

**CALIFORNIA COMMUNITY COLLEGES
SYSTEM OFFICE**

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Memorandum

June 28, 2007

TO: Chief Business Officers
Chief Instructional Officers

FROM: Carole Bogue-Feinour, Vice Chancellor
Academic Affairs

SUBJECT: Allocation of Basic Skills Funds Pending
Enactment of the 2007-08 Budget Act

Upon enactment of the 2007-08 Budget Act and contingent on the provision of \$33,100,000 for basic skills/ESL activities, funds will be apportioned as follows:

1. \$1,600,000 for faculty and staff development to improve curriculum, instruction, student services, and program practices in the areas of Basic Skills (BS) and English-as-a Second-Language (ESL) programs through the System Office.
2. The remaining amount, \$31,500,000 is to be allocated to California community college districts to improve outcome measures of students who enter college needing at least one course in ESL or Basic Skills. The System Office shall distribute funds on the basis of the number of full-time equivalent students (FTES) enrolled in ESL and Basic Skills courses in the preceding academic year (with \$100,000 minimum per district) to be expended for the following purposes: program and curriculum planning and development, student assessment, advisement and counseling services, supplemental instruction and tutoring, articulation, instructional materials and equipment and any other purpose that directly relates to the enhancement of basic skills, ESL instruction, and related student programs.

In order to be eligible to receive funds, a district must submit to the System Office by July 9, 2007, an application certifying that the college(s) in its district will, within the fiscal year, complete an assessment of its programs and activities serving ESL/basic skills students utilizing the assessment tool developed pursuant to Item 6870-493 (1) section 2 of the Budget Act of 2006, and submit to the System Office an action and expenditure plan for funds received.

The allocated funds shall augment, and not supplant, current expenditures by districts for matriculation and assessment services, Basic Skills, ESL instruction, and related student programs.

ACTION/DATE REQUESTED: Attached is the Certification form that each District must submit in order to be eligible to receive funds. The due date for the Certification form is July 9, 2007. The System Office shall distribute funds on the basis of the number of full-time equivalent students enrolled in ESL and basic skills courses in the preceding academic year and will establish a minimum allocation of up to \$100,000 per college.

Please have your district Chief Executive Officer sign and submit the certification form by **July 9, 2007**, to:

**California Community Colleges
Academic Affairs: Juan G. Cruz
1102 Q Street, 3rd Floor
Sacramento, California 95814-6511**

Also attached are action and expenditure plan templates that each college must submit upon completion of the self assessment of its instructional activities and support services for ESL/basic skills students, utilizing the assessment tool developed pursuant to paragraph (1) of Item 6870-493 of Section 2 of the Budget Act of 2006.

Please review information regarding action and expenditure plans (*Attachment A*). All colleges are required to submit action and expenditure plans (*Attachments B and C*) during Fiscal Year 2007-08, no later than May 1, 2008. Submission of action and expenditure plans is envisioned as an annual event to ensure that the plans are updated annually and continue to address the activity areas which have been specified in 2007-08 budget act language. Please submit 2007-08 action and expenditure plans on or before **May 1, 2008**, to:

**California Community Colleges
Academic Affairs: Juan G. Cruz
1102 Q Street, 3rd Floor
Sacramento, California 95814-6511**

CONTACT: If you have any questions or concerns regarding program expenditures, please contact Juan G. Cruz at (916) 327-2987 or jcruz@cccco.edu

Attachments

Cc: LeBaron Woodyard Erik Skinner
 Juan G. Cruz Ed Monroe

CERTIFICATION FORM

Districts are to certify that the college(s) in their district will within the fiscal year complete an assessment of the its programs and activities serving ESL/basic skills students utilizing the assessment tool developed pursuant to paragraph (1) of Item 6870-493 of section (2) of the Budget Act of 2006 and submit to the System Office an action and expenditure plan for funds received. The certification is required as a condition for the receipt and expenditure of the State allocated funds.

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2007-2008 ESL/BASIC SKILLS – Self Assessment and Use of Funds Certification <i>(Due on July 9, 2007)</i>	
This district certifies that the college(s) within the district will complete a self assessment of its programs and activities serving ESL/basic skills students, utilizing the assessment tool developed during the review of the literature of ESL/basic skills in 2006-07, and submit to the System Office an action and expenditure plan for funds received (See Attachment D for FTES and Allocation) .	
2007-2008 ESL/BASIC SKILLS ALLOCATION FUNDS	AB____/Ch.____
DISTRICT NAME _____ ESL/Basic Skills FTES _____	Allocation \$ _____
_____ Signature, Chief Executive Officer	_____ Date
_____ Printed Name	_____ Phone #

CALIFORNIA COMMUNITY COLLEGES GUIDELINES FOR 2007-2008 STATE FUNDED ESL/BASIC SKILLS ALLOCATION

Upon enactment of the 2007-08 Budget Act and contingent on the provision of \$33,100,000 for basic skills/ESL activities, funds will be apportioned to districts for improving outcomes of students who enter college needing at least one course in ESL or Basic Skills. \$1,600,000 is set aside for faculty and staff development to improve curriculum, instruction, student services, and program practices in the areas of English-as-a-Second-Language (ESL) and Basic Skills (BS) programs. The remaining amount, \$31,500,000, is allocated to the districts on an ESL/Basic Skills FTES basis (with a \$100,000 minimum per district) to be expended for the following purposes: program and curriculum planning and development, student assessment, advisement and counseling services, supplemental instruction and tutoring, articulation, instructional materials and equipment and other purposes directly related to the enhancement of ESL/Basic Skills instruction and related student services programs.

