Bakersfield College

Critical Academic Skills CAS

 Workshops

Spring 2014

End-of-Semester Report

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**INTRODUCTION**

 This semester’s set of Critical Academic Skills (CAS) Workshops was generally well-attended and offered students a wide array of pertinent topics at key points during the semester in which they might be especially needed. In total, nine workshop topics were available: *How to Paraphrase, How to Summarize, Successful Note Taking, Preventing Plagiarism, Test Taking Tips, Getting Organized, Be a Successful Student, Fragments & Run-ons, and Maximizing Memory*. All 41 workshops covering these skills were taught by a group of four dedicated instructors: Rosemarie Lango, Hedy Toorop, Carol Schaefer, and Annalisa Townsend.

 The following contains data on each workshop topic including reasons for attendance along with relevant open-ended commentary and finally a discussion of the overall picture presented by the statistics combined for all 9 topics. All data was obtained from the “CAS Workshop Spring 2014 Student Evaluation” tool, a copy of which is included at the end of this report. This form was given to students upon immediate completion of each workshop. Within the analysis of the data is a discussion of challenges faced by the program and proposed solutions to address these challenges.

**STATS BY WORKSHOP TITLE**

 *How to Paraphrase*

Reasons for attendance:

|  |  |
| --- | --- |
| **20%** | **Realized I needed review** |
| **30%** | **Referred by teacher** |
|  | **Referred by friend** |
| **10%** | **Saw a flyer about it and thought it would be beneficial** |
|  | **Saw an email about it and thought it would be beneficial** |
| **40%** | **Other\*** |

**\*Other Reasons:**

**Extra Credit
CARE
EOPS
CALWORKS**

**COMMENTS:**

*How will you do things differently…?*

* Paraphrase more while I am writing essays.
* I’ve learned how to use in-text citations more effectively.
* Be more attentive when paraphrasing.

*How can this workshop be even better?*

* It is fine the way it is.
* This workshop would be more helpful if there’s more time to learn more.
* No changes needed.
* The workshop is fine with me.
* It is as good as it can be.
* Make this workshop longer, I would love to learn more information

*How to Summarize*

Reasons for Attendance

|  |  |
| --- | --- |
| **14%** | **Realized I needed review** |
| **50%** | **Referred by teacher** |
|  | **Referred by friend** |
| **9%** | **Saw a flyer about it and thought it would be beneficial** |
|  | **Saw an email about it and thought it would be beneficial** |
| **27%** | **Other\*** |

**\*Other Reasons:**

**EOPS
CARE
Extra Credit**

**COMMENTS:**

*How will you do things differently…?*

* I’ve learned how to summarize, but the handouts alone will help and keep me on track.
* Able to summarize chapters and pull out key points
* I will summarize reports better.
* I will start using signal phrases.
* Able to summarize more clearly.
* Cite properly.
* I will know to summary an essay.
* Choose my words differently.
* Not sure.
* Find helpful writing books presented at library. Use the power point material. Get helpful information at SS building for writing.

*How can this workshop be even better?*

* Maybe a little longer.
* Too short.
* The people in class should stop asking questions they already know answer to.
* More time.
* There needs to be more time.
* More time.
* It needs more time.
* Talk more about summarizing.
* More examples.
* More time to go through topics.
* If it was longer it will help the students more.
* More time.
* More specific instruction needs to be given rather than class discussion and different bland and general guidelines.
* Was sufficient in my opinion. Maybe helpful tools offered in writing center ex: transitional phrases.
* A flyer should be sent to most teachers for those interested.

*Successful Note Taking*

Reasons for Attendance

|  |  |
| --- | --- |
| **20%** | **Realized I needed review** |
| **47%** | **Referred by teacher** |
|  | **Referred by friend** |
| **13%** | **Saw a flyer about it and thought it would be beneficial** |
|  | **Saw an email about it and thought it would be beneficial** |
| **20%** | **Other\*** |

**\*Other Reasons:**

 **Referred by counselor
 Extra Credit**

**COMMENTS:**

*How will you do things differently…?*

* Going to try Cornell note taking.
* To take notes in a correct form, being better organized.
* I will continue doing the Cornell Notes.
* I will become a better listener and become more organized.
* I will try the Cornell notes format when I am taking notes in my classes.
* Try to apply the Cornell method of taking notes, plus review notes.

