

OAKLAND COMMUNITY COLLEGE

BASIC SKILLS STRATEGIC PLAN

May 11, 1989

BASIC SKILLS MISSION STATEMENT

The Oakland Community College Basic Skills Program is a college-wide program designed to meet the developmental needs of students with academic deficiencies who are perceived to have potential for academic success.

BASIC SKILLS PLANNING COMMITTEE

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BASIC SKILLS STRATEGIC PLAN COMMITTEE

The following are assumptions used by the Basic Skills Strategic Planning Committee in its formulation of the Mission Statement, Goals and Objectives as well as the development of the related strategies:

ASSUMPTIONS ABOUT CONDITIONS

Assumption: Students

- Typically 18-45 years old.
- Begin reluctantly, become positive.
- Increasing percentage of foreign born and minority representation.
- Poor self-concept.
- Acknowledge deficiencies exist.
- Innumeracy and poor verbal skills.
- Lack of goals.
- Unrealistic about skills.
- Don't appreciate the value of time invested in development.
- Poor time managers.
- Don't know how to be students.
- Have many external demands on them.
- Learning is not a high priority.
- They can learn.
- May have undiagnosed learning disability, especially among older students.

Assumption: Available Resources

- Curriculum.
- Support services:
 - * Tutoring
 - * Counseling
 - * Technology
 - * Specialists, including administrative
 - * Consultants
- Faculty.
- Testing and diagnosis.
- Educational materials.
- Referral agencies.
- Facilities.
- Child care.
- Transportation.
- Student financial support.

Future Conditions and Trends

- More women.
- Few persons 18 and under.
- Greater need for retraining.
- Increasing need for basic skills.
- Increasing foreign population.
- Changing values.
- Aging population.
- Decreasing manufacturing.
- By 2005-2010 Oakland County population will increase by 12% - 25%.
- Media oriented population.
- Multiple careers.

- Declining State/Federal support.
- Necessary and growing willingness for business and industry to enter into partner relationships.
- Solving problems will be increasingly costly.
- More stringent entrance requirements at four-year colleges and universities.
- Higher level of work-place literacy and numeracy are being required.

GOAL A

The Basic Skills Program should establish settings that enable its students to gain success skills.

Objectives:

- Students will be able to set and accomplish realistic short-term and long-term academic goals.
- Students will be able to identify and use academic support systems.
- Students will develop a positive self-concept and requisite motivation toward their educational goals.
- Students will be knowledgeable about and be able to use time management skills in pursuing academic studies.
- Students will become independent learners.
- Students with diagnosed learning disabilities will be made aware of coping strategies.
- Students will become:
 - more self-affirming
 - more self-motivating
 - more self-determining
- Students will develop greater empathetic regard for other people.
- Students will become familiar with the career planning process.
- Students will be knowledgeable of occupational and educational information resources.

The following strategies are identified for Goal A:

1. The objectives in Goal A will be explicit in CNS 114: Seminar, Human Potential and CNS 115: Career Planning and other counseling delivery systems as learning objectives.

Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

2. Human potential, self-esteem development and career planning will be proposed to be required components of Basic Skills. Satisfaction of this required component may be achieved by participation in CNS 114, CNS 115, individual/group counseling or special seminars.

Resources: Time Deadline: Fall 1989 Mgr: TBI

3. IIC's will provide human potential, self-esteem development and career planning improvement opportunities on an individual basis.

Resources: Staff Deadline: Ongoing Mgr: Appropriate
Dean

4. The following objectives will be explicit in all Basic Skills counseling courses:

- Students will be able to take effective notes.
- Students will be knowledgeable about test-taking strategies.
- Students will improve their listening skills.
- Students will be able to participate in collaborative learning.
- Students will be able to formulate and verbalize their questions effectively.
- Students will be aware of and be able to use appropriate study processes.

Resources: Time Deadline: Jan., 1990 Mgr: Campus Dean

5. A review of all existing print and non-print materials which support the learning objectives in Goal A will be undertaken.

Resources: Money/Time Deadline: Jan. 1990 Mgr: TBI

6. A system will be devised and implemented to evaluate the degree to which students are learning and using the skills listed in Goal A.
Resources: Money Deadline: Fall 1990 Mgr: Consultant
7. The LRC and Career Centers will orient all basic Skills students in the use of available resources.
Resources: Staff Deadline: Ongoing Mgr: Chair/
Director
8. A system will be devised and implemented to provide Basic Skills students appropriate counselor contact while they participate in the program.
Resources: Time Deadline: Fall 1989 Mgr: Department
Chair
9. Basic Skills special needs students will be referred to available agencies and support services as appropriate.
Resources: Staff Deadline: Ongoing Mgr: J. Sloan

GOAL B

The Basic Skills Program should establish settings that enable its students to gain competency in study skills.

