

*INTERSECTION:  
Learning Assistance  
& Basic Skills*

A look at how one  
Learning Assistance Center  
supports a college basic skills program

*City College of San Francisco  
Learning Assistance Center*

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*Part I*

**Structure**

*City College of San Francisco*

- California Community College
- Credit Student Enrollment: 28,500
- Credit Attendance FTES: 21,200
- Number of Full Time Faculty: 720
- Number of Part Time Faculty: 870
- Diversity:
  - Asian/Pacific Islander: 37%
  - White: 26%
  - Hispanic: 17%
  - African-American: 7%
  - Other: 13%

## *State of the Art LAC Facility*

- LAC under Learning Assistance Department
- Open, designated study tables vs. carrels
- Centralized academic support program
- Design, layout, plan, 6100sf

## *Learning Assistance Facility*

### *Accountability*

- Statistics: Database Management System
  - Positive Attendance per semester: 145,000 hours
  - Weekly average per semester: 8300 hours
- Visibility:
  - College-wide committees
  - Statistics to departments, deans, program review
  - Brochure, leaflets, newsletter, website
- Accountability > positive perception > clout > funding
- Funding comes to programs that already produce

## *LAC Database Mgmt. System*

### *Funding Sources*

- General Fund
- Partnership for Excellence
- Matriculation
- VTEA Perkins Grant
- EOPS, Title III, TRIO
- Lab Aide and FWS
- Associated Students
- Equipment allocation

## *Part II*

# Programs

### *Tutorial Program*

- Tutor recruitment, hiring, scheduling, supervision, evaluation: 125 tutors/semester
- Tutor Training
  - Importance of student-focused training and learning strategies training

- CRLA Certification
- One-Unit class - Saturday seminar + Friday afternoons
- Subject faculty provide training workshops
- Back-up training: video and web-based
- Tutor listservs
- Tutoring
  - Drop-in tutoring @ designated study tables

## *Groups & Workshops*

- Tutor-Led Groups
  - Supplemental Instruction & general small groups
  - Tutor training in “Peer-Collaborative Techniques”
    - Redirecting questions, lecture review, paired problem solving, vocabulary review, test-prep, visual techniques
- Instructor-Led Workshops
  - College Success workshops (Title III)
  - ESL and English composition and grammar workshops
  - Math workshops
  - Athletes Study Hall
- 1/2 Unit Credit: *Specific Study Strategies Workshops*

## *Academic Support Labs*

- Open Access Computer Lab
  - Internet, email, CDs
- Computer Learning Lab
  - Classroom demonstrations
  - Drop-in computer skills workshops
- Academic Support Labs
  - Title III Basic Skills Academic Support Labs
  - Grammar assistance with websites, CDs
  - Math DVD Lab

## *College and Career Success Classes*

- ½, 1, and 3 unit *College Success* and *Career Success* courses taught in the Learning Assistance Department
  - Satisfy CSU Area E requirement and a CCSF graduation requirement
  - College Success workshop series
- Title III - Basic Skills Program*
- Academic Support Labs: ESL, Engl, Math

- Connection of course curriculum with lab
- Basic skills drop-in workshop series
- College success and learning strategies
- Basic skills committee: Best Practices
- Basic skills instructor-support website
- College readiness survey

### ***Best Practices for Basic Skills***

- Structure
  - Comprehensive: coordinated or centralized
- Faculty
  - Coherent, shared teaching philosophy
- Academic Support
  - Integrated into curriculum
- Self-Evaluation
  - Rigorous

### ***Interdepartmental Programs***

- Directly-Connected Projects
  - Reading Lab, TRIO Writing Project
  - EOPS Tutorials, DSPTS Tutorials
  - Math Bridge, Puente Project
  - Title III Basic Skills Academic Support tutorials
- Indirectly-Related Programs
  - Basic Skills Program: Best Practices
  - Mentorship Program, Teacher Prep Program
  - Probation and Early Alert Programs

### ***Vision***

- Develop broad vision
- Think creatively, positively
- Build collaborations with departments and programs
- Offer new programs and services continually
- Don't ask for funding for new, untested programs
- Ask for funding for programs already tested