*How can this workshop be even better?*

* I think this workshop was great. Best one I’ve been to so far.
* It was great.
* I think it was perfect; I wouldn’t change a thing.
* Practice and go over note taking, short lecture and review what people put down.
* Make it mandatory so students will be good.
* It was greatly instructed.

*Preventing Plagiarism*

Reasons for Attendance:

|  |  |
| --- | --- |
| **7%** | **Realized I needed review** |
| **79%** | **Referred by teacher** |
|  | **Referred by friend** |
| **2%** | **Saw a flyer about it and thought it would be beneficial** |
|  | **Saw an email about it and thought it would be beneficial** |
| **13%** | **Other\*** |

**\*Other Reasons:
 EOPS
 Extra Credit
 Counselor
 Assignment**

**COMMENTS:**

*How will you do things differently…?*

* I understand plagiarism a lot more now, and I know what to avoid.
* When paraphrasing use citation.
* Pay closer attention to my work.
* I will cite whenever necessary on papers to avoid plagiarism.
* Be more informed about plagiarism and double check my sources.
* I will stop changing little words and thinking that it is my work.
* I will take plagiarism more seriously
* I will check all of my sources and cite them properly.
* Give credit where it is due.
* I would not use plagiarism in an essay.
* I will make sure all my essays are cited correctly.
* I will start using direct quotations more often.
* Not to cheat!
* I will pay more attention to citing, and paraphrasing articles.
* I will learn how to cite correctly. I will pay attention in my English classes.
* Never to plagiarize.
* Not plagiarize because it’s something very serious.
* How to recognize plagiarism.
* Paraphrase use my own words.
* Make sure I cite all my work.
* I will make sure to still give authors when I paraphrase.
* Make sure that even when you use a topic from a website, regardless of what you write you still need to cite it.
* I will be careful not to plagiarism and give credit to the authors.
* Make sure I don’t plagiarize and cite everything that is mine.
* Give credit exactly where it came from.
* I will make sure I include a works cited page.
* Well I know most of the things, but I now know you have to cite a picture or video.

*How can this workshop be even better?*

* Was a great workshop.
* No comment!
* More time.
* It’s very informative already.
* I don’t think it can.
* The workshop was perfectly fine as it was.
* It will be better if it was a college course. Everything was very informative; I wouldn’t change anything. Time was great.
* More examples, explanations.
* It’s already great.
* Perhaps go more in depth with the information and provide a plethora of citing strategies for different scenarios and writing formats such as APA, MLA, and Chicago.
* Everything was great! I loved how Mrs. Bloom kept us entertained and gave us examples on plagiarism.
* When we do the final test/quiz, for the people who received a wrong answer, it would be nice to go over the question and understood the reason why we missed a certain question.
* She was clear.
* The workshop is as good as it can be.
* In my opinion, it would be better to have a power point presentation in like this kind of workshop.
* It’s perfect.
* It shouldn’t change; it was informative.
* I thought it was great. Got a lot of information out of it.
* It was good just the way it was.
* Allow students to correct article by quoting, paraphrasing, and using citation where needed. Everyone correct it together to see if everyone is on the same basis.
* Longer workshops.
* The workshop is fine as is.
* An overall quiz at the end of the workshop.
* Maybe writing a paper and practicing using citations and paraphrasing.
* The workshop is perfect. If it works, don’t fix it.

*Test Taking Tips*

Reasons for Attendance:

|  |  |
| --- | --- |
| **16%** | **Realized I needed review** |
| **65%** | **Referred by teacher** |
|  | **Referred by friend** |
| **8%** | **Saw a flyer about it and thought it would be beneficial** |
| **5%** | **Saw an email about it and thought it would be beneficial** |
| **5%** | **Other\*** |

