



Evergreen  
Valley  
College

## 2007-08 Individual Commitments to Action

Name: Rita Karlsten

Department: language Arts Division

Initiative

Area of Focus

**Student Centered**

1. Access

2. Curriculum and Programs

3. Services

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
2	Create an all-college Writing Center staffed by English faculty members who will provide writing across the curriculum needs. (English)	An established center to which 50% of faculty members from other disciplines will send students	
3	Design and teach in 2 new learning communities (English)	2 new offered learning communities that demonstrate a 50% increase in student retention	
1	Participate in the initial placement process (ESL)	5% reduction in misplaced students	
1	Create multi-language flyers to promote ESL program (ESL)	3 completed flyers	
1	Provide Saturday faculty coverage in ESL lab (ESL)	4 hours of faculty Saturday coverage	
1	Request Saturday classified coverage in ESL Lab (ESL)	Approved request for classified hours and the assignment of 4 hours on Saturday	

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
2	Develop and offer VESL courses at ESL 302, 91, and 1A levels for non-transfer students (ESL)	2 new VESL courses developed and offered	
3	Explore the possibility of developing a business skill certificate program (ESL)	Decision on developing this certificate	
3	Create an ESL Center to be used as a drop-in resource for students and adjunct faculty (ESL)	An establish center	
3	Request a 20% reassigned time coordinator who will conduct research and maintain data (ESL)	Approved reassigned time position and obtained data for future planning purposes	
2	Develop a hybrid 91 course (ESL)	One offered section	
1	Work with marketing director and participate in marketing activities via radio, visits to high schools, at malls and in magazines (Foreign Language)	5 accomplished marketing activities	
1	Stress the need to keep low-enrolled sections open and to add more sections for over-enrolled ones. (Foreign Language)	one low enrolled section retained and one added section	
2	Provide tutoring before final exams (Foreign Language)	A minimum of 20 students served	

	<b>Individual Commitments to Action</b>	<b>Metrics</b>	<b>Time Frame</b>
2	Explore the possibility of developing new courses that would be specific to educators and social services, health care, law enforcement personnel (Foreign Language)	Data to support the need for such courses	
2	Create online versions of current courses (Foreign Language)	One offered section of a hybrid class	
1	Request faculty and classified hours to provide Saturday coverage in lab (Reading)	Approved and assigned additional 4 hours for Saturday lab	
2	Create an online component for 322L (Reading)	Developed and offered for one semester	
3	Create an online version of English 1D to serve Nursing students (Reading)	One section of online version offered	
2	Develop a first year/ learning community program to include Reading, Writing and Guidance (Reading)	Completed plan for such a program	
1	Request recruiter positions for each program (Special Programs)	3 approved positions	
2	Conduct financial planning workshop for students (Special Programs)	One offered workshop	

	<b>Individual Commitments to Action</b>	<b>Metrics</b>	<b>Time Frame</b>
3	Conduct a student success conference (Special Programs)	One presented conference	
3	Extend "Rights of Passage" program to ASPIRE and Enlace (Special Programs)	10% increase in retention of male students	



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### Area of Focus

## Community Engagement

- |    |                                    |
|----|------------------------------------|
| 1. | Increase Visibility                |
| 2. | Develop Strategic Partnerships     |
| 3. | Bring the College to the Community |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
3	Provide workshops and non-credit classes for the community such as book groups, creative writing and technical writing (English)	3 workshops presented	
3	Request 20% reassigned faculty time to work with local high schools to promote program in particular VESL courses (ESL)	Approved position, 5 visits to high schools	
3	Develop and offer non-credit courses in ESL conversation at MACSA, Immigration Services Center and in American Culture (ESL)	Completed curriculum and one offered course	
1	Publish and sell stories written by ESL students (ESL)	A completed document and 50 sold copies	
3	Organize and present an International Day (Foreign Language)	one offered event	
1	Take students on field trips (Foreign Language)	2 successful trips	

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
3	Create and offer a non-credit course "How to Read to Children" (Reading)	one offered class	
1	Invite high profile speaker and performers to campus events (Special Programs)	Five speakers/performers invited to campus with a 15% increase in community involvement	
1	Update marketing materials (Special Programs)	3 new brochures printed and distributed	
3	Make visits to community and nonprofit organization to promote programs (Special programs)	3 completed visits	



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Area of Focus

### Organizational Transformation

- |    |                                |
|----|--------------------------------|
| 1. | Build Community                |
| 2. | Employee Development           |
| 3. | Transparency and Communication |

Area of Focus	Individual Commitments to Action	Metrics	Time Frame
2	Request funding for and attend more conferences and activities that are not technology-based. (English)	50% increase in conference attendance	
2	Support modernization project for designing more functional faculty offices. (English)	5 redesigned English faculty offices	
2	Offer a PDD workshop that would teach welcoming phrases in a variety of languages to use in the classroom. (Foreign Language)	1 offered workshop	
2	Request funding for staff development activities (Reading)	a more cohesive department	
3	Represent special programs on college standing committees (Special Programs)	10% increase in participation	