

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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DATE: July 2, 2015

AA 15-21
VIA E-MAIL

TO: Basic Skills Initiative Coordinators

FROM: LeBaron Woodyard
Dean, Academic Affairs Division

SUBJECT: California Community College 2015-16 Basic Skills Initiative Annual Expenditure Plan Submission Deadlines and Instructions

Synopsis: You are receiving this email because you have been identified as the Basic Skills Coordinator for your college. If you are not the Basic Skills Coordinator for your college please contact LeBaron Woodyard at lwoodyar@ccco.edu. As the Basic Skills Coordinator you are the official liaison between your college and the Chancellor's Office. You are identified as the person responsible for the submission of your college's 2015-16 Annual Basic Skills Initiative Expenditure Plan.

The Chancellor's Office is issuing the following instructions and deadline for the submission of the California Community Colleges 2015-16 Basic Skills Initiative Annual Expenditure Plan. The annual plan will be completed online using a URL link provided in a separate email. If you do not receive an email with a link to the online form today July 2, 2015, please contact me at lwoodyar@ccco.edu. A PDF copy of the form is attached to this email for use as a guide to completing the online form. It is recommended the required information be gathered first using the PDF form as a guide. This will facilitate an easier process of completing the online form. **Do not submit information on the PDF form.** Forms are due by October 1, 2015.

This online process is part of a dual method of submitting information. The first part is the submission of the information through the online form. The second part is the completion of a signed certification form that the information submitted online is accurate and true. This form can be accessed at the following URL: [Click here to access the BSI Certification Form.](#)

Print this form and obtain the required signatures. The **BSI-001 ESL/Basic Skills Certification Form**, requires original signatures from the following individuals:

1. Chief Executive Officer,
2. Chief Academic Officer,
3. Chief Business Officer,
4. College Academic Senate President, and
5. Basic Skills Coordinator

Data Analysis using the Basic Skills Cohort Progress Tracking Tool

In preparation for answering question #5 of the form access the Basic Skills Cohort Progress Tracking Tool located on the Chancellor's Office website at the following URL: [Click here to access the Basic Skills Cohort Progress Tracker Tool.](#)

Directions for use of the Basic Skills Cohort Progress Tracking Tool are provided through the Tracking Tool web page, and the California Community Colleges Success Network (3CSN) at the following URL: [Click here to access the Basic Skills Cohort Progress Tracking Tool written instructions](#) In addition to these written instructions there is an instructional YouTube video on how to use the Basic Skills Cohort Progress Tracking Tool. The video is located at the following link. [Click here to access the Basic Skills Cohort Progress Tracking Tool YouTube video](#). The video is closed captioned for disabled hearing access.

Use this tool to explore the progression of cohorts of students through your basic skills/ESL courses into transferable coursework. In addition to class cohorts, disaggregate your data by gender, age, ethnicity, and other characteristics. Explore the data related to the progress of these cohorts, identify data that raise concerns or questions that you, as a college, clearly need to explore further or seek to address. For example, after determining that a certain percentage of students have progressed from point X to point Y, you might consider whether this represents acceptable progress and explain why or why not.

This requires a statistical calculation between cohort years. The Academic Affairs Division has prepared an Excel Spreadsheet that will automatically calculate the statistical differences based on the data derived from the Basic Skills Progress Tracker Tool. The calculation tool is located at the following URL: [Click here to access the Calculation spreadsheet for Question #5](#). The Academic Affairs Division has also produced an instructional YouTube video on how to use the Excel spreadsheet to do the calculations for the Basic Skills data. Access the YouTube video by following this link: [Click here to access the YouTube instructional video for the Calculation spreadsheet for Question #5](#)

Funding Time Period Reminder

Please be reminded that in 2015-16 the only funds that can be carried forward is the 2014-2015 allocation:

- (1) Colleges now have TWO (2) years to expend funds and
- (2) some categories have been combined to simplify the reporting form.

Basic Skills funds allocated in 2014-2015 expire as of June 30, 2016. All unexpended funds as of July 1, 2016, will revert back to the Chancellor's Office.

Save and Continue Button

This online form contains a "[Save and Continue](#)" button located at the top of the page. This button allows the user to save their information and continue it at another time and/or on another computer. In order to save information on a page you must go to the next page and click on the "[Save and Continue](#)" button. The form will ask you for your name and email address and will send you an editable link to access your incomplete form. Please note, if you do not go to the next page and perform this function the information on the current page will not be saved.

Essay Questions/Responses

Essay Questions/Responses in this form has unlimited space for characters and words and will not be constrained by the amount of text that is entered.

Requested Action/Timeline: Complete the 2015-16 Basic Skills Initiative Annual Plans by October 1, 2015. Access the online form by following the link in the email from me via Survey Gizmo. This link is tied to your email for tracking purposes. If you forward this link do not enter the survey yourself. Multiple concurrent entries may corrupt the data submitted. If there are any questions contact LeBaron Woodyard at the following email lwoodyar@cccco.edu or by telephone at (916) 445-1780.