

**California Department of Education
Continuous Improvement Plan
Fiscal Year 2023–24
San Diego College Continuing Education**

San Diego Community College District 37-73520

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Submitted By Title: on behalf of Minou Djawdan Spradley Ph.D. Interim Vice President of Instructional Services

The CIP asks agencies to consider current relevant data, to write specific performance goals, and to identify strategies for achieving continuous improvement and learner success. By setting SMART goals using the CIP, agencies can improve student outcomes by providing related professional development to instructors and other relevant personnel; supporting implementation of staff's new knowledge and skills; and monitoring change in teacher/staff practice and the impact on student outcomes.

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SMART Goals

Goal 1				
By the end of the 2023-2024 academic year, increase the co-enrollment of ESL students in the Personal and Home Care Aide (PHCA) certificate course offered through the SDCCE CTE Department by at least 10% as compared to the Spring 2023 semester. Through the implementation of the online VESL for Caregivers curriculum based on the newly created EL Civics COAAP #17.1, which our Program launched in Spring 2023, and through improved collaboration between the VESL and the CTE Healthcare Careers programs, learners will have more opportunities and support for success in the CTE PHCA job training course.				
Supporting Strategies (key action steps)	Measure of Success	Staff Accountable	Due Date	SLP / CDE support
Review the SDCCE Office of Planning, Research, and Institutional Effectiveness (PRIE) data on ESL and CTE co-enrollment to identify students' current career path interests & co-enrollment trends across semesters	Completed presentation & review of the PRIE Student Co-Enrollment Report and Co-Enrollment Sections Report during a WIOA Committee meeting	WIOA Grant Coordinator Magdalena Kwiatkowski; SDCCE Special Projects Manager Kelly Henwood; WIOA Committee	Ongoing; at the end of each semester during the WIOA Committee meeting	CASAS TE
Review SDCCE PRIE data & TOPSpro Payment Points Summary report on the co-enrollment of ESL students in the CTE PHCA certificate course for Spring 2023	Completed report of ESL/CTE co-enrollment in the PHCA course	VESL Coordinator Corinne Layton; WIOA Grant Coordinator	Completed at the end of Spring 2023, Fall 2023 & Spring 2024 semesters	CASAS TE
Review the VESL for Caregivers course curriculum (EL Civics COAAP #17.1: Demonstrate the Language & Literacy Skills Necessary to Effectively Participate in Workforce Training & Work in Health Care Education & Career) developed in Fall 2022 during the sabbatical leave of VESL Instructor Karen Hamilton with input from CTE PHCA Instructors	A reviewed and approved new Intermediate Low Level VESL for Caregivers course curriculum using the VESL 427B ICOM delivery system	VESL Coordinator; VESL Instructor Karen Hamilton; VESL Committee	Completed by the end of Spring 2023 during a VESL Committee meeting	OTAN & CALPRO training resources & resource recommendations (e.g., USA Learns lessons: Skills for the Nursing Assistant) San Diego Community College District (SDCCD) Sabbatical Funds for Professional Development
Develop & update fliers & charts to inform ESL students about the VESL for Caregivers & CTE PHCA courses	Fliers with enrollment & counseling information adapted for ESL students; updated Pathways Chart in ESL Student Guide	VESL Instructor Karen Hamilton; VESL Coordinator; Learner Persistence Committee Chair; CTE Healthcare Careers Department staff	Ongoing; at the beginning of each semester	N/A

Provide training to ESL Project Assistants on the content of & promotion strategies for the VESL for Caregivers course	Training completed; fliers with enrollment information adapted for ESL students available in Project Assistants' work areas and online repository of course information	ESL Assistant Program Chairs; VESL Coordinator	Completed Dec 2022); Dec 2023 & Ongoing	N/A
Offer sections of the VESL for Caregivers course to ESL students	Two sections of VESL for Caregivers, Level 4-5 (Part 1: Job Search & Part 2: Workplace Communication) offered each semester	ESL Dean Jan Jarrell	Fall 2023 & Spring 2024	N/A
Promote the VESL for Caregivers course within & outside of the school	District e-blasts & social media posts; internal presentations in High Beg & Int core ESL & VESL courses; SDCCE Open House for Pathways to CTE courses	VESL Coordinator; ESL/VESL Instructors; CTE Healthcare Careers & other counselors; SDCCE PI Officer; SDCCD Communications & Media Consultant	Ongoing through Fall 2023 & Spring 2024	N/A
Review SDCCE PRIE data & TOPSpro Payment Points Summary report on the co-enrollment of ESL students in the CTE PHCA certificate course for Spring 2024	Completed report of ESL/CTE co-enrollment in the PHCA course; data reflecting increased co-enrollment in CTE PHCA	ESL Dean; VESL Coordinator; WIOA Grant Coordinator; SDCCE Special Projects Manager	Ongoing; final review by June 30, 2024	CASAS TE

Goal 2 This goal is technology related

By the end of the 2024-2025 school year, increase the number of ESL and ABE students knowing how to use their student SDCCD District email by at least 10%. This skill will strengthen students' digital literacy and technology integration skills, put them in a better position to begin, navigate, and succeed in their new online class, and give them access to the Microsoft 365 tools supported by the SDCCD District.

