

ESL OER Level 1 & 2 Courses

1) Overview of Project

The ESL OER Level 1 & 2 Courses project will develop two fully comprehensive, zero-cost open educational resource (OER) Canvas course shells for beginning-level ESL students (Levels 1 and 2). For many years, the ESL program has relied on commercial textbooks that create financial barriers for students and limit instructional flexibility. Prior small-scale OER efforts demonstrated promise but resulted in uneven materials that required instructors to supplement content to maintain alignment with department outcomes.

This two-year project (Spring 2026–Fall 2027) will produce POCCR-ready, accessible, DEIA-aligned ESL courses adaptable for online, hybrid, and face-to-face delivery across multiple term lengths. By eliminating textbook costs at the entry levels, the project reduces barriers for immigrant, refugee, and first-generation learners while establishing a sustainable zero-cost ESL pathway with long-term institutional value.

2) Scope of Work

Project Lead: Charmaine Phipps

Project Manager/Budget Approver: Jason Chevalier

Fiscal Monitor: Christine Oliver

Activities	Deliverables	Outcomes	Timelines	Persons Responsible
Research ESL best practices and existing OER	Research summaries and course framework	Evidence-informed instructional design	Spring 2026	Project Lead, Advisor
Design Canvas templates and course structure	Standardized unit and assessment templates	Consistency and POCCR readiness	Spring 2026	Project Lead, Advisor, Ryan Hitch (Instructional Specialist; Distance Ed)
Develop Level 1 ESL OER course materials	Complete Level 1 Canvas course shell	Zero-cost Level 1 ESL course ready for piloting	Summer 2026	Project Lead, Advisor, Adjunct Contributors
Gather feedback and revise Level 1 materials	Revised Level 1 course content	Improved usability and alignment	Fall 2026	Project Lead, Advisor, Pilot Professors
Pilot Level 1 and develop Level 2 content	Pilot feedback; draft Level 2 materials	Validated Level 1 and draft Level 2 courses	Spring 2027	Pilot Professors, Advisor, Adjunct Contributors

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Revise and finalize Level 2 materials	Final Level 2 Canvas course shell	POCR-ready Level 2 ESL course	Summer–Fall 2027	Project Lead, Advisor
Project Evaluation Task	e.g., pre/post implementation surveys, one year follow-up assessment, etc.	Quantifying effectiveness, Share with faculty senate and board members (share with district).	Fall 2026 (start date) - ongoing	Charmaine, IR-Melissa, Angel, Ray

Chaffey College
Mackenzie Scott- ESL OER Level 1 & 2
Proposed Line Item Budget

FUND: 54 Charitable Gift Fund
 SOURCE: 1819

54-1819-7001-5XXXX-000

Amount Budgeted

Budget Detail

Description (narrative/detail)		Amount Budgeted				Total	Budget Detail		
		Year 1	Year 2	Year 3	Year 4		Dept.	Obj.Code	Location
Academic Salaries (1000)	Non-Instructional Rate at \$75/hour	\$ 11,775	\$ 11,775	\$ -	\$ -	\$ 23,550	1819	51410	000
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(1000) Academic Salaries Category Total:		\$ 11,775	\$ 11,775	\$ -	\$ -	\$ 23,550			
Classified Salaries (2000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(2000) Classified Salaries Category Total:		\$ -	\$ -	\$ -	\$ -	\$ -			
Employee Fringe Benefits (3000)	Need Benefit Breakdown	\$ 2,249	\$ 2,249	\$ -	\$ -	\$ 4,498	1819	53182	000
		\$ 171	\$ 171	\$ -	\$ -	\$ 342	1819	53345	000
		\$ 6	\$ 6	\$ -	\$ -	\$ 12	1819	53534	000
		\$ 255	\$ 255	\$ -	\$ -	\$ 510	1819	53634	000
(3000) Employee Fringe Benefits Category Total:		\$ 2,680	\$ 2,681	\$ -	\$ -	\$ 5,361			
Supplies & Materials (4000)	Books and instructional reference materials	\$ 169	\$ 170	\$ -	\$ -	\$ 339	1819	54200	000
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(4000) Supplies & Materials Category Total:		\$ 169	\$ 170	\$ -	\$ -	\$ 339			
Other Operating Expenses & Services (5000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(5000) Other Operating Expenses & Services Category Total:		\$ -	\$ -	\$ -	\$ -	\$ -			
Other (7000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(7000) Other Category Total:		\$ -	\$ -	\$ -	\$ -	\$ -			
SUBTOTAL FOR DIRECT EXPENSES (SERIES 1000-5000; Excludes Capital Outlay)		\$ 14,624	\$ 14,626	\$ -	\$ -	\$ 29,250			
<i>Indirect Cost Rate Applied to Unrestricted (excludes capital outlay category)</i>									
Indirect Cost	Rate :	\$ -	\$ -	\$ -	\$ -	\$ -			
Capital Outlay (6000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
(6) Capital Outlay Category Total:		\$ -	\$ -	\$ -	\$ -	\$ -			
GRAND TOTALS:		\$ 14,624	\$ 14,626	\$ -	\$ -	\$ 29,250			

29250

ESL OER Participants	project lead	manager	pilot	pilot	videos	videos	videos
Approx Hours	215	26	29	29	5	5	5
	Charmaine Phipps	Cindy Walker	May Yu	Sara Moussavi	Marcela Jones	Chris Lee	Rebecca Bowers

Overload (51410)	\$16,125.00	\$1,950	\$2,175	\$2,175	\$375	\$375	\$375	\$23,550.00
STRS	\$ 3,079.88	\$ 372.45	\$ 415.43	\$ 415.43	\$ 71.63	\$ 71.63	\$ 71.63	4,498.05
Medicare	\$ 233.81	\$ 28.28	\$ 31.54	\$ 31.54	\$ 5.44	\$ 5.44	\$ 5.44	341.48
SUI	\$ 8.06	\$ 0.98	\$ 1.09	\$ 1.09	\$ 0.19	\$ 0.19	\$ 0.19	11.78
W/C	\$ 348.30	\$ 42.12	\$ 46.98	\$ 46.98	\$ 8.10	\$ 8.10	\$ 8.10	508.68
Total Expense:	\$19,795.05	\$ 2,393.82	\$2,670	\$2,670	\$460	\$460	\$ 460.35	\$28,909.98

5,359.98 Benefits

Total Esti. Expenses: \$ 28,909.98