ATTACHMENT A

ACTION PLAN AND EXPENDITURE PLAN INFORMATION

Action Plans are to be completed based on the colleges' self assessment of their practices designed to serve ESL/basic skills students. The self assessment will allow colleges to evaluate their current practices in light of the findings and recommended effective practices for ESL/basic Skills students identified through the review of the literature. The literature review recommends effective practices in four areas: Organizational/Administrative Practices, Program Components, Faculty and Staff Development, and Instructional Practices. These practices are imbedded in the self assessment tool and are included in the document entitled "Basic Skills as a Foundation for Student Success in California Community Colleges" completed by the Center for Student Success. The entire document can be downloaded from:

<http://css.rpgroup.org/uploads/RPBasicSkills2007.pdf?PHPSESSID=f9ec775a42aee33f0af9782a43f36b0b>

Based on college-wide discussions of the review of the literature and effective practices and utilization of the self assessment tool, each college needs to complete an Action Plan (See *Attachment B*). On the Action Plan template, the college will provide several five-year long-term goals for ESL/basic skills. The college will then specify 2007-08 planned actions in one or more of the areas of effective practices to reach the long-term goals, and it will reference those effective practices in that template. In the process, the college should include planned actions that require new funds and those that will not rely on new funds. The college will also identify targeted completion dates and persons responsible for each activity.

Based on the activities specified in its Action Plan, each college will complete an Expenditure Plan (See *Attachment C*). Some of the activities/planned actions will be require new funds and amounts need to be entered in the categories specified in the Expenditure Plan. The categories specified are those designated in the 2007-08 Budget Bill. The specific categories identified are as follows: program and curriculum planning and development, student assessment, advisement and counseling services, supplemental instructions and tutoring, articulation, instructional materials and equipment and any other purpose directly related to the enhancement of basic skills, ESL instruction, and related student programs. Each college will need to estimate the amount of funds it will use in the categories to support selected activities that require new funds. Note that the college is not required to specify an amount in each category, but it should specify amounts in those categories related to selected activities/planned actions. The total amount specified should equal the college's total allocation.

ATTACHMENT B

Long-Term Goals (5 yrs.) for ESL/Basic Skills

ESL/Basic Skills (*Due on or before May 1, 2008*)

District: _____

Action Plan for 2007-08

College: _____

Section	Planned Action	Effective Practice and Strategy	Target Date for Completion	Responsible Person(s)/ Department(s)
A Organizational/ Administrative Practices	Example: Initiate a process for institutional review of the mission, goals and objectives of developmental education, with a projected calendar starting date in this academic year.	A.2.3 Developmental education mission, philosophy, goals and objectives are reviewed and updated on a regular basis.	November 30, 2008	Chief Executive Officer, Chief Instructional Officer, Chief Student Services Officer
B Program Components	Example: Conduct instructional and counseling faculty meetings to address educational needs and integrate support services for students enrolled in developmental writing courses.	B.3.2 Counseling and instruction are integrated into the developmental education program.	February 28, 2008	Chair of Counseling and Matriculation Departments, Writing Program Chair
C Faculty and Staff Development	Example: Participate in statewide regional events conducted through \$1.6 million allocation and conduct follow up workshops on campus.	C.2.1 Developmental education faculty is involved in the design, planning, and implementation of staff development activities related to developmental education.	March 30, 2008	Chief Instructional Officer, Chair of Credit and Noncredit ESL and Basic Skills
D Instructional Practices	Example: Refine academic support center program design to include recommended software in reading and to facilitate active learning, study groups, and workshops.	D.10.7 An academic support center provides diverse and active learning experiences such as workshops, study groups, self-paced instruction via video or software, and experiential learning.	May 30, 2008	Reading Program Chair, Learning Center Director

Signature, Chief Executive Officer

Date

ATTACHMENT C

ESL/BASIC SKILLS EXPENDITURE PLAN

(Due on or before May 1, 2008)

District: _____

College: _____

CATEGORY	2007-08 ESL/BASIC SKILLS EXPENDITURES OF ALLOCATION
Program and Curriculum Planning and Development	\$
Student Assessment	\$
Advisement and Counseling Services	\$
Supplemental Instruction and Tutoring	\$
Articulation	\$
Instructional Materials and Equipment	\$
Other purpose directly related to the enhancement of basic skills, ESL instruction, and related student programs.	\$
TOTAL	\$

Signature, Chief Executive Officer

Date

COMMENTS (please attach additional page, if needed):

ACCOUNTABILITY

The \$31,500,000 allocated pursuant to the above referenced legislation shall be accounted for as restricted in the General Fund. This revenue shall be expended only for those items defined herein. The allocated funds shall augment, and not supplant, current expenditures by districts on basic skills, ESL (immigrant education) and student services programs. The revenue shall be recorded as State General Fund Revenue, appropriated for Community College Districts. The expenditure of this money shall be recorded in accordance with the California Community College's Budget and Accounting Manual.