Supporting Strategies (key action steps)	Measure of Success	Staff Accountable	Due Date	SLP / CDE support
Review the lesson materials created in Spring 2023 by ESL/VESL instructors Monica Cueva, Chris Vela Che & Eric Miller to teach Beg, Int & Adv students how to find their student email address & set up multifactor authentication	Lesson materials reviewed & updated	VESL Instructor Monica Cueva & ESL Instructor Chris Vela Che	July 2023	Created with support of the San Diego Community College District (SDCCD) Sabbatical Funds for Professional Development
Create an EL Civics curriculum to support online communication & collaboration for beginning level classes (COAAP 48.4: Effectively use online tools to learn, communicate and collaborate with others)	New COAAP 48.4 developed	EL Civics Coordinator Stephanie Thomas	Fall 2023	CASAS Network Meetings & website; OTAN training
Develop an instrument for instructors to survey their students to see who can log into their student email account and reply to a message (to be used as a measure to collect data pre- and post-instruction)	Instrument (e.g., email template & instructions) developed	ESL Technology Coordinator	May 2024	N/A
Develop an instrument for instructors to return the collected student survey results to the Technology Coordinator	Instrument (e.g., Google Form) & instructions developed	ESL Technology Coordinator	May 2024	N/A
Create new lesson materials on using the single sign-on procedure to login to Outlook & Canvas	Lesson materials created	ESL Program Chair Carolyn McGavock; ESL Technology Coordinator Johanna Gleason; Online Faculty Mentor Team Coordinator Ingrid Greenberg	Summer 2024	OTAN resources (e.g., MS Series Part 2: Outlook) & OTAN resource recommendations (e.g., DART, Digital ESL by Talley Caruso)
Promote administration of the survey among instructors	Instructors in all core ESL, VESL & ABE classes have been contacted & trained	ESL Program Chair; ABE/ASE Program Chair	September 2024	N/A
Send the survey email to students & collect the initial data	Student initial response tallies completed by instructors	ESL & ABE Instructors	September 2024	N/A

Distribute the new lessons & materials to instructors & provide a Professional Development FLEX workshop to instructors	FLEX workshop provided; materials deposited in the ESL Teacher Tech Corner in Canvas	ESL Program Chair	Sep 2024	N/A
Communicate the email needs of our students to the College Operations Supervisors (COSs) & Welcome Centers at each campus	Welcome Centers at all campuses have been contacted	ESL Technology Coordinator; Campus APCs	Sep 2024	N/A
Promote the services of the SDCCE Welcome Centers (including assisting students with email login problems) among ESL & ABE instructors	Email sent to ESL & ABE faculty	ESL Program Chair; ABE/ASE Program Chair; Campus APCs	Sep 2024	N/A
Implement EL Civics COAAP 48.4, email lessons & Welcome Center referrals to teach students how to use student email	Email lessons & curricula implemented in at least 10 classes	ESL & ABE Instructors	Sep-Oct 2024	N/A
Provide students with practice opportunities to log into & use student email during computer lab time	Practice opportunities implemented in at least 5 classes	Selected ESL & ABE Instructors	Sep-Oct 2024	N/A
Send the follow-up survey email to students & collect the final data on students' ability to use student email	Student final response tallies completed by instructors	ESL & ABE Instructors	Oct-Nov 2024	N/A
Collect, analyze & present the Fall 2024 instructor tally results to the ESL & ABE Leadership Teams	Completed presentation of the results to the WIOA/Committee & ESL/ABE/ASE Leadership Teams	ESL Technology Coordinator	Jan 2025	N/A
Continue using these instructional materials as part of the orientation at the start of each semester	Materials & teacher training available to instructors	ESL Program Chair	Ongoing as long as needed; at the beginning of each semester	N/A

Goal 3 This goal is technology related

By the end of the 2024-2025 academic year, increase the total number of students with CASAS paired scores by at least 10% for both the ABE/ASE Program and the ESL Program. Data will be compared from the 2022-2023 academic year to the 2024-2025 academic year. Improved post-testing outcomes will enhance and further validate performance feedback provided to students, boost learner persistence, and provide more reliable data to inform instructional practices.