**\*Other Reasons:
 EOPS**

**COMMENTS:**

*How will you do things differently…?*

* I will definitely stop cramming and spend more time going over my school work. It’ll help me tremendously.
* Study longer. Repeat everything I study for.
* Try to read chapter again and again for repetition for a long-term memory.
* I will need to repeat reading my notes and try to remember what I learned.
* I will study often, repetition.
* Pay more attention on classes; recite my notes.
* I will start repeating my material.
* I will try to use the Cornell note system/method discussed.
* Never leave my studies and homework to the last minute to do.
* I will not become a crammer and I will make sure to review my answers in a test.
* I will prepare for tests and be positive.
* I will use my time wisely so I can be prepared.
* I will not cram before the test.
* Be prepared, give myself time, and most important to me is to change my negative thought into positive ones.
* I will not cram for tests and prepare better for tests.
* Prepare ahead of time for tests, change attitude towards taking tests.
* Change my negative thoughts about test taking to a positive attitude.
* 5-day plan, review notes constantly. No cramming. Use all time provided to make sure I didn’t miss anything.
* I’m going to prepare for the test with the five-day study plan.
* I will space out my time when preparing for a test.

*How can this workshop be even better?*

* Honestly, it was really good, kept my attention so I don’t have anything in mind.
* If more people attended.
* It was great, thanks.
* If Habits of Mind was taught as well to obtain techniques and tips on how to be better college students.
* Great workshop. Couldn’t be better.
* Not sure the incentive is extra points…. Maybe pizza.
* I like it the way it is.
* I think this workshop was good, but I will suggest more flyers given.
* It is perfect.
* It was a great workshop, great instructor.
* It was great! I enjoy knowing I am not the only one who stresses over tests.
* With more conversations and sharing experiences.
* It’s great the way the workshop info. was presented.
* I thought the workshop was reasonable.
* Great already.
* Nothing! It was great.
* …only that workshops in general could be more often and at more convenient times?
* It’s good as is.
* I believe it is already excellent.
* Give a sample study plan.
* It was good enough with helpful material.
* N/A…Great Job!!
* It’s fine the way it is.
* Present the power point on a screen.
* Great already.
* Professor Carol is awesome.
* It doesn’t need changes.
* I enjoyed it as is.

 *Getting Organized*

Reasons for Attendance:

|  |  |
| --- | --- |
| **22%** | **Realized I needed review** |
| **56%** | **Referred by teacher** |
| **6%** | **Referred by friend** |
|  | **Saw a flyer about it and thought it would be beneficial** |
| **6%** | **Saw an email about it and thought it would be beneficial** |
| **11%** | **Other\*** |

**\*Other Reasons:**

**Extra Credit
Class Assignment**

**COMMENTS:**

*How will you do things differently…?*

* Balance my priorities in order.
* Setting a timer to get up, also not have my phone on.
* I will take time out for myself, so that I won’t burn out.
* Organize my class by subject to make it easier.
* Do a calendar.
* Delegate, be realistic. I will see what I really need to get done.
* I will use my calendar for better time management. Color coding.
* Color-coordinate and start labeling more often.
* Add more structure to my routine.
* I will take the time to a little at a time. Baby steps.
* Be prepared by having a set schedule.

*How can this workshop be even better?*

* It is very useful as is.
* Everything was fine the way it was.
* Not much more needed-good workshop.
* Giving resources to students.
* Was perfect.
* No comment.
* The workshop was good as it was.
* I liked it the way it was.
* It was well put together.
* More time to learn more.

*Be a Successful Student*

Reasons for Attendance:

|  |  |
| --- | --- |
| **14%** | **Realized I needed review** |
| **64%** | **Referred by teacher** |
| **5%** | **Referred by friend** |
| **14%** | **Saw a flyer about it and thought it would be beneficial** |
| **5%** | **Saw an email about it and thought it would be beneficial** |
|  | **Other** |

**COMMENTS:**

*How will you do things differently…?*

* I will stay focused no matter what comes into my life, and not procrastinate.
* Focus on what I’m doing, manage my time and never give up on what I’m doing, be reasonable on yourself.
* Study harder to accomplish my goals, and to be positive.
* I believe I am already doing everything presented in this class so I continue doing the same.
* To be more positive. I can be successful if I try enough.
* I will try to relax more. I stress over a bad and I know how unhealthy it is for me.
* Applying information into daily schedule.
* I really enjoyed myself. Great reminder.
* Use different note techniques.
* I will be more dedicated to my work and studies.
* I will try to study in a quiet environment. Avoid procrastination.