Objectives:

- Students will be able to take effective notes.
- Students will be knowledgeable about and be able to use time management skills in pursuing academic studies.
- Students will be able to set and accomplish realistic short-term and long-term academic goals.
- Students will be knowledgeable about test-taking strategies.
- Students will improve their listening skills.
- Students will be knowledgeable about memorization techniques.
- Students will be able to participate in collaborative learning.
- Students will be able to read and write different kinds of discourse.
- Students will be able to formulate and verbalize their questions effectively.
- Students will become discriminating learners.
- Students will be able to use academic support systems.
- Students will be aware of and be able to use appropriate study processes.

The following strategies are identified for Goal B:

1. The objectives in Goal B will be explicit in IIC 057: College Success Skills as learning objectives.

Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

2. IIC 057 will be proposed to be a required Basic Skills course.

Resources: Time Deadline: Fall 1989 Mgr: Kay Burdette

3. IIC's will provide study skills improvement opportunities on an individual basis.

Resources: Staff Deadline: Ongoing Mgr: Appropriate
Dean

4. The following objectives will be explicit in all Basic Skills IIC courses:

- Student will be able to take effective notes.
- Students will be knowledgeable about test-taking strategies.
- Students will improve their listening skills.
- Students will be able to participate in collaborative learning.
- Students will be able to formulate and verbalize their questions effectively.
- Students will be aware of and be able to use appropriate study processes.

Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

5. A review of all existing print and non-print materials which support the learning objectives in Goal B will be undertaken.

Resources: Money/ Deadline: Jan. 1990 Mgr: TBI
Time

6. A system will be devised and implemented to evaluate the degree to which students are learning and using the skills listed in Goal B.

Resources: Money Deadline: Fall 1990 Mgr: Consultant

GOAL C

The Basic Skills Program should establish settings that enable its students to gain competency in reading.

Objectives:

- Students will improve both their understandable and usable vocabularies.
- Students will improve their skills in contextual analysis.
- Students will read at or above the 10.9 grade level.
- Students will be able to recognize different kinds of discourse.
- Students will improve their comprehension.
- Students will be able to adjust their reading rates to their purposes.
- Students will improve their ability to remember what they read.

The following strategies are identified for Goal C:

1. The objectives in Goal C will be explicit in English 050: Developmental Reading Skills and English 110: Reading Skills Improvement as learning objectives.

Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

2. English 050 and English 110 will be proposed to be required Basic Skills courses as indicated through assessment and placement.

Resources: Time Deadline: Fall 1989 Mgr: Ben Reilly

3. IIC's will provide reading improvement opportunities on an individual basis.

Resources: Staff Deadline: Ongoing Mgr: Appropriate
Dean

4. The following objectives will be explicit in all Basic Skills reading courses:

- Students will be able to take effective notes.
- Students will be knowledgeable about test-taking strategies.
- Students will improve their listening skills.
- Students will be able to participate in collaborative learning.
- Students will be able to formulate and verbalize their questions effectively.
- Students will be aware of and be able to use appropriate study processes.

Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

5. A review of all existing print and non-print materials which support the learning objectives in Goal C will be undertaken.

Resources: Money/Time Deadline: Jan. 1990 Mgr: TBI

6. A system will be devised and implemented to evaluate the degree of which Basic Skills students are learning and using the skills listed in goal C.

Resources: Money Deadline: Fall 1990 Mgr: Consultant

GOAL D

The Basic Skills Program should establish settings that enable its students to gain competency in writing.

Objectives:

- Students will discover that writing is a way of learning.
- Students will improve their ability to articulate their ideas in writing.
- Students will improve their ability to perform standard writing activities: sentences, paragraphs, short essays.
- Students will use key steps in the recursive process of writing.
- Students will begin to develop their understanding of the relationships among sentences, paragraphs, and essays.
- Students will develop increased understanding of the different aims of writing.
- Students will improve their analytical and critical thinking skills.
- Students will begin to develop their understanding of the role of rhetoric in communicating.
- Students will gain an understanding of some fundamental modes of writing.
- Students will become better prepared for success in English 151: English I.

