

# “Best Practices for Basic Skills”

## Results from CCSF Basic Skills Committee’s Literature Review Fall 03

### **A. STRUCTURE: Comprehensive, and either coordinated or centralized**

1. Institutional commitment and expectations including adequate funding base.
2. Holistic program integrated among basic skills departments with articulated, shared mission, goals and objectives, and standards of practice.
3. Well-defined sequence and linkages of courses with entrance and exit standards, and identified learning outcomes.
4. Clearly delineated responsibility/advocacy.
5. Advisory committee with regular meetings.
6. Collaboration/coordination with
  - Basic skills departments: English/Math/GED/ESL/DSPS/LAC
  - Matriculation: mandatory assessment and placement.
  - Student Development: counseling, advising, early alert and retention.
  - Academic departments: advisories, prerequisites, academic standards.

### **B. FACULTY: Coherent, shared teaching philosophy**

7. Hiring procedures aimed at faculty with expertise in Dev. Ed. and multicultural ed.
8. Active participation in professional organizations.
9. Faculty who self-select, are enthusiastic, and recognize that basic skills content is vehicle for development of cognitive and affective skills.
10. Professional development that is systematic and ongoing, has incentives attached, and includes topics related to multiculturalism, learning strategies, teaching methods, student success, and computer literacy.

### **C. ACADEMIC SUPPORT: Integrated into curriculum**

11. Individual tutoring with trained tutors.
12. Academic support labs integrated into course curriculum.
13. Class-linked small group tutoring (Supplemental Instruction).
14. Paired courses / linked courses / adjunct courses / learning communities.
15. Workshops on topics that integrate into curricula.
16. College success courses.
17. Mentoring programs.
18. Integrated models that include counseling components and retention programs.

### **D. SELF-EVALUATION: Rigorous**

19. Systematic and continual evaluations at course, program and institutional levels.
20. Faculty and student involvement: focus groups, interviews and surveys.