*How can this workshop be even better?*

* More info on student services.
* Everything was fine as is.
* None.
* It was great. Professor was very nice.
* More time.
* Continue on same methods.
* Extending and making requirement for all students.
* If it was more oral, talk to students more.
* To have more references or more workshops related to it to learn.
* I do not have any suggestions; the workshop was set up well.
* Should be obligated for all students, because this workshop is very important.
* I am honestly very happy with the presentation as it is.

*Fragments and Run-ons*

Reasons for Attendance:

|  |  |
| --- | --- |
| **41%** | **Realized I needed review** |
| **41%** | **Referred by teacher** |
|  | **Referred by friend** |
| **10%** | **Saw a flyer about it and thought it would be beneficial** |
|  | **Saw an email about it and thought it would be beneficial** |
| **7%** | **Other\*** |

**\*Other Reasons:**

 **CARE
 Extra Credit**

**COMMENTS:**

*How will you do things differently…?*

* I will fix every run-on sentence correctly.
* Study materials I received and make my English skill better.
* Check my work to see I don’t have these mistakes.
* Reevaluate my sentences in an essay.
* I will do things differently by checking my sentences.
* Learn to use semi-colons more.
* I will pay more attention to run-ons since that is my weakness.
* Better understanding.
* Learn from the example and power point given.
* I will double check all my sentences.
* I will no longer use fragments. Will not make run-ons.
* Break up sentences to make things more understandable.

*How can this workshop be even better?*

* More time so I can learn more.
* No improvement needed.
* This workshop would be better if you kept having them at BC.
* It was perfect.
* Is ok; it was very helpful. Do not need to change anything.
* If we had a little more time to review materials.
* It would be a little longer.
* It was too short.
* The workshop was great, so was the instructor.
* Have fragments one day and run-ons another.
* Longer time.
* The workshop was good enough.
* It was helpful enough.
* More examples, good length.
* Separate run-ons and fragments into two classes.
* If they gave us more time.

 *Maximizing Memory*

Reasons for Attendance:

|  |  |
| --- | --- |
| **18%** | **Realized I needed review** |
| **36%** | **Referred by teacher** |
| **9%** | **Referred by friend** |
|  | **Saw a flyer about it and thought it would be beneficial** |
|  | **Saw an email about it and thought it would be beneficial** |
| **36%** | **Other\*** |

**\*Other Reasons:**

 **CALWORKS
 EOPS
 Extra Credit
 Want to improve memory**

**COMMENTS:**

*How will you do things differently…?*

* Start paying attention.
* Pay more attention on classes; recite my notes.
* I will start repeating my material.
* I will try to use the Cornell note system/method discussed.
* Study longer. Repeat everything I study for.
* I will definitely stop cramming and spend more time going over my school work. It’ll help me.
* I will need to repeat reading my notes and try to remember what I learned.
* I will study often, repetition.
* Start paying attention.

*How can this workshop be even better?*

* Nothing, it was great.
* …only that workshops in general could be more often and at more convenient times?
* Honestly, it was really good, kept my attention so I don’t have anything in mind.
* If more people attended.
* With more conversations and sharing experiences.
* Try to read chapter again and again for repetition for a long-term memory.
* It’s great the way the workshop info was presented.
* Was reasonable.

**OVERALL ANALYSIS**

**Attendance Numbers for Spring 2014 CAS Workshops:**

\*How to Paraphrase: 22

\*How to Summarize: 70

\*Successful Note Taking: 45

**\*Preventing Plagiarism: 253**

**\*Test Taking Tips: 150**

\*Getting Organized: 69

\*Be a Successful Student: 90

\*Fragments and Run-Ons: 95

\*Maximizing Memory: 89

 In determining which workshops to offer in the fall, prior attendance numbers weigh heavily. Obviously, *Preventing Plagiarism* and *Test Taking Tips* garnered the most attendees and should be offered again, possibly with a greater number of available sessions at a variety of times during the day. *How to Paraphrase* and *How to Summarize* could be combined into one workshop as they are interrelated. *Successful Note Taking* had rather poor attendance, so it might be a good idea to incorporate it into one of the upcoming CAS Workshops in the Writing Center, perhaps as a component of research paper writing. Time and space permitting, the other topics can still be offered; they are certainly viable and greatly needed, lower attendance numbers notwithstanding. It is this author’s opinion, however, that *Be a Successful Student* needs to be renamed because its current title is too generic and could mean any of a number of pre-collegiate skills. The workshop actually addresses academic culture, so a more appropriate title might be *First-in-the-Family-to-Go- to-College Survival Guide* (or something along those lines).

