

Memorandum

DATE: September 3, 2007

TO: Dr. Mitchel Burchfield, Developmental Education Committee Chair

FROM: Hector Gonzales, Dean of Instructional Services

SUBJECT: 2007 – 2008 Committee charge regarding accelerated developmental education

With actions in place to assure correct assessment and placement of students in developmental education courses, it is time we refined the process further. Therefore, my charge to the Developmental Education Committee for year 2007-2008 is intended to accelerate TSI completion for students who only need refresher instruction. To achieve this, I charge the committee as follows:

1. Develop a systematic plan to identify non-complete TSI students who, with a properly designed “refresher” curriculum, could move more quickly to TSI completion.
2. Redesign the 1 sch developmental courses to become “refresher” courses that
 - a. Include “refresher” curriculum
 - b. Restrict enrollment to identified “refresher” students
 - c. Utilize written Individual Education Plans (IEP’s) for all students
 - d. Provide for direct instructor supervision, interaction, and engagement
3. Schedule pilot “refresher” sections in Spring 2008 with full implementation by Summer 2008.
4. Develop a plan for complying with TSI requirements in the case of “non-refresher” students in communities without regular developmental courses offerings.

In order to meet this schedule, I expect you to present the plan and any course revisions to the Curriculum Committee in their regularly schedule November meeting.

Thank you for your cooperation.

Cc. Dick Whipple, Director of Curriculum and Instruction
Julie Thomas, Director of Institutional Effectiveness