The following strategies are identified for Goal D:

1. The objectives in Goal D will be explicit in English 052: Elements of Written Communication and English 131: Fundamentals of Communication as learning objectives.
Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

2. English 052 and English 131 will be proposed to be required Basic Skills courses as indicated through assessment and placement.
Resources: Time Deadline: Fall 1989 Mgr: Ben Reilly

3. IIC's will provide writing improvement opportunities on an individual basis.
Resources: Staff Deadline: Ongoing Mgr: Appropriate
Dean

4. The following objectives will be explicit in all Basic Skills writing courses:
 - Students will be able to take effective notes.
 - Students will be knowledgeable about test taking strategies.
 - Students will improve their listening skills.
 - Students will be able to participate in collaborative learning.
 - Students will be able to formulate and verbalize their questions effectively.
 - Students will be aware of and be able to use appropriate study processes.Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

5. A review of all existing print and non-print materials which support the learning objectives in Goal D will be undertaken.
Resources: Money/ Deadline: Jan. 1990 Mgr: TBI
Time

6. A system will be devised and implemented to evaluate the degree to which Basic Skills students are learning and using the skills listed in Goal D.
Resources: Money Deadline: Fall 1990 Mgr: Consultant

GOAL E

The Basic Skills Program should establish settings that enable its students to gain competency in arithmetic skills and mathematical reasoning.

Objectives:

- Students will improve their ability to perform standard arithmetic calculations using pencil and paper.
- Students will develop increased understanding of the concepts supporting the various arithmetic procedures.
- Students will enhance their analytic and critical thinking skills.
- Students will begin to understand the role of symbolism in mathematics.
- Students will develop an understanding of the relationship between arithmetic and algebra.
- Students will gain some basic algebraic manipulative skills.
- Students will be better prepared for success in MAT 110: Elementary Algebra.

The following strategies are identified for Goal E:

1. The objectives in Goal E will be explicit in Mathematics 105: Preparation for Algebra as learning objectives.
Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

2. Mathematics 105 will be proposed to be a required Basic Skills course, as indicated by assessment and placement, for those Basic Skills students whose program of study requires mathematics.
Resources: Time Deadline: Fall 1989 Mgr: D. Randall

3. IIC's will provide mathematics improvement opportunities on an individual basis.
Resources: Staff Deadline: Ongoing Mgr: Appropriate Dean

4. The following objectives will be explicit in all Basic Skills mathematics courses:
 - Students will be able to take effective notes.
 - Students will be knowledgeable about test-taking strategies.
 - Students will improve their listening skills.
 - Students will be able to participate in collaborative learning.
 - Students will be able to formulate and verbalize their questions effectively.
 - Students will be aware of and be able to use appropriate study processes.Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

5. A review of all existing print and non-print materials which support the learning objectives in Goal E will be undertaken.
Resources: Money/
Time Deadline: Jan. 1990 Mgr: TBI

6. A system will be devised and implemented to evaluate the degree to which Basic Skills students are learning and using the skills listed in Goal E.
Resources: Money Deadline: Fall 1990 Mgr: Consultant

GOAL F

The Basic Skills Program should establish settings that enable its students to gain competency in listening/speaking.

Objectives:

- Students will improve their ability to compose a message and provide ideas and information suitable to the topic, purpose, and audience.
- Students will improve their ability to transmit the message by using delivery skills suitable to the topic, purpose and audience.
- Students will improve their ability to listen with literal comprehension and to respond effectively.
- Students will improve their ability to listen with critical comprehension.
- Listening/speaking will be a component in each of the courses included in the Basic Skills Program.
- Students will develop self-confidence in oral communication.
- Students will develop skills in recognizing non-verbal cues in sending and receiving messages.

The following strategies are identified for Goal F:

1. The objectives of Goal F will be explicit as learning objectives for each Basic Skills course to the extent they are determined to be appropriate for the course.

Resources: Time Deadline: Fall 1989 Mgr: Campus Dean

2. Appropriate courses or delivery systems will be identified or developed to achieve the listening/speaking objectives of Goal F.

Resources: Time Deadline: Fall 1990 Mgr: P. Batty

3. IIC's will provide listening/speaking improvement opportunities on an individual basis.

Resources: Staff Deadline: Ongoing Mgr: Appropriate
Dean

4. The following objectives will be explicit in all Basic Skills listening/speaking courses or delivery systems:

- Students will be able to take effective notes.
- Students will be knowledgeable about test-taking strategies.
- Students will improve their listening skills.
- Students will be able to participate in collaborative learning.
- Students will be able to formulate and verbalize their questions effectively.
- Students will be aware of and be able to use appropriate study processes.

Resources: Time Deadline: Concurrent with Mgr: Campus Dean
any course
Dean
development/
course
identification

5. A review of all existing print and non-print materials which support the listening/speaking objectives of Goal F will be undertaken.

Resources: Money/Time Deadline: Jan. 1990 Mgr: TBI

6. A system will be devised and implemented to evaluate the degree to which Basic Skills students are learning and using the skills identified in Goal F.