**Reasons for Attending CAS Workshops**

A look at the attendance graph below quickly reveals that the main reason by far for students’ attendance at CAS Workshops is instructor referral, followed by students’ desire for review of basic skills and then the OTHER category. Flyers caught the attention of a few while friends and e-mails appear to have had a negligible impact.



The data validate the fact that CAS Workshops are well-established and supported by faculty on campus, and their referrals appear to be working in encouraging students to attend. A number of instructors are additionally using extra credit as a motivator as indicated by the fact that in the OTHER category, extra credit was mentioned the most frequently. Thus, it is important that continued efforts be made to promote future CAS workshops to faculty via weekly e-mail notices, flyers posted on walls, flex sessions, etc.

 It is encouraging to note that students seem to be attending CAS workshops because they realize they need review, unless in reality, it is their instructors telling them they need review, in which case they should have selected teacher referral as their reason. In either case, at least these students are coming to the workshops. It is a well-known fact that students usually do not avail themselves of voluntary programs, so any internal motivation is to be applauded.

 The OTHER designation included, besides extra credit, EOPS, CARE, Cal Works, and counselor referral. This suggests that the next survey should contain these as separate categories, perhaps grouping services like EOPS, CARE, and Cal Works together under one choice and offering the others individually. Moreover, there is a need to continue raising awareness of CAS Workshops among staff in these programs, so that they will continue and even increase their referrals of students who can thoroughly benefit from CAS.

 Lastly, since e-mail and peer influence apparently played minor roles in promoting CAS, ways to increase student awareness of CAS through the BC website as well as student e-mail need to be explored. Perhaps the benefits of CAS could be touted at new student orientations, and possibly a catchy commercial could be created by the talented Manuel De Los Santos. Students could be pushed more strongly to check their BC e-mail accounts or have their BC e-mails forwarded to another account.

**CONCLUSION**

In summary, the CAS Workshops are alive and well! Overall attendance was decent, and student commentary was overwhelmingly positive. The program is firmly established on campus, and faculty as well as student support staff are regularly making referrals. For the coming semester, current workshop topics will be modified to better serve students’ needs as reflected in attendance numbers. Workshop topics will also be expanded to include Writing Center areas such as how to write a research paper, and new Habits of Mind workshops will be introduced. One important area in which improvements can be made is the student survey process. The goal is to begin using Survey Monkey at the end of the semester to gather information on how students have implemented CAS knowledge rather than administering a paper survey immediately upon conclusion of the workshop. Hopefully, this will supply more accurate information on the lifelong learning impact that CAS Workshops are having on the students who attend them.

*Attachment:* CAS Workshop Spring 2014

 Student Evaluation

CAS Workshop Spring 2014

Student Evaluation—Your feedback is appreciated! 

1. Which workshop did you attend?

 Name of Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What date and time did your workshop meet? (Ask presenter for details as needed.)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Why did you attend this workshop?

o Realized I needed review

o Referred by teacher

o Referred by friend

o Saw a flyer about it and thought it would be beneficial

o Saw an email about it and thought it would be beneficial

o Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Please indicate your agreement with this statement: The workshop presentation was clear and informative.

◌ Strongly Agree ◌ Agree ◌ Not Sure ◌ Disagree ◌ Strongly Disagree

5. Please indicate your agreement with this statement: I developed new skills during this session.

 ◌ Strongly Agree ◌ Agree ◌ Not Sure ◌ Disagree ◌ Strongly Disagree

6. Please indicate your agreement with this statement: Materials and sources provided will be useful in my classes and projects.

◌ Strongly Agree ◌ Agree ◌ Not Sure ◌ Disagree ◌ Strongly Disagree

7. Please indicate your agreement with this statement: The workshop length was reasonable.

◌ Strongly Agree ◌ Agree ◌ Not Sure ◌ Disagree ◌ Strongly Disagree

8. Please indicate your agreement with this statement: Given what I learned in this session, I will do things differently in my classes.

◌ Strongly Agree ◌ Agree ◌ Not Sure ◌ Disagree ◌ Strongly Disagree

9. How will you do things differently as a student given what you learned in this workshop?

10. In your opinion, how can this workshop be even better?