EXPENDITURE REPORTS

Each college will be required to provide an expenditure report on forms developed by the System Office. The expenditure report showing all expenditures in 2007-08 will be due on July 31, 2008.

CONTACT: If you have any questions or concerns regarding program expenditures, please contact Juan G. Cruz at (916) 327-2987 or jcruz@cccco.edu

ATTACHMENT D

California Community Colleges Basic Skills & ESL Full-Time Equivalent Student (FTES) 2007-08 Advance Based on 2006-07 P2 FTES

District	Total	District Allocation
Allan Hancock CCD	577.16	\$151,956
Antelope Valley CCD	1,407.25	\$370,504
Barstow CCD	216.00	\$100,000
Butte-Glenn CCD	445.04	\$117,171
Cabrillo CCD	740.56	\$194,976
Cerritos CCD	1,264.58	\$332,941
Chabot-Las Positas CCD	1,285.25	\$338,383
Chaffey CCD	1,469.81	\$386,975
Citrus CCD	887.51	\$233,666
Coast CCD	1,301.37	\$342,628
Compton CCD	185.02	\$100,000
Contra Costa CCD	2,341.55	\$616,488
Copper Mountain CCD	211.76	\$100,000
Desert CCD	1,548.91	\$407,800
El Camino CCD	1,169.02	\$307,782
Feather River CCD	33.53	\$100,000
Foothill-DeAnza CCD	263.42	\$100,000
Gavilan CCD	457.98	\$120,578
Glendale CCD	3,021.72	\$795,565
Grossmont-Cuyamaca CCD	1,091.28	\$287,315
Hartnell CCD	232.81	\$100,000
Imperial CCD	1,383.36	\$364,214
Kern CCD	1,563.48	\$411,636
Lake Tahoe CCD	78.94	\$100,000
Lassen CCD	35.24	\$100,000
Long Beach CCD	3,275.88	\$862,481
Los Angeles CCD	12,563.10	\$3,307,640
Los Rios CCD	3,178.75	\$836,908
Marin CCD	2,249.50	\$592,253
Mendocino-Lake CCD	157.56	\$100,000
Merced CCD	2,556.92	\$673,192
Mira Costa CCD	796.64	\$209,741

2007-08 Advance Based on 2006-07 P2 FTES (continued)

District	Total	District Allocation
Monterey Peninsula CCD	368.30	\$100,000
Mt. San Antonio CCD	4,181.26	\$1,100,851
Mt. San Jacinto CCD	492.73	\$129,727
Napa Valley CCD	197.54	\$100,000
North Orange County CCD	5,158.84	\$1,358,231
Ohlone CCD	234.92	\$100,000
Palo Verde CCD	149.15	\$100,000
Palomar CCD	1,793.81	\$472,278
Pasadena Area CCD	1,380.26	\$363,398
Peralta CCD	1,268.64	\$334,010
Rancho Santiago CCD	7,222.23	\$1,901,484
Redwoods CCD	307.77	\$100,000
Rio Hondo CCD	1,638.00	\$431,256
Riverside CCD	2,100.00	\$552,893
San Bernardino CCD	817.63	\$215,267
San Diego CCD	6,416.89	\$1,689,453
San Francisco CCD	10,140.00	\$2,669,681
San Joaquin Delta CCD	1,582.36	\$416,607
San Jose-Evergreen CCD	1,357.65	\$357,445
San Luis Obispo County CCD	467.68	\$123,132
San Mateo County CCD	1,977.59	\$520,664
Santa Barbara CCD	1,931.77	\$508,601
Santa Clarita CCD	663.62	\$174,719
Santa Monica CCD	1,957.20	\$515,296
Sequoias CCD	20.41	\$100,000
Shasta-Tehama-Trinity CCD	56.87	\$100,000
Sierra CCD	631.54	\$166,273
Siskiyou CCD	87.00	\$100,000
Solano County CCD	634.68	\$167,100
Sonoma County CCD	1,435.56	\$377,957
South Orange County CCD	912.02	\$240,119
Southwestern CCD	3,140.53	\$826,846
State Center CCD	1,518.57	\$399,812
Ventura County CCD	1,235.52	\$325,290
Victor Valley CCD	500.00	\$131,641
West Hills CCD	765.96	\$201,664

2007-08 Advance Based on 2006-07 P2 FTES (*continued*)

District	Total	District Allocation
West Kern CCD	107.37	\$100,000
West Valley-Mission CCD	1,264.37	\$332,886
Yosemite CCD	909.78	\$239,529
Yuba CCD	733.42	\$193,097
Statewide	115,750.34	\$31,500,000