



## California Community Colleges (CCC) Early Assessment Program Implementation Plan Overview

### Key Activities

To support the implementation of the CCC EAP, the Chancellor's Office plans to accomplish the following activities:

1. **Coordinate and Convene a State CCC EAP Implementation Advisory Committee:** The first Committee meeting was held on September 1, 2009. This committee will meet quarterly to discuss issues related to the implementation of CCC EAP and will be comprised of a cross-representative group of state and local K-12, CSU, community college, and other education policy researchers and stakeholders. The goal is to solicit input and ideas on how to best implement EAP in the community college system. Additionally, should obstacles arise, this committee will provide a leadership role in developing strategies to overcome implementation barriers.
2. **Coordinate the CCC EAP Technical Workgroup:** The Technical Workgroup will meet or communicate via conference call and email at a greater frequency than the Advisory Committee. The workgroup is tasked with drafting the community college EAP application process. In addition, the workgroup will examine and provide feedback on other key program areas, including assisting in the development of a centralized EAP website and a CCC-specific website. Based on the activities of this workgroup, membership will vary depending on the task to be completed and the expertise needed.
3. **Community College EAP Application and Selection:** CCC Chancellor's Office estimates the EAP application will be launched October/November 2009 with participating colleges identified for participation by January 2010.
4. **Coordination with the California Department of Education and the CSU Chancellor's Office:**
  - a. The CCC Chancellor's Office staff is working collaboratively with California Department of Education and CSU to modify the California Standardized Test forms and student notification letters to include reference to community colleges. Additionally, CCC Chancellor's Office staff is working with CDE and the CSU Chancellor's Office to establish a data sharing agreement for community college access to student EAP data.
  - b. The CCC Chancellor's Office plans to pilot a hybrid online education English course at three community college/high school collaboratives. This curriculum teaches students critical cognitive strategies and expository writing skills necessary for success in college.
5. **Seek Additional Funding to support CCC EAP:** The CCC Chancellor's Office, in partnership with the Foundation for California Community College's (FCCC) Resource Development Department, will actively seek additional funding sources to support CCC EAP efforts.
6. **CCC EAP Forum:** Once colleges are selected for participation in EAP, outreach materials are developed, and the CCC's are included on the EAP test form and notification letters for the Spring California Standardized Test period, the CCC Chancellor's Office plans to coordinate a CCC EAP forum to bring together all participants, interested faculty, and other stakeholders as a professional development opportunity, to provide feedback regarding local EAP implementation, and to identify effective practices. Colleges will be able to use funds from the micro-grants to pay for travel costs. The CCC Chancellor's Office is seeking additional grant funding to pay for the cost of convening this statewide forum in the Fall of 2010.
7. **Central EAP Website:** Chancellor's Office and Foundation staff will develop a California Community College Early Assessment Program website and to work with the CSU Chancellor's Office to establish a central EAP website for general EAP information and resources applicable to both segments of higher education. Currently, California's high school seniors who have taken the EAP are directed to a CSU EAP website. The CCC Chancellor's Office's will coordinate with the CSU Chancellor's Office to develop and implement a centralized EAP website. Given that there are services, issues, and resources that are specific to each higher education segment, the central website will link to CSU EAP and CCC EAP websites.

- 8. CCC EAP Outreach:** CCC Chancellor's Office staff will work with the Foundation's Marketing and Communications Department and CCC EAP technical workgroup, to evaluate the effectiveness of current outreach materials available through CSU, and develop resources, such as outreach brochures, posters, and other materials, that community colleges can replicate or build from to work with high school teachers, counselors, students, and parents. Additional strategies to communicate the value of EAP to students and parents and to encourage students to prepare for college will also be developed.
- 9. EAP Grants:** If grant funds are secured, grants will be awarded to colleges participating in CCC EAP to foster coordination and collaboration with K-12 and CSU and local outreach activities, fund opportunities for faculty to work together on local curriculum alignment, and pay for travel to statewide or regional trainings or forums. Activities funded through the micro-grants include local travel to a statewide CCC EAP forum of program administrative and technical experts.
- 10. EAP "Stepping in to Your Future" Online Classes:** If grant funds are secured to pilot this hybrid online education model, the objective is to evaluate the *Stepping in to Your Future* online classes as a potential developmental education strategy to provide students and teachers with a resource to help students further prepare for the rigors of college-level work. For the pilot, the hybrid online education model will be redesigned to meet EAP student needs. The use of this online curriculum and instruction would be piloted at select community colleges participating in the EAP. Outcome data will be evaluated to determine the effectiveness of this strategy to assist students in developing college-level English and math skills.

### CCC EAP Implementation Timeline

Outcome	Description	Timeline
1. Convene CCC EAP State Implementation Advisory Committee	Quarterly meetings with key CCC EAP stakeholders to guide the implementation of a CCC EAP.	September 2009-September 2010
2. Release of CCC EAP Application to colleges	Application process to identify colleges interested in participating in EAP	October/November 2009
3. CST answer document, STAR report, and high school student/administrated notification letters include reference to community college involvement in EAP	CCCCO, CSU, and CDE working collaboratively to ensure necessary changes are made to forms and letters for Spring 2010 EAP testing.	Fall 2009
4. Selection and Identification of Participating Community College EAP Sites	Application to be released in October/November with colleges selected for participation by early January 2010.	January 2010
5. Central EAP and CCC-specific EAP Websites	Development and deployment of a central CSU/CCC EAP website and CCC specific website that students will be directed to on EAP student notification letters and reports.	June 2010
6. CCC EAP Outreach Materials	Plan and development for CCC Outreach materials that colleges can use to work with local high schools and students. Templates of outreach materials will be developed to allow colleges to customize and duplicate.	June 2010
7. CCC EAP Forum	Convene a statewide professional development forum for participating EAP community college staff and faculty.	Fall 2010
8. CCC EAP State-level Faculty Meeting	To evaluate and discuss current resources available for math and English distance education and online assessment. Plan for development of expanded English and math basic skills curriculum modules that target 1-4 levels below college-level coursework.	June 2010
9. EAP <i>Stepping Into Your Future</i> English Online Education Pilot	Pilot of distance education curriculum, student and teacher feedback, evaluation of student test pre- and post-test outcome data.	June 2010-June 2011
10. Evaluation of first year CCC EAP Implementation Efforts	Identify effective practices established at the first year CCC EAP colleges for implementation and replication in an increasing number of colleges in future years. Use outcome data and information from first year implementation to support efforts to seek additional funding, and when the state budget climate improves, an ongoing state appropriation.	June 2011