Plan include creating “campuses that strongly support student learning and contribute to a high standard of student life” as well as creating “campuses and facilities that promote increased student-faculty interaction and interdisciplinary and collaborative learning.” Multipurpose and mobile tables and chairs help achieve these goals by helping facilitate student learning and encouraging instructor-student interaction in the classroom.

Specifically, page 12 of the Facilities Master Plan “Planning Goals of San Jacinto Campus” identifies the following goals that align with this RAP: “Provide state of the art facilities that support new and changing ways of learning and teaching;” “Entice new student enrollment by creating a compelling campus image, both on campus…;” and “create a sense of quality and pride in students.”

### Section IV – Goals and Measurable Outcomes – 30 points possible

1.) Describe your goal(s) for this project (10 points). How will this improve student learning or enhance institutional services? For a review of goals, see pp. 18 – 20 of a presentation via this [link].

The goal of this RAP is to improve classroom aesthetic and collaborative activities that will enhance the learning environment for students. This will create more dynamic and innovative learning environment and ultimately lead to improved teaching which will result in enhancing instructional services to our students.
2.) What are the measurable outcomes for this RAP (10 points)? That is, how will progress toward meeting your goal(s) be identified and/or measured? Click here for learning outcome reference materials.

Measurable Outcomes for this RAP:
a) The English department will oversee the installation of the new furniture.
b) English department faculty will meet to discuss classroom space and design that enhances the learning experience.
c) English department faculty will provide professional development opportunities that encourage collaborative learning in a new classroom space.

3.) Explain how your outcomes are tied to your CLOs/PLOs/AUOs/SLOs (10 points).

These measurable outcomes align with DLOs 1-8 that are listed in this RAP. The use of such technology enhances teaching which ultimately enriches learning for students. Additionally, course learning outcomes are also tied to this proposal. Student success, retention, and persistence are linked to learning experiences and using updated technology such as that described in this proposal will help the department increase those areas. In particular, many of our courses learning objectives emphasize “peer to peer workshops” in group settings or collaborative writing activities. By providing more professional development in that area faculty will be able to use the space to encourage collaboration among peers. This is important for student engagement which leads to student success.

Section V – Implementation Plan – 10 points possible

What are the steps that you will take or need to be taken to implement this proposal?

1.) Who is in charge of implementing the project (2 points)? Alma Ramirez, SJC English Department Chair

2.) What are the projected start and end dates (2 points)? The projected start date is when the furniture is ordered and assembled (ideally by the beginning of Fall 2016). The end date is after the furniture is delivered to the classroom and set up (ideally Fall 2016). The next step is to offer 2 professional development opportunities with a focus on collaborative learning and use of classroom space. These steps should occur by Fall 2016 and should end by Spring 2017.

3.) What other departments will need to assist to assist with the acquisition/implementation of the project (2 points)?

Facilities will need to assist with the acquisition/implementation of the project in terms of assembly and delivery of the equipment.

4.) When will the outcomes be measured (2 points)? The outcome of this proposal will be measured by June 2017 prior to the start of the fall semester.

5.) How will you measure the desired outcomes (2 points)? The desired outcome of this proposal will be measured by having offering 2 professional development sessions about classroom space and collaborative learning as a tool to increase student success. After the sessions, the department will assess the classroom space and conduct a summative assessment of our space and practices.
Section VI - Projected Expense Profile

For the object codes and titles below, please indicate the monetary amounts requested.

Object Code 4XXX
Supplies and Materials: Click here to enter text. Amount requested: Click here to enter text.
Supplies and Materials: Click here to enter text. Amount requested: Click here to enter text.
Supplies and Materials: Click here to enter text. Amount requested: Click here to enter text.

Object Code 5XXX
Services: Click here to enter text. Amount requested: Click here to enter text.
Services: Click here to enter text. Amount requested: Click here to enter text.
Services: Click here to enter text. Amount requested: Click here to enter text.

Object Code 6XXX
New Equipment/Building or Site Improvements: Multipurpose and Mobile Tables. Amount requested: $23,000.00
New Equipment/Building or Site Improvements: Mobile Chairs. Amount requested: 7,000.00
New Equipment/Building or Site Improvements: Click here to enter text. Amount requested: Click here to enter text.

(S2) Subtotal from Non-Personnel Requests: 30,000.00

Total Proposed Budget (sum subtotals (S1) and (S2) above): 30,000.00

3. Secondary Effects (if this proposal is approved)

If a Classified/Administrative Personnel Prioritization Request is being submitted in tandem with this
RAP, what additional space, if any, is needed to accommodate this position: Click here to enter text.

For equipment and technology requests, will additional space be needed to accommodate the
requested equipment? If so, where is the proposed location? Click here to enter text.

Will requested equipment require maintenance agreements or support personnel? If so, what the
projected costs? Click here to enter text.
Please list future year anticipated needs and estimated financial needs. NOTE: This section refers to any anticipated funding not addressed by this RAP but required in the future. **This will not be automatically funded.** A new RAP must be completed in the future.

Fiscal Year: Click here to enter text. **Anticipated need:** Click here to enter text. **Estimated amount:** Click here to enter text.

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Fiscal Year: Click here to enter text. **Anticipated need:** Click here to enter text. **Estimated amount:** Click here to enter text.