Resources: Money Deadline: Fall 1990 Mgr: Consultant

7. An assessment system which identifies the listening/speaking needs of Basic Skills students will be developed.

Resources: Time/Money Deadline: Fall 1990 Mgr: TBI

GOAL C

The Basic Skills Program should establish settings that enable its students to gain competency in critical thinking skills.

Objectives:

- Critical thinking will be a component in each of the courses included in the Basic Skills Program.
- Students will improve their ability to identify and use frameworks for problem solving.
- Students will improve their ability to observe and apply their observations to a framework.
- Students will engage actively in analyzing problems, ideas, and processes.
- Students will improve their ability to recognize and interpret patterns and trends.
- Students will improve their ability to define problems, set goals, and design strategies for problem solving.
- Students will improve their ability to distinguish facts, opinions, assumptions, and a priori premises.

The following strategies are identified for Goal G:

1. The objectives in Goal G will be explicit as learning objectives for each Basics Skills course.

Resources: Time Deadline: Fall 1989 Mgr: Appropriate
Dean

2. Appropriate courses or delivery systems will be identified or developed to achieve the critical thinking objectives of Goal G.

Resources: Time Deadline: Ongoing Mgr: Vice
Chancellor

3. IIC's will provide critical thinking skills improvement opportunities on an individual basis.

Resources: Staff Deadline: Ongoing Mgr: Appropriate
Dean

4. The following objectives will be explicit in all Basic Skills critical thinking courses or delivery systems:

- Students will be able to take effective notes.
- Students will be knowledgeable about test-taking strategies.
- Students will improve their listening skills.
- Students will be able to participate in collaborative learning.
- Students will be able to formulate and verbalize their questions effectively.
- Students will be aware of and be able to use appropriate study processes.

Resources: Time Deadline: Concurrent with Mgr: Campus Dean
any course
development/
course identification

5. A review of all existing print and non-print materials which support the critical thinking objectives of Goal G will be undertaken.

Resources: Money/
Time Deadline: Jan. 1990 Mgr: TBI

6. A system will be devised and implemented to evaluate the degree to which Basic Skills students are learning and using the skills identified in Goal G.

Resources: Money Deadline: Fall 1990 Mgr: Consultant

Goal H

The college should provide resources that will insure the success of the Basic Skills mission at OCC.

Objectives:

- Resources (financial, human and physical) sufficient to support the Basic Skills Program strategies will be provided.
- A full-time Basic Skills director will be empowered to act as the central administrator.
- The Basic Skills Program will be organized and structured in an effective, efficient and consistent manner.

The following strategies are identified for Goal H:

1. The objectives of Goal H will be explicit in the college's Strategic Plan as support objectives.

Resources: Time/ Money/ Staff Deadline: 1989-90 Mgr: Vice Chancellor

2. A professional development fund will be maintained to orient Basic Skills faculty and staff.

Resources: Money Deadline: 1989-90 Budget Mgr: Vice Chancellor

3. A program to identify those characteristics in instructors which are essential for effective teaching of Basic Skills will be undertaken; faculty for Basic Skills will be recruited accordingly.

Resources: Time/ Money Deadline: Fall 1989 Mgr: Consultant

4. The information management system of the college will be implemented in support of Basic Skills activities.

Resources: Time Deadline: Sequenced 1990-1992 Mgr: A. McCord

5. Supplies and equipment necessary to achieve the Basic Skills goals and objectives will be identified and appropriated annually.

Resources: Money/ Time Deadline: Annually Mgr: Vice Chancellor

6. Faculty and staff will be acquired and assigned as the program expands.

Resources: Staff/ Money Deadline: As Required Mgr: Vice Chancellor

7. Physical facilities will be acquired and assigned as the program expands.

Resources: Money Deadline: As Required Mgr: Vice Chancellor

8. A system will be devised and implemented to evaluate the overall effectiveness of the Basic Skills program.

Resources: Time/ Money Deadline: June 1990 Mgr: Vice Chancellor

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A Central Office position will be established with the responsibility and authority to coordinate Basic Skills activities throughout the college and to act as the advocate for the entire Basic Skills program.

Resources: Money/
Space/
Equipment/
Staff Deadline: Fall 1989 Mgr: Vice Chancellor

10. Basic Skills will be implemented also as a pilot project on the Auburn Hills Campus beginning in the 1989 fall semester.

Resources: Staff/
Time/
Money Deadline: Fall 1989 Mgr: C. Gram

11. A schedule for implementing Basic Skills college-wide will be developed.

Resources: Time Deadline: Fall 1989 Mgr: Vice Chancellor

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