Supporting Strategies (key action steps)	Measure of Success	Staff Accountable	Due Date	SLP / CDE support
Obtain resource allocation for an ABE/ASE CASAS Coordinator	Non-classroom semester assignments created for 2023-2024 and 2024-2025	ABE/ASE Dean Lorie Crosby Howell	May 2023 & May 2024	San Diego Community College District (SDCCD) and/or WIOA funds
Review CASAS pre/posttest student participation data for 2022-2023 ABE/ASE and ESL classes	Completed data report & presentation during a WIOA Committee meeting	ABE/ASE CASAS Coordinator Leticia Flores; CASAS Data Manager Chao Xiong; WIOA Grant Coordinator Magdalena Kwiatkowski	September 2023	CASAS TE
Inform the instructors about the structure and content of the new CASAS Reading STEPS test for ESL & teach them how to generate & interpret the new TE test results reports	Completed PPT presentation & Professional Development FLEX workshops (onsite & online) for instructors, including instructions & training how to generate the following reports: <ul style="list-style-type: none"> • Student Gains Report • Content Area Summary Report • Task Area Summary Report • Individual Skills Profile Summary Report 	WIOA Grant Coordinator; CASAS Data Manager	October 2023	CASAS website; CASAS TE
Provide additional professional development to instructors who are using the Ventures textbook series to explain the textbook's alignment with CCRS, ELPs & the new CASAS Reading STEPS test	Professional Development FLEX workshops offered to ESL instructors	ESL Program Chair Carolyn McGavock	Jan 2024; to be repeated in Fall 2024	N/A
Develop promotional materials to encourage students to participate in CASAS testing	Email messages, announcements, videos & multimedia presentations for students created	ABE/ASE CASAS Coordinator; WIOA Grant Coordinator	Ongoing	CASAS, OTAN & CALPRO resources
Develop & implement a CASAS testing schedule for all 6-week & 9-week ABE/ASE courses so as to maximize student attendance during testing	CASAS testing schedule shared with all ABE/ASE faculty	ABE/ASE CASAS Coordinator; CASAS Data Manager	Ongoing	N/A

Generate individual CASAS test results reports for each ABE/ASE testing class	TE Student Gains report provided for each class	ABE/ASE CASAS Coordinator; Instructors & Project Assistants	At the beginning & at the end of each testing session	CASAS TE
Contact ABE/ASE students who missed the posttest to invite them for a makeup	Email sent to each identified student	ABE/ASE Project Assistants	After each posttest session	CASAS TE
Develop & implement a CASAS pre/post testing schedule, including makeup sessions, for all core ESL/VESL/CIT on-campus classes	CASAS testing schedule shared with ESL onsite faculty	Assistant Program Chairs (APCs); WIOA Grant Coordinator; CASAS Data Manager	Sep/Nov 2023 & Feb/Apr 2024	CASAS
Develop & implement a CASAS remote pre/post testing schedule for all Levels 4+ core ESL/VESL online ESL classes (run on Zoom from Mid City campus)	CASAS testing schedule shared with ESL online faculty	WIOA Grant Coordinator; CASAS Data Manager	Sep 2023/Jan 2024 & Mar/May 2024	CASAS
Generate individual CASAS test results reports for each ESL testing class	TE Student Gains report provided for each class	CASAS Data Manager; WIOA Grant Coordinator; ESL Project Assistants	After each pretest session & before/after each posttest session	CASAS TE
Train ESL Project Assistants at other campuses to run remote testing sessions on Zoom from their sites	At least 5 Projects Assistants trained	CASAS Data Manager; WIOA Grant Coordinator	Sep 2023/Jan 2024 & Mar/May 2024 (during ongoing remote testing sessions)	CASAS
Extend the Zoom testing session operated from the Mid City Campus computer lab to include computer labs at the ECC and Miramar Campuses	Remote testing capacity increased by 20 students per session for each new site (additional 40 students can be tested during each Zoom session)	CASAS Data Manager; WIOA Grant Coordinator; ESL Project Assistants/Lead Proctors Liz Rodriguez (ECC) & Jennifer Bennett (Miramar)	Mar/May 2024 (during ongoing remote testing sessions)	CASAS
Create & implement a CASAS Makeup Walk-In Lab at Mid City Campus with a regular weekly schedule of hours to accommodate online students unable to test remotely	CASAS Makeup Walk-In Hours schedule shared with ESL online faculty	Project Assistants Albina Velazco & Oscar Castro; Mid City Campus Assistant Program Chairs Jeff Strack & Eric Miller; CASAS Data Manager; WIOA Grant Coordinator	April 2024	CASAS
Develop a process for on-campus CASAS makeup testing for online students at other campuses	Instructions how to take an onsite makeup test sent to online instructors at ECC, Chavez, Mesa & Miramar campuses	APCs; WIOA Grant Coordinator	May 2024	CASAS

Review CASAS pre/posting data for 2023-2024 & 2024-2025 school years	Completed data report & presentation during a WIOA Committee meeting; data reflect increased posttest rates	WIOA Grant Coordinator; CASAS Data Manager; WIOA Committee	June 2024 June 2025	N/A
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